

AGENDA
UWF Board of Trustees Meeting
Fort Walton Beach Campus
Building 1/Room 126
9:30 a.m. Friday, February 25, 2005

Call to Order Mr. K.C. Clark, Chair
Roll Call
Chair's Greetings Mr. K.C. Clark
President's Report Dr. John Cavanaugh
Student Achievements Dr. Debbie Ford, VP Student Affairs
Vice Presidential Update Dr. Dean Van Galen, VP Development
Approval of Minutes
January 7, 2005

Action Items

Committee Reports

Finance, Administration & Audit Committee Mrs. Sharon Hess Herrick, Chair

8:00 a.m. Building 1 Conference Room 126

Approve Minutes of November 5, 2004 & January 6, 2005

Fee Increases

1. University Housing Rental Rates Dr. Debbie Ford, VP for Student Affairs
2. Student Activity & Service Fee, Health Fee & Athletic Fee
3. Fees for the Education Research Center for Child Development
4. Student Orientation Fees
5. Proposed Parking and Transportation Services Fee Increases
Dr. Cornelius Wooten, VP for Administrative Affairs
6. Material & Supply Fees Dr. Pete Metarko, Associate VP
7. Fees – National Student Exchange

Certifications

8. UWF Foundation Certification Ms. Betsy Bowers, Associate VP
9. UWF Financial Audit

Informational

10. Financial and Budget Related Documents
Dr. Cornelius Wooten, VP for Administrative Affairs

Academic & Student Affairs Committee

Mr. Roy Smith, Chair

8:00 a.m. Building 7 Room 704

Approve Minutes of November 5, 2004

1. Academic Program Changes Dr. Carl Backman, Associate VP
 - a. Program Deletion – Master of Public Administration
 - b. Program Revision – Athletic Training – Request for limited access
 - c. Request to Waive Requirement of Request to Explore & Plan
B. S. In Computer Engineering & B.S. in Electrical Engineering
 - d. Program Additions
 - 1) B. A. in Economics
 - 2) B. S. in Health Science
 - 3) Master of Public Health (MPH)
 - 4) M. Ed. In College Student Personnel Administration

Academic & Student Affairs Committee (continued)

2. Academic Affairs Update Dr. Sandra Flake, Provost
- a. Academic Program Goals Dr. Pam Northrup, Dir. Academic Technology
CHS Students
- b. Okaloosa Partnership Dr. Frank Fuller, Asst. Supt. CHS
Ms. Cindy Massarelli, Principal CHS

Executive Committee

Mr. K.C. Clark, Chair

(Executive Committee will meet briefly following flag ceremony in Room 156.)

1. Presidential Performance Evaluation
2. Expanded duties and responsibilities
3. Conference Calls

Other Action Items

1. Okaloosa Partnership Signing Mr. K.C. Clark, Chair
Dr. John Cavanaugh, President
Dr. Don Gaetz, OCS Superintendent
2. Federal Appropriations Dr. John Cavanaugh, President
3. Approve Board Development Plan & Revised Bylaws Dr. John Cavanaugh
4. Approve revised Parking Rule Ms. Gina DeIulio, General Counsel
5. 2005-06 Meeting Schedule Mr. K.C. Clark

Informational Items

1. FWB Update Dr. Wes Little, Vice Provost
2. FIHMC Update Mr. K.C. Clark, Chair
3. AGB On-site Planning/Training June 2005 Dr. John Cavanaugh, President

Adjournment *

Flag Ceremony to follow on FWB grounds*

Buffet luncheon following flag ceremony

Student Achievements

Dr. Debbie Ford, Vice President for Student Affairs

Alison Brumley, a Master of Science Administration - Criminal Justice student at the University of West Florida, has been a volunteer with the Victim Assistance Center of the Okaloosa County Sheriff's Office since fall 2003. Alison originally completed an internship with the Center as an undergraduate student at UWF. As a volunteer, Alison assists victims of domestic violence as well as all types of violent crime. Alison will graduate with her master's degree this summer and plans to begin work on a doctoral degree. She sees her volunteer work at the Center as an integral part of a potential career in academe, stating, "This experience will also assist me in teaching relevant and useful information to students."

Therese Sweeney, a Senior in Teacher Education at the Fort Walton Beach Campus is the President of the Education Club, a very active organization she created from ground zero last year which meets every month and actively involves the community. She will also be presenting the State Service Learning Conference Feb. 13-15 as she has done numerous service for the community in Reading and science.

Sherry Milbrath, a Senior in Art Education, has been volunteering her expertise for 7 years at all elementary schools in Okaloosa County and is currently at Oak Hill Elementary on Eglin AFB doing Service Learning. She works with the community to integrate art and will be presenting her experiences at the State Service Learning Conference also.

Boyd White, an MBA student, co-authored a paper entitled "IT Management in the Electric Utility Industry" with Dr. Jun Wei. The paper was presented at the Applied Business Research Conference in January, and published in the proceedings .

Recreation and Sports Services Department:

Students from Fitness/Wellness traveled to Atlanta, GA this past weekend to attend the AFAA APEX conference. **Trisha Schleicher, Danielle Behm, Melissa Richardson,** and **Becky Breinig** took the Primary Group Fitness Certification. **Marlaine Hagopian** took the Mat Science Certification for Pilates. **Marlaine Hagopian** and **Katie Lowe** took the Indoor Cycling Certification. **Mary Jehl** took the Yoga Essential III Certification.

Joanna Burns, Julie Kato, Ryan McAfee, and **Amy Marquez** attended the NIRSA Student Development Lead-On Conference hosted by DePaul University in Chicago January 28 - 29, 2005.

Student Activities:

Tara Christie, Becky Kroeger, Jackie Wiley, Bob Alston, Marc LaMotte, Beth Box and **Becca Lynch**, student members of the Campus Activity Board and Homecoming committees, will attend the National Association for Campus Activities Conference in

Minneapolis, MN from February 12 - 16. **Marc LaMotte** is representing UWF as a member of the NACA Board of Directors.

Ashley Haynie and **Megan Vucic** will be presenting at the Loyola Leadership Conference next Saturday, February 19.

Student Transition Programs:

Josh Barnes, **Emelie Lalama**, and **Jacob Boone** will be presenting at the Southeast Regional Orientation Workshop on Recruitment, Selection, and Training a Diverse Orientation Staff.

Athletics:

Women's Golf – West Florida began spring women's golf with the Tusculum / Kiawah Island Intercollegiate champions. UWF's **Clara Fornella**, who was the 2004 individual medalist, earned her second championship at the event with rounds of 75 and 77 for a total of 152 strokes. **Fornella** was also named to the All-Tournament Team.

Women's Basketball – Junior forward **Lyndsay Munro** notched her first career Gulf South Conference Player of the Week award on Feb. 2 for her strong overall performance in Saturday's convincing 68-56 win over GSC East leader Valdosta State. It's the fifth GSC Player of the Week awarded to an Argonaut this season. Junior guard **Michelle Gibson** is a three time winner, and junior forward **Erin Vierling** took home the accolades once. **Erin Vierling** also became one of just six players in 24 years of UWF women's basketball to reach 1,000 career points.

Men's Cross Country – For the first time since the 2000 season, a West Florida men's cross country harrier earned Academic All-Gulf South Conference (GSC) honors. **Caleb Carmichael**, a junior from Tallahassee was named to the 2004 list. In addition, 11 Argonauts made the GSC Academic Honor Roll. Sophomore **Michael Padilla** of Pine Forest High School qualified for the NCAA Division II National Tournament in Evansville, Indiana as an individual. He is the first West Florida men's cross country harrier to ever make the cut. **Padilla** had a 10K time of 31:17 to break the UWF record and place him fifth at the Regional. Padilla finished a strong 57th with a 10K time of 33:53.3 among 184 competitors at Nationals on Nov. 20.



Division of Development

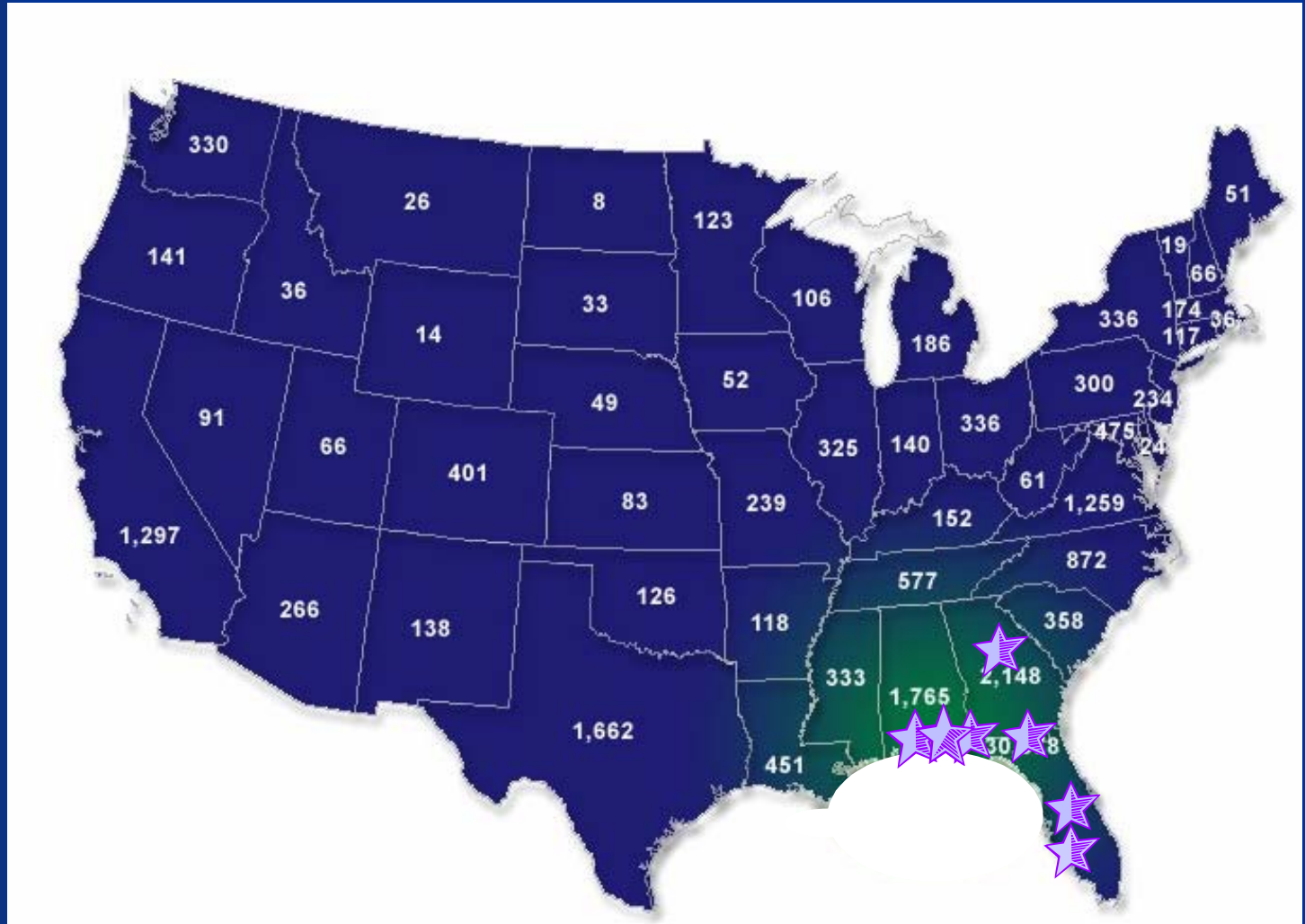
Alumni, Development, UWF Foundation

UWF Board of Trustees Meeting

February 25, 2005



Alumni Relations



- Alaska 69
- Hawaii 80
- Abroad 406

Alumni Relations

Current Initiatives

- Establish new alumni chapter in Washington D.C.
- Continue successful workplace luncheon program
- Launch “Student Alumni Association”
- Enhance communication through UWF Connection, Web and e-mail



Development and UWF Foundation

Current Initiatives



- Enhance stewardship
- Japan House Endowment fund
- Annual Fund

Initiatives focused on Walton and Okaloosa County Region



- **Fort Walton Beach Advisory Council**
- **Bill Peebles Scholarship Endowment**
- **Seaside/South Walton County Partnership**



Reconnecting with Successful UWF Alumni

- Marc Oken '73 CFO, Bank of America
- Doug Benham '78 Pres. & CEO, Arby's
- Patricia Rainey '76 Pilot, Delta Airlines
- Paul Bowers '78 Pres., Southern Company Generation and Energy Marketing
- Terry Conner '73 Ret. Sr. VP & CIO, Liberty Mutual Insurance
- William Hoffman '75 VP & CFO, C.F. Bean Corporation.
- Keith Kasen '73 Pres. & Chairman of the Board, Anheuser Busch Companies, Inc.
- Dennis Lacey '75 Exec. VP & CFO, Tele Tech.
- Reinhard Metzger '69 Pres., Delta Faucet Company
- Alfred Pease '70 Pres. & CEO, Perceptron, Inc.



Comparison of Annual Gifts in Light of Hurricane Ivan

	July 1, 2003 – February 12, 2004	July 1, 2004 – February 12, 2005
Escambia and Santa Rosa Counties	\$309,403 from 1939 donors	\$289,632 from 1656 donors
Gifts from other Counties and Regions	\$194,599 from 1599 donors	\$213,108 from 1593 donors
Total Annual Gifts	\$504,002 from 3538 donors	\$502,740 from 3249 donors

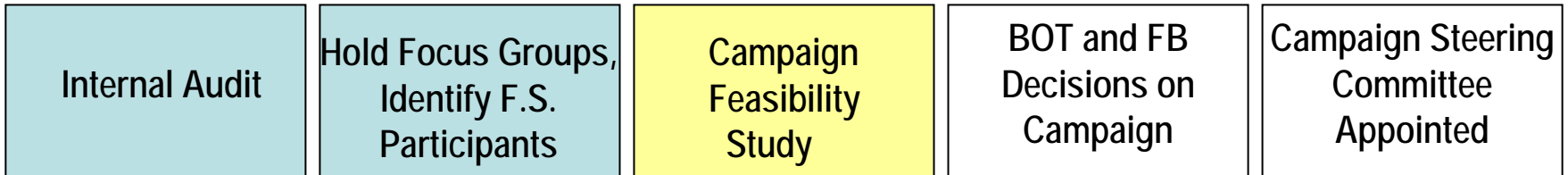
Gifts and Commitments to the UWF Foundation

	FY 2003	FY2004	FY2005 to date (through February 12, 2005)
Total Gifts	\$1.56 million	\$1.71 million	\$902,869
Nautilus Society Members (\$1,000 or more in FY)	N/A	157	114
Heritage Club Members (planned gifts)	36	41	43

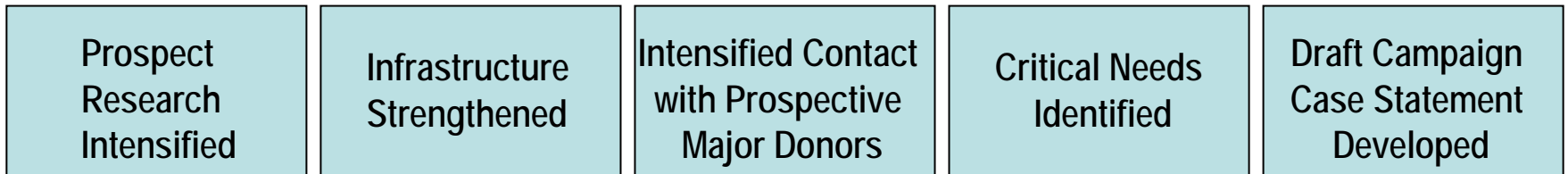


Campaign Planning Timeline

External and Board Actions



Internal Actions



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, joined late)
- Collier Merrill (via conference call, joined late)
- 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 DeIulio, General Counsel
- 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.

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, 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 the capital campaign and be able to establish a campaign goal and timeline. Vice President for Development Dr. Dean Van Galen and the President will be visiting Charlotte to see 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 is moving forward successfully and UWF is now processing its own payroll. Betsy Bowers, Mike Dieckmann and their staff members have made this possible.
- 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 president remarked that when he arrived that UWF was known as a best kept secret. 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 (2nd 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 Jaiprashed, 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
- 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 1st 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 of 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 adjustor. 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 broad banding 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 a new 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
 Dr. John Cavanaugh, President

* 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 the FIHMC Board because he cannot appoint a UWF Board of Trustee member because 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 out discretionary funding of FIHMC 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 IHMC. 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 through a cooperative spirit, FIHMC and UWF will not exchange properties. Funding will be through a 3 year phase out and there is 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 initiatives, \$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 fiscal year the discretionary amount will be \$406,000 reduced by costs for returning faculty with the total divided by 1/2 and the following fiscal year \$0. Appropriations will continue with a dollar for dollar reduction as money is legislatively 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 the preferred outcome.

Trustee Morgan asked could we (the BOT) have some comments from representative from the 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 thanks 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 that there should be open communication with both boards, a shared vision and a willingness to addressing issues as they come up and he hopes to have a plan at our 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 Joint Planning Meeting and legislature in Tally, BOT orientation program and 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. 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 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 leadership, 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 regarding the documents transmitted to trustees in December. Dr. Wooten said the statements as of 12/2 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 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, a snapshot position). The assets, liabilities and net assets as of 12/31/04 report will be given in February along with the 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 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.

AGENDA
Finance, Administration & Audit Committee
University of West Florida Board of Trustees
February 25, 2005
8:00 a.m. Building 1 Conference Room 126

Call Meeting to Order

Mrs. Sharon Hess Herrick, Chair

Roll Call

Approve November 5, 2004 Minutes and January 6, 2005 Minutes

Action Items

Fee Increases

1. University Housing Rental Rates Dr. Debbie Ford, VP for Student Affairs
2. Student Activity & Service Fee, Health Fee & Athletic Fees
3. Fees for the Education Research Center for Child Development
4. Student Orientation Fees
5. Proposed Parking & Transportation Services Fee Increases

Dr. Cornelius Wooten, VP for Administrative Affairs

6. Material & Supply Fees Dr. Pete Metarko, Associate VP Academic Affairs
7. Fees – National Student Exchange

Certifications

8. UWF Foundation Certification Ms. Betsy Bowers, Associate VP, IAMC
9. UWF Financial Audit

Informational

10. Financial & Budget Related Documents
- Dr. Cornelius Wooten, VP for Administrative Affairs

Other Items

Adjournment

MINUTES

Finance, Administration & Audit Committee
UWF Conference Centers B & C
November 5, 2004

Committee Chair K. C. Clark called the meeting to order at 8:35 a.m. Roll Call was done by Faye Bowers with the following in attendance.

K.C. Clark
Lornetta Epps
Marny Gilluly
Sharon Hess Herrick arrived at 8:47 a.m.

Chair Clark expressed thanks and support to Kim Spear for moving toward electronic meetings. He asked trustees to provide feedback for continued improvement.

Approve Minutes of August 20, 2004 with grammatical corrections noted by Trustee Gilluly to Faye Bowers.

Motion by: Trustee Gilluly
Second by: Trustee Epps
Approved unanimously.

Action Item I

Approve West Florida Historic Preservation, Inc., certification as noted by Chair Clark: "*Section 13 of the agreement between the University of West Florida and the West Florida Historic Preservation, Inc., dated July 1, 2001, states:*

"UWF shall certify on an annual basis, after consideration of the information provided by the Corporation (WFHPI) that the corporation is complying with the terms of this agreement and in a manner consistent with the goals and purposes of UWF and in the best interest of the State. Such certification shall be made annually and reported in the minutes of the meeting of the Board of Trustees of UWF."

Additionally, Section 8 of that agreement requires WFHPI to furnish the following:

- 1. "An executive director certification that the corporation has complied during the year with the provisions of the contract."*
- 2. "Its audited financial statements for the preceding fiscal year."*

Ms. Betsy Bowers, Vice President for Internal Auditing and Management Consulting performed a cursory review of the documents and determined WFHPI met the requirements.

Motion by: Trustee Epps
Second by: Trustee Gilluly
Approved unanimously.

Action Item II

Approve Charter for Finance, Administration and Audit Committee as introduced by Chair Clark who commended Betsy Bowers and her staff for preparation of the document. Prior to approval, Trustee Gilluly suggested corrections which will be made and a complete document will be presented at a future meeting.

"Page 1 bullet #3, explanation by independent audit communication and information flow."

Chair Clark commented that auditors make very specific communications to the audit committee and the BOT will see this as it proceeds.

“Page 2 Financial Statements bullet #2, Trustee Gilluly suggested the addition of “*recommend any action to be considered*” and at the bottom of the page “*copies of the financial audits of direct support organizations are submitted to the UWF BOT Finance, Administration and Audit Committee.*”

“Page 4 Internal Audit bullet #5, Trustee Gilluly recommended “*Review and consider recommending action on all significant finds and recommendations noted by internal auditors and external auditors*; bullet #12, last word should be “*athletes*” not *athletics*; and correction of Trustee Gilluly’s last name.

Chair Clark commented that the charter is off to a wonderful start and praised Dr. Cornelius Wooten and Betsy Bowers’ groups, for working together on this project. Trustee Gilluly commended both groups.

Motion by: Trustee Gilluly

Second by: Trustee Hess Herrick

Approved unanimously by committee.

Informational Item 1

Before turning the floor over to Dr. Dean Van Galen, Vice President of Development for an update, Chair Clark took a moment to thank Dr. Van Galen, Martha Lee Blodgett and President Cavanaugh for their preparation of a capital campaign event hosted at the home of Chair & Mrs. Clark. The chair said that the event was extraordinarily productive, with several folks staying afterward and expressing their pleasure with the preparation/presentation. Chair Clark personally thanked all those involved.

Dr. Van Galen gave a pre and post Hurricane Ivan update and noted that students who were recipients of donor gifts had met and personally written thank you letters to the donors. Dr. Van Galen said that the success of UWF’s Profiles in Leadership series with Mark Oken of Bank of America was due to the organization of Dr. Ed Ranelli and Mrs. Sara Groh. He said that students were able to meet with Mr. Oken, CFO of Bank of America, who later asked that resumes of potential students be sent to him for the possibility of future employment.

In the aftermath of Hurricane Ivan, the philanthropic support for UWF continues, with more than \$30,000 going to our students. More than \$15,000 has been raised. Following Ivan, 7 loans for faculty, staff and students have been approved.

Dr. Van Galen expressed his appreciation to Woodmen of the World for having donated 130 flags to UWF for compliance with passing of the Carey Baker Flag Freedom Act. Totally 180 flags have been donated to UWF.

Dr. Van Galen said he hopes to complete a feasibility campaign outside of this area. He thanked President Cavanaugh for taking such an active role in this campaign and said that the BOT may be asked to approve such a campaign in the Spring of 2005. He said UWF Alumni Relations now has 7 chapters and have set a goal to establish a new chapter in Washington, D.C. with hopes that Trustee Gilluly will help. Dr. Van Galen said that the Orlando alumni chapter was a hit and is an example of what a great chapter can be. He said there have been several Work Place Luncheons which also provided positive support. Lastly, Dr. Van Galen thanked his staff for their hard work.

Informational Item 2

Associate Vice President Betsy Bowers presented the Hurricane Ivan Financial Recovery Report to date. Trustee Hess Herrick asked how many students had withdrawn, with Ms. Bowers responding that 170 reimbursements had already been processed. Chair Clark said considering the majority of those folks were afraid of the storm, this is a remarkably low number given the concentration of the number of students in NW Florida. Efforts of the Internal Auditing group to expedite reimbursement are to be applauded, and the BOT appreciates their flexibility and effort to set aside resources for catastrophic events. Ms. Bowers introduced two new team members, Ms. Sabrina Williams, P-Card Auditor and Ms. Elizabeth Mrachek, Internal Auditor.

Trustee Hess Herrick questioned the G-PAC, with Dr. Hal White responding that this is a real model of contingent operation. A number of people in the room have worked so diligently with students considering withdrawing to encourage them to remain at UWF. Many have been counseled through the efforts and encouragement of UWF staff and faculty.

Chair Clark stated that every cloud has a silver lining, and everyone at UWF worked together to get us on the road to recovery so efficiently. He said that students appreciate a semester not being cancelled, especially when one is a student getting ready to graduate and work. The efforts for grants and loans to continue education are so uplifting, and the fact that UWF responded speaks highly of efforts made.

Informational Item 3

Vice President of Administrative Affairs, Dr. Cornelius Wooten gave a Cash Flow and Budget Summary Presentation to the committee. He plans to bring such information to the BOT more frequently because he is very interested in the BOT's reaction. He said it is his goal to prepare a condensed balance sheet through the cooperation of a Banner consultant.

Chair Clark commented that we do not want to have another year like Ivan. Trustee Gilluly asked that these spreadsheets be delivered sooner in the future because there was no time to review them prior to the meeting. Dr. Wooten apologized for the belatedness of documentation.

Chair Clark adjourned the meeting at 9:25 a.m. due to no other business being on the agenda.

Respectfully submitted,

Faye H. Bowers

Minutes
UWF Board of Trustees
Finance, Administration & Audit Committee Meeting
January 6, 2005

Committee Chair K.C. Clark and Mr. Eric Nickelsen, Finance Chair for the FIHMC welcomed everyone to the meeting at approximately 1:00 p.m. The meeting was held in Conference Room 2 of the J. Earle Bowden Building on 120 Church Street, Pensacola, Florida.

Other committee members attending:

Sharon Hess Herrick, vice chair
Marny Gilluly
Dr. Lornetta Epps
Collier Merrill

Other UWF personnel attending:

Dr. Hal White, Executive Vice President
Dr. Sandra Flake, Provost
Ms. Gina DeJulio, General Counsel
Dr. John Cavanaugh, President
Ms. Betsy Bowers, Associate Vice President, IAMC
Ms. Kimberly Spear, Chief of Staff
Ms. Faye Bowers, Executive Specialist
Ms. Shelley Blake, Executive Assistant, Office of the Provost

Other FIHMC officers/personnel attending:

Ms. Carol Carlan, FIHMC Board Chair
Dr. Ken Ford, Director
Ms. Julie Sheppard, General Counsel
Dr. Jack Hansen, Associate Director
Mr. Bert Hartley
Mr. Tim Wright

The meeting which lasted for 3 hours and 31 minutes was for UWF FIHMC Affiliation Agreement.

Respectfully submitted,

Faye H. Bowers
Executive Specialist, Office of the President
Assistant Corporate Secretary, Board of Trustees

**UWF Board of Trustees
Finance, Administration & Audit Committee
February 25, 2005**

Issue: University Housing and Residence Life Rental Rates

Proposed action: Approve the proposed rental rate increase effective fall, 2005

Background Information:

The board of Trustees is delegated authority to approve housing rental rates effective fall, 2005.

The proposed increases range from 4% to 15% and from \$75 to \$232 per student per semester depending on the type of room option. The rental rate increases are necessary and sufficient to pay debt service, fund reserve requirements, and maintain operating and maintenance/custodial costs. The increase in rental rates allows the Department of Housing and Residence Life to compete with other institutions and the off-campus market while fulfilling the goals of the strategic long range financial and renovation plan.

Supporting documents: Exhibit A - Rate Proposal
Exhibit B - 2004-2005 Budget, Revenue and Expenditures
Exhibit C - Review of Rental Rate Increase
Exhibit D - Schedule of Miscellaneous Charges

Prepared by: Dr. Deborah Ford, Ed. D.
Vice President for Student Affairs

Ms. Kay-lynn S. Taylor
Director of Housing and Residence Life

Exhibit A

The University of West Florida
Department of Housing and Residence Life
Rate Proposal
Academic Year 2005-2006

	2004-2005 Rental Rate	+ inflation	+ increase, Catch-up	= 2005-2006 Rental Rate
Southside Village Single Occupancy	\$1775	\$71 (4%)	\$107 (6%)	\$1955
Southside Village Double Occupancy	\$1370	\$55 (4%)	\$69 (5%)	\$1495
Argo, Martin, & Pace Hall	\$1545	\$62 (4%)	\$170 (11%)	\$1780
University Village Student Apartments-East 4-bedroom	\$1880	\$75 (4%)	\$0	\$1955
University Village Student Apartments-East 2-bedroom	\$2340	\$94 (4%)	\$0	\$2435
University Village Student Apartments-West 4-bedroom	\$2180	\$87 (4%)	\$0	\$2270
University Village Student Apartments-West 2-bedroom	\$2675	\$107 (4%)	\$0	\$2785

Exhibit B

**The University of West Florida
Department of Housing and Residence Life
2004-2005 Budget, Revenue and Expenditures**

	<u>2004-2005 Budget</u>	<u>Year to Date 12/31/2004</u>	
REVENUE			
Rental Income	\$4,957,266	\$2,270,346	
Interest Income	85,186		
Other Income	<u>206,965</u>	<u>152,319</u>	
Total Revenue	<u><u>\$5,249,417</u></u>	<u><u>\$2,422,666</u></u>	
EXPENDITURES			
Salaries/Benefits	\$ 709,573	344,816	
Other Personal Services	200,000	143,008	
Operating Expense	1,115,816	493,676	
Administrative Fees	32,000	28,332	
Trustee Fees	27,060	0	
OCO	<u>10,000</u>	<u>2,261</u>	
Total Operating Expense	<u><u>\$ 2,094,449</u></u>	<u><u>\$1,012,093</u></u>	
Debt Service	2,337,975		
R & M Reserve (5%)	262,471		
Operating Reserve (10%)	<u>524,942</u>		
Total Expenditures	<u><u>\$ 5,219,837</u></u>		
Net Income	<u><u>\$ 29,580</u></u>		
Debt Coverage Ratio:	<u>Net Revenue</u> Debt Service	<u>\$3,154,968</u> <u>\$2,337,975</u>	1.35%

MEMORANDUM

TO: Dr. Debbie Ford
FROM: Ms. Kay-lynn Taylor
DATE: January 29, 2005
RE: Reasons for Housing Rate Increases

As you know, in lieu of meeting with the UWF Residence Hall Association (RHA) as well as all of the individual living unit community councils (CCs), I have met with or am in the process of meeting with a number of groups on the campus community at UWF to review the proposed rate increases for University Housing for the 2005-2006 fiscal year. These groups include: Housing and Residence Life staff, Intercollegiate Athletics staff, SGA president, Stephen Russell, the SGA Executive Board, Division of Student Affairs Leadership Team, the UWF Honors Program staff, Greek Affairs staff, Enrollment Services staff, and, most importantly, current residents.

On January 24, 2005, and January 31, 2005, a staff member and I presented this information to the President's Cabinet. This group supported the proposed rates and recommended I proceed forward to the Board of Trustees for final approval on February 25, 2005.

Rate increases range from a 4% (inflation rate) in the University Village Student Apartment community spaces to a 15% increase in the double occupancy spaces (Argo, Pace and Martin Halls) during Academic Year terms. These inflation and "catch-up" rates increases are the minimum amounts necessary to maintain our goal of fulfilling debt service requirements, developing infrastructure for operating the University Housing program, fulfilling our departmental mission, and meeting utility costs. There must be an increase in funding, "...the financial wherewithal to expand and improve the existing housing inventory must come primarily from revenue enhancement rather than cost cutting. Further, increased revenue must come primarily from escalating present rental rates to levels more similar to those charged by other State institutions in Florida." In addition, operation costs of UWFs Student Housing System average \$5.21 per gross square foot. This amount is moderate by comparison to operation costs in other campus housing programs we have observed.

I appreciate your support in maintaining a variety of options and costs for our potential resident students.

Quotation except taken from University of West Florida Student Housing Review, Carter Consultants (2004).

KT/me

Enclosures

Exhibit D

The University of West Florida
Department of Housing and Residence Life
Schedule of Miscellaneous Housing Charges
Academic Year 2005 - 2006

PREPAYMENTS

Initial Contract – A non-refundable \$25 Administrative Fee and a \$200 Contract Prepayment is required for all Housing and Residence Life spaces. The Housing and Residence Life Contract Prepayment and Administrative Fee are due when the Contract is submitted.

CANCELLATION FEES

A. Initial Contract

- 1) At a minimum, the Housing Contract is in force as long as the student is attending UWF during the academic year (a person must be enrolled as a degree-seeking undergraduate or graduate student to be eligible for University Housing).
- 2) A student may request cancellation of their Contract by completing a written Request for Cancellation Form according to the following guidelines:
 - If the student is denied admission to the University, there shall be no cancellation fee and a full refund of the Contract Prepayment will be made.
 - A student who does not check-in to the assigned space by the first day of classes and who is not enrolled, will be assessed a \$200 Cancellation Fee. The student's assignment will be forfeited and the student will need to submit a new Housing Contract and Prepayment for future terms.
 - A student who wishes to cancel their Contract prior to the start of the Contract year and who will not be attending UWF may do so under the following guidelines and with the indicated Cancellation Fees:

	\$100 Refund of Prepayment \$100 Cancellation Fee	\$50 Refund of Prepayment \$150 Cancellation Fee
Returning 2004- 2005 residents not attending UWF	Postmarked prior to June 1, 2005	Postmarked between June 1, 2005 and August 17, 2005.
New residents 2005 - 2006 residents not attending UWF	Postmarked prior to July 9, 2005	Postmarked between July 9, 2005 and August 17, 2005.
New and returning Spring 2005 - 2006 not attending UWF	Postmarked prior to November 15, 2005	Postmarked between November 15 2005 and January 2, 2006.

Exhibit D (con't.)

- The Student who chooses to cancel their Contract after the beginning of the Contract year may do so under the following guidelines:

Withdrawing from UWF	The student who withdraws from classes during either the fall or spring semesters is required to leave University Housing within 48 hours of the withdrawal. The student will be assessed a \$200 cancellation fee plus a pro-rated daily rental fee.
Not Withdrawing-attending UWF	Contract Buy-Out 50% of the remaining Contract balance (through the end of the Spring semester). A \$200 cancellation fee, and all accrued rental fees through the official date of check-out are assessed to the student when requesting to Buy-out the Contract.

- Definitions:

Buy-Out = For requests made by a student after the opening of the academic year or beginning of either the Fall or Spring semester, for reasons other than those described above, the student may request a Contract Buy-Out. The student is assessed 50% of the remaining Contract balance and all accrued charges based on the day of official check-out of the residence hall or apartment. The resident is not considered officially checked out of University Housing until the resident has received written approval, all keys are returned, and a completed Housing Room Condition Report is signed by the resident and a University Housing staff member.

Contract term=Academic year 2005-2006 (Fall and Spring semesters).

Withdrawal=Student chooses not to take classes at the University of West Florida.

Opening=Date University Housing officially opens for the semester and/or the academic year.

Closing=Date University Housing officially closes for the semester and/or the academic year.

Check-out-The resident completes all required steps in order to fully check out of their assigned space in University Housing.

Contract Cancellation= Request for Release from the Contract, at a minimum, the Contract is in force as long as the degree-seeking undergraduate or graduate student is officially enrolled during the academic year, and as long as the student remains in good standing in terms of behavior and conduct. The student may request cancellation by completing a written Request for Cancellation form and submitting it to the University Housing Central Office.

The University of West Florida
 Department of Housing and Residence Life
 Rate Proposal (**per month**)
 Academic Year 2005-2006

	2004-2005 Rental Rate	+ inflation	+ increase, Catch-up	= 2005-2006 Rental Rate
Southside Village Single Occupancy	\$444	\$18	\$27	\$489
Southside Village Double Occupancy	\$343	\$14	\$17	\$374
Argo, Martin, & Pace Hall	\$386	\$16	\$43	\$445
University Village Student Apartments-East 4-bedroom	\$470	\$19	\$0	\$489
University Village Student Apartments-East 2-bedroom	\$585	\$24	\$0	\$609
University Village Student Apartments-West 4-bedroom	\$545	\$22	\$0	\$568
University Village Student Apartments-West 2-bedroom	\$669	\$27	\$0	\$696

Amenities included in each month's rent:

- Electricity
- Water
- Sewage
- Trash disposal
- Local telephone service
- High-speed Internet access

Note: Monthly rental rates were calculated by dividing the semesterly rate by 4. This is an approximation but a typically a *very* close one. For example, Housing was open and charged rent for the Spring 2005 semester from Jan 4 through April 30, 4 days shy of exactly 4 months.

**UWF Board of Trustees
February 25, 2005**

Issue: Student Activity and Service Fee and Athletic Fee increase.

Proposed action: Approve the proposed fee increases effective fall, 2005.

Background information:

Section 240.235, Florida Statutes, requires each university president to establish separate Activity and Service, Athletic and Health Fees. The law further provides that any increase in the fees be recommended by campus fee committees. One-half of each committee shall consist of students appointed by the student body president, with the remainder appointed by the university president. The statute further requires that the university president approve any proposed increases after consultation with the student body president.

Senate Bill 1162 delegates to the Boards of Trustees at universities the authority to set these local fees effective July 1, 2002. This bill also limits the fees to no more than 40 percent of the matriculation fee. Within the 40 percent cap, universities may not increase the aggregate sum of Activity and Service, Athletic and Health Fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The proposed increases are \$1.20 per credit hour, or an increase of 5.0 percent.

Supporting documentation:

Exhibit A—Schedule of Current and Proposed Fee Increases
Exhibit B—Summary of Fee Committee Deliberations
Exhibit C—Comparison of SUS Fees for 2004-2005

Prepared by: Deborah L. Ford
(850) 474-2214
dford@uwf.edu

EXHIBIT A

**THE UNIVERSITY OF WEST FLORIDA
ACTIVITY & SERVICE, ATHLETIC AND HEALTH FEE
SCHEDULE OF CURRENT & PROPOSED FEE INCREASES
FALL SEMESTER, 2005**

	Current Fees/ Estimated Revenue 2004-2005	Projected Fees/ Projected Revenue 2005-2006	Increase Fees/Revenue	Percent Increase
<u>Per Student Credit Hour</u>				
Activity & Service	\$ 8.75	\$ 9.65	.90	10.3%
Athletic	12.05	12.35	.30	2.5%
Health	<u>3.19</u>	<u>3.19</u>	<u>-0-</u>	-0-
Total	\$23.99	\$25.19	\$1.20	5.0%
<u>Per Student (Flat Fee)</u>				
Activity & Service	-0-	-0-		
Athletic	-0-	-0-		
Health	-0-	-0-		
Total	-0-	-0-		
<u>Revenues</u>				
Activity & Service	\$1,952,055*	\$2,227,712***	\$ 275,657	14.1%
Athletic	2,688,259*	2,851,010***	162,751	6.1%
Health	<u>657,086**</u>	678,150****	21,073	3.2%
Total	\$5,287,400	\$5,756,881	\$459,481	8.7%

*Based on estimated 223,092 student credit hours for 2004-05

**Based on estimated 205,983 student credit hours for 2004-05

***Based on estimated 230,851 student credit hours for 2004-05.

****Based on estimated 212,589 student credit hours for 2004-05.

EXHIBIT B

THE UNIVERSITY OF WEST FLORIDA SUMMARY OF FEE COMMITTEE DELIBERATIONS PROPOSED FEE INCREASES FOR FALL, 2005

Activity and Service Fee

Justification for Activity and Service Fee Increase

To allow for inflation, increased programming and operational costs due to increasing student enrollment, and increased staffing for new Recreational facility.

Activity and Service Fee Committee Membership

Dr. Rick Barth, Chair (A&P)
Mr. Todd Caraway (Student)
Dr. George Ellenberg (Faculty)
Mr. Aaron Epstein (Student)
Ms. Susan Harrell (Faculty)
Mr. Richard Hulett ((A&P)
Mr. Steven Russell (Student)
Mr. Chris Thompson (Student)

Summary of Activity and Service Fee Committee Activities and Chronology of Meetings

November
8 & 15, 2004

At first meeting, Rick Barth, Chair, explained committee purpose and outlined criteria including law that states that the total increase for all local fees cap at 5%. Committee discussed A&S need of new recreation facility, and based on the increase in cost of staffing the new facility committee proposed \$1.00 increase. At second meeting after much review and discussion of other fees and cap, the committee proposed and passed an increase of \$.90 per credit hour. This increase would set the new A&S fee at \$9.65 per credit hour effective Fall Semester, 2005.

Athletic Fee

Justification for Athletic Fee Increase

To allow for inflation and rising operating costs including salaries, transportation, insurance and NCAA Division II and Gulf South Conference affiliation. Also, allows necessary increases for athletic scholarships and Title IX compliance.

Athletic Fee Committee Membership

Ms. Sabrina Glover, Chair (Student)
Dr. Francis Bridges (Faculty)
Mr. Stephen Loveless (Student)
Ms. Samantha Paradise (Student)
Mr. Joe Tomko (Faculty)
Ms. Gretchen VanValkenburg (A&P)

Summary of Athletic Fee Committee Activities and Chronology of Meetings

November
8 & 17, 2004

At first meeting, Sabrina Glover, Chair, reviewed committee charge, past and present athletic budgets, athletic program projections, enrollment statistics, and the need to maintain equity. She also explained criteria including law that states that the total increase for all local fees cap at 5%.

The Committee proposed and discussed increasing the fee by \$.35 per credit hour. Further discussion pursued at the next meeting and the Committee passed a \$.30 per credit hour Athletic Fee, effective Fall Semester, 2005.

01/18/05

pc: Fee Justification 2005-06

MEMORANDUM

January 18, 2005

To: President John Cavanaugh

From: Deborah L. Ford
Vice President, Student Affairs

Subject: Request to Increase Activity and Service and
Athletic Fees for 2005-2006

In accordance with CM-D-24.00, I submit the attached request for increase in the Activity and Service and Athletic Fees for 2005-2006 for your approval and that of the Board of Trustees at the February 25, 2005 meeting.

If you need additional information, please let me know.

Attachments

**University of West Florida
Finance, Administration & Audit Committee
February 25, 2005**

Issue: Child Care Fees

Proposed Action: Approve, effective Fall 2005
THE UNIVERSITY OF WEST FLORIDA EDUCATIONAL RESEARCH CENTER
FOR CHILD DEVELOPMENT PROPOSED INCREASE OF FEES

Background Information:

This increase is necessary to maintain the current program to:

1. Provide for pay increases anticipated for all staff and minimum wage increase.*
2. Cover the increased costs of goods and services.
3. Purchase additional equipment needed for the Center's program.

Supporting Documentation:

Current & Proposed Child Care Fees for Fall Semester, 2005
Comparative Schedule
Current Local Child Care Rates

Prepared by: Tulsa Morein, Director of ERCCD (850) 474-2195
Debbie Ford, VP for Student Affairs (850) 474-2214 dford@uwf.edu

*Funding is not provided from the State for normal annual cost of living increases. The fees must absorb these additional costs.

CURRENT AND PROPOSED CHILD CARE FEES FOR FALL SEMESTER, 2005

	Current Fees/ Estimated Revenues 2004-2005		Proposed Fees/ Estimated Revenues 2005-2006			Amount Increase Fees/ Revenues	Weekly Percent Increase
	<u>HR</u>	<u>WK</u>	<u>HR</u>	<u>WK</u>	<u>HR</u>	<u>WK</u>	
<u>Infant/Toddler</u>							
Student	\$4.25	\$92.00	\$4.50	\$95.00	\$.25	\$3.00	3.26%
Non-Student	\$4.50	\$105.00	\$4.75	\$108.00	\$.25	\$3.00	2.85%
<u>Preschool I & II</u>							
Student	\$4.00	\$80.00	\$4.25	\$83.00	\$.25	\$3.00	3.61%
Non-Student	\$4.25	\$93.00	\$4.50	\$96.00	\$.25	\$3.00	3.22%
<u>School Age</u>							
<u>Summer Camp</u>	\$3.00	\$80.00	\$3.00	\$83.00	-0-	\$3.00	3.75%
<u>Drop-in Rate</u>	\$5.00	N/A	\$5.00	N/A	-0-	-0-	
<u>Overtime Rate</u> (per overtime hour)	\$1.00	-0-	\$1.00	-0-	-0-	-0-	
<u>Late pick-up</u> Fees (per minute)	\$25.00	-0-	\$25.00	-0-	-0-	-0-	
<u>Initial</u> <u>Registration</u> (non-refundable)	\$50.00	-0-	\$50.00	-0-	-0-	-0-	
<u>Non-Refundable Semester Registration Fees:</u>							
Infant/Toddler	\$25.00	\$25.00	-0-	-0-	-0-	-0-	
Preschool Program	\$25.00	\$25.00	-0-	-0-	-0-	-0-	
School-Age Program	\$35.00	\$35.00	-0-	-0-	-0-	-0-	

Revenues Generated

From Fees \$255,669 (Est.) \$264,106 \$8,437

Family Discount Second child in family – 10% discount on combined weekly or hourly fees.
Three or more children in family – 15% discount on combined weekly or hourly fees.

EXHIBIT A**COMPARATIVE SCHEDULE**

	2003-2004 Actual	2004-2005 Estimated	2005-2006 Estimated
1. <u>Revenue</u>			
User Fees	\$260,868	\$255,669	\$264,106
Capital Improvement			
Trust Fee	47,746	49,325	51,298
Activity & Service Fee	3,000	2,350	2,820
Reserve/Carry Forward	<u>11,665</u>	<u>37,442</u>	<u>26,597</u>
	\$323,279	\$344,786	\$344,821
2. <u>Expenditures</u>			
Salaried Positions	\$162,428	\$164,647	\$172,793
Other Personal Services	130,182	127,500	129,744
Operating Expense	12,586	15,050	15,686
Furniture & Equipment	-0-	-0-	-0-
Renovation/Reserve	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	\$305,196	\$307,197	\$318,223

EXHIBIT B
UNIVERSITY OF WEST FLORIDA
COMPARATIVE SCHEDULE
CURRENT LOCAL CHILD CARE RATES

	Infants	Toddlers	2's	3's	4's	S/A
Child Care Network 476-5369 Reg.Fee \$25 Annual Curr.Fee Annual \$40	\$121	\$114	\$108	\$106	\$101	\$90
Cokesbury (monthly) 476-5847 (weekly) Reg.Fee \$120/Supply List	\$550 \$137	\$490 \$122	\$435 \$108	\$385 \$96	\$375 \$93	\$375 \$93
For Kids Only (monthly) 433-7546 (weekly) 1-Time Reg.Fee Per Family \$100	\$635 \$158	\$635 \$158	\$620 \$155	\$620 \$155	\$620 \$155	N/A N/A
Kiddie Korral 477-1771 Reg.Fee \$45 Educ. Fee - Annual \$50	\$106	\$98	\$85	\$85	\$85	\$75
Kids Klub 478-7090 Annual Reg. Fee \$25	\$105	\$105	\$100	\$90	\$80	\$85
LaPtite 478-6772 Annual Reg Fee \$60/\$85 Family	\$129	\$117	\$113	\$102	\$99 Pre-K 5 \$109	\$91
Malena's 478-5733 Annual Reg.Fee \$50	\$115	\$105	\$93 potty train	\$93	\$93	\$88
PJC JR (Student/Staff/Faculty) 484-1521 (General Public) Reg.Fee \$30	\$ 85(C) \$100(A) \$100(C) \$115(A)	\$ 85(C) \$100(A) \$95(C) \$110(A)	\$ 80(C) \$95(A) \$95(C) \$110(A)	\$75(C) \$90(A) \$90(C) \$105(A)	\$75(C) \$90(A) \$90(C) \$105(A)	\$75(C) \$90(A) \$85(C) \$100(A)
Kid's Place 473-8912 1-Time Reg.Fee \$35.00	\$109	\$99	\$89	\$84	\$84	\$84

** (C) Current Fee
(A) Anticipated Fee

1/25/2005

**UWF Board of Trustees
Finance, Administration, and Audit Committee
February 25, 2005**

Issue: New Student Orientation Fee

Proposed Action: Approve, effective March 2005

Background Information:

Senate Bill 1162 delegates to the Board of Trustees at universities the authority to set these local fees.

The Office of Student Transition Programs proposes that freshmen students be charged \$78.00 to attend a two-day orientation. The fee covers the program (\$30.00), four meals (\$20.00), housing accommodations for one night (\$18.00), and the Nautilus Card (\$10.00). This is an increase of \$3.00 to cover staffing cost. Sales tax of \$2.85 will need to be added for the overnight stay and food.

For transfer and one-day orientation programs, participants will be charged \$30.00 to attend. This will cover the program cost (\$15.00), one meal (\$5.00), and Nautilus Card (\$10.00). Sales tax of \$1.50 will need to be added for food.

Charges for guest attending the two-day orientation will be \$35.00. This covers cost of the program (\$15.00) and three nice meals (\$20.00). There will be sales tax added of \$1.50. Charges for guest attending the one-day orientation will be \$15.00. This covers the cost of the program (\$10.00) and one meal (\$5.00). There will be sales tax added of (\$.38).

	2-Day Orientation	2-Day w/ Tax	1-Day Orientation	1-Day w/ Tax
Student	\$78.00	\$80.85	\$30.00	\$31.50
Guest	\$35.00	\$36.50	\$15.00	\$15.38

The proposed fee is comparable to other SUS schools. Revenue from the fees will be used to cover actual cost of the programs.

Supporting Documentation: none

Prepared By: Michael D. Jasek, Assistant Dean of Students, 473-7300
Debbie Ford, Vice President for Student Affairs, 474-2214

UWF Board of Trustees
Finance, Administration & Audit Committee
February 25, 2005

Issue: Proposed Parking and Transportation Services Fee Increases
1) Parking Fee Increases
2) Trolley Fee Increases

Proposed action: Action - To approve recommended fee increases

Background information:

The university recently engaged the services of Walker Parking Consultants. The consultant's report validated issues related to the university's current and future parking and transportation needs. Increases in fees are required in order to have a viable parking and transportation system.

Supporting documentation: Proposed Parking Fee Increases, Planned Goals and Issues Related to the New Proposed Parking Model, and Proposed Trolley Fee Increases

Prepared by: Dr. Cornelius Wooten 850-474-2209
Dr. James Barnett 850-474-2007

Planned Goals and Issues Related to the New Proposed Parking Model:

- 1) Faculty and staff maximum utilization of parking spaces nearest assigned office locations. Employee payroll data for each building in conjunction with parking data collected on Wednesday during the study will provide required quantities.
- 2) Faculty and staff (F/S) leaving and returning to campus multiple times per day. Sufficient quantity excess needs to be available within a designated “F/S” parking lot, and as necessary, have an “overflow” lot designation. After the “Unified Permit Mode A” is implemented, late arriving staff will park in the “F/S” lot; however, at a more distant location.
- 3) Reduce the number of user groups in a designated lot who drive through lots looking for vacant spaces. Multiple use designations cause an excessive number of drivers who drive through the lot looking for available spaces. Parking cars in a designated lot and either walking or riding the trolley will be a primary planning focus.
- 4) Improve space utilization of existing under-utilized parking lots. Example to address Items 2 and 3 above: Lot 22 could be identified as a Faculty and Staff (F/S) lot. This lot would continue to have resident student parking for Southside dorms, metered parking, visitor parking near Admissions, and University Police. Currently, there are commuter students parking in Lot 22 (north of the four-lane) and employees parking south of the four-lane. Full-time staff crossing the four-lane during the business week from the lot north of the Racquetball Courts, Lot 21, adds to the probability of reduced employee pedestrian safety. Further, resident students would not be able to drive from residence halls to “F/S” lots until after 5:00 pm. All permits, excluding reserved spaces, accepted in lots 5:00 pm to 7:00 am.
- 5) Visitors: Retain current practice of free parking. UWF needs more visitor parking, near the Building 18 Admissions Office and elsewhere on campus to assist with student recruiting and business stakeholders.
- 6) East Campus Park and Ride Utilizing a Trolley/Shuttle: This will be evaluated at a later year when headcount growth is expected to exceed Effective Parking Supply on the core campus lots (Walker Report, Page 24). Until the core campus is better utilized, the justification would be weak at this point to mandate use, notwithstanding the increased cost of a Trolley/Shuttle.
- 7) Main Campus Master Plan: The current Main Campus Master Plan illustrates an “urban infill” approach with parking on the perimeter or ring of Campus. Parking and vehicular distribution is an integral part of preparing the updated Main Campus Master Plan.

- 8) Way-finding and Signage: Parking lot regulatory signage with “alpha” characters, placed at lot entrances and internally as required, will be used in lieu of the existing practice of painting curbs and “numeric” identification for parking lots and spaces. Regulatory lot signs will be purchased using standard industry sizes. They can be easily seen, quickly procured, modified, removed, and installed.
- 9) Reserve Parking Spaces: Future Model A: Provided as an option on a space available basis to Department Chairperson/Director level and above within the designated “F/S” or Executive “E” parking lot. Example: George Stewart, Chair of Biology, works in Building 58. He would park in the currently designated Lot 40. Rather than pay the equitable/unified rate of \$52, he could purchase a “Reserved” decal/hangtag for \$84 to park immediately adjacent to Building 58.
- 10) Reserve Funds: UWF must build a parking reserve to enable design and construction of parking lots regardless of the building fund source. Example: When the next residence hall is constructed, the Parking Reserve should fund these expenses due to the revenue and expense stream. Currently, the Reserve does not have sufficient funds to pay for these expenditures and operate the program. Further, UWF must build up reserves if headcount growth warrants a parking garage. A future 400-space garage above-grade garage currently costs approximately \$6 million dollars. UWF should not continue to depend primarily upon student patrollers to assure parking regulation compliance.

Proposed Trolley Fee Increases
For FY 2005/2006

<u>Classification</u>	<u>Current Fees</u>	<u>Proposed Fees</u>	<u>Proposed Increase</u>
Student – per semester credit hour	\$1.00	\$1.51	\$0.51
Faculty/Staff – annual	\$5.00	\$5.48	\$0.48

Justification: The three-year agreement between the Escambia County Area Transit (ECAT) and the University of West Florida will expire on December 31, 2005. The agreement was partially funded through a service development grant that provided funding of approximately \$140,000 annually. The university has agreed to enter into a subsequent contractual agreement with ECAT for the fourth year of operations for the period January 1, 2006 through December 31, 2006. Funding for the fourth year will be the university's full responsibility. An increase in fees is required in order to offset these additional expenses.

University of West Florida						
Administrative Affairs						
Proposed Parking Fee Increases						
Recently, the university engaged the services of a parking consultant to conduct a supply and demand assessment study. The findings from the consultant's study will be used to help guide the university relative to its parking and transportation issues for the next five years. Employees will be afforded the opportunity to pay for their parking fees through payroll deduction. This provision will be optional.						
The consultant recommended a single unified permit module as the best approach to address current and future parking and transportation issues at UWF. New parking fees are recommended utilizing a phase-in approach for the next five years as listed below.						
Proposed Phase-In Fee Increases						
Classification	Current Fees	Effective	Effective	Effective	Effective	Effective
	08/01/04-07/31/05	08/01/05-07/31/06	08/01/06-06/30/07	07/01/07-06/30/08	07/01/08-06/30/09	07/01/09-06/30/10
Administrative/Reserved Executive	\$55.00	\$84.00	\$113.00	\$142.00	\$171.00	\$200.00
Faculty	\$45.00	\$52.00	\$59.00	\$66.00	\$73.00	\$80.00
Staff	\$35.00	\$44.00	\$53.00	\$62.00	\$71.00	\$80.00
Resident Student	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00
Commuter Student	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00
Motorcycle	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00
Metered	\$0.25	\$0.30	\$0.35	\$0.40	\$0.40	\$0.45
Visitor	Free	Free	Free	Free	Free	Free
Justification:						
1. UWF has the lowest parking fees in Florida State University System.						
2. Parking fees have not increased since 2001.						
3. Additional funds are required for on-going repair maintenance and to improve the administrative parking operations.						
4. Based upon the consultant's report, additional funds are needed to build a sufficient reserve in order to implement long-term parking and transportation strategies.						

SUS Parking Fees and Fines Benchmarking Analysis
In Effect July 1, 2005

Feb. 14, 2005

Institution	UWF	FL GC	UNF	FSU	UCF	FAU	USF	UF
Location	Pensacola	Ft. Myers	Jacksonville	Tallahassee	Orlando	Boca Raton	Tampa	Gainesville

(Note 1)

Parking Fees: In Effect July 1, 2005

Annual Reserved	\$ 84	n/a	\$ 280	n/a	\$ 750	\$ 375	\$ 663	\$ 636
Designated Lots	n/a	n/a	\$ 162	n/a		n/a	\$ 278	\$ 264
Faculty	\$ 52	\$ 75	\$ 118	\$ 187	\$ 221	\$ 105	\$ 187	\$ 198
Staff	\$ 44	\$ 30	\$ 118	\$ 187	\$ 132	\$ 79	\$ 166	\$ 102 +
Resident Student	\$ 30	\$ 75	\$ 118	\$ 157	\$ 66	\$ 63	\$ 139	\$ 94
Commuter Student	\$ 30	\$ 75	\$ 118	\$ 157	\$ 66	\$ 63	\$ 112	\$ 94
Motorcycle	\$ 15	\$ 25	\$ 40	\$ 49	\$ 34	\$ 63	\$ 37	\$ 24
Metered	\$.30 / hr.	Not Avail.	Not Avail.	Not Avail.	Not Avail.	Not Avail.	Not Avail.	Not Avail.
Visitor	Free	Free	\$3 / Day	\$2.50 / Day	\$3 / Day	Free	\$3 / Day	\$3 / Day

Fines

Overtime Parking	\$ 10	Not Avail.	\$ 25	Not Avail.	\$ 20	\$ 15	\$ 15	\$ 7
Restricted/Reserved Area	\$ 25	\$ 15	\$ 25	Not Avail.	\$ 50	\$ 25	\$ 75	\$ 20
Parking Over Line	\$ 15	\$ 15	\$ 25	Not Avail.	\$ 25	\$ 15	\$ 15	\$ 5
Parking On Grass or Sidewalks	\$ 25	\$ 15	\$ 25	Not Avail.	\$ 20	\$ 15	\$ 15	\$ 20
Parking Obstructing Traffic	\$ 25	\$ 15	\$ 25	Not Avail.	\$ 20	\$ 15	\$ 30	\$ 20
Parking In Service Area	\$ 25	\$ 15	\$ 25	Not Avail.	\$ 25	\$ 15	\$ 30	\$ 20
Parking In No-Parking Zone	\$ 25	\$ 15	\$ 25	Not Avail.	\$ 20	\$ 15	\$ 30	\$ 20
Parking In Handicapped Illegally	\$ 100	\$ 200	\$ 250	Not Avail.	\$ 100	\$ 250	\$ 275	\$ 250
Failure to Register a Vehicle	\$ 20	\$ 15	\$ 25	Not Avail.	\$ 25	\$ 15	\$ 125	\$ 20
False Registration	\$ 100	\$ 100	\$ 100	Not Avail.	\$ 100	\$ 250	\$ 125	\$ 100
Failure To Display A Permit	\$ 15	\$ 15	\$ 35	Not Avail.	\$ 25	\$ 15	\$ 125	\$ 20

Note 1

FSU, Student Parking based upon \$4.90 per credit hour of 32 hrs. in a nine (9) month academic year.
 Waived if paying the Transportation Access Fee

**UWF Board of Trustees
Finance, Administration and Audit Committee
February 25, 2005**

Issue: Materials and supply fees

Proposed action: Approve fees

Background information:

Florida Statutes, Chapter 1009.24(12) states:

"Each university board of trustees is authorized to establish the following fees:... (g) Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance."

The proposed material and supply fees for academic year 2005-06 are attached.

Supporting documentation: Listing of items

Prepared by: Dr. Pete Metarko, Associate V P for Enrollment
(850) 474 3386 pmetarko@uwf.edu

MATERIAL AND SUPPLY FEES FOR 2005/2006

Summary: 11 New Requests; 10 Increase Requests; 2 Decrease Requests

The following are the courses that are either new requests for material and supply fees or modifications to existing fees from catalog year 2004-2005.

Prefix/No	Title	M&S FEE NEW	MODIFICATION FROM TO	
BIOLOGY				
<i>INCREASE</i>				
BSC 1086I	Anatomy & Physiology II Lab		\$25.00	\$48.00
ELECTRICAL ENGINEERING				
<i>NEW</i>				
EEL 3111	Circuits I	\$ 3.00		
EEL 3304	Electronic Circuits I	3.00		
EEL 3701	Digital Logic & Computer Systems	3.00		
EEL 4213	Electric Energy Systems I	3.00		
EEL 4515	Digital Communication	3.00		
EEL 4712	Digital Design	3.00		
EEL 4744	Microprocessor Applications	3.00		
<i>INCREASE</i>				
EEL 3303L	Electric Circuits Lab		31.00	41.00
EEL 3701L	Digital Logic & Computer Systems Lab		40.00	48.00
EEL 4304L	Electronic Circuits Lab		6.00	9.00
EEL 4514L	Communication Lab		5.00	9.00
EEL 4712L	Digital Design Lab		20.00	27.00
<i>DECREASE</i>				
EEL 4930	Special Topics in Electrical Engineering		20.00	3.00
ENGLISH				
<i>DECREASE</i>				
ENC 1101	English Composition I		16.00	11.00
ENVIRONMENTAL STUDIES				
<i>INCREASE</i>				
GEO 4152	Applications to GIS		13.00	20.00
GEO 4174	Special Topic in GIS		13.00	20.00
GEO 5157	Applications to GIS		13.00	20.00
GEO 5177	Special Topic in GIS		13.00	20.00
HEALTH, LEISURE, AND EXERCISE SCIENCE				
<i>NEW</i>				
PEL 1XXX	Outdoor Adventure I	37.00		
PEL 2XXX	Outdoor Adventure II	38.00		
PEN 1XX0	Beach Sports I	39.00		
PEN 2XX0	Beach Sports II	39.00		

Material and Supply Fees

The UWF Board of Trustees is scheduled to review the Material and Supply Fees for AY 2005-2006 at its February meeting. The following information may be of interest:

Academic Year	Total Fees	Average Fee/Course
2001-02	\$ 3,338	\$ 22.55
2002-03	\$ 3,942	\$ 22.40
2003-04	\$ 4,402	\$ 21.39
2004-05	\$ 5,351	\$ 22.39
2005-06 (Proposed)	\$ 5,487	\$ 22.21

In addition to traditional laboratory expenses, Material and Supply fees cover expenses that would need to be borne by either the department or the students individually. Examples include THE2000 – The Theatre Experience where students will be charged for items that they will use in the class.

Last year, approval of the fees was transferred to the Deans. The department originates the request and provides the cost estimates. After the chairperson approves the request, it is reviewed by the dean (CAS – Belinda Day (Business Manager) and George Ellenberg; COPS – Michelle Doyle (Business Manager); COB has no courses with fees.) The approved requests are then forwarded to Ethel Thompson who compiles the data. Following BOT approval she will notify the departments and Financial Services.

MEMORANDUM

February 8, 2005

To: Dr. John Cavanaugh, President

Via: Dr. Sandra Flake, Provost

From: Dr. Peter F. Metarko, Associate Vice President for Enrollment Services

Subject: Material and Supply Fees for Academic Year 2005-2006

Florida Statutes, section 1009.24 (12g), authorizes the Board of Trustees to establish “Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.” The UWF list of courses for which the material and supply fee may be assessed is reviewed and updated annually.

The Material and Supply Fee listing for academic year 2005-2006 has been compiled by the SASS Office based on information submitted by the departments and approved by the appropriate dean. This listing of all courses is attached for your review and subsequent approval by the Board of Trustees. Also included is a summary of the changes for the past years and a list of courses with new or modified fees.

Upon approval, the courses will be listed in the 2005-2006 Catalog and appropriate University officials notified. Enrollment Services Division Points of Contact are Ms. Ethel Thompson (ethomps@uwf.edu 474-2228) or Dr. Bob Shaw (bshaw@uwf.edu 474-3311).

Copy to: Dr. Carl Backman
Dr. Bob Shaw

Attachments

**2005/2006 MATERIAL AND SUPPLY FEES TO BE APPROVED BY
University of West Florida Board of Trustees**

Course Number	Course Title	Hrs	Fee	
ADV	3101C	ADV STRATEGY/TACTICS	3.0	3.00
ADV	3213C	PUBLICATION DESIGN	3.0	3.00
ADV	3300C	ADVERTISING MEDIA	3.0	3.00
ADV	4202C	ADV CREATIVE DIRECT	3.0	3.00
ADV	4801C	NAT'L ADV COMP	3.0	3.00
ADV	4802	INTEGRATED CAMPAIGNS	3.0	3.00
ARH	3830C	MUSEUM/GALLERY STDS	3.0	5.00
ART	1300C	DRAWING I	3.0	48.00
ART	1301C	DRAWING II	3.0	48.00
ART	2003C	VISUAL ARTS EXPER	3.0	20.00
ART	2150C	SMALL METALS	3.0	25.00
ART	2201C	TWO-DIMENSIONAL DSGN	3.0	45.00
ART	2203C	3D SCULP FORM	3.0	48.00
ART	2500C	PAINTING I	3.0	48.00
ART	2600C	COMPUTER IMAGING I	3.0	48.00
ART	2701C	INTERM SCULP FORM	3.0	48.00
ART	3113C	CERAMICS: WHEELTHROW	3.0	48.00
ART	3152C	JEWELRY & METALS II	3.0	25.00
ART	3312C	DRAWING III	3.0	48.00
ART	3610C	CI II: IMAGE MANIPUL	3.0	48.00
ART	3760C	CERAMICS	3.0	48.00
ART	3764C	CERAMICS: HNDBLDG	3.0	48.00
ART	4155C	ENAMELING & METALS	3.0	34.00
ART	4320C	DRAWING IV-ADVANCED	3.0	48.00
ART	4333C	DRAWING V-ADVANCED	3.0	48.00
ART	4618C	DIGITAL MULTIMEDIA I	3.0	48.00
ART	4619C	DIGITAL MULTIMED II	3.0	48.00
ART	4630C	ARTISTS VIDEO	3.0	48.00
ART	4632	DIGITAL MEDIA PROJ	3.0	48.00
ART	4787C	CERAMICS: PER DIRECT	3.0	48.00
AST	3033	MODERN ASTRONOMY	3.0	3.00
BCH	3033L	BIOCHEMISTRY I LAB	.0	35.00
BCH	3034L	GEN BIOCH METAB LAB	.0	48.00
BOT	2010L	GENERAL BOTANY LAB	.0	25.00
BOT	3601L	PLANT ECOLOGY LAB	.0	13.00
BOT	4374L	PLANT DEVELOP LAB	1.0	24.00
BOT	4404L	AQUATIC BOTANY LAB	.0	30.00
BOT	4406L	MARINE ALGAE LAB	.0	29.00
BOT	4503L	PLANT PHYS LAB	1.0	29.00
BOT	4712L	PLANT TAX & EVOL LAB	.0	13.00
BOT	4734L	PLANT BIOTECH LAB	.0	40.00
BOT	5506L	PLANT PHYSIOLOGY LAB	.0	29.00
BOT	5376L	PLANT DEVELOP LAB	1.0	24.00
BOT	5407L	MARINE ALGAE LAB	.0	29.00

BOT	5735L	PLANT BIOTECH LAB	.0	40.00
BSC	1005L	GEN BIO/NON-MAJ LAB	1.0	18.00
BSC	1085L	ANAT & PHYS I LAB	1.0	48.00
BSC	1086L	ANAT & PHYS II LAB	1.0	48.00
BSC	2311L	OCEAN/MAR BIOL LAB	1.0	29.00
BSC	6002L	CONTEMP LAB SKILLS	4.0	37.00
CHM	1020L	CONCEPTS IN CHM LAB	1.0	48.00
CHM	1032L	FUND GEN CHEM LAB	1.0	48.00
CHM	2045L	GEN CHEMISTRY I LAB	1.0	48.00
CHM	2046L	GEN CHEMISTRY II LAB	1.0	48.00
CHM	2200L	FUND ORG/BIOCHEM LAB	1.0	48.00
CHM	2210	ORGANIC CHEMISTRY I	3.0	5.00
CHM	2210L	ORGANIC CHEM I LAB	1.0	48.00
CHM	2211	ORGANIC CHEMISTRY II	3.0	5.00
CHM	2211L	ORGANIC CHEM II LAB	1.0	48.00
CHM	3120L	ANALYTICAL CHEM LAB	.0	48.00
CHM	3740L	ADV LAB TECHNIQUES	2.0	48.00
CHM	3741L	PHYSICAL CHEM LAB	2.0	48.00
CHM	4130L	INSTR ANALYSIS LAB	.0	25.00
CHM	4455L	POLYMER SCIENCE LAB	1.0	35.00
COM	6312	QUANTITATIVE RES MET	3.0	3.00
COP	3835	WEB BASED PROG	3.0	7.00
CRW	4211	CREATIVE NON-FICTION	3.0	16.00
EEL	3111	CIRCUITS I	3.0	3.00
EEL	3112	CIRCUITS 2	3.0	3.00
EEL	3135	SIGNALS AND SYSTEMS	3.0	3.00
EEL	3211	ELEC ENERGY ENGR	3.0	3.00
EEL	3303L	ELEC CIRCUITS LAB	1.0	41.00
EEL	3304	ELECTRONIC CIRCUITS I	3.0	3.00
EEL	3396	SOLID-STATE ELECT DE	3.0	3.00
EEL	3472	ELECTROMAG FIELDS 1	3.0	3.00
EEL	3473	ELECTROMAG FIELDS II	3.0	3.00
EEL	3701	DIG LOGIC & COMP SYS	3.0	3.00
EEL	3701L	DIG LOGIC & COMP LAB	1.0	48.00
EEL	4213	ELECTRONIC ENRGY SYS I	3.0	3.00
EEL	4230	ELEC DRV & MTR CTRL	3.0	3.00
EEL	4242C	POWER ELEC CIRCUITS	3.0	3.00
EEL	4304L	ELECTRONICS LAB	1.0	9.00
EEL	4306C	ELECTRONIC CKS 2	3.0	20.00
EEL	4310C	DIGITAL INTEGR CKTS	3.0	3.00
EEL	4351	ELEC DEVICE FUND	3.0	3.00
EEL	4445	OPTICS FOR ENGINEERS	3.0	3.00
EEL	4514	COMM SYSTEMS & COMP	3.0	3.00
EEL	4514L	COMMUNICATION LAB	1.0	9.00
EEL	4515	DIGITAL COMM	3.0	3.00
EEL	4516	NOISE DEV & COM SYS	3.0	3.00
EEL	4610	STATE VAR & CONTROL	3.0	3.00
EEL	4635	DIGITAL CONTROL SYST	3.0	3.00
EEL	4657	LINEAR CONTROL SYS	3.0	3.00
EEL	4657L	LINEAR CONTROLS LAB	1.0	3.00

EEL	4663	ELEMENTS OF ROBOTICS	3.0	48.00
EEL	4712	DIGITAL DESIGN	3.0	3.00
EEL	4712L	DIGITAL DESIGN LAB	1.0	27.00
EEL	4713	DIG COMPUTER ARCH	3.0	3.00
EEL	4713L	DIGITAL COMP ARC LAB	1.0	3.00
EEL	4744	MICROPRO APPLICATION	3.0	3.00
EEL	4744L	MICROPROC APP LAB	1.0	20.00
EEL	4750C	INTRO TO DIG SIG PRO	3.0	3.00
EEL	4751	INTRO DIGITAL SIGNAL	3.0	3.00
EEL	4834	C++ PROG/ELEC ENGR	3.0	3.00
EEL	4914C	ELEC ENGR DESIGN	3.0	20.00
EEL	4930	SPEC TOP IN ELEC ENG	4.0	3.00
EGM	4313	INTERM ENGR ANALYSIS	4.0	3.00
EGN	4034	PROFESSIONAL ETHICS	1.0	3.00
EIN	4354	ENGINEERING ECONOMY	3.0	3.00
ENC	1101	ENGLISH COMP I	3.0	11.00
ENC	1101L	ENGLISH COMP I LAB	1.0	9.00
ENC	1102	ENGLISH COMP II	3.0	10.00
ENC	3240	TECHNICAL WRITING	3.0	4.00
ENC	3250	PROFESSIONAL WRITING	3.0	4.00
ENC	3310	ADV CRITICAL WRITING	3.0	6.00
FAS	4000L	AQUACULTURE LAB	.0	30.00
FAS	5406L	AQUACULTURE LAB	.0	30.00
FRE	1120C	FRENCH I	4.0	6.00
FRE	1121C	FRENCH II	4.0	6.00
GEO	1200L	PHYSICAL GEOG LAB	.0	7.00
GEO	3100L	CARTOG SKILLS LAB	.0	15.00
GEO	3210L	GEOMORPHOLOGY LAB	.0	5.00
GEO	3250L	WEATHER & CLIM LAB	.0	5.00
GEO	3260L	GEOG OF SOILS LAB	1.0	13.00
GEO	4131L	PHO INT/REM SEN LAB	.0	7.00
GEO	4133	APPLC REMOTE SENSING	3.0	10.00
GEO	4151L	GIS LABORATORY	.0	9.00
GEO	4152	APPLICATIONS IN GIS	3.0	20.00
GEO	4174	SPECIAL TOPIC IN GIS	3.0	20.00
GEO	4280L	BASIC HYDROLOGY LAB	.0	11.00
GEO	4373	MTD/TCH ENV RES & PL	3.0	17.00
GEO	4890L	COASTAL MOR/PROC LAB	1.0	18.00
GEO	5139	APPLC REMOTE SENSING	3.0	13.00
GEO	5157	APPLICATIONS IN GIS	3.0	20.00
GEO	5177	SPECIAL TOPIC IN GIS	3.0	20.00
GEO	5225L	COASTAL MOR/PROC LAB	1.0	18.00
GEO	6159	ADVANCED TOPICS GIS	3.0	24.00
GER	1120C	GERMAN I	4.0	6.00
GER	1121C	GERMAN II	4.0	6.00
GLY	2010L	PHYS GEOLOGY LAB	1.0	19.00
GLY	3031C	ENVIRON GEOLOGY	4.0	13.00

HSC	3406C	ADV FRST AID & EM CA	3.0	10.00
JOU	3100	NEWSPAPER REPORTING	3.0	3.00
JOU	4101	ADV NEWSPAPER RPTNG	3.0	3.00
JOU	4201	NEWSPAPER EDITING	3.0	3.00
JOU	4211	NEWSPAPER DESIGN	3.0	3.00
JOU	4302	EDITORIAL WRITING	3.0	3.00
JOU	4306	CRITICAL REVIEWS	3.0	3.00
JOU	4308	MAGAZINE WRITING	3.0	3.00
JOU	5317	CRITICAL REVIEWS	3.0	3.00
LAE	4335	SPECIAL METHODS/ENGL	4.0	10.00
LAE	5368	SPEC METH TCHG ENGL	4.0	6.00
LEI	4332	COMM TOURISM DEV	3.0	10.00
LEI	4350	OUTDOOR LEISURE	4.0	5.00
LIN	2670	PRACT GRAM & USAGE	3.0	4.00
LIN	3742	MODGRAMMAR/USAGE	3.0	4.00
LIT	2930	ISSUES IN LIT	3.0	3.00
MAE	4310	TEA MATH IN ELEM SCH	3.0	48.00
MCB	1000L	FUND OF MICRO LAB	1.0	48.00
MCB	3020L	MICROBIOLOGY LAB	.0	45.00
MCB	4653L	APPLIED MICROBIO LAB	.0	45.00
MCB	4733L	MARINE MICRO LAB	.0	24.00
MCB	5735L	MARINE MICRO LAB	.0	19.00
MLS	4305L	HEMATOLOGY I: LAB	.0	35.00
MLS	4334L	HEMO/THROMBOSIS:LAB	.0	35.00
MLS	4460L	DIAG MICRO I: LAB	1.0	35.00
MLS	4462L	MEDICAL MICROBIO LAB	.0	35.00
MLS	4505L	SEROLOGY: LAB	.0	35.00
MLS	4550L	IMMUNOHEMATLGY I LAB	.0	35.00
MLS	4625L	CLIN CHEM I: LAB	.0	35.00
MLS	4630L	CLIN CHEM II: LAB	.0	35.00
MMC	3261C	COMP MEDIATED COMMUN	3.0	3.00
MSL	1001	FOUNDTNS OFFICERSHIP	1.0	9.00
MSL	1002	BASIC LEADERSHIP	1.0	9.00
MSL	2101	INDIV LDRSHP STUDIES	2.0	9.00
MSL	2102	LDRSHIP & TEAMWORK	2.0	9.00
MSL	3201	LDRSHP PROB SOLVING	3.0	9.00
MSL	3202	LEADERSHIP AND ETHIC	3.0	9.00
MSL	4301	LEADERSHIP AND MGT	3.0	9.00
MSL	4302	OFFICERSHIP	3.0	9.00
MUE	3210	MUSIC FOR ELEM TCHR	2.0	8.00
MUS	2360	MUSIC TECHNOLOGY	2.0	19.00
MVK	1111	CLASS PIANO I	1.0	10.00

MVS	1116	BEGINNING GUITAR	1.0	11.00
NUR	3026C	BASIC NURSING SKILLS	3.0	45.00
NUR	4257L	MED SUR NUR LAB III	4.0	37.00
PCB	2131L	CELL BIOLOGY LAB	1.0	28.00
PCB	3063L	GENETICS LAB	.0	35.00
PCB	3253L	DEV BIOLOGY LAB	.0	25.00
PCB	4043L	ECOLOGY LABORATORY	.0	13.00
PCB	4173C	ELECTRON MICROSCOPY	4.0	35.00
PCB	4233L	IMMUNOLOGY LAB	1.0	48.00
PCB	4364L	MAR ECOPHYSIOL LAB	1.0	48.00
PCB	4442L	WETLANDS ECOLOGY LAB	.0	25.00
PCB	4521L	MOLEC GENETICS LAB	.0	48.00
PCB	4524L	MOLECULAR BIO LAB	.0	48.00
PCB	4723L	COMP ANIM PHYS I LAB	.0	48.00
PCB	5319L	MAR ECOPHYSIOL LAB	1.0	48.00
PCB	5235L	IMMUNOLOGY LAB	1.0	48.00
PCB	5446L	WETLANDS ECOLOGY LAB	.0	25.00
PCB	5526L	MOLEC GENETICS LAB	.0	48.00
PCB	5527L	MOLECULAR BIO LAB	.0	48.00
PCO	6315	ASSM'T IN COUNSELING	3.0	27.00
PEL	1XXX	OUTDOOR ADVENTURE I	3.0	37.00
PEL	2XXX	OUTDOOR ADVENTURE II	3.0	38.00
PEN	1XX0	BEACH SPORTS I	3.0	39.00
PEN	2XX0	BEACH SPORTS II	3.0	39.00
PET	3351L	EXER PHYSIOLOGY LAB	1.0	17.00
PET	3670	ATH TRN CLINICAL I	1.0	32.00
PET	3671	ATH TRN CLINICAL II	1.0	32.00
PET	3680	PROTECT METH SPT MED	3.0	48.00
PET	4061	MOTOR DEV/SKILL LRNG	3.0	13.00
PET	4310L	LABORATORY	.0	16.00
PET	4672	ATH TRN CLINICAL III	1.0	32.00
PET	4673	ATH TRNG CLINICAL IV	1.0	32.00
PET	4675	PRACT IN SPORTS MED	3.0	32.00
PET	6355C	ADV EXERCISE PHYSIOL	3.0	9.00
PGY	2401C	PHOTO ART I	3.0	48.00
PGY	3420C	PHOTO ART II	3.0	48.00
PGY	3500C	PHOTO IMAGE ART FORM	3.0	48.00
PGY	4104C	CREATIVE DARKROOM	3.0	34.00
PHY	1020L	CONCEPTS IN PHYS LAB	1.0	15.00
PHY	2048L	UNIV PHYSICS LAB I	1.0	18.00
PHY	2049L	UNIV PHYSICS LAB II	1.0	18.00
PHY	2053L	GEN PHYSICS LAB I	1.0	18.00
PHY	2054L	GEN PHY II LAB	1.0	18.00
PHY	3106L	MODERN PHYSICS LAB	2.0	17.00
PHY	3107	MODERN PHYSICS II	3.0	4.00
PHY	3424	OPTICS	3.0	3.00
PHY	4910	INDEPENDENT RESEARCH	2.0	10.00

SCE	4310	TEACHING SCI/ELEM SC	3.0	8.00
SPN	1120C	SPANISH I	4.0	6.00
SPN	1121C	SPANISH II	4.0	6.00
THE	2000	THE THEATRE EXPERIEN	3.0	32.00
TPA	2248	MAKE-UP & DISGUISE	2.0	18.00
TPA	2290L	TECH THEATRE LAB	1.0	23.00
TPA	3230	COSTUME CONSTRUCTION	3.0	25.00
TPA	4077	SCENE PAINTING	2.0	28.00
TPP	2260	ACTING FOR CAMERA	3.0	27.00
ZOO	1010L	GENERAL ZOOLOGY LAB	.0	26.00
ZOO	3233L	PARASITOLOGY LAB	.0	33.00
ZOO	4880C	FISHERIES BIOLOGY	4.0	27.00
ZOO	4254L	MARINE INV ZOO LAB	.0	43.00
ZOO	4304L	MARINE VERT ZOO LAB	.0	15.00
ZOO	4753L	HISTOLOGY LAB	.0	13.00
ZOO	5881C	FISHERIES BIOLOGY	4.0	27.00

UWF BOARD OF TRUSTEES
Finance, Administration & Audit Committee
February 25, 2005

Issue: National Student Exchange (NSE) Out-of-State Waiver Policy

Proposed action: Approve the NSE Waiver Policy

Background Information:

UWF has not participated in NSE's Plan A because there is the requirement that students pay in-state tuition at the host campus. Until recently, Florida statutes did not provide an appropriate avenue for exchange students to receive waivers for the non-Florida portion of tuition. The 2004/2005 General Appropriations Act, Section 2, page 38 (copy attached) provides an opportunity for these types of tuition waivers. The proposed NSE waiver would enhance our enrollment and encourage students from different cultures and geographic areas to be part of the UWF student body

Supporting documentation: Proposed National Student Exchange Waiver Policy
2004/2005 General Appropriations Act, Section 2, page 38 (pertinent part only)

Prepared by: Pete Metarko (850) 474-3387 pmetarko@uwf.edu

National Student Exchange Waiver Policy Effective Academic Year 2005/2006

Rationale for Policy:

This policy is being proposed to encourage increased undergraduate enrollment and diversity at UWF through the National Student Exchange program.

Background Information

The National Student Exchange (NSE) is a program for undergraduate exchange within the United States that has been in existence for more than 36 years. NSE provides opportunities for students to study for up to one calendar year at another college or university. Currently there are more than 175 college and universities participating in the program. Students participate in NSE to:

- broaden personal and educational perspectives
- explore and appreciate new cultures
- widen university boundaries
- take courses not offered on their home campus
- learn from different professors
- access courses with different perspectives
- explore new areas of study
- experience personal growth
- live in a different geographic area

Students must be in good standing (academic, financial, social/behavioral, as defined by the home campus) and have a minimum cumulative GPA of 2.4 (4.0 scales). Additional program requirements or qualifications may be imposed by the sending or receiving campus. Member campus may also restrict, limit, or close programs in which students are sent or received.

NSE offers two plans for fee payment and tuition reciprocity:

Plan A – The exchange student pays in-state (resident) tuition/fees of the host campus directly to that campus. The student's courses are counted toward FTE's at UWF.

Plan B – The exchange student pays tuition/fees of the home campus directly to that campus. The student enrolls at the host campus neither paying tuition/fees to the host campus nor having money sent from the home campus to the host campus. The student's courses are not counted toward FTE's at UWF.

An institution can participate in both plans. Each participating campus determines the number of students it will send and receive, as well as the parameters related to the balance in the number of outgoing and incoming students.

Currently, four public universities in Florida are members of the NSE:

Florida International University	Plan A uneven Plan B even
New College of Florida	Plan B even
University of South Florida	Plan A open Plan B even
University of West Florida	Plan B even

Number of NSE students (Plan B) for the last several years at UWF:

	<u>Incoming</u>	<u>Outgoing</u>
Fall 2000	32	10
Fall 2001	25	10
Fall 2002	56	15
Fall 2003	27	18
Fall 2004	32	8
Spring 2001	19	5
Spring 2002	31	8
Spring 2003	39	11
Spring 2004	37	17
Spring 2005	25	5

Proposed National Student Exchange Waiver Policy

The UWF Coordinator for the National Student Exchange program will identify which students are eligible for the NSE waiver consistent with the following guidelines:

1. NSE waivers of out-of-state tuition may be granted for non-Florida resident undergraduate students who are enrolled through the NSE program under Plan A at UWF.
2. The number and value of the NSE waivers authorized pursuant to this policy will be accounted for separately from other types of waivers and the effectiveness of this policy to achieve the objectives will be reviewed by the Provost/designee annually. These waivers are in addition to and independent of the undergraduate waiver allocations.

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3. The Provost/designee has the authority to set a cap on the number of or maximum value of the NSE waivers awarded per semester.

UWF Board of Trustees
Finance, Administration and Audit Committee
February 25, 2005

Issue: Certification of UWF Foundation, Inc.

Proposed action: Approve

Background information:

To ensure compliance with the agreement, Betsy Bowers, the associate vice president for Internal Auditing and Management Consulting, performed a cursory review of the documents and determined UWF Foundation met the requirements.

Supporting documentation: Financial Statement & Auditor's Report

Prepared by: Betsy Bowers (850) 474-2637 bbowers@uwf.edu.

**UNIVERSITY OF WEST FLORIDA
FOUNDATION, INC.**

**FINANCIAL STATEMENTS AND
SUPPLEMENTAL INFORMATION**

JUNE 30, 2004 AND 2003

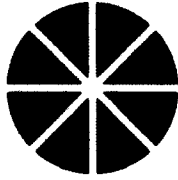
**UNIVERSITY OF WEST FLORIDA
FOUNDATION, INC.**

**FINANCIAL STATEMENTS AND
SUPPLEMENTAL INFORMATION**

JUNE 30, 2004 AND 2003

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O'SULLIVAN CREEL, LLP

Certified Public Accountants & Consultants

316 South Baylen Street - Suite 200 - Pensacola, FL 32502

INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS

Board of Trustees
University of West Florida Foundation, Inc.
Pensacola, Florida

We have audited the accompanying statements of financial position of University of West Florida Foundation, Inc. (the Foundation) as of June 30, 2004 and 2003, and the related statements of activities, and cash flows for the years then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audits.

Except as discussed in the following paragraph, we conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note Q, the Foundation has identified significant damage due to water intrusion in the Village East student housing complex. Management of the Foundation has received a preliminary report from an engineering firm outlining possible remediation actions and a range of estimated costs for repair or replacement. These circumstances indicate existence of a potential impairment loss to the building structure. If indicators of impairment are present, FASB Statement No. 144 requires the Foundation to determine whether the total undiscounted future cash flows from the assets in question are less than the carrying amount of the assets; and if less, to recognize an impairment loss equal to the excess of the carrying amounts of the assets in question over their fair values. The Foundation has not completed such an evaluation and has not recognized an impairment loss in the financial statements. It was impracticable for us to extend our auditing procedures sufficiently to satisfy ourselves as to the adequacy of disclosures and the potential recognition of an impairment loss with respect to the water intrusion damage in the Village East student housing complex. The Foundation has filed suit against the

development company, the architect, and the surety company seeking recovery of damages up to the total cost of constructing the facility, lost rentals, attorney's fees and various other expenditures.

In our opinion, except for the effects of such adjustments and/or disclosures, if any, as might have been determined to be necessary had we been able to obtain sufficient evidence regarding the potential impairment loss to the Village East student housing complex, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2004 and 2003, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 18, 2004, on our consideration of the Foundation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audits were performed for the purpose of forming an opinion on the basic financial statements of the Foundation taken as a whole. The accompanying schedules on pages 21-25 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

O'Sullivan Cuel, LLP

August 18, 2004, except for Note R which is
dated September 16, 2004

University of West Florida Foundation, Inc.
STATEMENTS OF FINANCIAL POSITION
June 30, 2004 and 2003

ASSETS	<u>2004</u>	<u>2003</u>
Cash and cash equivalents	\$ 221,634	\$ 275,517
Restricted cash	5,167,359	8,820,285
Contributions receivable, net	625,930	1,096,768
Other receivables, net	594,275	522,502
Prepaid expenses	43,868	34,256
Capital lease receivable from UWF	2,996,642	3,700,000
Long-term investments	49,396,313	43,812,584
Property and equipment, net	34,156,090	32,557,343
Assets held under split interest agreements	343,029	369,551
Cash surrender value of insurance policies	40,465	35,913
Property held for investment	430,964	487,897
Bond issue costs, net	983,296	1,027,507
Total assets	<u>\$ 94,999,865</u>	<u>\$ 92,740,123</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 320,900	\$ 1,385,869
Deferred rental revenue	255,185	230,228
Salary supplement payable	52,813	24,600
Liabilities held under split interest agreements	238,003	273,986
Certificates of participation	2,996,642	3,700,000
Bonds payable, net	32,308,547	32,960,205
Total liabilities	36,172,090	38,574,888
NET ASSETS		
Unrestricted	2,172,232	3,196,173
Temporarily restricted	19,123,134	14,201,028
Permanently restricted	37,532,409	36,768,034
Total net assets	<u>58,827,775</u>	<u>54,165,235</u>
Total liabilities and net assets	<u>\$ 94,999,865</u>	<u>\$ 92,740,123</u>

The accompanying notes are an integral part of these financial statements.

University of West Florida Foundation, Inc.
STATEMENTS OF ACTIVITIES
For the year ended June 30, 2004, with comparative totals for 2003

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	2003 Total
REVENUES, GAINS, AND OTHER SUPPORT					
Contributions	\$ 129,215	\$ 963,694	\$ 509,478	\$ 1,602,387	\$ 2,311,192
Contributions - In-kind	-	-	-	-	481,641
Interest and dividends	1,645	1,052,963	-	1,054,608	1,222,362
Net unrealized and realized gains (losses) on long-term investments	-	6,429,323	-	6,429,323	(1,547,879)
Student housing system	4,709,595	-	-	4,709,595	4,515,104
Rental income	-	524,831	-	524,831	475,242
Other income	1,252	272,114	-	273,366	291,512
Change in value of split-interest agreements	9,461	-	-	9,461	(7,107)
Reclassification of net assets	-	(254,897)	254,897	-	-
Net assets released from restrictions	4,065,922	(4,065,922)	-	-	-
Total revenues, gains, and other support	8,917,090	4,922,106	764,375	14,603,571	7,742,067
EXPENSES					
Scholarships	1,008,496	-	-	1,008,496	921,530
Other program services	2,426,248	-	-	2,426,248	2,994,761
Student housing system	4,880,126	-	-	4,880,126	4,365,423
Fundraising	116,889	-	-	116,889	109,984
General and administrative	1,509,272	-	-	1,509,272	1,399,206
Total expenses	9,941,031	-	-	9,941,031	9,790,904
INCREASE (DECREASE) IN NET ASSETS	(1,023,941)	4,922,106	764,375	4,662,540	(2,048,837)
Net Assets , Beginning of Year	3,196,173	14,201,028	36,768,034	54,165,235	56,214,072
Net Assets, End of Year	\$ 2,172,232	\$ 19,123,134	\$ 37,532,409	\$ 58,827,775	\$ 54,165,235

The accompanying notes are an integral part of these financial statements.

University of West Florida Foundation, Inc.
STATEMENTS OF CASH FLOWS
For the years ended June 30, 2004 and 2003

	2004	2003
Cash flows from operating activities		
Increase (decrease) in net assets	\$ 4,662,540	\$ (2,048,837)
Adjustments to reconcile change in net assets to cash flows from operating activities:		
Noncash items included in decrease in net assets:		
Net unrealized and realized (gains) losses on long-term investments	(6,348,090)	1,547,879
Gain on sale of property held for investment	(81,233)	-
Change in value of split interest agreements	(9,461)	7,108
Depreciation and amortization of bond issuance costs	1,429,600	1,265,949
Amortization of bond discount	23,342	23,341
Bad debt expense	12,758	51,170
(Increase) decrease in:		
Contributions receivable	458,080	(608,422)
Other receivables	(71,773)	(43,322)
Prepaid expenses	(9,612)	(27,182)
Cash surrender value of insurance policies	(4,552)	(2,728)
Increase (decrease) in:		
Accounts payable and accrued expenses	(1,036,756)	1,027,753
Deferred rental revenue	24,957	849
Contributions restricted for long-term purposes	(509,478)	(474,219)
Cash flows from operating activities	<u>(1,459,678)</u>	<u>719,339</u>
Cash flows from investing activities		
Purchase of investments	(62,397,034)	(79,464,412)
Proceeds from sale of investments	63,161,395	80,586,289
Proceeds from sale of property held for investment	138,166	-
Acquisition of property held under capital lease	(315,732)	(315,938)
Acquisition of equipment	(31,843)	(59,469)
Construction of property held for lease	(2,636,561)	(2,955,489)
Cash flows from investing activities	<u>(2,081,609)</u>	<u>(2,209,019)</u>
Cash flows from financing activities		
Proceeds from bond issuance	-	6,405,119
Bond principal payment	(675,000)	(500,000)
Contributions to permanent endowments	509,478	474,219
Cash flows from investing activities	<u>(165,522)</u>	<u>6,379,338</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(3,706,809)	4,889,658
Cash and cash equivalents, beginning of year	<u>9,095,802</u>	<u>4,206,144</u>
Cash and cash equivalents, end of year	<u>\$ 5,388,993</u>	<u>\$ 9,095,802</u>
Analysis of cash		
Cash and cash equivalents	\$ 221,634	\$ 275,517
Restricted cash	5,167,359	8,820,285
	<u>\$ 5,388,993</u>	<u>\$ 9,095,802</u>
Supplemental disclosure of cash flow information		
Bond issuance costs deducted from bond proceeds	\$ -	\$ 94,881
Proceeds of Certificates of Participation directly to University as lessee	\$ -	\$ 3,700,000
Interest paid	\$ 1,479,129	\$ 1,459,131

The accompanying notes are an integral part of these financial statements.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Organization and Purpose

The University of West Florida Foundation, Inc. (the Foundation) was organized as a Florida not-for-profit corporation in 1965 for the purpose of soliciting, receiving, and administering gifts and bequests of property and funds for scientific, educational, and charitable purposes, all for the advancement of the University of West Florida (the University) and its objectives.

The Foundation owns the Student Housing System and is responsible for the management thereof, along with the associated revenues, expenses and debt related to the operation of these projects as further described in Note M to the financial statements.

2. Basis of Accounting

The Foundation follows standards of accounting and financial reporting prescribed for not-for-profit organizations. It uses the accrual basis of accounting, which recognizes revenue when earned and expenses as incurred.

3. Basis of Presentation

Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Foundation and changes therein are classified and reported as follows:

Permanently restricted net assets are subject to donor-imposed stipulations that the corpus be maintained permanently by the Foundation. The donors of these assets permit the Foundation to use all of the investment return on these assets. Such assets primarily include the Foundation's permanent endowment funds.

Temporarily restricted net assets are subject to donor-imposed stipulations that can be fulfilled by actions of the Foundation pursuant to those stipulations or that expire by the passage of time. Such assets are available for use by the various colleges and departments of the University, as designated by the donors to the Foundation.

Unrestricted net assets are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by the action of the Board of Trustees, including quasi-endowments, or may otherwise be limited by contractual agreements with outside parties.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -- (Continued)

4. Contributions

Contributions are reported as temporarily restricted if the donor limits the use of the donated assets. When the restrictions expire, these temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as *net assets released from restrictions*. Contributions of endowments are reported as permanently restricted since the corpus is invested in perpetuity. All other contributions having no restrictions are reported as unrestricted net assets.

Unconditional promises to give are reported when the pledges are received at the present value of their net realizable value. An allowance for uncollectible pledges is provided based on management's evaluation of potential uncollectible pledges receivable at year-end. Conditional promises to give are not recorded in the financial statements.

Non-cash contributions are recorded at fair market value at the time of donation.

In the event a donor makes changes to the nature of a restricted gift which affect its classification among the net asset categories, such amounts are reflected as net assets released from restrictions in the revenues section of the statement of activities.

5. Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash and temporary investments. Temporary investments are those that have maturities of less than three months at the time of purchase.

6. Restricted Cash

Restricted cash represents funds held by either the University or by bond trustees for construction of on-campus housing, debt service, and maintenance of reserves required under the bond indentures.

7. Investments

The Foundation has created various pools for the investment of funds on a consolidated basis. Investments in debt and equity securities are reported at fair market value. Investments in a real estate investment trust are reported at cost less distributions in excess of earnings since fair market value is not readily determinable.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -- (Continued)

7. Investments -- (Continued)

Investment income (interest, dividends, realized and unrealized gains or losses) from endowment and restricted operating funds is recognized as temporarily restricted investment income in accordance with donor stipulations. Income from all other operating funds is recognized as unrestricted investment income. There are no permanent restrictions on investment income.

8. Property and Equipment

Property and equipment consists of office equipment, property held for lease, and property held for investment. Purchased assets are recorded at cost, while donated assets are recorded at fair market value at the date of donation. Depreciation is allocated over the estimated useful lives of the respective assets on a straight-line basis.

The Foundation follows the policy of capitalizing interest as a component of the cost of property and equipment constructed for its own use.

9. Split-Interest Agreements

The Foundation serves as trustee for split-interest agreements classified as charitable gift annuities and charitable remainder unitrusts. Assets received under these agreements are recorded at fair market value and the liabilities to make future payments under these agreements are recorded at present value, with the difference reported as gain or loss. These assets and liabilities are adjusted to reflect changes in their fair market value and present value. The determination of the present value of liabilities under split-interest agreements is based on discount rates and mortality tables established by the Internal Revenue Code and Regulations.

10. Bond Discounts/Issuance Costs

Bond discounts and issuance costs are amortized over the terms of the bonds using the straight-line method since the difference between this method and the effective interest method is not material to the financial statements. Bond discounts are presented as a reduction of the face amount of bonds payable.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -- (Continued)

11. Compensated Absences

Employees of the Foundation are entitled to paid vacation and sick days depending on job classification, length of service and other factors. Upon termination of employment, an employee will be paid for accumulated annual leave.

At June 30, 2004 and 2003, accrued compensated absences totaling \$26,063 and \$24,214, respectively, were reported as a component of accrued expenses in the accompanying financial statements.

12. Deferred Rental Revenue

Deferred rental revenue represents advance rents collected in connection with the operation of the Student Housing System.

13. Income Taxes

The Foundation is a nonprofit organization exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and has been classified by the Internal Revenue Service as a non-private foundation.

14. Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

15. Retirement Plan

The Foundation's employees participate in the Florida Retirement System, which is a non-contributory plan.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -- (Continued)

16. Reclassification

Certain amounts in the 2003 financial statements have been reclassified to conform to the 2004 presentation.

NOTE B - RESTRICTED CASH

Restricted cash at June 30, 2004 and 2003 consists of the following:

	<u>2004</u>	<u>2003</u>
1999 Bond proceeds restricted		
for student housing construction	\$ 196,993	\$ 196,343
Debt service reserves	455,033	453,908
Replacement reserves	225,882	226,197
Contingency and improvement reserve	3,528,959	3,410,728
2002 Bond proceeds restricted		
for student housing construction	753,799	4,508,509
President's salary supplement	6,693	24,600
	<u>\$ 5,167,359</u>	<u>\$ 8,820,285</u>

NOTE C - CONTRIBUTIONS RECEIVABLE

Unconditional promises to give at June 30th are due as follows:

	<u>2004</u>	<u>2003</u>
In one year or less	\$ 346,355	\$ 501,697
Between one and five years	323,633	645,946
Greater than five years	<u>300</u>	<u>400</u>
Total contributions receivable	670,288	1,148,043
Less discounts to net present value	<u>(44,358)</u>	<u>(51,275)</u>
Net contributions receivable	<u>\$ 625,930</u>	<u>\$ 1,096,768</u>

The discount rates used to calculate net present value range from 3 - 5%.

Management considers all contributions receivable at June 30, 2004 and 2003 to be fully collectible; therefore, no allowance for uncollectible contributions has been established.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE C - CONTRIBUTIONS RECEIVABLE -- (Continued)

Conditional promises to give amounted to \$119,084 at June 30, 2004 for state matching funds from the state of Florida Major Gifts Trust Fund. The funds will be forwarded to the Foundation in the event that future appropriations are made by the state legislature.

NOTE D - OTHER RECEIVABLES

Other receivables consist of the following:

	<u>2004</u>	<u>2003</u>
Student loan fund, less allowance of \$2,975 and \$13,512, respectively	\$ 223,377	\$ 202,570
Rent, less allowance of \$62,231 for 2004 and 2003	179,609	151,723
Other	<u>191,289</u>	<u>168,209</u>
	<u>\$ 594,275</u>	<u>\$ 522,502</u>

The Student Loan Fund is a fund established through contributions, which provides low-interest, short-term loans to students. All transactions are conducted through the University's cashier office.

NOTE E - LONG-TERM INVESTMENTS

Investments in the long-term pool are carried at fair market value, except for the real estate investment trust which is carried at cost less distributions in excess of earnings, and consist of the following:

	<u>2004</u>	<u>2003</u>
Cash and cash equivalents	\$ 1,249,727	\$ 1,970,281
Putnam funds	--	4,913,699
AXA Rosenberg funds	--	5,108,282
Merrill Lynch funds	46,120	--
Bonds (corporate, government and other)	8,732,451	9,126,889
Common stock	38,940,164	21,807,687
Real estate investment trust	<u>427,851</u>	<u>885,746</u>
Total	<u>\$ 49,396,313</u>	<u>\$ 43,812,584</u>

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE E - LONG-TERM INVESTMENTS -- (Continued)

The Bank of New York is the custodian for the Foundation's bond and common stock investments.

The fair value of all investments at June 30, 2004 exceeds the level required by donor stipulations in total by \$10,522,609. The total amount of deficiencies for all individual donor-restricted endowment funds for which the fair value of the investments at June 30, 2004 is less than the level required by the donor stipulations is \$211,454.

NOTE F - PROPERTY AND EQUIPMENT

Property and equipment is comprised of the following:

	<u>2004</u>	<u>2003</u>
Land	\$ 1,507,907	\$ 1,507,907
Buildings and improvements	4,107,542	4,107,542
Property held under capital lease	34,040,780	28,104,327
Construction in progress	23,594	3,007,754
Office equipment and software	<u>180,684</u>	<u>148,841</u>
	39,860,507	36,876,371
Less accumulated depreciation	<u>(5,704,417)</u>	<u>(4,319,028)</u>
Property and equipment, net	<u>\$ 34,156,090</u>	<u>\$ 32,557,343</u>

Depreciation expense for the years ended June 30, 2004 and 2003 was \$1,385,389 and \$1,223,676, respectively.

During 2004, interest in the amount of \$16,561 was capitalized in connection with the construction of student housing facilities. During 2003, total interest income exceeded total interest incurred in connection with the construction of student housing facilities by \$93,363; and therefore construction in progress was decreased accordingly.

Buildings and improvements consist of a building in downtown Pensacola, Florida, which is leased to the University and used for offices and classroom instruction.

Property held under capital lease represents the University's Student Housing System, which consist of facilities constructed in 1966, 1972 and Phase I and II, which were completed in 1997 and 1999, respectively. The first and second portions of Phase III were completed in

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE F - PROPERTY AND EQUIPMENT -- (Continued)

the Fall 2000, and 2001 semesters, respectively, and are also included in property held under capital lease. The buildings under capital lease are depreciated over the lease term, which is effectively 30 years, and the furniture, fixtures, and equipment are depreciated over their useful life of 5-10 years. Amortization of property under capital lease is included in depreciation expense.

Construction in progress at June 30, 2004 represents expenses for upgrades to existing facilities. Construction in progress at June 30, 2003 represents expenses incurred on the Project 2002 student housing facilities as of June 30, 2003.

NOTE G - PROPERTY HELD FOR INVESTMENT

Property held for investment is comprised of the following:

	<u>2004</u>	<u>2003</u>
Land	\$ 404,813	\$ 404,813
Life estate and time-share	21,501	78,434
Art work	4,650	4,650
	<u>\$ 430,964</u>	<u>\$ 487,897</u>

NOTE H - INTANGIBLE ASSETS

The Foundation has incurred bond issuance costs related to the dormitory and housing system revenue bonds. Bond issuance costs are summarized as follows:

	<u>2004</u>	<u>2003</u>
Bond issuance costs	\$ 1,194,671	\$ 1,194,671
Less accumulated amortization	<u>(211,375)</u>	<u>(167,164)</u>
Bond issuance costs, net	<u>\$ 983,296</u>	<u>\$ 1,027,507</u>

Amortization of bond issuance costs for the years ended June 30, 2004 and 2003 was \$44,210 and \$42,984, respectively.

Bond issuance costs are being amortized by the straight-line method over the lives of the bonds from 15-30 years. Amortization of bond issuance costs over each of the next five years is estimated to be approximately \$43,000.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE I - CERTIFICATES OF PARTICIPATION / CAPITAL LEASE RECEIVABLE

On June 1, 2003 the Foundation entered into a Trust Agreement and a Master Lease-Purchase Agreement with the University of West Florida Board of Trustees (the "Board") for the purpose to lease or lease-purchase projects for educational purposes to the Board.

On June 30, 2003, the Board acting as agent for the Foundation, issued Certificates of Participation, Series 2003 in the amount of \$3,700,000. The Certificates were used to fund the Series 2003 Project to provide for the Board's licensing, implementation, support and training for accounting and human resources software to replace the state provided systems which will no longer be available as of July 1, 2004. The Series 2003 Project will be acquired, constructed and installed, and lease-purchased by the Board from the Foundation. The Certificates are secured by and are to be repaid from the right of the Foundation to receive basic rent payments from the Board, as lessee, beginning on August 1, 2003 and ending on June 30, 2008, pursuant to the Master Lease-Purchase Agreement with the Foundation.

As a condition of the leasing arrangement, the Foundation obtained a ground lease with the University of West Florida with a rental fee of \$10 per year. The initial term of the ground lease for the Series 2003 Certificates commenced on June 26, 2003, and ends on the earlier of the date on which the Series 2003 Certificates have been paid or provision for payment of the Series 2003 certificates has been made or June 30, 2009. Property leased from the Board in the ground lease includes all computer equipment or other locations whereon any part of the software and licenses included in the Series 2003 Project is installed or operated at the facilities of the University of West Florida and any servient property.

The Foundation has assigned its rights, title and interest in the lease payments and the ground lease to the Certificate owner. The assignment agreement is non-recourse with respect to the Foundation, and the Foundation has no liability to the Certificate owner with respect to the occurrence of an event of default or event of non-appropriation by the Board under the lease agreement.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

**NOTE I - CERTIFICATES OF PARTICIPATION / CAPITAL LEASE RECEIVABLE --
(Continued)**

The Foundation has recorded a capital lease receivable in the amount of the future minimum lease payments discounted at 2.44%. The rent payments including interest are payable by the Board monthly. The following is a schedule of the future minimum lease payments receivable under the agreement together with the present value of minimum lease payments as of June 30:

<u>For Year Ended</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
2005	\$ 787,074	\$ 721,995	\$ 65,079
2006	787,075	739,811	47,264
2007	787,075	758,065	29,010
2008	<u>787,076</u>	<u>776,771</u>	<u>10,305</u>
Total minimum lease payments receivable	<u>\$ 3,148,300</u>	<u>\$ 2,996,642</u>	<u>\$ 151,658</u>

NOTE J - BONDS PAYABLE

Revenue Bonds

	<u>2004</u>	<u>2003</u>
\$15,400,000 Dormitory Revenue Bonds, Series 1998, due in annual installments of \$260,000 to \$925,000, from June 1, 1999 through June 1, 2028 with interest ranging from 3.50% to 4.75% due semiannually, June 1 and December 1.	\$ 13,685,000	\$ 14,000,000
\$13,455,000 Dormitory Revenue Bonds, Series 1999, due in annual installments of \$195,000 to \$895,000, from June 1, 2002 through June 1, 2031 with interest ranging from 4.40% to 5.75% due semiannually, June 1 and December 1.	12,850,000	13,060,000

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE J - BONDS PAYABLE -- (Continued)

	2004	2003
\$6,500,000 Housing System Revenue Bonds, Series 2002, due in annual installments of \$150,000 to \$725,000, from June 1, 2004 through June 1, 2017 with variable interest rate tied to PSA Municipal Swap Index plus 34.0 basis points due monthly.	<u>6,350,000</u>	<u>6,500,000</u>
Bonds payable	32,885,000	33,560,000
Less unamortized discount	<u>(576,453)</u>	<u>(599,795)</u>
Bonds payable, net of unamortized discount	<u>\$ 32,308,547</u>	<u>\$ 32,960,205</u>

Interest of \$114,363 and \$115,894 has been accrued on the bonds as of June 30, 2004 and 2003, respectively.

Maturities of the Revenue Bonds are as follows.

<u>For the year ended</u>	
2005	\$ 745,000
2006	820,000
2007	890,000
2008	970,000
2009	1,045,000
Thereafter	<u>28,415,000</u>
	<u>\$ 32,885,000</u>

The 1998 and 1999 Dormitory Revenue bonds, sponsored by Escambia County Housing Finance Authority, were issued to provide financing for the construction of student housing facilities for students, as well as to refund approximately 5.6 million from a 1997 bond issue (1998 issue). The 2002 Housing System Revenue Bonds, sponsored by the City of Gulf Breeze, were issued to provide financing for the construction of student housing facilities for students. The bonds are secured by mortgages on the student housing facilities in addition to a pledge of revenues earned from their operation. The bonds require the Foundation to maintain various covenants, including one that requires student housing room rates to be maintained at a level that provides net revenues at least equal to 120% of annual debt

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE J - BONDS PAYABLE -- (Continued)

service. The debt service ratio for the year ended June 30, 2004 fell slightly below this requirement at 119.73%. In accordance with Section 6.4 of the First Supplemental Loan Agreement of 1999, the Foundation must provide the Trustees, within 60 days of receipt of this report, with a report prepared by a management consultant setting forth in detail the reasons for such deficiency and adopt a specific plan setting forth steps designed to achieve the required ratio. The Foundation is not aware of any other violations of the covenants at June 30, 2004 and 2003.

NOTE K - IN-KIND CONTRIBUTION

During the year ended June 30, 2003, the Foundation recognized in-kind contributions and other program expense in the amount of \$481,641 related to the costs of improvements made to the University's baseball facilities.

NOTE L - OPERATING LEASE

The Foundation's operating leases for buildings with the University of West Florida Board of Trustees expired on June 30, 2004. The buildings are currently rented on a month to month basis.

NOTE M - STUDENT HOUSING SYSTEM

The Foundation has a sublease agreement with the Florida Board of Education of the State of Florida on behalf of the University for use of land and certain existing student housing facilities. The lease requires the Foundation to construct additional student housing facilities and to operate the facilities as a consolidated housing system on behalf of the University. The Student Housing System consists of six projects. The six student housing facilities are identified as The 1966 Project, The 1972 Project, The 1997 Project (Phase I), The 1998 Project (Phase II), The 1999 Project (Phase III) and the 2002 Project which was completed during the year ended June 30, 2004.

The terms of the sub-lease require the Foundation to pay the University rents of \$10 per year plus variable rent equal to 100% of the Surplus Earnings from the Student Housing System. Surplus Earnings represent cash flows after payment of the operating costs, debt service and reserves. No variable rent was due for either 2004 or 2003.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE N - COMMITMENTS

On June 18, 2004 the Foundation's Board of Directors accepted an offer by the Florida Institute for Human and Machine Cognition (FIHMC) to purchase the Alcaniz rental property. Under the offer, FIHMC will purchase the property for \$4.2 million and the Foundation will finance the entire purchase price for a three year interest only loan at 5%. At the end of the three year period, FIHMC must either pay the balance or refinance. The carrying value of the Alcaniz property was \$3,574,418 at June 30, 2004. Net earnings from the Alcaniz Property included in activities for the year then ended approximated \$250,000.

NOTE O - CONCENTRATIONS

The Foundation maintains an operating cash account at the Bank of Pensacola. Balances may periodically exceed the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$100,000. Management monitors the soundness of the financial institution and feels the Foundation's risk is negligible.

NOTE P - CONTINGENCIES

An arbitrage transaction occurs when the proceeds from a loan are invested to yield a higher rate of return than the interest rate on the borrowing. At June 30, 2004 the Foundation has a contingent arbitrage rebate liability, related to the 2002 Project bonds, of approximately \$148,000. Management intends to comply with the two-year exception to the rebate requirements. Compliance with the exception within two years of the date of issuance of December 20, 2002 will eliminate the liability.

NOTE Q - ASSET IMPAIRMENT

Financial Accounting Standards Board (FASB) Statement No. 144, *Accounting for Impairment or Disposal of Long-Lived Assets* requires that long-lived assets used in operations be tested for recoverability whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable.

University of West Florida Foundation, Inc.
NOTES TO FINANCIAL STATEMENTS
June 30, 2004 and 2003

NOTE Q - ASSET IMPAIRMENT -- (Continued)

The Foundation has identified significant damage due to water intrusion in the Village East student housing complex. Management of the Foundation has received a preliminary report from an engineering firm outlining possible remediation actions and a range of estimated costs for repair or replacement. These circumstances indicate existence of a potential impairment loss to the building structure. If indicators of impairment are present, FASB Statement No. 144 requires the Foundation to determine whether the total undiscounted future cash flows from the assets in question are less than the carrying amount of the assets; and if less, to recognize an impairment loss equal to the excess of the carrying amounts of the assets over their fair values. The carrying value of the Village East complex at June 30, 2004 amounted to approximately \$7.1 million. The Foundation has not completed such an evaluation and has not recognized an impairment loss in the financial statements. The Foundation has filed suit against the development company, the architect, and the surety company seeking recovery of damages up to the total cost of constructing the facility, lost rentals, attorney's fees and various other expenditures.

NOTE R - SUBSEQUENT EVENTS

In order to resolve a disagreement between the University of West Florida and The Institute for Human and Machine Cognition (IHMC) related to allocation of indirect cost funds from grants and contracts of IHMC, the Foundation entered into an agreement on August 31, 2004 to pay certain expenses of IHMC not to exceed \$100,000 per fiscal year until a total of \$200,000 has been paid. The allowable expenses are to be paid by the Foundation upon presentation of invoices by IHMC and are intended to cover lobbying expenses, public relations expenses, and certain consulting expenses related to the start up of The Florida Institute of Human and Machine Cognition.

On September 16, 2004 Hurricane Ivan made landfall near the Pensacola area causing significant damage to properties owned by the Foundation. Management has not quantified the extent of the damages or accurately estimated the potential loss, if any, for damages in excess of any insurance coverage in place. Facilities are insured under the Florida State Self-Insurance Pool as well as private insurance carriers. In addition the Foundation intends to file a claim with the Federal Emergency Management Agency (FEMA) to recover uninsured losses.

University of West Florida Foundation, Inc.
SCHEDULES OF STUDENT HOUSING SYSTEM REVENUES AND EXPENSES
For the years ended June 30, 2004 and 2003

	2004	2003
REVENUES		
Rent	\$ 4,411,651	\$ 4,162,066
Interest	153,991	236,604
Other	143,953	116,434
Total revenues	<u>4,709,595</u>	<u>4,515,104</u>
EXPENSES		
Salaries and wages	811,051	715,334
Bad debts	-	2,640
Administrative and general	463,328	337,167
Maintenance and repairs	182,963	216,286
Other expenses	122,433	49,649
Replacements	3,985	24,443
Insurance	134,524	110,340
Utilities	411,902	330,294
Interest	1,474,991	1,457,427
Depreciation	1,207,397	1,056,228
Amortization	67,552	65,615
Total expenses	<u>4,880,126</u>	<u>4,365,423</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ (170,531)</u>	<u>\$ 149,681</u>

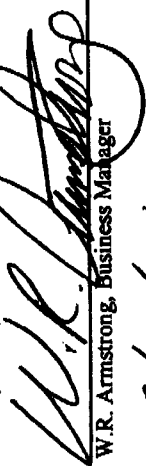
University of West Florida Foundation, Inc.
SCHEDULES OF OTHER PROGRAM SERVICES AND GENERAL AND ADMINISTRATIVE EXPENSES
For the year ended June 30, 2004, with comparative totals for 2003

	Foundation General	Academic Affairs	Student Affairs	University General	2004 Total	2003 Total
OTHER PROGRAM SERVICES						
Salaries	\$ -	334,634	2,339	854,026	\$ 1,190,999	\$ 1,003,765
Travel and entertainment	-	128,380	43,188	68,769	240,337	324,312
Professional development	-	42,241	3,353	25,883	71,477	73,464
Office	-	23,329	10,944	31,890	66,163	109,177
Equipment	-	208,455	7,558	27,672	243,685	341,272
Professional services	-	25,164	2,919	127,249	155,332	151,601
Public relations	-	43,698	12,680	47,766	104,144	171,941
Recruitment	-	6,629	-	4,000	10,629	14,367
Cultivation and recognition	-	-	-	-	-	-
Service charges and other fees	-	2,435	1,912	11,357	15,704	7,009
Student and staff support	-	2,759	-	10,811	13,570	10,367
University support	-	2,240	19,562	44,218	66,020	575,636
Public radio program	-	-	-	182,825	182,825	158,083
Miscellaneous program	-	23,834	17,336	24,193	65,363	53,767
Total other program services	\$ -	\$ 843,798	\$ 121,791	\$ 1,460,659	\$ 2,426,248	\$ 2,994,761
GENERAL AND ADMINISTRATIVE						
Salaries	\$ 309,845	\$ -	\$ -	\$ -	\$ 309,845	\$ 338,073
Travel and entertainment	42,467	-	-	-	42,467	49,591
Professional development	10,299	-	-	-	10,299	12,778
Office	45,066	-	-	-	45,066	48,187
Equipment	2,107	-	-	-	2,107	1,161
Insurance	15,201	-	-	1,069	16,270	14,770
Professional services	292,161	-	-	15,879	308,040	116,278
Public relations	20,573	-	-	-	20,573	130,060
Recruitment	798	-	-	-	798	-
Service charges and other fees	13,724	-	-	-	13,724	11,005
Student and staff support	1,926	-	-	-	1,926	2,193
University support	61,530	-	-	-	61,530	20,024
Rental	30,625	80,540	2,035	90,456	203,656	199,040
Investment fees	-	100,839	2,580	111,448	214,867	163,814
Consultant fees	-	29,668	759	32,782	63,209	64,408
Bad debts	-	4,307	-	8,451	12,758	48,530
Miscellaneous	4,146	-	-	-	4,146	10,946
Depreciation	14,867	76,691	1,962	84,471	177,991	167,448
Total general and administrative	\$ 865,335	\$ 292,045	\$ 7,336	\$ 344,556	\$ 1,509,272	\$ 1,398,306

University of West Florida Foundation, Inc.
CHAIRS UNDER EMINENT SCHOLARS PROGRAM
SCHEDULE OF RECEIPTS, EXPENSES AND ENDOWMENT BALANCES
For the year ended June 30, 2004

Name of Gift	Beginning Corpus Balance	Beginning Net Balance	Corpus Contributed During the Year	Net Investment Earnings	Expenditures	Other Expenditures and Transfers	Ending Corpus Balance	Ending Total Balance
William Craig Nystul Chair	\$1,210,852	\$1,396,535	\$ -	\$ 255,866	\$ -	\$79,851	\$1,210,852	\$1,572,550
John C. Pace, Sr., Business Chair	1,000,000	1,149,224	-	210,555	0	65,711	1,000,000	1,294,068
John C. Pace, Sr., Memorial Eminent Scholarship	6,611,250	7,768,113	-	1,423,236	-	444,167	6,611,250	8,747,182
Mary Ball Washington Chair	1,320,155	1,401,993	-	256,866	-	80,164	1,320,155	1,578,695
Total - Eminent Scholars Program	\$ 10,142,257	\$ 11,715,865	\$ -	\$ 2,146,523	\$ -	\$ 669,893	\$ 10,142,257	\$ 13,192,495

I hereby certify that the above is an accurate representation of the activity for this program.


W.R. Armstrong, Business Manager

8/18/04
Date

University of West Florida Foundation, Inc.
MAJOR GIFTS PROGRAM
SCHEDULE OF RECEIPTS, EXPENSES AND ENDOWMENT BALANCES
For the year ended June 30, 2004

Name of Gift	Beginning Corpus Balance	Beginning Net Balance	Corpus Contributed During the Year	Net Investment Earnings	Expenditures	Other Expenditures and Transfers	Ending Corpus Balance	Ending Total Balance
Alexander Memorial Scholarship	282,852	268,945	-	48,080	-	15,262	282,852	301,763
Banker's Fund	166,692	208,730	-	38,243	-	11,935	166,692	235,038
Baptist Hospital Fund	170,530	204,417	-	37,453	-	11,688	170,530	230,182
Barnett Bank Endowment	150,000	145,870	-	26,852	-	8,353	150,000	164,369
Orville Beckford Scholarship Endowment	150,050	161,034	-	29,504	-	9,208	150,050	181,330
Orville Beckford Scholarship Endowment	150,000	167,522	16,434	39,162	-	10,432	166,434	212,686
Chadbourne Foundation	200,000	170,510	-	30,850	-	9,712	200,000	191,648
Chadbourne Foundation Business Ethics	150,000	155,990	-	27,213	-	2,154	150,000	181,049
CHARLOTTE	177,422	209,291	-	38,346	-	11,967	177,422	235,670
Dyson I Fund	162,282	188,106	-	34,464	-	10,756	162,282	211,814
Dyson II Fund	100,000	91,934	-	17,886	-	5,358	100,000	104,462
C. L. Fountain Family Business Ethics	200,000	204,181	-	40,220	-	20,463	200,000	223,938
Seymour Gitenstein Scholarship Endowment	175,343	213,018	-	39,028	-	12,180	175,343	239,866
E. W. Hopkins Jr., Professorship	163,443	197,787	-	36,237	-	11,309	163,443	222,715
Mattie M. Kelly Music Education Fund	340,000	288,811	-	54,515	-	16,669	340,000	326,657
Kerrigan Daughters' Endowment	-	-	-	-	-	-	-	-
Kugelman Family Grant Endowment	185,563	225,502	-	41,368	-	12,899	185,563	253,971
Kugelman Family Scholarship Endowment	575,920	622,746	-	114,096	-	35,607	575,920	701,235
Levin / Mabie	150,000	158,531	-	29,046	-	9,065	150,000	178,512
Harold E. & Pat Marcus History / Archaeology	150,000	166,008	-	30,416	-	9,492	150,000	186,932
Dorothy Martin Endowment	111,574	111,913	51,236	18,492	-	6,836	162,810	174,805
Maygarden Lecture Series	164,297	190,524	-	34,907	-	10,894	164,297	214,537
Medical Center Clinic Endowment	150,000	126,829	-	23,874	-	7,314	150,000	143,389
Cacilda Prado Pace Library Fund	8,592,090	9,968,314	-	1,826,346	-	569,971	8,592,090	11,224,689
John C. Pace, Jr., Memorial Endowment	7,740,150	9,045,527	-	1,657,279	-	517,207	7,740,150	10,185,599
John C. Pace, Jr., Memorial Scholarship Fund	1,700,000	1,399,930	-	265,388	-	80,909	1,700,000	1,584,409
Katherine C. Pace Memorial Endowment	160,132	184,245	-	33,756	-	10,535	160,132	207,466
Pickens Educational Endowment	165,338	213,808	-	39,175	-	12,225	165,338	240,758
Pre-Professional Endowment	105,000	97,368	-	17,426	-	5,527	105,000	109,267
Rotary Business Ethics	163,897	200,762	-	36,783	-	11,479	163,897	226,066
Sacred Heart Allied Health Endowment	-	-	-	-	-	-	-	-

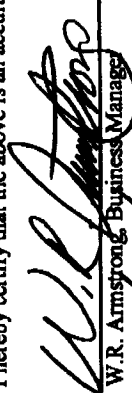
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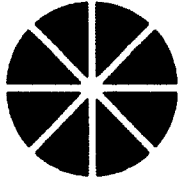
See independent auditor's report on financial statements.

University of West Florida Foundation, Inc.
MAJOR GIFTS PROGRAM
SCHEDULE OF RECEIPTS, EXPENSES AND ENDOWMENT BALANCES -- (Continued)
For the year ended June 30, 2004

Name of Gift	Beginning Corpus Balance	Beginning Net Balance	Corpus Contributed During the Year	Net Investment Earnings	Expenditures	Other Expenditures and Transfers	Ending Corpus Balance	Ending Total Balance
John L. Switzer Business Ethics	195,688	176,654	-	33,917	-	10,251	195,688	200,320
Charles & Fran Switzer Business Ethics	198,775	183,625	-	33,992	-	10,533	198,775	207,084
Switzer Brothers Professorship	190,171	172,222	290,733	40,086	-	13,115	480,904	489,926
Women's Athletic Trust Fund	165,232	184,033	50	33,720	-	10,524	165,282	207,279
Elizabeth R. Woolf	169,795	206,476	-	37,830	-	11,806	169,795	232,500
	\$ 23,772,236	\$ 26,511,163	\$ 358,453	\$ 4,885,950	\$ -	\$ 1,523,635	\$ 24,130,689	\$ 30,231,931
Encumbered:								
Blue Cross & Blue Shield Nursing Scholarship	\$ -	\$ -	\$ 100,000	\$ 929	\$ -	\$ 1,324	\$ 100,000	\$ 99,605
Jane & Fred Seigman Endowment	-	-	138,167	5,081	-	3,769	138,167	139,479
			238,167	6,010	-	5,093	238,167	239,084
Total	\$ 23,772,236	\$ 26,511,163	\$ 596,620	\$ 4,891,960	\$ -	\$ 1,528,728	\$ 24,368,856	\$ 30,471,015

I hereby certify that the above is an accurate representation of the activity for this program.


W.R. Armstrong, Business Manager
8/18/04
Date



O'SULLIVAN CREEL, LLP

Certified Public Accountants & Consultants

316 South Baylen Street - Suite 200 - Pensacola, FL 32502

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
University of West Florida Foundation, Inc.
Pensacola, Florida

We have audited the financial statements of the University of West Florida Foundation, Inc. (the Foundation) as of and for the year ended June 30, 2004, and have issued our report thereon dated August 18, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

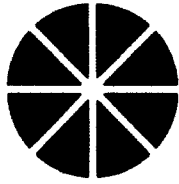
In planning and performing our audits, we considered the Foundation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course

of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. We noted another matter involving the internal control over financial reporting that we have reported to management of the Foundation in a separate letter dated August 18, 2004.

This report is intended solely for the information and use of the Board of Trustees, management and others within the Foundation. However, this report is a matter of public record and its distribution is not limited.

O'Sullivan Creel, LLP

August 18, 2004



O'SULLIVAN CREEL, LLP

Certified Public Accountants & Consultants

316 South Baylen Street - Suite 200 - Pensacola, FL 32502

MANAGEMENT LETTER

Board of Directors
University of West Florida Foundation, Inc.

In planning and performing our audit of the financial statements of the University of West Florida Foundation, Inc. for the year ended June 30, 2004, we considered the Foundation's internal control structure in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure. During our audit we became aware of the following items that provide opportunities for strengthening internal control and to help insure compliance with the Foundation's bond agreements. This letter does not affect our report dated August 18, 2004 on the financial statements of the Foundation.

Approval of Journal Entries

- ❖ The Foundation's internal control policies require approval of journal entries prepared by the accounting staff. This approval has typically been done by the Business Manager/Executive Director. During our review of journal entries, we noted that the required approval was not included in some instances.
- ❖ We recommend that all journal entries be approved in accordance with the Foundation's control policies. With the Business Manager/ Executive Director position currently vacant, we recommend that the Foundation determine an appropriate individual to perform this function until the position is filled.

Arbitrage Rebate Liability

- ❖ An arbitrage transaction occurs when the proceeds from a loan are invested to yield a higher rate of return than the interest rate on the borrowing. At June 30, 2004 the Foundation has a contingent arbitrage rebate liability, related to the 2002 Project bonds, of approximately \$148,000. The bond documents require that no use will be made of the proceeds of the 2002 Notes which would cause the bonds to be arbitrage bonds.

- ❖ We recommend the Foundation review the 2002 Project bond resolution with bond counsel to determine an appropriate course of action to comply with the two-year exception to the rebate requirements. Compliance with the exception within two years of the date of issuance of December 20, 2002 will eliminate the liability. We also recommend the Foundation review the June 30, 2003 Certificates of Participation, 2003 Series, with bond counsel to insure the Foundation is in compliance with the arbitrage requirements of the Certificates.

Debt Service Requirement

- ❖ As discussed in Note J of the financial statements, the Foundation failed to meet the rate covenant requirement for the Student Housing System bonds. The requirement is that student housing rental rates be maintained at levels that provide net revenues at least equal to 120% of annual debt service. The debt service ratio for the year ended June 30, 2004 fell slightly below this requirement and was 119.73%.
- ❖ In order to comply with Section 6.4 of the First Supplemental Loan Agreement of 1999, the Foundation must provide the Trustees, within 60 days of receipt of the audit report, a report prepared by a management consultant setting forth in detail the reasons for such deficiency and adopt a specific plan setting forth steps designed to achieve the required ratio. Provided the rate is not less than 100%, failure to comply with the rate covenant, is not considered an event of default under the Loan Agreement, so long as the Foundation takes all action within its control to comply with the procedures set forth in Section 6.4 for preparing and implementing a report and plan for correcting such deficiency.

Status of prior year recommendations

- ❖ As recommended in the prior year, the Foundation's Board of Directors adopted the University of West Florida Foundation, Inc. Statement of Investment Policy.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss these items in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This report is intended solely for the information and use of the Board of Directors, management and others within the organization.

O'Sullivan Cuel, LLP

August 18, 2004

UWF Board of Trustees
Finance, Administration & Audit Committee
February 25, 2005

Issue: Review and acceptance of UWF Financial Audit by the Auditor General.

Proposed action: Accept

Background information: Annually a financial audit is conducted by the university's external auditors, Florida Auditor General.

The audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2004, was conducted pursuant to the provisions of Section 11.45, Florida Statutes, and applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

The scope of this audit included an examination of the financial statements of the University, a component unit of the State of Florida, and a determination as to whether management has complied with applicable laws, administrative rules, regulations, contracts, and grant agreements and other matters that are material to the financial statements. An examination of Federal awards administered by the University was included in the Auditor General's Statewide audit of Federal awards administered by the State of Florida.

The following provides a summary of the findings of the Auditor General's audit of the financial statements of the University:

- The University's financial statements presented fairly, in all material respects, the financial position of the University as of June 30, 2004; the revenues, expenses, and changes in net assets; and the cash flows for the fiscal year then ended.
- No matters involving the University's internal control over financial reporting and its operation that we considered to be material weaknesses.
- Testwork disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Supporting documentation: UWF Financial Audit (REPORT NO. 2005-092)

Prepared by: Betsy Bowers
Associate Vice President
Internal Auditing & Management Consulting
474-2637



AUDITOR GENERAL
WILLIAM O. MONROE, CPA



UNIVERSITY OF WEST FLORIDA
Financial Audit

For the Fiscal Year Ended June 30, 2004

During the audit period, the President of the University was Dr. John Cavanaugh. Members of the University's Board of Trustees who served during the audit period are listed below:

Board Member

J. Collier Merrill, Chair
Eddie E. Phillips, Vice Chair
Honor Bell, Sr.
Travis Bowden to 8-22-03 (2)
Kenneth C. Clark
Dr. Lornetta Taylor Epps
Martha "Marny" Alice Gilluly
Sharon Hess Herrick
Retired General Charles A. Horner
JoAnn H. Morgan
Steven Patrick Russell from 5-21-04 (1)
Erin Sandonato to 5-20-04 (1)
Roy W. Smith, Jr.
Dr. Pat Wentz

- Notes: (1) The student body president, who is a voting member of the Board in accordance with Section 1001.71(1), Florida Statutes.
(2) Position remains vacant.

UNIVERSITY OF WEST FLORIDA

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EXECUTIVE SUMMARY

The audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2004, was conducted pursuant to the provisions of Section 11.45, Florida Statutes, and applicable standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

The scope of this audit included an examination of the financial statements of the University, a component unit of the State of Florida, and a determination as to whether management has complied with applicable laws, administrative rules, regulations, contracts, and grant agreements and other matters that are material to the financial statements. An examination of Federal awards administered by the University is included in our Statewide audit of Federal awards administered by the State of Florida.

The following provides a summary of the findings of our audit of the financial statements of the University:

- We found that the University's financial statements presented fairly, in all material respects, the financial position of the University as of June 30, 2004; the revenues, expenses, and changes in net assets; and the cash flows for the fiscal year then ended.
- We noted no matters involving the University's internal control over financial reporting and its operation that we considered to be material weaknesses.
- The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This audit was conducted by Edward H. Brewton, CPA, and supervised by James W. Kiedinger, Jr., CPA. Please address inquiries regarding this report to James E. Raulerson, CPA, Audit Manager, via e-mail at jimraulerson@aud.state.fl.us or by telephone at (850) 487-4468. This report, as well as other audit reports prepared by the Auditor General, can be obtained on our Web site (<http://www.state.fl.us/audgen>); by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.



WILLIAM O. MONROE, CPA
AUDITOR GENERAL

AUDITOR GENERAL STATE OF FLORIDA

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111 West Madison Street
Tallahassee, Florida 32399-1450



850/488-5534/SC 278-5534
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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the University of West Florida, a component unit of the State of Florida, and its aggregate discretely presented component units as of and for the fiscal year ended June 30, 2004, as shown on pages 13 through 38. These financial statements are the responsibility of the University's management. Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the aggregate discretely presented component units, as described in note 1 to the financial statements, which comprise 100 percent of the transactions and account balances of the discretely presented component units column. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion on the financial statements, insofar as it relates to the amounts included for these entities, is based solely upon the reports of the other auditors.

Except as discussed in the following paragraph, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit and the reports of the other auditors provide a reasonable basis for our opinions.

The financial statements of the University of West Florida Foundation, Inc. (Foundation), a discretely presented component unit, were audited by other auditors whose report on financial statements was qualified because the Foundation failed to recognize in its financial statements a potential asset impairment loss resulting from water intrusion in the Village East student housing complex. The Foundation's financial activities are included in the University's basic financial statements as a discretely presented component unit, and represent 98 percent, 99

percent, 95 percent, and 94 percent of the assets, liabilities, revenues, and expenses, respectively, of the University's aggregate discretely presented component units.

In our opinion, except for the effects of such adjustments and disclosures, if any, as might have been determined to be necessary had the other auditors been able to obtain sufficient evidence regarding the potential impairment loss to the Village East student housing complex, the financial statements referred to above present fairly, in all material respects, the respective financial position of the University of West Florida and of its aggregate discretely presented component units as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report on our consideration of the University of West Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, administrative rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The **MANAGEMENT'S DISCUSSION AND ANALYSIS** on pages 5 through 12 is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Respectfully submitted,



William O. Monroe, CPA
December 20, 2004



WILLIAM O. MONROE, CPA
AUDITOR GENERAL

AUDITOR GENERAL STATE OF FLORIDA

G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450



850/488-5534/SC 278-5534
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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the financial statements of the University of West Florida, a component unit of the State of Florida, and its aggregate discretely presented component units as of and for the fiscal year ended June 30, 2004, and have issued our report thereon included under the heading **INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS**. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our report on the financial statements included disclosures regarding our reference to the reports of other auditors.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the University's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the University's internal control over financial reporting. Our consideration of internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the University's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, administrative rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, Federal and other granting agencies, and applicable management. Copies of this report are available pursuant to Section 11.45(4), Florida Statutes, and its distribution is not limited.

Respectfully submitted,



William O. Monroe, CPA
December 20, 2004

MANAGEMENT'S DISCUSSION AND ANALYSIS

The management's discussion and analysis of the University of West Florida's financial statements provides an overview of the University's financial activities for the fiscal year ended June 30, 2004. Management has prepared the financial statements and the related note disclosures along with the management's discussion and analysis. Responsibility for the completeness and fairness of this information rests with the University. The management's discussion and analysis is designed to focus on current activities, resulting change, and currently known facts. The management's discussion and analysis contains information about the financial activities of the University and its component units, University of West Florida Foundation, Inc., Research Foundation of the University of West Florida, Inc., and West Florida Historic Preservation, Inc., and should be read in conjunction with the accompanying financial statements.

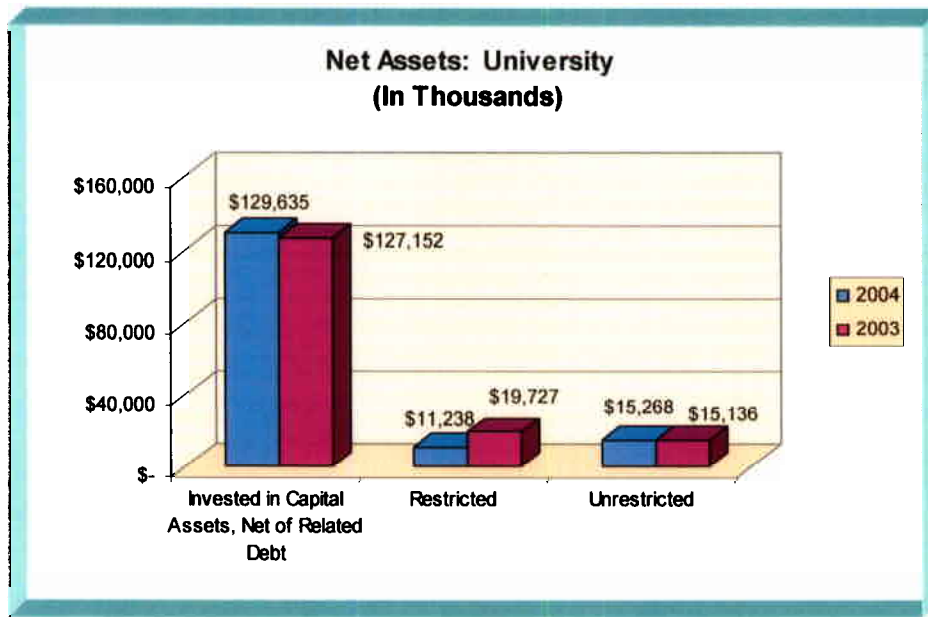
USING THIS ANNUAL REPORT

This report consists of three basic financial statements. The statement of net assets; the statement of revenues, expenses, and changes in net assets; and the statement of cash flows provide information on the University as a whole and present a long-term view of the University's finances. The following activities are included in the University's basic financial statements, including the notes to financial statements:

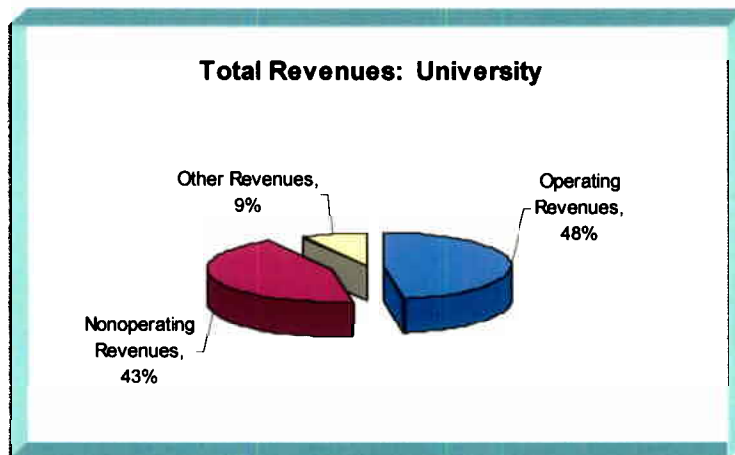
- University of West Florida (Primary Institution) – Overall financial activities of the University of West Florida.
- University of West Florida Foundation, Inc. (Component Unit) – Financial activities of the University of West Florida Foundation, Inc.
- Research Foundation of the University of West Florida, Inc. (Component Unit) – Financial activities of the Research Foundation of the University of West Florida, Inc.
- West Florida Historic Preservation, Inc. (Component Unit) – Financial activities of the West Florida Historic Preservation, Inc.

FINANCIAL HIGHLIGHTS

The University's net assets by category for the fiscal years ended June 30, 2004, and 2003, are shown in the following graph:



The following chart provides a graphical presentation of the University’s revenues by category for the fiscal year ended June 30, 2004:



In the fiscal year ended June 30, 2004, University expenses exceeded revenues and other support, resulting in a net decrease in net assets of \$2,241,926. An additional decrease in net assets of \$3,632,630 resulted from an adjustment to beginning net assets to correct the cumulative effect of erroneously recording all capital asset disposals as fully depreciated in prior fiscal years. Nonoperating revenues, comprising 43 percent of total revenue, represent State appropriations with the purpose of supporting operating expenses. Component unit revenues and other support exceeded expenses during the 2003-04 fiscal year, resulting in an increase in net assets of \$4,756,337 million.

THE STATEMENT OF NET ASSETS AND THE STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

The statement of net assets and the statement of revenues, expenses, and changes in net assets report information on the University as a whole and on its activities in a way that helps the reader determine if the University is in a better position from one year to the next, and allows the reader to analyze the information over long periods of time. When revenues and other support exceed expenses, the result is an increase in net assets. When the reverse occurs, the result is a decrease in net assets. The relationship between revenues and expenses may be thought of as University of West Florida's operating results.

These two statements report University of West Florida's net assets and changes in them. The University's net asset amount, the difference between assets and liabilities, is one way to measure the University's financial health, or financial position. Over time, increases or decreases in the University's net assets are one indicator of whether its financial health is improving or deteriorating. However, many other nonfinancial factors, such as certain trends in Legislative funding, student enrollment and retention, condition of the buildings, and the safety of the campus, should be considered in assessing the overall health of the University.

These statements include all assets and liabilities for the University and its component units. The statements are prepared using the accrual basis of accounting, whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service, regardless of when cash is exchanged.

The statement of net assets presents the assets, liabilities, and net assets of the University as of the end of the fiscal year. Its purpose is to present to the readers of the financial statements a fiscal snapshot of the University of West Florida at a certain point in time. The statement of net assets presents end-of-year data concerning assets (current and noncurrent), liabilities (current and noncurrent), and net assets (assets minus liabilities).

From the data presented, readers of the statement of net assets are able to determine the assets available to continue the operations of the University. They are also able to determine how much the University owes vendors, employees, and others. Finally, the statement of net assets provides a picture of the net assets (assets minus liabilities) and their availability for expenditure by the University.

Net assets are divided into three major categories. The first category, invested in net assets, net of related debt, provides the University's equity in property, plant, and equipment. The second asset category is restricted net assets, which is divided into two categories, nonexpendable and expendable. Nonexpendable restricted net assets are generally available only for investment purposes. Expendable restricted net assets are available for expenditure by the University, but must be spent for purposes as determined by donors and external entities that have placed time and purpose restrictions on the use of the assets. The third asset category is unrestricted net assets. Unrestricted net assets are available for any lawful purpose of the University.

A condensed statement of assets, liabilities, and net assets for the University and its component units for the fiscal years ended June 30, 2004, and 2003, are presented below:

Condensed Statement of Assets, Liabilities, and Net Assets				
(In Thousands)				
	<u>University</u>		<u>Component Units</u>	
	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>
Assets				
Current Assets	\$ 48,273	\$ 56,859	\$ 5,553	\$ 9,760
Other Noncurrent Assets	7,638	12,144	55,931	50,903
Capital Assets, Net	<u>134,754</u>	<u>133,474</u>	<u>35,192</u>	<u>33,674</u>
Total Assets	<u>190,665</u>	<u>202,477</u>	<u>96,676</u>	<u>94,337</u>
Liabilities				
Current Liabilities	18,970	24,702	2,490	3,368
Noncurrent Liabilities	<u>15,554</u>	<u>15,760</u>	<u>34,076</u>	<u>35,615</u>
Total Liabilities	<u>34,524</u>	<u>40,462</u>	<u>36,566</u>	<u>38,983</u>
Net Assets				
Invested in Capital Assets, Net of Related Debt	129,635	127,152	230	339
Restricted	11,238	19,727	56,677	51,006
Unrestricted	<u>15,268</u>	<u>15,136</u>	<u>3,203</u>	<u>4,009</u>
Total Net Assets	<u>\$ 156,141</u>	<u>\$ 162,015</u>	<u>\$ 60,110</u>	<u>\$ 55,354</u>
Increase (Decrease) in Net Assets	<u>\$ (5,874) -3.6%</u>		<u>\$ 4,756 8.6%</u>	

Changes in total net assets as presented on the statement of net assets are based on the activity presented in the statement of revenues, expenses, and changes in net assets. The purpose of the statement of revenues, expenses, and changes in net assets is to present the revenues received by the University, both operating and nonoperating, and the expenses paid by the University, both operating and nonoperating, and any other revenues, expenses, gains, and losses received or incurred by the University.

Operating revenues are received for providing goods and services to the various customers and constituencies of the University. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the University. Nonoperating revenues are revenues received for which goods and services are not provided. For example, State appropriations are nonoperating because they are provided by the Legislature to the University without the Legislature directly receiving commensurate goods and services for those revenues.

A summary of revenues and expenses of the University and its component units for the fiscal years ended June 30, 2004, and 2003, are presented below:

Revenues, Expenses, and Changes in Net Assets for the Fiscal Year				
(In Thousands)				
	<u>University</u>		<u>Component Units</u>	
	<u>2003-04</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2002-03</u>
Operating Revenues	\$ 61,358	\$ 61,591	\$ 7,145	\$ 8,295
Operating Expenses	(126,937)	(118,105)	(10,333)	(10,681)
Operating Loss	(65,579)	(56,514)	(3,188)	(2,386)
Nonoperating Revenues (Expenses)	52,052	52,393	7,435	(221)
Gain (Loss) Before Other Revenues, Expenses, Gains, or Losses	(13,527)	(4,121)	4,247	(2,607)
Capital Appropriations	10,224	2,796		
Capital Grants, Contracts, and Donations	1,062	1,478		
Other Revenues			509	474
Increase (Decrease) in Net Assets	(2,241)	153	4,756	(2,133)
Net Assets, Beginning of Year	162,015	161,862	55,354	57,487
Adjustments to Beginning Net Assets	(3,633)			
Net Assets, End of Year	\$156,141	\$162,015	\$60,110	\$55,354

Student tuition and fees are shown net of scholarship allowances (amounts received from other than students and third-party payers). Scholarship allowances include payments from certain Federal Title IV Student Aid programs and certain institutional scholarships. Scholarship allowances totaled \$5.7 million for fiscal year ended June 30, 2004, and \$4 million for the fiscal year ended June 30, 2003.

University investment income was reported as a net loss due to a decline in the fair market value of investments at June 30, 2004.

Capital appropriations primarily consist of Public Education Capital Outlay (PECO) appropriations received from the State. PECO appropriations by the State increased by approximately \$7.4 million during the 2003-04 fiscal year.

Capital grants, contracts, and donations primarily consist of the University's portion of State University System bond principal payments made on behalf of the University by the Florida Department of Education and capital assets donated to the University.

University operating expenses by functional classification for the fiscal years ended June 30, 2004, and 2003, are presented below:

Functional Classification	Operating Expenses (In Thousands)			
	University			
	2003-04	Percent	2002-03	Percent
Instruction	\$ 43,617	34	\$ 37,622	32
Research	10,374	8	11,171	9
Public Service	1,213	1	2,594	2
Academic Support	11,542	9	15,979	14
Student Services	6,616	5	5,987	5
Institutional Support	16,978	13	15,213	13
Operation and Maintenance of Plant	9,208	7	7,629	6
Scholarships and Fellowships	7,711	6	5,122	4
Auxiliary Operations	11,406	9	8,890	8
Loan Operating Expenses	1	1		
Depreciation	8,271	7	7,898	7
Total	\$126,937	100	\$118,105	100

THE STATEMENT OF CASH FLOWS

Another important factor to consider when evaluating the University's financial viability is its ability to meet financial obligations as they become due. The statement of cash flows helps in this evaluation. The statement of cash flows presents information related to cash inflows and outflows summarized by operating, capital and noncapital financing, and investing activities. The statement of cash flows also helps users assess:

- The University's ability to generate future net cash flows.
- The ability to meet its obligations as they come due.
- The need for external financing.

A summary of the University's cash flows for the fiscal years ended June 30, 2004, and 2003, are presented below:

	Cash Flows for the Fiscal Year (In Thousands)	
	University	
	2003-04	2002-03
Cash Provided (Used) by:		
Operating Activities	\$(56,102)	\$(48,710)
Noncapital Financing Activities	52,374	54,880
Capital and Related Financing Activities	(5,160)	(2,670)
Investing Activities	10,174	(5,952)
Net Increase (Decrease) in Cash	1,286	(2,452)
Cash and Cash Equivalents, Beginning of the Year	20,184	22,636
Cash and Cash Equivalents, End of the Year	\$ 21,470	\$ 20,184

The primary cash receipts from operating activities consist of tuition and grant revenues. Cash outlays include payment of salaries, benefits, supplies, and scholarships.

State appropriations are the primary source of noncapital financing inflows.

The primary capital and related financing activities include payments received under the Public Education Capital Outlay (PECO) appropriation and proceeds from capital debt. Outflows primarily include capital expenses incurred on several construction projects.

CAPITAL ASSETS AND DEBT ADMINISTRATION

CAPITAL ASSETS

At June 30, 2004, the University had \$134.8 million invested in capital assets, net of accumulated depreciation of \$88.5 million. Depreciation charges totaled \$8.3 million for the current fiscal year. Details of these assets for the 2003-04 fiscal year are shown in the following table:

Capital Assets - University (In Thousands)				
Capital Assets	Beginning Balance	Additions	Reductions	Ending Balance
Land	\$ 9,603	\$ 2	\$	\$ 9,605
Works of Art and Historical Treasures	8,527	539		9,066
Buildings	100,136	8,847	1,663	107,320
Other Improvements	11,460	15,206	391	26,275
Furniture and Equipment	31,413	2,680	2,167	31,926
Library Resources	25,886	915	231	26,570
Assets Under Capital Leases	740	1,071		1,811
Capital Leasehold Improvements	53	4		57
Construction in Progress	23,935	9,768	24,053	9,650
Other Capital Assets	1,350	346	716	980
Total	213,103	39,378	29,221	223,260
Less, Accumulated Depreciation:				
Buildings	35,490	4,238	929	38,799
Other Improvements	4,995	1,427	154	6,268
Furniture and Equipment	18,496	4,811	1,700	21,607
Library Resources	20,266	1,117	231	21,152
Assets Under Capital Leases	94	134		228
Capital Leases and Improvements	4	7		11
Other Capital Assets	284	169	12	441
Total Accumulated Depreciation	79,629	11,903 (1)	3,026	88,506
Capital Assets, Net	\$133,474	\$27,475	\$ 26,195	\$134,754

Note: (1) This amount includes a prior period adjustment to the beginning balance totaling \$3,632,630.35 and depreciation expense for the 2003-04 fiscal year totaling \$8,271,046.86. See note 20 for additional information.

The University has construction contract commitments with remaining balances at June 30, 2004, totaling \$10.4 million. Projects include the Health and Leisure Sports facility and Utilities Infrastructure. State appropriations are expected to finance these projects. The International House and Village was substantially completed during the 2003-04 fiscal year.

DEBT

At June 30, 2004, the University and its component units had \$44.9 million in capital debt outstanding. The table below summarizes these amounts by type of debt instrument for the University and its component units for the fiscal years ended June 30, 2004, and 2003:

	<u>University</u>		<u>Component Units</u>	
	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>
Bonds and Revenue				
Certificates Payable	\$ 5,206	\$ 5,424	\$ 32,309	\$ 32,960
Capital Leases	4,111	4,059		
Certificates of Participation			2,997	3,700
Other Noncurrent Liabilities			238	274
Total	<u>\$ 9,317</u>	<u>\$ 9,483</u>	<u>\$ 35,544</u>	<u>\$ 36,934</u>

Principal bond payments of \$216,834 were made on behalf of the University by the State Board of Education during the 2003-04 fiscal year.

During the 2003-04 fiscal year, the University executed two new capital leases totaling approximately \$1.1 million for the acquisition of computer equipment. Capital lease principal payments totaling \$1.1 million were made by the University during the 2003-04 fiscal year.

At June 30, 2004, the component units had \$32 million in bonded capital debt (*Dormitory Revenue Bonds*), and a \$3 million liability for Certificates of Participation. The component units made debt repayments of \$1,378,358 during the 2003-04 fiscal year.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The economic position of the University of West Florida is closely tied to that of the State of Florida. State appropriations comprise approximately 44 percent of the University’s total operating and nonoperating revenues and are the largest source of funding. Since the State economy has slowed down, this will most likely result in smaller increases in State appropriations for higher education. At this time, the specific impact on the University is uncertain.

FINANCIAL SECTION

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
STATEMENT OF NET ASSETS
As of June 30, 2004

	University	Component Units
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 16,762,833.55	\$ 1,271,137.00
Investments	10,081,331.03	
Investments with State Treasury Under Securities		
Lending and Reverse Repurchase Agreements	3,227,850.69	
Receivables, Net	5,945,370.32	3,997,470.00
Due from State	12,129,228.00	
Due from University		8,345.00
Inventories	48,567.67	4,596.00
Loans and Notes Receivable, Net	78,121.72	223,377.00
Other Assets		48,204.00
Total Current Assets	48,273,302.98	5,553,129.00
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	4,707,841.48	5,167,359.00
Restricted Investments		49,396,313.00
Loans and Notes Receivable, Net	2,912,370.27	
Other Assets	18,154.58	1,367,401.00
Building, Equipment, and Other Depreciable		
Capital Assets, Net	106,431,958.91	33,119,497.00
Land and Other Nondepreciable Capital Assets	28,321,692.00	2,072,712.00
Total Noncurrent Assets	142,392,017.24	91,123,282.00
TOTAL ASSETS	\$ 190,665,320.22	\$ 96,676,411.00
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 2,179,021.89	\$ 322,394.00
Salaries and Wages Payable	2,541,064.83	52,813.00
Construction Contracts Payable	1,344,342.42	
Deposits Payable	507,652.78	
Due to Component Units	8,345.00	
Deferred Revenue	7,083,773.30	269,832.00
Obligations Under Securities Lending and		
Reverse Repurchase Agreements	3,227,850.69	
Other Liabilities		378,043.00
Long-Term Liabilities - Current Portion:		
Bonds and Revenue Certificates Payable	229,539.19	1,466,995.00
Capital Leases Payable	1,137,547.66	
Compensated Absences Payable	710,980.13	
Total Current Liabilities	18,970,117.89	2,490,077.00
Noncurrent Liabilities:		
Bonds and Revenue Certificates Payable	4,976,048.68	33,838,194.00
Capital Leases Payable	2,973,667.12	
Compensated Absences Payable	7,604,583.73	
Other Liabilities		238,003.00
Total Noncurrent Liabilities	15,554,299.53	34,076,197.00
TOTAL LIABILITIES	34,524,417.42	36,566,274.00

**UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
STATEMENT OF NET ASSETS (Continued)
As of June 30, 2004**

	University	Component Units
NET ASSETS		
Invested in Capital Assets, Net of Related Debt	\$ 129,635,043.66	\$ 230,155.00
Restricted:		
Nonexpendable:		
Endowment	179,290.88	37,532,409.00
Expendable:		
Loans	3,701,824.72	
Capital Projects	6,659,820.10	
Other Restricted Net Assets	696,922.72	19,145,043.00
Unrestricted	15,268,000.72	3,202,530.00
Total Net Assets	156,140,902.80	60,110,137.00
TOTAL LIABILITIES AND NET ASSETS	\$ 190,665,320.22	\$ 96,676,411.00

The accompanying notes to financial statements are an integral part of this statement.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
For the Fiscal Year Ended June 30, 2004

	University	Component Units
REVENUES		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship Allowances of \$5,737,348.90	\$ 23,129,108.03	\$
Federal Grants and Contracts	21,983,892.58	
State and Local Grants and Contracts	4,667,871.24	
Nongovernmental Grants and Contracts	1,891,349.20	
Sales and Services of Educational Departments	174,617.41	
Auxiliary Enterprises	5,018,212.28	
Sales and Services of Component Units		70,492.00
Royalties and Licensing Fees		44,400.00
Interest on Loans Receivable	48,099.37	
Gifts and Donations		1,448,607.00
Other Operating Revenues	4,444,623.90	5,581,002.00
Total Operating Revenues	61,357,774.01	7,144,501.00
EXPENSES		
Operating Expenses:		
Compensation and Employee Services	79,527,511.54	
Services and Supplies	27,910,373.25	8,909,707.00
Utilities	3,517,103.48	
Scholarships and Fellowships	7,711,407.74	
Depreciation	8,271,046.86	1,423,545.00
Total Operating Expenses	126,937,442.87	10,333,252.00
Operating Loss	(65,579,668.86)	(3,188,751.00)
NONOPERATING REVENUES (EXPENSES)		
State Appropriations	56,222,431.00	
Investment Income (Loss), Net	(434,146.66)	7,426,149.00
Other Nonoperating Revenues	330,930.74	
Interest on Capital Asset-Related Debt	(350,387.42)	
Other Nonoperating Expenses	(3,716,735.38)	9,461.00
Net Nonoperating Revenues	52,052,092.28	7,435,610.00
Gain (Loss) Before Other Revenues, Expenses, Gains, or Losses	(13,527,576.58)	4,246,859.00
Capital Appropriations	10,223,606.00	
Capital Grants, Contracts, and Donations	1,062,044.47	
Additions to Permanent Endowments		509,478.00
Total Other Revenues	11,285,650.47	509,478.00
Increase (Decrease) in Net Assets	(2,241,926.11)	4,756,337.00
Net Assets, Beginning of Year	162,015,459.26	55,353,800.00
Adjustment to Beginning Net Assets	(3,632,630.35)	
Adjusted Net Assets, Beginning of Year	158,382,828.91	55,353,800.00
Net Assets, End of Year	\$ 156,140,902.80	\$ 60,110,137.00

The accompanying notes to the financial statements are an integral part of this statement.

**UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2004**

	<u>University</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Tuition and Fees	\$ 22,974,190.41
Grants and Contracts	29,241,690.38
Sales and Services of Educational Departments	174,617.41
Auxiliary Enterprises	5,018,212.28
Interest on Loans Receivable	42,894.22
Other Receipts	4,809,252.16
Payments to Employees	(78,504,790.81)
Payments to Suppliers	(32,069,766.86)
Payments for Scholarships and Fellowships	(7,711,407.74)
Loans Issued to Students	<u>(76,703.03)</u>
Net Cash Used by Operating Activities	<u>(56,101,811.58)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Appropriations	56,222,431.00
Operating Subsidies and Transfers	(3,109,602.00)
Federal Direct Loan Receipts	17,101,477.52
Federal Direct Loan Disbursements	(17,101,477.52)
PLUS Loan Receipts	1,074,580.85
PLUS Loan Disbursements	(1,074,580.85)
Funds Held for Others	36,688.15
Other Receipts	330,930.74
Other Expenses	<u>(1,106,117.43)</u>
Net Cash Provided by Noncapital Financing Activities	<u>52,374,330.46</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Proceeds from Capital Debt	1,067,450.74
Capital Appropriations	7,723,606.00
Capital Grants and Gifts Received	1,062,044.47
Capital Subsidies and Transfers	1,877,000.81
Purchase of Capital Assets	(15,307,341.91)
Principal Paid on Capital Debt and Capital Leases	(1,231,682.77)
Interest Paid on Capital Debt and Capital Leases	<u>(350,844.91)</u>
Net Cash Used by Capital and Related Financing Activities	<u>(5,159,767.57)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchases of Investments	(40,269,152.27)
Sales of Investments	50,830,476.40
Investment Income	<u>(387,419.69)</u>
Net Cash Provided by Investing Activities	<u>10,173,904.44</u>
Net Increase in Cash and Cash Equivalents	1,286,655.75
Cash and Cash Equivalents, Beginning of Year	<u>20,184,019.28</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 21,470,675.03</u></u>

**UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
STATEMENT OF CASH FLOWS (Continued)
For the Fiscal Year Ended June 30, 2004**

	University
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$(65,579,668.86)
Adjustments to Reconcile Net Operating Loss to Net Cash Used by Operating Activities:	
Depreciation Expense	8,271,046.86
Changes in Assets and Liabilities:	
Receivables, Net	1,105,882.19
Inventories	68,357.92
Loans and Notes Receivable, Net	(96,253.94)
Accounts Payable	(691,097.14)
Salaries and Wages Payable	585,173.17
Deposits Payable	44,800.29
Compensated Absences	437,547.56
Deferred Revenue	<u>(247,599.63)</u>
NET CASH USED BY OPERATING ACTIVITIES	<u>\$(56,101,811.58)</u>

The accompanying notes to financial statements are an integral part of this statement.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS
June 30, 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed by the University of West Florida (University) are described below to enhance the usefulness of the financial statements.

Reporting Entity. The University is a separate public instrumentality that is part of a State university system of public universities. A constitutional amendment effective January 7, 2003, created a board of governors to be responsible for the management of the State university system. A separate board of trustees shall administer each public university.

The University Board of Trustees (Trustees) consists of thirteen members. The Governor appoints six citizen members and the Board of Governors appoints five citizen members. These members are confirmed by the Florida Senate and serve staggered terms of five years. The chair of the faculty senate and the president of the student body of the University also are members. The Board of Governors establishes the powers and duties of the Trustees. The Trustees are responsible for setting policies for the University, which provides governance in accordance with Florida law, State Board of Education rules, and the Board of Governors. The Trustees select the University President and the State Board of Education must ratify the candidate selected. The University President serves as the executive officer and the corporate secretary of the Trustees and is responsible for administering the policies prescribed by the Trustees for the University.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. Application of these criteria determines potential component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the primary government's financial statements to be misleading or incomplete. Based on the application of these criteria, the University is a component unit of the State of Florida and its financial activity is reported in the State's Comprehensive Annual Financial Report by discrete presentation.

Discretely Presented Component Units. Based on the application of the criteria for determining component units, the following organizations are included within the University reporting entity as discretely presented component units. Additional condensed financial statements for the University's component units are shown in a subsequent note.

Direct-Support Organizations. The University's direct-support organizations, as provided for in Section 1004.28, Florida Statutes, and Rule 6C-9.011, Florida Administrative Code, are considered component units of the University and therefore the latest audited financial statements of these organizations are included in the

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

financial statements of the University by discrete presentation. These are separate, not-for-profit corporations organized and operated exclusively to assist the University to achieve excellence by providing supplemental resources from private gifts and bequests, and valuable education support services. The Statute authorizes these organizations to receive, hold, invest and administer property and to make expenditures to or for the benefit of the University. These not-for-profit corporations and their purposes are explained as follows:

- University of West Florida Foundation, Inc. (Foundation): This organization provides funding and services to support and foster the pursuit of higher education at the University. Although the Foundation is chartered as a private not-for-profit corporation, it operates solely for the benefit of the University and its mission of teaching, research, and service. The Foundation serves as the vehicle whereby taxpayers who want to advance the cause of higher education and to pay more than their share of the cost of education may do so. The Foundation does not serve any private causes, but generally benefits the public.
- Research Foundation of the University of West Florida, Inc. (Research Foundation): The Research Foundation was organized for the purpose of promotion and encouragement of and assistance to the research activities of the University's faculty, staff, and students. The Research Foundation provides a means by which inventions and copyrightable materials may be developed, patented, applied and utilized in order that the results of University research shall be made available to the public and that funds be made available from inventions and copyrightable materials to support education and research of the University.
- West Florida Historic Preservation, Inc.: This not-for-profit corporation was established under State law on May 31, 1968, to engage in the restoration and exhibition of historical landmarks in the Pensacola, Florida vicinity. On July 1, 2001, this organization was designated as a direct-support organization of the University in order to conduct certain activities and programs that will assist and promote the purposes of the University.

An annual audit of each organization's financial statements is conducted by independent certified public accountants. The annual report is submitted to the Auditor General and the University Board of Trustees. Additional information on the University's component units, including copies of audit reports, is available by contacting the University Financial and Procurement Services Office.

Basis of Presentation. The University's accounting policies conform to generally accepted accounting principles applicable to public colleges and universities as prescribed by the Governmental Accounting Standards Board (GASB). The National Association of College and University Business Officers (NACUBO) also provides the University with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB).

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

In November 1999, GASB issued Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*. This Statement includes public colleges and universities within the financial reporting guidelines of GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. GASB Statement No. 35 allows public colleges and universities the option of reporting as a special-purpose government engaged in only business-type activities, engaged in only governmental activities, or engaged in both governmental and business-type activities. The University has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entity-wide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Assets
 - Statement of Revenues, Expenses, and Changes in Net Assets
 - Statement of Cash Flows
 - Notes to Financial Statements

The University is a component unit of the State of Florida for financial reporting purposes. The financial balances and activities included in these financial statements are, therefore, also included in the State's Comprehensive Annual Financial Report.

Basis of Accounting. Basis of accounting refers to when revenues, expenses, and related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The University's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met.

Interdepartmental transactions of auxiliary service departments have been accounted for as reductions of expenses and not revenues of those departments.

The University's principal operating activities consist of instruction, research and public service. Operating revenues and expenses generally include all fiscal transactions directly related to these activities plus administration, operation and maintenance of plant assets, and depreciation on capital assets. Nonoperating

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revenues include State appropriations, investment income and funding for capital construction projects. Interest on asset-related debt is a nonoperating expense.

The University follows FASB statements and interpretations issued after November 30, 1989, unless those pronouncements conflict with GASB pronouncements.

The statement of net assets is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, grants, etc., it is the University's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net assets is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the differences between the stated charge for goods and services provided by the University and the amount that is actually paid by the student or third party making payment on behalf of the student. The University applied "The Alternate Method" as prescribed in NACUBO Advisory Report 2000-05 to determine the tuition scholarship allowances reported in the statement of revenues, expenses, and changes in net assets. Under this method, the University computes these amounts by allocating the cash payments to students, excluding payments for services, on a ratio of total aid to the aid not considered to be third-party aid.

The statement of cash flows is presented using the direct method and is in compliance with GASB Statement No. 9, *Reporting Cash Flow for Proprietary and Nonexpendable Trust Funds*.

Capital Assets. University capital assets consist of land, buildings, other improvements, furniture and equipment, assets under capital leases, capital leasehold improvements, library resources, works of art and historical treasures, construction in progress, and other capital assets. These assets are capitalized and recorded at cost at the date of acquisition or at appraised value at the date received in the case of gifts or purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The University has a capitalization threshold of \$1,000 for all tangible personal property and a \$50,000 threshold for building renovations and improvements. Depreciation is computed on the straight-line basis over the estimated useful life of the related assets.

The following ranges of estimated useful lives were used to determine depreciation expense:

- Buildings and Improvements – 20 to 50 Years, Depending on Construction
- Other Improvements – 12 to 50 Years

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- Capital Leasehold Improvements – 5 to 20 Years or the Term of Lease, Whichever is Greater
- Furniture and Equipment:
 - Equipment (Nonoffice) – 10 to 20 Years
 - Computer Equipment – 3 to 7 Years
 - Moveable Equipment – 3 to 20 Years
- Assets Under Capital Leases – 3 to 20 Years
- Library Resources – 10 Years
- Computer Software – 5 Years

2. CASH AND CASH EQUIVALENTS

The amount reported as cash and cash equivalents consists of cash-on-hand, cash-in-demand accounts, and cash held in the State Treasury. Cash-in-demand accounts are held in banks qualified as a public depository in accordance with the provisions of Chapter 280, Florida Statutes. All such accounts are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, and to purchase or construct capital or other restricted assets are classified as restricted.

3. INVESTMENTS

The University places cash with the State Treasury in accordance with the provisions of Section 17.61, Florida Statutes. The investments conform with the guidelines established by Section 215.47, Florida Statutes, and are reported at market value of \$10,081,331.03.

Generally accepted accounting principles require the classification of credit risk of investments into the following three categories:

- Risk Category 1 – Insured or registered, or securities held by the entity or its agent in the entity's name.
- Risk Category 2 – Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the entity's name.
- Risk Category 3 – Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the entity's name.

University investments managed by the State Treasury cannot be categorized because the University's investments are not evidenced by specific, identifiable investment securities.

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Under the State Treasury’s authority to purchase and sell securities, it has entered into securities lending and reverse repurchase agreements. A security lending agreement is a loan of securities for collateral with a simultaneous agreement to return the collateral for the same securities in the future. A reverse repurchase agreement is a sale of securities with a simultaneous agreement to repurchase them in the future at the same price plus a contract rate of interest. As required by generally accepted accounting principles, the University has reported investments and an offsetting current liability of \$3,227,850.69 in order to account for these transactions. Required note disclosures for these agreements are reported in the State’s Comprehensive Annual Financial Report.

Investments held by the University’s component units at June 30 are reported at market value except for the real estate investment trust which is carried at cost less distributions in excess of earnings and are shown in the following table:

	Investments			Market Value
	Risk Category			
	1	2	3	
Bonds and Notes	\$ 8,732,451.00	\$	\$	\$ 8,732,451.00
Stocks	38,940,164.00			38,940,164.00
Total Classified Investments	\$ 47,672,615.00	\$	\$	47,672,615.00
Real Estate Agreements				427,851.00
Money Market and Mutual Funds				1,295,847.00
Total Component Units Investments				\$ 49,396,313.00

4. RECEIVABLES

Accounts Receivable. Accounts receivable reported in the statement of net assets represent amounts for student fees and various student services provided by the University, various auxiliary services provided to students and third parties, interest accrued on investments, and contracts and grants. Accounts receivable are reported net of an allowance of \$580,697.67. Contracts and grants receivable of \$4,695,957.34 represent grant reimbursements due from third parties and are deemed fully collectible.

Loans and Notes Receivable. Loans and notes receivable represent all amounts owed on promissory notes from debtors, including student loans made under the Federal Perkins Loan Program and other loan programs. Loans and notes receivable are reported net of an allowance for uncollectible loans and notes of \$121,797.51.

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Allowances for Uncollectible Receivables. The University provides allowances for uncollectible accounts and loans and notes receivable based upon management's best estimate of uncollectible accounts and notes at fiscal year-end, considering type, age, collection history of receivables, and any other factors as considered appropriate.

5. DUE FROM STATE

This amount represents Public Education Capital Outlay allocations for construction of University facilities due to the University at June 30, 2004.

6. DUE FROM/TO UNIVERSITY/COMPONENT UNITS

The University receives State appropriated general revenue funds to pay operational liabilities of the West Florida Historic Preservation, Inc., a component unit of the University. This amount represents general revenue funds due to the West Florida Historic Preservation, Inc. at June 30, 2004, for the cost of five computers.

7. INVENTORIES

Inventories have been categorized into the following two types:

- Departmental Inventories – Those inventories maintained by departments and not available for resale. Departmental inventories are comprised of such items as classroom and laboratory supplies, teaching materials, and office supply items, which are consumed in the teaching and work process. These inventories are normally expensed when purchased, and therefore are not reported on the statement of net assets.
- Merchandise Inventories – Those inventories maintained which are available for resale to individuals and other University departments, and are not expensed at the time of purchase. These inventories are reported on the statement of net assets, and are valued at cost using either the moving average method or the first-in, first-out method.

8. CAPITAL ASSETS

The activity of the University's major classes of capital assets for the 2003-04 fiscal year is presented in the following table:

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	Beginning Balance	Additions	Deletions	Ending Balance
Nondepreciable Capital Assets:				
Land	\$ 9,603,084.31	\$ 2,455.00	\$	\$ 9,605,539.31
Construction in Progress	23,934,995.21	9,768,110.73	24,053,339.25	9,649,766.69
Works of Art and Historical Treasures	8,527,243.00	539,143.00		9,066,386.00
Total Nondepreciable Capital Assets	42,065,322.52	10,309,708.73	24,053,339.25	28,321,692.00
Depreciable Capital Assets				
Buildings	100,136,022.63	8,846,694.42	1,662,938.16	107,319,778.89
Other Improvements	11,460,076.63	15,206,331.05	390,549.96	26,275,857.72
Furniture and Equipment	31,412,513.64	2,679,753.45	2,166,958.58	31,925,308.51
Assets Under Capital Leases	740,247.83	1,070,554.54		1,810,802.37
Capital Leasehold Improvements	53,303.35	4,000.00		57,303.35
Library Resources	25,885,887.31	915,059.95	230,949.96	26,569,997.30
Other Capital Assets	1,349,692.56	345,988.91	716,318.40	979,363.07
Total Depreciable Capital Assets	171,037,743.95	29,068,382.32	5,167,715.06	194,938,411.21
Less, Accumulated Depreciation:				
Buildings	35,490,423.86	4,238,385.14	929,460.50	38,799,348.50
Other Improvements	4,994,885.77	1,426,556.87	154,227.54	6,267,215.10
Furniture and Equipment	18,496,179.76	4,811,494.54	1,700,370.39	21,607,303.91
Assets Under Capital Leases	94,080.98	133,854.18		227,935.16
Capital Leasehold Improvements	3,462.93	6,978.58		10,441.51
Library Resources	20,266,209.60	1,117,257.98	230,949.96	21,152,517.62
Other Capital Assets	284,090.25	169,149.92	11,549.67	441,690.50
Total Accumulated Depreciation	79,629,333.15	11,903,677.21 (1)	3,026,558.06	88,506,452.30
Total Depreciable Capital Assets, Net	91,408,410.80	17,164,705.11	2,141,157.00	106,431,958.91
Total Capital Assets, Net	\$ 133,473,733.32	\$ 27,474,413.84	\$ 26,194,496.25	\$ 134,753,650.91

Note: (1) This amount includes a prior period adjustment to the beginning balance totaling \$3,632,630.35 and depreciation expense for the 2003-04 fiscal year totaling \$8,271,046.86. See note 20 for additional information.

9. LONG-TERM LIABILITIES

Long-term liabilities of the University include bonds and revenue certificates, capital leases, and compensated absences.

The following table presents the University's long-term liabilities activity for the fiscal year ended June 30, 2004:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Bonds and Revenue Certificates Payable	\$ 5,423,903.15	\$	\$ 218,315.28	\$ 5,205,587.87	\$ 229,539.19
Capital Leases Payable	4,058,613.10	1,067,450.74	1,014,849.06	4,111,214.78	1,137,547.66
Compensated Absences Liability	7,878,016.30	1,330,156.50	892,608.94	8,315,563.86	710,980.13
Total Long-Term Liabilities	\$ 17,360,532.55	\$ 2,397,607.24	\$ 2,125,773.28	\$ 17,632,366.51	\$ 2,078,066.98

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Bonds and Revenue Certificates Payable. Bonds and revenue certificates payable were issued to construct University facilities, including academic and student service facilities. Bonds and revenue certificates outstanding include both term and serial bonds. The building fee and capital improvement fee, collected as a part of tuition and remitted to the State Board of Education, is used to retire the revenue certificates for the academic and student service facilities.

A summary of pertinent information related to the University's bond indebtedness is presented in the following table:

Bonds	Amount of Original Issue	Total Retired	Amount Outstanding		Interest Rate (Percent)	Annual Maturity To
			Principal	Interest		
Academic and Student Services Facilities Bonds:						
1997	\$ 740,204.31	\$ 137,663.33	\$ 602,540.98	\$ 353,868.19	5.00 - 5.60	2022
1997A	1,258,740.30	84,586.46	1,174,153.84	444,447.30	4.25 - 5.00	2016
1998	2,231,366.56	339,322.13	1,892,044.43	996,556.30	4.00 - 5.00	2023
2001	904,778.33	54,225.97	850,552.36	524,629.96	4.00 - 5.00	2026
2003A	792,411.19	93,201.78	699,209.41	175,061.03	5.00	2013
Subtotal	5,927,500.69	708,999.67	5,218,501.02	2,494,562.78		
Less, Bond Discounts	73,731.92	19,008.37	54,723.55			
Add, Bond Premium	78,655.17	10,149.29	68,505.88			
Less, Refunding Loss	30,650.37	3,954.89	26,695.48			
Total Bonds	\$5,901,773.57	\$ 696,185.70	\$ 5,205,587.87	\$2,494,562.78		

Principal and interest requirements on the bonded debt outstanding as of June 30, 2004, are presented in the following table:

Fiscal Year Ending June 30	Principal	Interest	Total
2005	\$ 229,539.19	\$ 249,740.32	\$ 479,279.51
2006	242,768.41	239,276.06	482,044.47
2007	256,745.77	228,351.20	485,096.97
2008	286,176.82	216,794.89	502,971.71
2009	290,709.47	203,871.88	494,581.35
2010-2014	1,626,298.26	792,910.47	2,419,208.73
2015-2019	1,233,876.96	413,169.41	1,647,046.37
2020-2024	935,691.86	142,068.80	1,077,760.66
2025-2026	116,694.28	8,379.75	125,074.03
Subtotal	5,218,501.02	2,494,562.78	7,713,063.80
Less, Bond Discounts	54,723.55		54,723.55
Add, Bond Premium	68,505.88		68,505.88
Less, Refunding Loss	26,695.48		26,695.48
Total	\$ 5,205,587.87	\$ 2,494,562.78	\$ 7,700,150.65

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On April 10, 2003, the State Board of Education issued \$50,545,000 of University System Improvement Revenue Refunding Bonds, Series 2003A. The University's portion of the refunding bonds (\$792,411.20) was used to defease \$835,523.89 of outstanding University System Improvement Revenue Bonds, Series 1993. Securities were placed in an irrevocable trust with an escrow agent to provide for all future debt service payments on the defeased bonds. The trust assets and the liability for the defeased bonds are not included in the University's statement of net assets. As a result of the refunding, the University reduced its debt service requirement by \$89,979 over the next 10 years and obtained an economic gain of \$80,585. At June 30, 2004, the outstanding balance of the defeased bonds was \$750,317.53.

Bonds and Certificates of Participation Payable – Component Units. A summary of the component units bonds and certificates of participation payable as of June 30, 2004, is shown in the following table:

<u>Revenue Bonds</u>	<u>Amount</u>
\$15,400,000 Dormitory Revenue Bonds, Series 1998, Due in Annual Installments of \$260,000 to \$925,000, from June 1, 1999, Through June 1, 2028, with Interest Ranging from 3.5 Percent to 4.75 Percent Due Semiannually, June 1 and December 1	\$ 13,685,000
\$13,455,000 Dormitory Revenue Bonds, Series 1999, Due in Annual Installments of \$195,000 to \$895,000, from June 1, 2002, Through June 1, 2031, with Interest Ranging from 4.4 Percent to 5.75 Percent Due Semiannually, June 1 and December 1	12,850,000
\$6,500,000 Housing System Revenue Bonds, Series 2002, Due in Annual Installments of \$150,000 to \$725,000, from June 1, 2004, Through June 1, 2017, with Variable Interest Rates Tied to PSA Municipal Swap Index Plus 34 Basis Points Due Monthly	6,350,000
Total	32,885,000
Less, Bond Discounts	<u>576,453</u>
Total Revenue Bonds	<u>32,308,547</u>
<u>Certificates of Participation</u>	
\$3,700,000 Certificates of Participation, Series 2003, Due in Monthly Installments from August 1, 2003, Through June 30, 2008, with Interest of 2.44 Percent	<u>2,996,642</u>
Total Revenue Bonds and Certificates of Participation	<u><u>\$ 35,305,189</u></u>

Maturities of the component units bonds and certificates of participation are shown in the following table:

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Fiscal Year Ending June 30	Revenue Bonds	Certificates of Participation	Total
2005	\$ 745,000	\$ 721,995	\$ 1,466,995
2006	820,000	739,811	1,559,811
2007	890,000	758,065	1,648,065
2008	970,000	776,771	1,746,771
2009	1,045,000		1,045,000
2010-2014	6,490,000		6,490,000
2015-2019	6,915,000		6,915,000
2020-2024	6,225,000		6,225,000
2025-2029	7,045,000		7,045,000
2030-2031	1,740,000		1,740,000
Subtotal	32,885,000	2,996,642	35,881,642
Less, Bond Discounts	576,453		576,453
Total	\$ 32,308,547	\$ 2,996,642	\$ 35,305,189

Capital Leases Payable. The classes and amounts of property being acquired under capital leases are as follows:

	<u>Asset Balance</u>
Information Technology Equipment	\$ 1,127,002.37
Software	683,800.00
Total	\$ 1,810,802.37

Principal and interest requirements on the capital leases outstanding as of June 30, 2004, are presented in the following table:

Fiscal Year Ending June 30	Principal	Interest	Total
2005	\$ 1,137,547.66	\$ 73,545.51	\$ 1,211,093.17
2006	1,024,915.40	60,072.50	1,084,987.90
2007	963,166.86	36,543.79	999,710.65
2008	985,584.86	14,127.32	999,712.18
Total	\$ 4,111,214.78	\$ 184,289.12	\$ 4,295,503.90

The stated interest rates range from 2.15 to 3.92 percent.

The University entered into a financing arrangement on June 30, 2003, which arrangement was characterized as a lease-purchase agreement, with the University of West Florida Foundation, Inc. (Foundation). The University secured financing of certain software, costing \$683,800, and the services for installation, implementation and testing, costing \$3,016,194, as described in a contract between the University and a

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private software vendor dated February 11, 2003, (the Series 2003 Project) in the amount of \$3,700,000. The financing was accomplished through the issuance of Certificates of Participation, Series 2003, by the Foundation, to be repaid from the proceeds of rents paid by the University.

As a condition of the financing arrangement, the University has given a ground lease on University property to the Foundation, with a rental fee of \$10 per year. The initial term of the ground lease commenced on June 26, 2003, and ends on the earlier of the date on which the Series 2003 Certificates have been paid or provision for their payment has been made, or June 30, 2009. The properties covered by the ground lease are leased back to the University. If the University fails to renew the lease and to provide for the rent payments through to term, the University may be required to surrender the property included under the ground lease for the benefit of the securers of the Series 2003 Certificates.

University property included in the ground lease under this financing arrangement includes:

- All computer equipment and any part of the software and licenses included in the Series 2003 Project (Premises).
- All property of the University upon which the Premises or the Series 2003 Project is located, together with any property reasonably needed for pedestrian and vehicular ingress, egress and access to and from the Premises; together with any property upon which the Premises may be dependent upon for utility and other enjoyment of the Premises.

The lease payments are payable by the University monthly, on the first day of each month at an interest rate of 2.44 percent. Payments began on August 1, 2003, and continue for 60 months with the final payment due on June 30, 2008. The following is a schedule of future minimum payments remaining under the lease at fiscal year end:

<u>Fiscal Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2005	\$ 721,995.00	\$ 65,079.31	\$ 787,074.31
2006	739,811.00	47,264.28	787,075.28
2007	758,065.00	29,009.59	787,074.59
2008	776,771.00	10,304.54	787,075.54
Total	\$ 2,996,642.00	\$ 151,657.72	\$ 3,148,299.72

As of June 30, 2004, the University had spent \$683,800 of the proceeds to purchase software which is recorded as an asset under capital lease; \$1,553,796.86 of the proceeds to pay monthly implementation, support, and training costs, which the University elected to expense; and the remaining proceeds totaling \$1,462,403.14 were unexpended and reported as cash and cash equivalents. Since the University elected to

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expense the cost of services for installation, implementation and testing, the \$1,553,796.86 expended as of June 30, 2004, is not capitalized as property being acquired under capital leases.

Compensated Absences. Employees earn the right to be compensated during absences for annual leave (vacation) and sick leave earned pursuant to Florida Administrative Code Section 6C-5.920. Leave earned is accrued to the credit of the employee, and records are kept on each employee's unpaid (unused) leave balance. GASB Statement No. 16 requires that the University accrue a liability in the statement of net assets for employees' vested rights to receive compensation for future absences when certain conditions are met, whereas appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the University expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. Consequently, the recording of the liability for compensated absences, without the corresponding recognition of such future resources, results in the appearance of a reduced ability to meet current obligations. At June 30, 2004, the total estimated liability for annual, sick, and compensatory leave, which includes the University's share of the Florida Retirement System and FICA contributions, was \$4,184,121.05, \$4,084,981.96, and \$46,460.85, respectively. The current portion of the compensated absences liability is based on actual payouts over the last three years, calculated as a percentage of those years' total compensated absences liability. The University's total net assets balance at June 30, 2004, of \$156,140,902.80 would have been \$164,456,466.66 had the liability for compensated absences not been applied against it.

10. OPERATING LEASES

The University has long-term commitments for assets leased under operating lease agreements. These leased assets and the related commitments are not reported on the University's statement of net assets. Operating lease payments are recorded as expenses of the related funds when paid or incurred, and are reported in the statement of revenues, expenses, and changes in net assets. Future minimum lease commitments for noncancelable operating leases with remaining terms in excess of one year are shown in the following table:

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Fiscal Year Ending June 30	Land and Buildings	Equipment	Total Remaining Commitment
2005	\$ 752,371.37	\$ 216,697.33	\$ 969,068.70
2006	250,664.28	31,446.50	282,110.78
2007	209,636.14	15,759.00	225,395.14
2008	195,203.88	7,879.50	203,083.38
2009	187,066.36		187,066.36
Total Remaining Commitment	\$ 1,594,942.03	\$ 271,782.33	\$ 1,866,724.36

11. DEFERRED REVENUES

Deferred revenues include amounts received prior to the end of the fiscal year but related to subsequent accounting periods. As of June 30, 2004, the University reported the following amounts as deferred revenues:

<u>Description</u>	<u>Amount</u>
Capital Outlay Appropriations	\$ 6,912,191.00
Student Nautilus Card Prepayments	171,582.30
Total Deferred Revenues	\$ 7,083,773.30

12. FUNCTIONAL DISTRIBUTION OF OPERATING EXPENSES

The operating expenses on the statement of revenues, expenses, and changes in net assets are presented in the natural classifications. The following table presents those same expenses in functional classifications as recommended by NACUBO. The functional classification (*instruction, research, etc.*) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of academic departments for which the primary departmental function is instruction may include some activities other than direct instruction such as research and public service. However, when the primary mission of a department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The functional classification of expenses is summarized below:

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<u>Function</u>	<u>Amount</u>
Instruction	\$ 43,616,869.92
Research	10,374,510.33
Public Service	1,213,083.99
Academic Support	11,542,047.27
Student Services	6,615,968.36
Institutional Support	16,977,730.60
Operations and Maintenance of Plant	9,208,314.24
Scholarships and Fellowships	7,711,407.74
Auxiliary Operations	11,406,414.12
Loan Operating Expenses	49.44
Depreciation	8,271,046.86
Total Operating Expenses	\$ 126,937,442.87

13. CONSTRUCTION COMMITMENTS

A summary of construction commitments at June 30, 2004, is presented in the following table:

<u>Project Name</u>	<u>Current Commitment</u>	<u>Expenses</u>	<u>Commitment Balance</u>
Health and Leisure Sports Facility	\$ 15,177,984.16	\$ 6,079,932.39	\$ 9,098,051.77
Utilities Infrastructure	2,422,071.51	1,174,352.90	1,247,718.61
International House and Village	2,424,301.29	2,395,481.40	28,819.89
Total	\$ 20,024,356.96	\$ 9,649,766.69	\$ 10,374,590.27

14. OTHER COMMITMENTS

The University executed an agreement with a software company on February 11, 2003, which allows the University to purchase maintenance and enhancements for new releases of the SCT Banner Finance, SCT Banner Human Resources, and Campus Pipeline Luminis Premier Package software systems during the period March 1, 2003, through February 28, 2013. The agreement provides that fees for the second contract year will total \$117,330 and each subsequent contract year through February 28, 2013, will not increase by more than four percent over the fee for the immediate preceding contract year.

The University also executed an agreement with the software provider on February 11, 2003, whereby the University agreed to pay \$3,016,194 for the implementation, support, and training relating to the SCT Banner Finance, SCT Banner Human Resources, and Campus Pipeline Luminis Premier Package software systems. The committed services are to be provided over a 30-month period beginning February 11, 2003. The agreement provides that payment for the committed services be made in 33 equal monthly installments. At June 30, 2004, the outstanding commitment for the services totaled \$1,462,397.14.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

The University executed an agreement with the Central Florida Regional Data Center, an auxiliary of the University of South Florida, effective June 1, 2003, which allows the University of West Florida to purchase certain computer support services for the new SCT Banner software during the period June 1, 2003, through June 30, 2006. The agreement establishes the following fees for the remaining contract period:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2005	\$ 244,250
2006	<u>241,000</u>
Total Payments Required	<u>\$ 485,250</u>

15. RETIREMENT PLANS

Florida Retirement System. Most employees working in regularly established positions of the University are covered by the Florida Retirement System, a State-administered cost-sharing, multiple-employer, public employee defined benefit retirement plan (Plan). Plan provisions are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and Florida Retirement System Rules, Chapter 60S, Florida Administrative Code, wherein plan eligibility, contributions, and benefits are defined and described in detail. Participating employers include all State departments, counties, district school boards, universities and community colleges. Many municipalities and special districts have elected to be participating employers. Essentially all regular employees of participating employers are eligible and must enroll as members of the Plan.

The Florida Legislature has reduced the vesting period from 10 to 6 years of service. Any member employed in a regularly established position on July 1, 2001, with a total of 6 or more years of creditable service will be considered vested. Former members who are not employed with a participating Plan employer on July 1, 2001, must return to covered employment for one year to become eligible for the six-year vesting provision. An exception to this one-year requirement applies to former members who are within one year of vesting under the pre-2001 vesting requirements. These members will only be required to work the lesser of one year or the amount of time it would have taken to vest in their class of membership prior to July 1, 2001. All members are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, which may include up to 4 years of credit for military service. The Plan also includes an early retirement provision, but imposes a penalty for each year a member retires before the specified retirement age. The Plan provides retirement, disability, and death benefits, and annual cost-of-living adjustments, as well as supplements for certain employees to cover social security benefits lost by virtue of retirement system membership.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

A Deferred Retirement Option Program (DROP), subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly retirement benefit payments while continuing employment with a Florida Retirement System employer. An employee may participate in the DROP for a period not to exceed 60 months after the participation election date. During DROP participation, the deferred monthly benefit accruing on behalf of the participant, plus interest compounded monthly, is held in the Florida Retirement System Trust Fund. Upon termination of employment, the participant receives the total DROP benefits and begins to receive previously determined retirement benefits.

The Plan's financial statements and other supplemental information are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services in Tallahassee, Florida. An annual report on the Plan, which includes its financial statements, required supplemental information, actuarial report, and other relevant information, is available from the Florida Department of Management Services, Division of Retirement in Tallahassee, Florida.

The State of Florida establishes contribution rates for Plan members. The following table presents the contribution rates for the employer during the 2003-04 fiscal year:

Class or Plan	Percent of Gross Salary	
	Employee	Employer (A)
Florida Retirement System, Regular	0.00	7.39
Florida Retirement System, Senior Management Service	0.00	9.37
Florida Retirement System, Special Risk	0.00	18.53
Teachers' Retirement System, Plan E	6.25	11.35
Deferred Retirement Option Program - Applicable to Members from All of the Above Classes or Plans	0.00	9.11
Florida Retirement System, Reemployed Retiree	(B)	(B)

Notes: (A) Employer rates include 1.11 percent for the post-employment health insurance supplement and .10 percent for administrative costs of the Public Employee Optional Retirement Program.

(B) Contribution rates are dependent upon the retirement class in which reemployed.

The University's liability for participation in the Plan is limited to the payment of the required contribution at the rates and frequencies established by law on future payrolls of the University. The University's total contributions made to the Plan (including employee contributions) for fiscal years ended June 30, 2002, June 30, 2003, and June 30, 2004, totaled \$2,186,146, \$1,737,735, and \$2,082,528, respectively, which were equal to the required contributions for each fiscal year.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

State University System Optional Retirement Program. Pursuant to Section 121.35, Florida Statutes, the Florida Legislature created an Optional Retirement Program (Program) for eligible State University System faculty and administrators. The Program, which became effective July 1, 1984, was expanded in 1988 to include the State University System Executive Service. The Program is designed to aid the university system in recruiting employees by offering more portability to those employees who are not expected to remain in the Florida Retirement System for six or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program rather than the Florida Retirement System, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing university contributes on behalf of the participant an amount equal to 10.43 percent of the participant's gross monthly compensation. A small amount remains in the Optional Retirement Program Trust Fund for program administrative costs. The remaining contribution is invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement. The participant may contribute by salary deduction an amount not to exceed the percentage contributed by the University to the participant's annuity account.

There were 467 University participants during the 2003-04 fiscal year. Required contributions made to the Program totaled \$3,929,258, including \$1,379,894 from employee contributions, on a covered payroll of \$37,672,656.

Public Employee Optional Retirement Program. Pursuant to Section 121.4501, Florida Statutes, effective June 1, 2002, the Florida Legislature created a Public Employee Optional Retirement Program, also known as the Florida Retirement System (FRS) Investment Program. The Program is a defined contribution plan, sponsored by the State of Florida, available as an option to the FRS, and is self-directed by the employee. University employees already participating in the State University System Optional Retirement Program or DROP are not eligible to participate in this program. With each pay period, the University contributes a percentage (same as FRS Rate) of the participating employees' earnings to an annuity plan. Pension benefits are determined by the dollars in the account at the time of retirement.

There were 36 University participants during the 2003-04 fiscal year. Required contributions made to the program totaled \$57,040.

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

Other Retirement Programs. Other retirement programs include the Florida Teacher's Retirement System. One employee was covered by the Florida Teacher's Retirement System during the 2003-04 fiscal year. Employer contributions were \$7,626, and employee contributions were \$4,199.

16. POST-EMPLOYMENT BENEFITS

Pursuant to Section 112.363, the Florida Legislature established the Retiree Health Insurance Subsidy (HIS) to assist retirees of all State-administered retirement systems in paying health insurance costs. During the 2003-04 fiscal year, the HIS program was funded by required contributions consisting of 1.11 percent assessed against the payroll for all active employees covered in State-administered retirement systems. This assessment is included in the Florida Retirement System contribution rates presented in note 15.

Eligible retirees, spouses, or financial dependents under any State-administered retirement system must provide proof of health insurance coverage, which can include Medicare. During the 2003-04 fiscal year, participants received an extra \$5 per month for each year of creditable service completed at the time of retirement; however, no eligible retiree or beneficiary may receive a subsidy payment of more than \$150 or less than \$30. If contributions fail to provide full subsidy benefits to all participants, the subsidy payments may be reduced or canceled.

17. RISK MANAGEMENT PROGRAMS

State Self-Insurance Fund. In accordance with a program for central insurance purchases adopted by the Florida Cabinet in 1969, the Florida Department of Management Services has authority to purchase insurance on behalf of all State agencies. This authority was granted with the enactment of Section 287.022, Florida Statutes. Other actions by the Legislature have resulted in the development of State self-insurance funds providing hazard insurance for property and casualty insurance for State employees workers' compensation, general liability, and fleet automotive liability. The University participates in these programs. Payments on tort claims are limited to \$100,000 per person and \$200,000 per occurrence as set by Section 768.28, Florida Statutes. Calculations of premiums consider the cash needs of the program and the amount of risk exposure for each participant. There have been no significant reductions in insurance coverage from the prior year coverage. Settlements have not exceeded insurance coverage during the past three years.

University employees may obtain health care services through participation in the State's group health insurance plan or through membership in a health maintenance organization plan under contract with the State. The State's risk financing activities associated with State group health insurance, such as risk of loss related to medical and prescription drug claims, are administered through the State Employees Group Health

**UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004**

Insurance Trust Fund. It is the practice of the State not to purchase commercial coverage for the risk of loss covered by this Fund. Additional information on the State's group health insurance plan, including the actuarial report, is available from the Florida Department of Management Services, Division of State Group Insurance in Tallahassee, Florida.

18. CONTINGENT LIABILITIES

The University is involved in several pending and threatened legal actions. The range of potential loss from all such claims and actions, as estimated by the University's attorney and management, should not materially affect future operations and the financial condition of the University.

19. SUBSEQUENT EVENTS

On September 16, 2004, the Pensacola area was devastated by Hurricane Ivan. The University sustained damage to landscape, buildings, and other property estimated at approximately \$15 million. It is expected that the University will receive reimbursement of approximately \$12 million from the State Risk Management Trust Fund and the Federal Emergency Management Agency (FEMA). The University is working through the Florida Department of Education and the Governor's Office to address the shortfall projected after the receipt of reimbursements from the State Risk Management Trust Fund and FEMA.

20. PRIOR PERIOD ADJUSTMENTS

Adjustments to beginning net assets were reported only when amounts were considered material in accordance with Accounting Principles Board Opinions Nos. 9 and 20 and FASB Statement No. 16. All other nonmaterial adjustments were reported through current year operations. The following table summarizes the total adjustments to beginning net assets reported in the statement of revenues, expenses, and changes in net assets:

<u>Description</u>	<u>Amount</u>
To Decrease Beginning Net Asset Balance to Correct Accumulated Depreciation for the Cumulative Effect of Prior Period Errors Made in Recording all Capital Asset Disposals as Fully Depreciated	\$ 3,632,630.35

UNIVERSITY OF WEST FLORIDA
A COMPONENT UNIT OF THE STATE OF FLORIDA
NOTES TO FINANCIAL STATEMENTS (Continued)
June 30, 2004

21. COMPONENT UNITS

Summary financial information from the most recent available audited financial statements of direct-support organizations of the University, as mentioned in note 1, is presented in the following table:

	Direct-Support Organizations			
	University of West Florida Foundation, Inc. 6-30-04	Research Foundation of the University of West Florida, Inc. 6-30-04	West Florida Historic Preservation, Inc. 6-30-04	Total Direct- Support Organizations
CONDENSED STATEMENT OF NET ASSETS				
Assets:				
Due from University	\$	\$	\$ 8,345	\$ 8,345
Other Current Assets	4,482,349	89,477	972,958	5,544,784
Capital Assets, Net	34,587,054		605,155	35,192,209
Other Noncurrent Assets	55,930,462		611	55,931,073
Total Assets	\$ 94,999,865	\$ 89,477	\$ 1,587,069	\$ 96,676,411
Liabilities:				
Current Liabilities	\$ 2,095,893	\$ 16,141	\$ 378,043	\$ 2,490,077
Noncurrent Liabilities	34,076,197			34,076,197
Total Liabilities	36,172,090	16,141	378,043	36,566,274
Net Assets:				
Restricted - Endowment	37,532,409			37,532,409
Restricted - Other	19,123,134		21,909	19,145,043
Unrestricted	2,172,232	73,336	956,962	3,202,530
Invested in Capital Assets, Net of Related Debt			230,155	230,155
Total Net Assets	58,827,775	73,336	1,209,026	60,110,137
Total Liabilities and Net Assets	\$ 94,999,865	\$ 89,477	\$ 1,587,069	\$ 96,676,411
CONDENSED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS				
Operating Revenues	\$ 6,446,710	\$ 176,687	\$ 521,104	\$ 7,144,501
Operating Expenses	9,726,164	234,457	372,631	10,333,252
Operating Income (Loss)	(3,279,454)	(57,770)	148,473	(3,188,751)
Nonoperating Revenues:				
Investment Income, Net	7,423,055	60	3,034	7,426,149
Addition to Permanent Endowments	509,478			509,478
Other	9,461			9,461
Change in Net Assets	4,662,540	(57,710)	151,507	4,756,337
Net Assets, Beginning of Year	54,165,235	131,046	1,057,519	55,353,800
Net Assets, End of Year	\$ 58,827,775	\$ 73,336	\$ 1,209,026	\$ 60,110,137

Agenda information item:

UWF Board of Trustees
Finance, Administration & Audit Committee
February 25, 2005

Issue: Financial and Budget Related Documents

- 1) Statement of Net Assets
- 2) Statement of Cash Position
- 3) 2004/2005 Operating Budget Update
- 4) 2004/2005 Capital Budget Update

Proposed action: Informational

Background information:

- 1) Statement of Net Assets – The Statement of Net Assets represents at any given point in time the overall financial health or financial position of the University. The major components of this statement are assets and liabilities, and the difference between these two items represents the University’s net asset amount. This statement provides, in summary form, a fiscal snapshot of the assets that are available to the University to fund its total operations as of December 31, 2004.
 - 2) Statement of Cash Position – This statement presents the University cash position as of December 31, 2004.
 - 3) 2004/2005 Operating Budget Update – A summary of the University’s operating budget is provided to reflect projected budget revenues and expenditures to actual as of December 31, 2004.
 - 4) 2004/2005 Capital Budget – A financial summary which denotes commitments and prospects related to new construction, major renovations, minor projects, repairs and maintenance projects, and equipment as of December 31, 2004.
-

Supporting documentation: Statement of Net Assets, Statement of Cash Position Summary, 2004/2005 Operating Budget Summary and 2004/2005 Capital Budget Summary and Narrative

Prepared by: Dr. Cornelius Wooten 850-474-2209
Dr. James Barnett 850-474-2007
Ms. Valerie Moneyham 850-474-2041
Ms. Jan Woody 850-474-3025

University of West Florida
Statement of Net Assets
December 31, 2004

12/31/2004

ASSETS:

Cash & Cash Equivalents	\$26,653,102
Loans & Notes Receivable, Net	3,319,648
Due from Primary Government/Component Unit	13,590,262
Depreciable Capital Assets, Net	104,942,545
Land and Other Non-Depreciable Capital Assets	27,746,779

TOTAL ASSETS:

\$176,252,336

LIABILITIES:

Accounts Payable and Accrued Liabilities	\$430,812
Deposits Payable	1,298,187
Due to Primary Government/Component Unit	73,607
Capital Leases Payable	3,516,437
Compensated Absence Liability	8,315,564

TOTAL LIABILITIES:

\$13,634,607

NET ASSETS

\$162,617,729

TOTAL LIABILITIES AND NET ASSETS:

\$176,252,336

University of West Florida
Statement of Cash Position - Summary
As of 12-31-2004

	July	August	September	October	November	December	Total
Beginning Cash Balance	\$29,844,915.15	\$28,414,934.95	\$30,940,426.13	\$32,676,254.13	\$30,881,217.34	\$30,547,396.66	\$29,844,915.15
Total Revenue	\$8,891,925.11	\$28,168,658.44	\$6,290,326.46	\$14,442,460.04	\$11,218,373.20	\$7,936,644.92	\$76,948,388.17
Total Expenditures	\$11,542,161.47	\$26,518,594.62	\$12,511,603.14	\$14,816,542.82	\$12,714,440.11	\$12,784,497.43	\$90,887,839.59
Total Transfers	(\$32,263.83)	\$0.00	\$0.00	(\$1,094.63)	\$0.00	\$9,126.57	(\$24,231.89)
Total Open Liabilities	\$295,039.72	(\$199,408.88)	\$3,378,865.76	(\$3,215,576.04)	\$175,443.94	(\$29,918.69)	\$404,445.81
Total Other Adjustments	\$957,480.27	\$1,074,836.24	\$4,578,238.92	\$1,795,716.66	\$986,802.29	\$974,349.62	\$10,367,424.00
Ending Cash Balance	\$28,414,934.95	\$30,940,426.13	\$32,676,254.13	\$30,881,217.34	\$30,547,396.66	\$26,653,101.65	\$26,653,101.65

**The University of West Florida
Auxiliaries
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>
Beginning Fund Balance	<u>\$7,984,992</u>		<u>\$7,984,992</u>			
<u>Receipts/Revenues:</u>						
Transfers	\$6,795,758	32.2628%	\$0	0.0000%	\$6,795,758	100.0000%
Sales of Goods/Services	\$2,610,000	12.3910%	\$772,015	29.5791%	\$1,837,985	70.4209%
Fees	\$3,000,000	14.2425%	\$636,464	21.2155%	\$2,363,536	78.7845%
Miscellaneous Receipts	\$6,000,000	28.4849%	\$1,475,696	24.5949%	\$4,524,304	75.4051%
Rent	\$300,000	1.4242%	\$102,881	34.2937%	\$197,119	65.7063%
Other Revenue	\$2,358,000	11.1946%	\$1,331,593	56.4713%	\$1,026,407	43.5287%
Total Receipts/Revenues:	\$21,063,758	100.0000%	\$4,318,649	20.5027%	\$16,745,109	79.4973%

Total Available Funds \$29,048,750 \$12,303,641

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
<u>Operating Expenditures:</u>								
Salaries and Benefits	\$2,634,591	17.3879%	\$1,127,608	42.8001%	\$929,543	35.2823%	\$577,440	21.9176%
Other Personal Services	\$1,550,780	10.2349%	\$467,298	30.1331%	\$217,025	13.9946%	\$866,457	55.8723%
Expenses	\$7,910,238	52.2063%	\$4,814,582	60.8652%	\$1,594,710	20.1601%	\$1,500,946	18.9747%
OCO	\$2,072,436	13.6777%	\$880,989	42.5098%	\$135,582	6.5422%	\$1,055,865	50.9480%
Debt Service	\$983,843	6.4932%	\$299,302	30.4217%	\$0	0.0000%	\$684,541	69.5783%
Total Operating Expenditures:	\$15,151,888	100.0000%	\$7,589,779	50.0913%	\$2,876,860	18.9868%	\$4,685,249	30.9219%
<u>Non-Operating Expenditures:</u>								
Transfers	\$9,671,905	100.0000%	\$31,676	0.3275%	\$0	0.0000%	\$9,640,229	99.6725%
Total Non-Operating Expenditures:	\$9,671,905	100.0000%	\$31,676	0.3275%	\$0	0.0000%	\$9,640,229	99.6725%

Total Expenditures \$24,823,793 \$7,621,455

Ending Fund Balance \$4,224,957 \$4,682,186

Auxiliaries are ancillary support units on campus. Some of the fund major activities include: housing, food service, bookstore, student health center, facilities management, and computer and computer support. Expenses for Hurricane Ivan are being paid from the Auxiliary Fund. At the end of December, UWF has spent \$1,919,934.11 for Hurricane Ivan.

**The University of West Florida
Life-To-Date (LTD) Capital Budget
Fiscal Year 2004-2005 - Active Accounts
as of December 31, 2004**

Type of Capital Budget:	Life-To-Date Budget	Expended	Encumbered	Unencumbered
Public Education Capital Outlay (PECO) Major Projects:				
- Fieldhouse Renovation & Expansion: (Health/Leisure/Sports Facility (HLS))	\$14,626,414.00	\$8,537,336.83	\$5,592,695.08	\$496,382.09
- Utilities/Infrastructure/Capital Renewal/Roofs	\$16,500,000.00	\$9,876,193.83	\$3,196,909.47	\$3,426,896.70
- Critical Deferred Maintenance	\$1,311,281.00	\$1,305,429.73	\$5,851.27	\$0.00
Total Public Education Capital Outlay (PECO) Major Projects:	\$32,437,695.00	\$19,718,960.39	\$8,795,455.82	\$3,923,278.79
Public Education Capital Outlay (PECO) Formula Funds	\$3,852,602.00	\$2,113,718.64	\$469,729.60	\$1,269,153.76
Capital Improvement Trust Fund	\$300,000.00	\$299,325.00	\$675.00	\$0.00
Alec P. Courtelis Capital Matching Trust Fund	\$2,568,992.00	\$2,568,269.40	\$248.00	\$474.60
GRAND TOTAL - ALL ACTIVE LTD CAPITAL BUDGETS:	\$39,159,289.00	\$24,700,273.43	\$9,266,108.42	\$5,192,907.15

**The University of West Florida
Athletics
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
Beginning Fund Balance	<u>\$652,324</u>		<u>\$652,324</u>					
Receipts/Revenues:								
Transfers	\$1,132,207	24.2848%	\$0	0.0000%	\$1,132,207	100.0000%		
Sales of Goods/Services	\$30,000	0.6435%	\$14,264	47.5467%	\$15,736	52.4533%		
Fees	\$3,000,000	64.3472%	\$1,252,219	41.7406%	\$1,747,781	58.2594%		
Miscellaneous Receipts	\$500,000	10.7245%	\$53,680	10.7360%	\$446,320	89.2640%		
Total Receipts/Revenues:	\$4,662,207	100.0000%	\$1,320,163	28.3163%	\$3,342,044	71.6837%		
Total Available Funds	\$5,314,531		\$1,972,487					
	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
Operating Expenditures:								
Salaries and Benefits	\$1,189,927	44.3336%	\$522,088	43.8756%	\$591,386	49.6994%	\$76,453	6.4250%
Other Personal Services	\$325,263	12.1184%	\$66,932	20.5778%	\$92,818	28.5363%	\$165,513	50.8859%
Expenses	\$1,092,359	40.6984%	\$356,430	32.6294%	\$80,385	7.3588%	\$655,544	60.0118%
OCO	\$76,483	2.8496%	\$35,729	46.7150%	\$0	0.0000%	\$40,754	53.2850%
Total Operating Expenditures:	\$2,684,032	100.0000%	\$981,179	36.5562%	\$764,589	28.4866%	\$938,264	34.9573%
Non-Operating Expenditures:								
Transfers	\$2,335,793	100.0000%	\$454,116	19.4416%	\$0	0.0000%	\$1,881,677	80.5584%
Total Non-Operating Expenditures:	\$2,335,793	100.0000%	\$454,116	19.4416%	\$0	0.0000%	\$1,881,677	80.5584%
Total Expenditures	\$5,019,825		\$1,435,295					
Ending Fund Balance	<u>\$294,706</u>		<u>\$537,192</u>					

Athletics - Revenues are primarily derived from student athletic fees, ticket sales, and sales of goods.

University of West Florida
Types of Capital Budget

Public Education Capital Outlay (PECO):

“Public education capital outlay (PECO) funded projects” refer to projects related site acquisition, renovation, remodeling, construction, and site improvements. PECO funds are used primarily to accommodate buildings, equipment, other structures, and special educational use areas that are built, installed, or established to serve the educational and instructional programs of district school board, community college board of trustees, or university board of trustees (Florida Statutes 1013.01 (16)).

1. Major Projects: Specific project appropriations from funds accruing under Article 12 of the State constitution that are allocated to the state system of public education as authorized by the Legislature. Revenues are generated from tax dollars on specific utilities. These funds are available for Public Schools, Community Colleges, Charter Schools, and the State University System.

Examples of UWF’s Major Projects:

- New Construction – Fieldhouse Renovation and Expansion Project (Health/Leisure/Sports Facility (HLS)). Projected completion date: May 2005.
- Utilities/Infrastructure/Capital Renewal/Roofs: Historic annual appropriations for multiple fixed capital projects to include major repairs, replacements, and rebuilding for major facility components that have a predictable cyclic life span. Examples of project work include replacing a chilled water line, replacing a roof, replacing or upgrading data cable fiber, and replacing HVAC equipment. All project planning related work including project identification, revision, and scope of work changes occurs on campus. Funds are appropriated to state universities based upon their top priorities. Project examples include:
 - *Roof replacement for buildings: 10, 11, 12, 36, 37, and 53.
Projected completion date: Fall 2005
 - *Building Automation System: Phased sequence buildings.
Projected completion date: Fall 2005
- Critical Deferred Maintenance: This was a “one-time” special appropriation of “catch-up” funds received in FY 2000 to address significant deferred maintenance issues.

2. Formula Funds: Funds annually appropriated based upon Educational and General (E&G) state-owned buildings, square footage, and space type. The project funds are used to address an accumulated and identifiable backlog of maintenance and repairs requirements. Funds are also used to address Americans with Disabilities Act (ADA) deficiencies, Health and Life Safety deficiencies, and renovation and remodeling requirements based upon curriculum revisions or new program functional requirements. Florida Statutes, Section 1013.64.

Project examples include:

- Restroom upgrades to meet ADA accessibility
- Elevator control and hydraulic upgrades
- Electronic classrooms (recurring each year to date 3-4 classrooms)

Capital Improvement Trust Fund (CITF):

This fund consists of state university student fee proceeds based upon a \$2.44 assessment per credit hour per semester. This allocation is made approximately every three years to the state university system. UWF is scheduled to receive approximately \$3,655,662 subsequent to the May 2005 Legislative session. Proposed projects include:

- | | |
|---|--------------------|
| • Building 54: Community Room addition to south elevation | \$ 679,238 |
| • HLS Fixed Equipment: Climbing Wall | \$ 156,500 |
| • Child Care Center | <u>\$2,819,924</u> |
| | \$3,655,662 |

Alec P. Courtelis Capital Facilities Matching Trust Fund:

Since the state cannot fund all of the SUS institutions' building requirements, Legislative provisions (Section 1013.79, Florida Statutes) have been made for private and non-governmental funds to be used to support special identified projects. Non-governmental support can be used to support up to one-half of the total cost of the project. The total required private funds must be on deposit by December 31 of each calendar year in order for a project to be included on a "submitted list." The "submitted list" must coincide with each institution's annual Five-Year Fixed Capital Outlay request that is due each August. An example of this type funding provision included the International House, which opened in June 2004.

**The University of West Florida
Contracts and Grants
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>
Beginning Fund Balance	\$3,608,028		\$3,608,028			
Receipts/Revenues:						
US Grants	\$12,400,000	23.4761%	\$6,792,177	54.7756%	\$5,607,823	45.2244%
City or County Grants	\$600,000	1.1359%	\$99,741	16.6235%	\$500,259	83.3765%
State Grants	\$100,000	0.1893%	\$1,088,022	1088.0220%	(\$988,022)	-988.0220%
Other Grants and Donations	\$2,700,000	5.1117%	\$947,015	35.0746%	\$1,752,985	64.9254%
Transfers	\$29,469,670	55.7930%	\$3,463,206	11.7518%	\$26,006,464	88.2482%
Sales of Goods/Services	\$4,610,000	8.7278%	\$34,327	0.7446%	\$4,575,673	99.2554%
Fees	\$10,000	0.0189%	\$8,557	85.5700%	\$1,443	14.4300%
Miscellaneous Receipts	\$2,700,000	5.1117%	(\$56,787)	-2.1032%	\$2,756,787	102.1032%
Other Revenue	\$230,000	0.4354%	\$3,582	1.5574%	\$226,418	98.4426%
Total Receipts/Revenues:	\$52,819,670	100.0000%	\$12,379,840	23.4379%	\$40,439,830	76.5621%

Total Available Funds \$56,427,698 \$15,987,868

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
Operating Expenditures:								
Salaries and Benefits	\$9,640,012	34.2667%	\$3,239,542	33.6052%	\$1,699,398	17.6286%	\$4,701,072	48.7662%
Other Personal Services	\$7,277,977	25.8705%	\$2,302,072	31.6307%	\$987,652	13.5704%	\$3,988,253	54.7989%
Expenses	\$8,401,111	29.8629%	\$7,064,889	84.0947%	\$3,590,248	42.7354%	(\$2,254,026)	-26.8301%
OCO	\$916,396	3.2575%	\$192,876	21.0472%	\$52,039	5.6787%	\$671,481	73.2741%
FL Demo Project-Direct Costs	\$1,896,809	6.7425%	\$0	0.0000%	\$0	0.0000%	\$1,896,809	100.0000%
Total Operating Expenditures:	\$28,132,305	100.0000%	\$12,799,379	45.4971%	\$6,329,337	22.4985%	\$9,003,589	32.0044%
Non-Operating Expenditures:								
Transfers	\$21,437,787	96.4245%	(\$67,989)	-0.3171%	\$0	0.0000%	\$21,505,776	100.3171%
Other Non-Operating	\$794,926	3.5755%	\$0	0.0000%	\$0	0.0000%	\$794,926	100.0000%
Total Non-Operating Expenditures:	\$22,232,713	100.0000%	(\$67,989)	-0.3058%	\$0	0.0000%	\$22,300,702	100.3058%

Total Expenditures \$50,365,018 \$12,731,390

Ending Fund Balance \$6,062,680 \$3,256,478

The Contracts and Grants budget contains activities in support of research, public service and training.

**The University of West Florida
Educational and General
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>
Beginning Fund Balance	\$4,949,975		\$4,949,975			
Prior Year Encumbrances	\$3,171,556		\$3,171,556			
State Funds						
State Appropriated Funds:						
General Revenue	\$55,737,209	69.4131%	\$29,611,060	53.1262%	\$26,126,149	46.8738%
Enhancement Trust Fund (Lottery)	\$3,765,403	4.6893%	\$2,023,698	53.7445%	\$1,741,705	46.2555%
Total Appropriated Funds	<u>\$59,502,612</u>	74.1024%	<u>\$31,634,758</u>	53.1653%	<u>\$27,867,854</u>	46.8347%
Non-Appropriated Funds:						
Student Fee Trust Fund (Tuition)	<u>\$20,795,165</u>	25.8976%	<u>\$12,749,141</u>	61.3082%	<u>\$8,046,024</u>	38.6918%
Total Receipts/Revenues:	\$80,297,777	100.0000%	\$44,383,899	55.2741%	\$35,913,878	44.7259%
Total Available Funds	\$88,419,308		52,505,430			

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
Operating Expenditures:								
Salaries and Benefits	\$59,878,481	74.5705%	\$25,137,875	41.9815%	\$27,933,264	46.6499%	\$6,807,342	11.3686%
Other Personal Services	\$4,907,023	6.1110%	\$3,169,296	64.5869%	\$1,544,381	31.4729%	\$193,346	3.9402%
Expenses	\$12,913,933	16.0826%	\$5,492,705	42.5332%	\$595,934	4.6147%	\$6,825,294	52.8522%
OCO	\$209,255	0.2606%	\$172,224	82.3034%	\$36,080	17.2421%	\$951	0.4545%
Library Resources	\$920,000	1.1457%	\$507,550	55.1685%	\$265,438	28.8520%	\$147,012	15.9796%
Risk Management	\$970,882	1.2091%	\$840,004	86.5197%	\$0	0.0000%	\$130,878	13.4803%
Financial Aid	\$455,703	0.5675%	\$227,851	49.9999%	\$0	0.0000%	\$227,852	50.0001%
Scholarships	\$42,500	0.0529%	\$0	0.0000%	\$0	0.0000%	\$42,500	100.0000%
Total Operating Expenditures:	\$80,297,777	100.0000%	\$35,547,505	44.2696%	\$30,375,097	37.8281%	\$14,375,175	17.9023%
Non-Operating Expenditures:								
Carry Forward	\$ 4,554,355	85.3728%	\$ 3,470,843	76.2093%	\$469,629	10.3116%	\$613,883	13.4790%
Other Non-Operating	\$ 780,310	14.6272%	\$0	0.0000%	\$0	0.0000%	\$780,310	100.0000%
Total Non-Operating Expenditures:	5,334,665	100.0000%	3,470,843	65.0621%	\$0	0.0000%	\$1,394,193	26.1346%
Total Expenditures	85,632,442		39,018,348					
Ending Fund Balance	2,786,866		13,487,082					

The Educational and General budget funds the University's general instruction, research, and public service operations. The funding sources include: General Revenue (primarily Florida's sales tax); the Educational Enhancement Trust Fund (Lottery sales); the Student and Other Fees Trust Fund (student matriculation and out-of-state fees, and miscellaneous revenues such as library fines,

**The University of West Florida
Financial Aid
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
Beginning Fund Balance	\$1,079,571		\$1,079,571					
Receipts/Revenues:								
US Grants	\$32,149,258	89.8053%	\$10,598,237	32.9657%	\$21,551,021	67.0343%		
Transfers	\$3,034,568	8.4767%	\$303,202	9.9916%	\$2,731,366	90.0084%		
Miscellaneous Receipts	\$600,000	1.6760%	\$547,629	91.2715%	\$52,371	8.7285%		
Other Revenue	\$15,000	0.0419%	\$19,094	127.2933%	(\$4,094)	-27.2933%		
Total Receipts/Revenues:	\$35,798,826	100.0000%	\$11,468,162	32.0350%	\$24,330,664	67.9650%		
Total Available Funds	\$36,878,397		\$12,547,733					
	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
Operating Expenditures:								
Expenses	\$33,777,052	100.0000%	\$12,034,240	35.6284%	\$0	0.0000%	\$21,742,812	64.3716%
Total Operating Expenditures:	\$33,777,052	100.0000%	\$12,034,240	35.6284%	\$0	0.0000%	\$21,742,812	64.3716%
Non-Operating Expenditures:								
Transfers	\$1,832,342	100.0000%	(\$522,401)	-28.5100%	\$0	0.0000%	\$2,354,743	128.5100%
Total Non-Operating Expenditures:	\$1,832,342	100.0000%	(\$522,401)	-28.5100%	\$0	0.0000%	\$2,354,743	128.5100%
Total Expenditures	\$35,609,394		\$11,511,839					
Ending Fund Balance	\$1,269,003		\$1,035,894					

Financial Aid - This fund represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fees, bright futures, federal grants, college work study and scholarships.

**The University of West Florida
Student Activity
2004-2005 Budget Summary
as of December 31, 2004**

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
Beginning Fund Balance	<u>\$1,348,743</u>		<u>\$1,348,743</u>					
Receipts/Revenues:								
Transfers	\$410,000	13.5987%	\$0	0.0000%	\$410,000	100.0000%		
Sales of Goods/Services	\$310,000	10.2819%	\$58,755	18.9532%	\$251,245	81.0468%		
Fees	\$2,000,000	66.3350%	\$908,309	45.4155%	\$1,091,691	54.5846%		
Miscellaneous Receipts	\$100,000	3.3167%	\$36,821	36.8210%	\$63,179	63.1790%		
Rent	\$100,000	3.3167%	\$9,733	9.7330%	\$90,267	90.2670%		
Other Revenue	\$95,000	3.1509%	\$6,213	6.5400%	\$88,787	93.4600%		
Total Receipts/Revenues:	\$3,015,000	100.0000%	\$1,019,831	33.8252%	\$1,995,169	66.1748%		
Total Available Funds	\$4,363,743		\$2,368,574					
	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
Operating Expenditures:								
Salaries and Benefits	\$774,656	32.9673%	\$335,702	43.3356%	\$348,975	45.0490%	\$89,979	11.6153%
Other Personal Services	\$780,384	33.2110%	\$251,723	32.2563%	\$126,679	16.2329%	\$401,982	51.5108%
Expenses	\$723,213	30.7780%	\$310,421	42.9225%	\$29,243	4.0435%	\$383,549	53.0340%
OCO	\$71,521	3.0437%	\$14,411	20.1493%	\$0	0.0000%	\$57,110	79.8507%
Total Operating Expenditures:	\$2,349,774	100.0000%	\$912,257	38.8232%	\$504,897	21.4870%	\$932,620	39.6898%
Non-Operating Expenditures:								
Transfers	\$464,216	100.0000%	\$47,555	10.2442%	\$0	0.0000%	\$416,661	89.7558%
Total Non-Operating Expenditures:	\$464,216	100.0000%	\$47,555	10.2442%	\$0	0.0000%	\$416,661	89.7558%
Total Expenditures	\$2,813,990		\$959,812					
Ending Fund Balance	<u>\$1,549,753</u>		<u>\$1,408,762</u>					

Student Activities - Supported primarily by student activity and service fees for the support and operation of the

Agenda
UWF Board of Trustees
Academic & Student Affairs Committee
February 25, 2005
8:00 a.m. Building 7 Room 704

Call to Order

Mr. Roy Smith, Chair

Roll Call

Approve Minutes of November 5, 2004

Action Items

1. Academic Program Changes Dr. Carl Backman, Associate VP
 - a. Program Deletion - Master of Public Administration
 - b. Program Revision – Athletic Training - Request for limited Access
 - c. Request to Waive Requirement of Request to Explore & Plan
 B.S. in Computer Engineering & B. S. In Electrical Engineering
 - d. Program Additions
 - B. A. in Economics
 - B. S. In Health Science
 - Master of Public Health (MPH)
 - M.Ed. in College Student Personnel Administration
2. Academic Affairs Update Dr. Sandra Flake, Provost
 - a. Academic Program Goals Dr. Pam Northrup, Director Academic Technology
 - b. Okaloosa Partnership CHS Students
Dr. Frank Fuller, Assistant Superintendent
Ms. Cindy Massarelli, Principal

Other Items

Adjournment

Minutes

UWF Board of Trustees Academic & Student Services Committee Meeting

Committee Chair Roy Smith called the meeting to order at 8:40 a.m. on Friday, November 5, 2004 in Conference Center Room A.

Committee members present:

Pat Wentz
Honor Bell
Steve Russell

Also attending:

VP for Student Affairs, Dr. Debbie Ford
VP for Academic Affairs, Dr. Sandra Flake
Dr. Carl Backman
Dr. Ed Ranelli
Dr. Janet Pilcher
Dr. Jerry Norris
Billy Colvin
Vickie Lindsey

Action item: Action plan for Developing Academic Learning Compacts

Approve action plan.

Dr. Carl Backman gave a brief summary on the background of this plan. The Board of Governors in their meeting last year asked each university baccalaureate program to adopt Academic Learning Compacts containing two components:

1. Specifics of the student learning outcomes
2. Corresponding assessment plan to tell if students achieve those outcomes

The BOG staff instructed the universities to have the compacts in place by Fall of 2005.

The process begins by asking the local Board of Trustees to approve the procedures for developing the compacts (not the compacts themselves). That is what Dr. Backman is requesting today, approval of the action plan in order to move forward. The plan is to be submitted to the Division of Colleges and Universities in order to get the university where it needs to be in 2005. The plan includes a timeline: by the fall of this year, departments are to have a draft of student outcomes and apply them to a curriculum analysis; next, put together the assessment plan for review in the spring semester; by the end of spring, have a substantial draft containing core learning outcomes and identifying assessments; determine where in the curriculum the outcomes and assessments will occur - all for distribution in Fall 2005. Dr. Backman indicates the work has already begun and will include a consultant coming to UWF periodically.

Trustee Smith asked about the relationship of the plans to those of other institutions. Dr. Backman stated there are no expectations that the outcomes would have to match those of other institutions. They're required to be public and clear to the students, so they will be readily available and comparisons will probably be made.

Trustee Smith asked if they will embed outcome measures in or capstone experiences in the final assessment. Dr. Backman stated the Deans will have approval, and already some programs are capstone experiences. Others have some in each program to be key outcomes and still others are outside, such as in the case of programs requiring testing for licensing. There are three types of assessments: course embedded, capstone and external assessments to programs. Dr. Flake shared that this is very timely in preparation for accreditation. The framework is in place for an assessment program at UWF since most are embedded in the programs. We choose domains that allow the engagement of student's integrity – useful to their education and to their professional careers. Another dominant factor is active learning where students practice what they learn, and these will be embedded in all programs. The critical components of the plan are outlined in the Tasks and Timeline section of the report.

Trustee Smith asked if this was by college. Dr. Flake states it was by assessment team and shared with departments across campus. Dr. Backman shared that outlines of six domains went to the Faculty Senate and several Councils in an attempt to share as widely as possible. He emphasized the wide distribution.

Trustee Smith commented that there is lots of work involved to complete this by fall 2005. Is there a team working on this, or is each department responsible? Dr. Backman indicates that each individual college is responsible - they have not started from scratch as all departments already had compacts, so they've looked at this as a chance to refine what is already happening there. It will be more public. He concurs it will be lots of work but departments have made good progress. They have set up liaisons – at least 2 (one a faculty member) to assist the process. Dr. Ranelli shares that his college is working under the leadership of the chairs to integrate Academic Learning Compacts with SACS requirements and with AACSB. With Jane's help, they have developed learning outcomes for each domain. So they are pretty much outlined. They're going back to the faculty with a focus on integration skills and writing assignments and how to measure the development of communication skills, and another focus on concepts of business fundamentals embedded assessments in core courses. So we are pretty far along on this and getting a structure.

Trustee Smith asked about AACSB. Dr. Ranelli indicated they are still drafting it, but will have a plan ready this spring semester.

Trustee Wentz commented this has been to Faculty Senate.

With no more questions, Trustee Smith called for motion to approve.

Motion by Trustee Wentz
Second by Trustee Bell
It carried unanimously

Informational Item 1 – SACS Substantive Change Review – MBA Program in Germany.

Dr. Backman stated that UWF has an MBA Program in Germany and since it is offered at a distant site, the university was subject to a substantive change review by the Commission on Colleges of the Southern Association of Colleges and Schools. The visit took place just prior to hurricane IVAN. He introduced Dr. Timothy O’Keefe to summarize the visit.

Dr. O’Keefe indicated the College of Business began offering MBA in Germany in Fall 2003. UWF delivers MBA to German business professionals in partnership with TransAtlantic Institute (one of two applied science universities). The partner takes care of the providing the foundation before the student can enter UWF’s MBA program. UWF does 25% on line and 75% face to face. One of the benefits is international exposure. They now have nine professors with international experience, so when they come back to teach international business, it is from actual experience. For the first time UWF is able to provide an international educational experience to our part time MBA students.

Trustee Smith asked how many participate. Dr. O’Keefe stated the initial group last summer was nine students; 1st cohort had 12 students, 2nd cohort had 16 and at this time, they try to match up the same number of students with cohorts. Thanks was shared for Dr. Backman’s guidance and praise for the partner’s hospitality for the visit. It went very well.

Trustee Smith asked if it was possible to rotate faculty for maximum exposure. Dr. O’Keefe indicated they are trying to get as many faculty as possible involved and by the end of this year, they will have had twelve faculty experience it. This is 25% of their faculty, and six of these will experience international exposure for the first time.

Trustee Smith commented that in years past with faculty exchanges in Asia, the spill over was good. Dr. Ranelli shared that this is a very successful program because of Tim’s leadership and that the SACS visit went very well. He also thanked Dr. Backman and Dr. O’Keefe. He shared the positive comments on student’s portfolios, describing the experience as a life changing experience. The faculty had the same positive outcome.

Trustee Smith asked if AACSB was also interested (in addition to SACS). Dr. Ranelli stated “yes”, there is the need for internationalizing the MBA programs. This is a very attractive program and they believe it will be very successful - getting an AACSB accredited American MBA degree in Europe will be a very nice career enhancement.

Trustee Smith commented that this should enhance the next accreditation.

Trustee Bell seemed to recall some effort in the past to extend into Eastern Europe – Poland maybe? Dr. Ranelli said they did have a Fulbright professor in Romania and did have some interest then but that was all.

Trustee Wentz commented this is significant in the history of this university. It was well executed and serves as a good role model. She asked if it would be in order to commend them.

The Committee members agreed and the group commended those involved in the MBA Program in Germany.

Informational Item 2 – New Degree Programs – First Year Follow-up Reports

Dr. Backman explained that the procedure that the Board of Trustees approved for approving new programs included end of first year reports. They had three programs approved for implementation in Fall 2003: Anthropology, MA; Hospitality, Recreation, and Resort Management, BS and Maritime Studies, BA. Basically the report included the headcount, FTE, and projected costs. For all three programs there was over projection of enrollment, but looking at the numbers this fall for Hospitality for example, the number is 130. So the good news is what happens in the 2nd and 3rd years and at the end of the 5th year, as they are added to the program. Working closely with PJC, it is an AS to BS articulation program. We are right on track and it is a very popular program. The good news is the actual costs in two of the three programs was less than projected. Dr. Janet Pilcher explained that what happened in costs was they ended up hiring two new faculty (coordinator took another job) so they now have two new dynamic professors on staff – Andy Holdnak and Candice Clemenz - so (Faye-should the word “less” be inserted here?) of the cost is in salary dollars.

Trustee Bell asked if they will be doing another report in the 3rd year. Dr. Backman indicated yes, that there is a 1st and 3rd year report; then at the end of the 5th year, it moves into the program.

Informational Item 3 – SUS Strategic Plan Y-Axis Report

Dr. Jerry Norris ran thru the PowerPoint presentation on the status of the State University System Board of Governors Strategic Planning for the SUS, pointing out the four strategic goals of the Legislature, SBOE, SUS, and UWF. UWF's goals need to be under the umbrella of the Legislature, SBOE and SUS. We are very comfortable with UWF's goals as they do flow under the umbrella very nicely. The Y-Axis report is the first in a series of reports we'll do.

UWF's Goal One: Promote programs and activities, and learning and living environments that encourage the development of individual potential in students, faculty and staff; communities of learners; and the valuing of lifelong learning.

UWF's Goal Two: Attract and inspire a diverse and talented student body committed to uncompromising academic excellence. UWF's programs are listed on the Y-Axis report.

UWF's Goal Three: *Provide solutions to educational, cultural, economic, and environmental concerns.* This is exactly where the measurements for compacts fit in. UWF's Goal Four: *Manage growth and development responsibility through focus on continuous quality improvement of programs and processes.* As we look at new programs we will do this. SACS project for spring will supplement that.

The Board of Governors committee is very interested in that first goal – to provide degrees. Set base year as benchmark and then the X and Y axis came along when BOG set up Board goals on the X-Axis and targets on the Y-Axis. We look at the targets that the Board of Governors committee has put together and align our responses (what we will produce). We began data collection last June including expected number of degrees to be conferred and many years of estimation. We submitted the Y-Axis report last month. The information is now being compiled by the Board of Governor's Staff. In a couple of weeks they will look at Y-Axis reports and compile all the universities into one target, including how many degrees and how many majors in each program and come back to the Board of Governor targets. Then we will realign as needed. BOG will consider the consultant's report in the funding. There are lots of funding questions and issues of satisfying accountability requirements. How to implement performance based funding - Senate Bill 915. There are many interrelated issues in this ongoing process, like compacts, fees, all tied together.

Trustee Smith asked if there was some contact between Dr. Backman's presentation on Learning Compacts and how they tie in. Dr. Norris stated the Chancellor will have a web page where parents and students can go in to the Biology Program, for example, at any institution. Included will be the expectations and learning compacts – this falls under BOG Goal Two. The Y-Axis document shows the measures and targets that the committee has at this time.

Trustee Smith noted the legislature talked about performance funding and he's interested in how that works in. Dr. Norris states that from the Y-Axis report that the university's Board of Trustees and the Board of Governors can choose the areas to fund and Legislature will have a lot to say on that at the next session. The legislature will give us some clear direction on this. The Board of Governors Committee is very active. It is a long term activity. There has been a shift to Academic measures from Administrative measures and that is very exciting – especially here at UWF moving toward the compacts. Dr. Flake stated there are several performance indicators being discussed.

Trustee Smith thanked Dr. Norris for the presentation.

Informational Item 4 – Academic & Student Affairs Update

Academic Affairs:

Dr. Flake will report periodically on the Academic Affairs goals, and this is an update. In Academic Affairs, we will look at three goals:

1) *Building an Academic Affairs leadership team through planning, hiring for retiring, and organizing functions to optimize support for academic program excellence:*

The division spent the last several months assessing the organization and functions of Academic Affairs. They have begun searches for Dean of Library, Dean of Professional Studies, Associate Vice President Research and Dean Graduate Studies, and Associate Vice President for Diversity. The Associate VP for Diversity will be broadly responsible for Diversity and carry leadership responsibilities in this area. They added the office of international education and programs, related linkage programs and the Japan Center to this position's responsibilities. Dr. Flake is committed to filling this position for next year and there will be a strong academic component. The position will report to Dr. Cavanaugh and Dr. Flake with responsibilities beyond the office of Diversity. It is a redefinition of this position vacated by retirement. At the end of this year, Dr. Backman retires and as they look at that position, Associate Vice President for Academic Affairs, they focus on particular academic issues including program review, accreditation, curriculum, and the Center of University Teaching, Learning and Assessment. There will be transition to an Academic Affairs Council with Vice Provost for Outreach, the College Deans, the Library Dean, the Associate Vice President for Research and Dean of Graduate Studies, the other 3 Associate Vice Presidents and the Director of Academic Affairs Budgets – a group of 12 individuals. These are shifts of responsibility to central positions, more tightly structured, to help us move forward. There will be a need to realign staff positions to fit strategic functions and assess and realign spaces as well. By spring they will have a detailed plan on this.

The two other goals are 2) *continuing ongoing academic program review process* - this is under way and 3) *developing leadership support to implement ongoing assessment of student learning*. Dr. Flake expressed gratitude to Jane Halonen for taking it on. Assessment belongs in that center and that is where we expect to be in the next two years. Areas Dr. Flake will report on at later meetings are: Academic Program Development, Faculty recruitment and development, Research and Grants, Enrollment and Student Support.

Trustee Smith asked for a recap of the key senior academic positions they are searching for. Dr. Flake responds: Dean of Library, Dean of College of Professional Studies, Associate Vice President for Research and Graduate Studies, Associate Vice President for Diversity and Associate Vice President for Academic Affairs.

Trustee Bell expressed he is highly encouraged and looks forward to a fresh start. He commented that Dr. Flake did a careful assessment first and then moved ahead. He is 100% behind the proposed changes and looks forward to the outcome. It is a work in progress, and while we've been doing great, we can always improve.

Trustee Smith asked about large numbers of faculty retirements in the next 5 years and what is being done to plan for these positions to be filled. Dr. Flake explained that they have started the process of developing a hiring plan. During the spring retreat, they will

talk about long term planning for retirement and how the colleges will incorporate goals to address this. They will have a report later on the results.

Student Affairs:

Dr. Ford gave updates on the goals for Student Affairs that the trustees adopted. The combined goal from Student Affairs/Academic Affairs/Enrollment Services - *Develop undergraduate retention and graduate rate plans and make our enrollment services more seamless* - kicked off yesterday. They had a consultant, Dr. Jim Black from North Carolina, give a seminar outlining the principles for strategic enrollment management. They will have more to report on this later.

There are four Student Affairs goals selected by the president:

1. *Implement new student administrative model* – Rick Barth talked about that new model. The vision was to go to an assistant dean model. We are nine months ahead of where they thought they would be. He introduced the two new assistant Deans – Michael Jasek and Lusharon Wiley.
2. *New residence hall and dining facilities* – They are reviewing consulting reports from June and looking at the housing system. This goal will be modified to reflect the development of a strategic plan for growth 10-15 years out.
3. *Implement and redesign orientation program for new and transfer students* – under Michael Jasek’s leadership, they made several changes to the orientation program for freshman this year and had over 1,000 freshman and 600 parents attend the new student orientation program. It was extremely successful. Dr. Ford has a large book of assessments of this program.
4. *Improve the services to those who do not attend this campus.* At the Fort Walton/Eglin campus under leadership of Dr. Chris Pierce, she decided to consolidate the support services for Ft Walton and Eglin and created ASC – Academic Support Center - combining those areas. In October alone they had 613 walk in appointments, over 1000 phone calls, 172 emails – they are tracking to see how many students are using the services. It has been very successful so far.

Other Business – None

Adjournment:

Motion by Trustee Wentz
Second by Trustee Bell
Adjourned at 9:55 a.m.

Respectfully submitted,
Vicki Knaack
Coordinator

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: Master of Public Administration (MPA)

Proposed action: Approve Request to Delete the Master of Public Administration.

Background information:

At its meeting of February 20, 2004, the Board of Trustees approved a request to implement the Master of Science of Administration (MSA) as a new degree program. One of the specializations included in the new MSA is Public Administration. As noted at the time of approval of the MSA, a request for deletion of the Master of Public Administration would be forthcoming as soon as students currently in the program had sufficient opportunity to complete the program. Deletion of the program has been reviewed and approved by the College Council, Academic Council, and Faculty Senate.

Documentation: Master of Public Administration—Request to Delete.

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida
Academic Programs
Current Program Deletion Request Form

Name of Program: Public Administration (MPA)

I. Justification of Deletion Requested:

The COPS dean has recommended deletion of this program at the end of the Fall 2005 semester. The decision was based upon careful analysis of resources and productivity within the program. The existing master's program in public administration has as its mission the strengthening and advancement of managerial and analytical skills of individuals who are either interested in pursuing or who are presently pursuing, a career in government and nonprofit organizations. While the current program is accredited, it does not enjoy significant enrollments relative to the resources utilized by the program. Therefore, the inherent need for the existing program will be met by the public administration specialization within the newly implemented Master of Science in Administration. The interdisciplinary MSA will require the business core of 12 semester hours which will provide students a stronger business background than the current program and will also include courses that represent the sub-fields of public administration. The need to prepare students for leadership roles in government and private agencies continues to exist. This need will continue to be met through the MSA degree with a specialization in public administration.

II. Anticipated Impact of Deletion on:

A. Current Program

1. *Students.* Students in the MPA program were informed by letter dated August 4, 2003 from the COPS dean of the decision (copy of letter attached) and have been notified that the program will terminate in Fall 2005. This allows a two year period for currently enrolled students to complete the MPA degree.
2. *Faculty and Staff.* Plans to delete this program were announced to the Faculty Senate at the time the MSA proposal was introduced (November 2003). The Dean of the College of Professional Studies discussed this deletion with the Provost and with the current MPA faculty members. MPA faculty members will assume teaching duties in the new MSA and other programs where appropriate. Currently there is a staff assistant line in the MPA program that will transition into the new MSA program.
3. *Community.* The inherent continuing need for the existing program will be met by the public administration specialization within the proposed Master of Science in Administration. The need to prepare students for leadership roles in government and private agencies continues to exist in the community. This need will be met through the MSA degree with a specialization in public administration.

REQUEST FOR CURRENT PROGRAM DELETION

EXECUTIVE SUMMARY

Master of Public Administration

4. *Budgets.* The faculty and staff assistant from this program will support the proposed MSA, thus no substantial budget impact due to this program deletion is anticipated.
5. *Space.* Required space for faculty and staff now serving in the MPA Program will not change substantially since these employees will be supporting the newly implemented MSA Program. Classroom space will no longer be required as the MSA-Public Administration specialization which replaces this program will be provided completely online.

B. Related Programs.

There is no anticipated effect on related programs (other than that discussed in C. immediately below.).

C. New Programs

The College of Professional Studies has several administration-focused programs that prepare personnel for mid-level administrative positions in health care agencies, criminal justice administration, human performance technology and educational leadership positions. Prior to approval of the Master of Science in Administration, with the exception of criminal justice administration, these programs were housed in their "home" departments as specializations in other degree programs. It was thought that these programs would be better served if brought together in an identifiable organized unit and consolidated into a web-based interdisciplinary degree, the Master of Science in Administration (MSA). The MSA degree serves as an "umbrella" for these specializations and strengthens them by providing the addition of a business core of courses for all specializations in the MSA. The MSA is considered an interdisciplinary program and other specializations may be added in the future as appropriate. The MPA has been replaced by the public administration specialization within the new Master of Science in Administration degree program.

D. Accreditations

The MPA Program has been accredited by the Commission On Peer Review and Accreditation of the National Association of Schools of Public Affairs and Administration (NASPAA) through the academic year 2005-2006. NASPAA has been notified of the intent to delete the program at the end of Fall Semester, 2005, and has responded by indicating that accreditation will run through August, 2005, ending on September 1, unless it can be established that the new program meets NASPAA standards. The University is exploring the possibility of accreditation of all or part of the new MSA Program, including public administration, by NASPAA.

IV. **Other Related Information:**

None

**REQUEST FOR CURRENT PROGRAM DELETION
EXECUTIVE SUMMARY
Master of Public Administration**

History:

Program Chair's Approval Charles B. Williamson **Date:** 12-16-04

Dean's Approval Janet Pilcher **Date:** 12-16-04

Faculty Senate's Approval Pat Wentz **Date:** 1-7-05`

President's Approval John C. Cavanaugh **Date:** 1-10-05

BOT A&SA Committee Approval _____ **Date:** _____

BOT Approval _____ **Date:** _____

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: B.S. in Health, Leisure, & Exercise Science/Specialization
in Athletic Training Education

Proposed action: Approve request to designate the specialization in Athletic
Training Education as a limited access program.

Background information:

As of April, 2004, the ATEP was granted full accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). One of the standards for compliance, Standard IC1a- Admission Policies and Procedures, states: “Admission into the program, including competitive admission placement within the clinical and advanced didactic portions, shall be in accordance with clearly defined and published academic practices of the institution.”

The Interpretation Manual states: “When there are limitations on resources such as classrooms, laboratories, instructors and clinical sites, competitive admission is required to ensure that each student has the opportunity to meet degree requirements...”

Because of the accreditation stipulation, the limitations on clinical sites, and the limitations on numbers of faculty, permission is requested to limit access to the program.

The request for designation as a limited access program has been reviewed and approved by the College Council, the Academic Council, and the Faculty Senate.

Subsequent to approval by the Board of Trustees, requests for limited access status require further review by the Board of Governors.

Documentation: B.S. in Health, Leisure, & Exercise Science/Athletic Training
Education Program—Current Program Revision Request.

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida
Academic Programs
Current Program Revision Request Form

Name of Program: Athletic Training Education Program (ATEP)
B.S. Degree; Health, Leisure, & Exercise Science/
Athletic Training CIP Code: 31.0501

Nature of Revision Requested: To be designated as a “Limited Access” program.

Justification of Revision Requested: As of April 2004, the ATEP was granted full accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). One of the standards for compliance, Standard IC1a- Admission Policies and Procedures, states: “Admission into the program, including competitive admission placement within the clinical and advanced didactic portions, shall be in accordance with clearly defined and published academic practices of the institution.”

The Interpretation Manual states: “When there are limitations on resources such as classrooms, laboratories, instructors and clinical sites, competitive admission is required to ensure that each student has the opportunity to meet degree requirements...”

Anticipated Impact of Revision Implementation on:

A. Current Program

1. Students -- May have some qualified students who meet the minimum admission criteria but cannot be admitted because of resource limitations.
2. Faculty and Staff- None
3. Community- higher quality student representing our program at affiliated sites
4. Budgets -- none
5. Space -- none

B. Related Programs

1. At UWF other health related majors having limitations are designated as “Limited Access” (Nursing, Medical Technology)
2. All other CAAHEP accredited Athletic Training Education Programs in the SUS are designated as “Limited Access” (U of F, FSU, UCF, UNF, and USF)

C. New Programs – Not Applicable

D. Accreditations -- (CAAHEP) This is a weakness in our program's compliance with all standards for CAAHEP accreditation and should be addressed as soon as possible before it becomes more difficult

Other Related Information:

Criteria for admission into UWF Athletic Training Education Program:

1. Minimum GPA of 2.5
2. Grade of "C" or better in BSC 1085/L and BSC 1086/L
3. Grade of "B" or better in PET 2604
4. Completed Hepatitis B vaccine or sign waiver, negative TB test
5. Completed physical exam by licensed physician and verification that the Technical Standards of the program are met
6. Completed fingerprint identification with FDLE
7. Fifty hours of supervised observational experience under a NATABOC certified athletic trainer with completed Pre-Admission evaluation
8. Schedule and complete an interview for admission with the ATEP Director
9. Completed application packet by August 1st submitted to the Program Director
10. In the event of the potential program enrollment exceeding the resources available, ranking of the application candidates will be determined using the following criteria with the maximum point value of each listed:
 - Successful completion of all required documents-20 points
 - Pre- Admission Evaluation form observational experience- 75 points
 - Overall GPA- 4points
 - GPA in BSC1085, BSC1086, PET 2604, and PET 2622-16 points
 - Admission Interview- 100 points
 - MAXIMUM TOTAL POINTS -215

Procedure for appealing the Admission Committee's decision is available to students in the Athletic Training Student Handbook.

Program Chair's Approval Stu Ryan Date: 8-100-04

Dean's Approval Janet Pilcher Date: 8-31-04

Faculty Senate's Approval Pat Wentz Date: 12-10-04

Provost's Approval Sandra M. Flake Date: 1-7-05

President's Approval John C. Cavanaugh Date: 1-14-05

BOT A&SA Committee Approval _____ Date: _____

BOT _____ Date: _____

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: B.S. in Electrical Engineering & B.S. in Computer Engineering

Proposed action: Approve request to waive Request to Explore and Plan requirement.

Permission is requested to waive the Request to Plan step when seeking authorization to offer the B.S. in Electrical Engineering and B.S. in Computer Engineering as free-standing degree programs.

Background information:

The B.S. in Electrical Engineering has been offered on the UWF campus since 1994 as a joint program by The University of Florida and by the University of West Florida. The B.S. in Computer Engineering has been offered as a joint program since 1998. Because UWF already provides the resources (personnel, equipment, facilities) for these two programs, and because the curricula are already well established and accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET), the feasibility studies and curriculum planning tasks authorized by the Request to Plan have already been completed. The faculties of Electrical Engineering and Computer Engineering will submit a fully developed Request to Offer a New Degree Program for review through the College Council, Faculty Senate, and University Administration before being submitted to the Board of Trustees.

Supporting documentation:

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: B.A. in Economics

Proposed action: Approve Request to Implement a New Degree Program—
B.A. in Economics

Faculty in the Colleges of Arts & Sciences and Business has proposed the offering of a new Bachelor of Arts program in Economics effective Fall Semester 2005.

Background information:

The College of Business currently offers the Bachelor of Science in Business Administration with a major in Economics. This degree is suited to individuals interested in economics-related careers in business management and administration. Many universities offer the companion degree—Bachelor of Arts with a major in Economics—for those whose interest in economics is more theory and research oriented. Because almost all of the courses that would be included in a B.A. in Economics are already offered at UWF, the degree can be offered with relatively little additional cost.

The Academic and Student Affairs Committee of the Board of Trustees approved the Request to Explore and Plan a B.A. in Economics on June 17, 2004. Subsequent to this action, the faculties involved in planning the program prepared the appropriate program and course Curriculum Change Requests and Board of Trustees Request to Implement a New Program forms.

The Request to Implement the B.A. in Economics has been reviewed and approved by the Academic Council and Faculty Senate.

Supporting documentation: B.A. in Economics—Request to Implement: Executive Summary. The complete document is available at <http://upic.uwf.edu/pubs/Files/Econ%20BA%20Request%20to%20Offer%20New%20Program.doc>

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida
REQUEST TO OFFER A NEW DEGREE PROGRAM
 Bachelor's and Master's Degrees*
 (Cover Page)

College Requesting Program: College of Business and College of Arts & Sciences
Department Requesting Program: Department of Marketing and Economics (COB)
Academic Specialty or Field: Economics
Name of Program Requested: Bachelor of Arts in Economics
Proposed Implementation Date: Fall 2005
Proposed Classification of Instruction Program (CIP) Code: 45.0601

The submission of this proposal constitutes a commitment by the Division of Academic Affairs, the appropriate College, and the Department that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Approved for Submission to the UWF Board of Trustees:

Sandra M. Flake Vice President for Academic Affairs, Date 1-14-05

John C. Cavanaugh President, Date 1-19-05

Indicate the dollar amounts appearing as totals for the first and fifth years of implementation as shown in the appropriate summary columns in New Program Table Three. Provide headcount and FTE estimates of majors for years 1 through 5. Headcount and FTE estimates should be identical to those in New Program Table One.

	Projected Total Estimated Costs (from Table Three)	Student HDCT / FTE (from Table One)
First Year of Implementation	\$103,260	14 / 10.5
Second Year of Implementation		17 / 12.75
Third Year of Implementation		20 / 15.0
Fourth Year of Implementation		24 / 18.0
Fifth Year of Implementation	\$351,345	29 / 21.75

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics

I. PROGRAM DESCRIPTION

The B.A. in Economics degree is targeted to students who are interested in learning about economics while pursuing non-business related career goals such as working in environmental policy, economic development, politics, journalism, urban planning, etc.; or who plan to attend law school or graduate programs in economics. The curriculum design for the UWF B.A. Economics program allows for a minimum of 33 semester hours of Economics courses, with up to 33 hours of upper division electives. This large block of electives, common in B.A. Economics programs at most institutions, allows Economics majors to easily accommodate one or more minor fields of study in their program. Typically, this would be in an area in which the student wishes to focus her/his future career. Recommended minors are: mathematics, international studies, biology, environmental studies, history, philosophy, political science, political science pre-law, psychology, English, geography, or similar areas.

This program is different from the existing B.S.B.A. in Economics program in that it does not include the 30 semester-hour College of Business core and state mandated Common Prerequisites for business programs. In a word, the B.A. in Economics program offers much more flexibility for students to tailor the degree to suit their individual (especially non-business related) career goals. For example, students who wish to pursue graduate degrees in the field of economics would actually be much better suited for these programs by taking healthy doses of mathematics and statistics, instead of “sister” business courses such as accounting and management. Similarly, students going on to Law School may be better off by emphasizing philosophy, history, and English, as opposed to B.S.B.A. required courses.

Catalog Copy:

The B.A. Arts in Economics is typically of interest to students with strong academic credentials and a desire to make a difference by helping to shape policy in a wide range of areas in society. Economics majors will develop conceptual and analytical skills for making policy-oriented decisions based on analysis of fundamental resource allocation issues. Economists work in a broad range of policy areas and address questions such as: What is the best way to fight environmental pollution?; What is the appropriate role of government in the economy?; What rules should govern trade among nations?; What is appropriate economic policy for developing nations?; What are the effects of rising interest rates?; What are the effects on labor markets of aging populations and increasing immigration?; What are the effects of tax cuts, budget deficits, and welfare policies on the overall economy?; and many, many others. Economists may address fundamental policy issues such as these and others within narrower fields such as health care, agriculture, education, crime, politics, urban and regional development, law, history, energy, and the environment, among many

REQUEST TO OFFER A NEW DEGREE PROGRAM

EXECUTIVE SUMMARY

B.A. in Economics

others. The Economics degree program is structured to provide the opportunity for students to earn Minor degrees in many of these specialized fields.

Most economists are concerned with practical applications of economic policy, and work for a wide variety of public, private, and governmental organizations. The job market for individuals with both undergraduate and graduate degrees in economics is robust and tends to be less cyclical than the market for students with many other degrees. The Bachelor of Arts in Economics provides a comprehensive foundation for students who wish to obtain a graduate degree in economics and is also recognized as excellent preparation for graduate programs such as Law or the MBA.

Students are urged to consult with faculty members associated with the Economics program and its recommended minors for detailed information about the program's academic learning outcomes and to develop an appropriate course of study for their intended career path.

II. ASSESSMENT OF NEED AND DEMAND

While specific demand data for Northwest Florida are difficult to obtain, it is possible to get a sense for the demand for this program by looking at other institutions. Based on this analysis, UWF's sole offering of a B.S.B.A. in Economics program placed us in the minority among other Florida SUS institutions. As UWF continues to grow and expand its student population base, it is likely that students will demand the same kinds of programs that can be found elsewhere. As such, it is an important way for UWF to remain competitive. Further, as the university continues to attract a higher quality student population, more and more of these students will wish to pursue graduate studies in law, economics, or similar disciplines. According to a published paper by Michael Nieswiadomy (1998 in *Journal of Economic Education*), economics students had the highest scores on the Law School Admissions Test (LSAT) among those majors with 2,000 or more students taking the exam. Accordingly, majoring in economics is viewed as an excellent preparation for Law School. In sum, merely offering a business degree (B.S.B.A) in economics misses a significant portion of the student population who view majoring in economics as a stepping stone to pursue further course work in this and related fields.

III. CURRICULUM

A. Student Learning Outcomes and Course Sequence

Student Learning Outcomes

Students successfully completing the B.A. degree program in Economics will possess the knowledge and skills to:

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics

- distinguish the role of supply and demand in a market economy and summarize the necessary conditions for market economies to function efficiently [Content]
- distinguish conditions where markets fail and recommend realistic potential remedies [Content]
- evaluate and critique the role of domestic and international economic policy-making entities in a market economy [Content]
- effectively compete for admission to graduate programs such as economics or law [Content]
- utilize basic analytical skills in social scientific reasoning and research techniques to analyze basic economic problems and develop policy recommendations based on evaluation of these findings [Critical Thinking]
- apply project planning and management knowledge and skills in both individual and team contexts to produce on-time and high quality economic analysis deliverables [Project Management]
- communicate appropriately the creation, design, and results of economic analysis projects and theory-based evaluations of economic policies [Communication (written, oral, and graphic)]
- analyze and critique the moral and ethical dimensions and impacts of economic theory and policy from perspectives reflecting knowledge of and sensitivity to societal and cultural diversity [Integrity / Ethics]

Sequenced Course of Study (120 sh total)

Lower Division:

General Studies (36 sh)

Economics majors should take STA 2023 Elements of Statistics and MAC 2233 Calculus with Business Applications *or* MAC 2311 Analytic Geometry and Calculus I to satisfy the mathematics component and PHI2010 or PHI2100 to satisfy the humanities/contemporary values and expressions component.

These courses must be completed with a minimum grade of “C” before the degree is granted.

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics

Common Prerequisites (6 sh)

The state of Florida has identified common course prerequisites for the major in economics. These courses must be completed with a minimum grade of “C” before the degree is granted.

ECO 2013 Principles of Economics Macro [ECO x013]

ECO 2023 Principles of Economics Micro [ECO x023]

Lower Division Electives (18 sh)

Sufficient 1000/2000 level electives to complete at least 60 semester hours in the lower division. Current UWF students may use elective courses at any level (1000-4999) to meet this elective requirement. Economics majors should include electives that will help to prepare them for potential minor programs of study. Consult your academic advisor for guidance in course selection.

Upper Division (60sh):

These courses must be completed with a minimum grade of “C” before the degree is granted.

Major Requirements (27 sh)

Core Requirements:

ECO 3101 Intermediate Microeconomics

ECO 3203 Intermediate Macroeconomics

ECO 4431 Business and Economic Forecasting

or

ECO 4704 International Trade and Commercial Policy

Elective Requirements:

18 sh of elective course work consisting of 3000/4000 level ECO or ECP courses. ECO 4431 or ECO 4704 may be used to partially fulfill this requirement if not used to fulfill the Core Requirement. ECO 3003 may not be used to partially fulfill this requirement.

Electives (33 sh)

No more than 25 percent of credit hours (i.e., for the 120 sh program – 30 sh) in the degree program can be earned in courses carrying College of Business prefixes (ACG, BUL, FIN, GEB, ISM, MAN, MAR, REE, TAX). Students who wish to include extensive business coursework in their program should declare the B.S.B.A. Economics degree program.

Students are strongly encouraged to declare minor(s) in one or more of the following fields after consultation with their academic and career advisors. Students who plan to pursue a graduate degree in economics should minor in mathematics or take a large number of quantitative/statistics courses.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics**

Recommended Minor Fields

Biology
English
Environmental Studies
Geography
History
International Studies
Mathematics
Philosophy
Political Science
Political Science Pre-Law
Psychology

B. Total number of credit hours
Does not exceed 120.

C. List of Courses
(See complete proposal)

D. Prerequisites

Common Prerequisites

The State of Florida has identified common course prerequisites for the B.A. major in economics. These courses must be completed with a minimum grade of "C" before the degree is granted.

ECO 2013 Principles of Economics Macro
ECO 2023 Principles of Economics Micro

E. Limited Access
Limited Access status is not sought.

IV. UWF CAPABILITY

As noted previously, the B.A. program in Economics dovetails with the existing B.S.B.A. degree in Economics and uses the same resource base. It is also closely integrated (through the provision of recommended minors) with several excellent programs in the College of Arts and Sciences (as noted in the proposed curriculum detailed in Section V of this document). The Economics faculty teaches an Honors section of Principles of Macroeconomics every year and we hope to expand our relationship with the Honors Program.

REQUEST TO OFFER A NEW DEGREE PROGRAM

EXECUTIVE SUMMARY

B.A. in Economics

Finally, for those students whose career interests are consonant with the mission of the Haas Center for Business Research and Economic Development, this center will provide the potential for internship placements and career-oriented networking.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics**

**UWF TABLE ONE A
NUMBER OF ANTICIPATED MAJORS FROM POTENTIAL
SOURCES**

BACCALAUREATE DEGREE PROGRAM

NAME OF PROGRAM: Economics B.A.

CIP CODE: 45.0601

ACADEMIC YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	05	06	06	07	07	08	08	09	09	10

SOURCE OF STUDENTS (Non-Duplicative Count in Any Given Year)	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE
	Upper-level students who are transferring from other majors within UWF	3	2.25	3	2.25	3	2.25	3	2.25	3
Students who initially entered UWF as FTIC students and who are progressing from the lower to the upper level	6	4.5	9	6.75	12	9	16	12	21	15.75
Florida community college transfers to the upper level	4	3	4	3	4	3	4	3	4	3
Transfers to the upper level from other Florida colleges/universities	1	.75	1	.75	1	.75	1	.75	1	.75
Other (Explain)	0	0	0	0	0	0	0	0	0	0
TOTAL	14	10.5	17	12.75	20	15	24	18	29	21.75

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics**

UWF TABLE TWO

FACULTY PARTICIPATION IN PROPOSED DEGREE PROGRAM BY FIFTH YEAR

Faculty CODE (see below)	Faculty Name or "New Hire"	Academic Discipline/Specialty	Rank	(For Existing Faculty Only)		Initial Date for Participation in Proposed Program	5th Year Workload in Proposed Program (portion of Person-year)
				Contract Status (tenure?)	Highest Degree Granted		
A	Arguea, Nestor	Economics	Assoc. Professor	9 mo. (tenured)	Ph.D.	Fall 2005 .27 FTE	.5
A	Huth, William	Economics	Professor	9 mo. (tenured)	Ph.D.	Fall 2005 .27 FTE	.5
A	Hawkins, Richard	Economics	Assoc. Professor	9 mo. (tenured)	Ph.D.	Fall 2005 .27 FTE	.5
A	Harper, Rick ¹	Economics	Assoc. Professor	12 mo. (tenured)	Ph.D.	Fall 2005 .03 FTE	.03
B	New Hire	Economics	Asst. Professor	9 mo. (tenure track)	Ph.D.	Fall 2006	1.0
C	New Hire	Economics	Asst. Professor	9 mo. (tenure track)	Ph.D.	Fall 2009	1.0

Faculty CODE	Corresponding Faculty Position Category in TABLE 3 for the Fifth Year	Proposed Source of Funding for Faculty	TOTAL 5th Year Workload by Budget Classification
A	Current General Revenue	Existing Faculty -- Regular Line	1.53
B	Current General Revenue	New Faculty -- To Be Hired on Existing Vacant Line	1.0
C	New General Revenue	New Faculty -- To Be Hired on a New Line	1.0
D	Contracts & Grants	Existing Faculty -- Funded on Contracts & Grants	0.0
E	Contracts & Grants	New Faculty -- To Be Hired on Contracts & Grants	0.0
Overall Total for 5th Year			3.53

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics**

**UWF TABLE THREE
COSTS FOR PROPOSED
PROGRAM**

(Fifth year dollars assumes no raises for existing employees and no change in hiring rate for new employees, since no reliable forecasts are available)

	FIRST YEAR				FIFTH YEAR			
	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY
	CURRENT	NEW			CURRENT	NEW		
INSTRUCTION & RESEARCH								
POSITIONS (FTE)								
FACULTY	.84			.84	2.53	1.0		3.53
A&P								
USPS								
TOTAL	.84			.84	2.53	1.0		3.53
SALARY RATE								
FACULTY	63,968			63,968	184,860	63,500		248,360
A&P								
USPS								
TOTAL	63,968			63,968	184,860	63,500		248,360
I&R								
SALARIES & BENEFITS	83,158			83,158	240,318	82,550		322,868
OTHER PERSONAL SERVICES	2,200			2,200	3,000	0		3,000
EXPENSES	10,200			10,200	10,500	1,500		12,000
EQUIPMENT	860			860	1,000	1,000		2,000
TECHNOLOGY	2,100			2,100	3,500	500		4,000
LEARNING RESOURCES	2,480			2,480	2,500	300		2,800
SPECIAL								
TOTAL I&R	100,998			100,998	260,818	85,850		346,668
NON-I&R								
OTHER ACTIVITIES								
LIBRARY STAFFING	420			420	870			870
UNIV SUPPORT	1,050			1,050	2,175			2,175
FINANCIAL AID	262			262	544			544
STUDENT SVCS	530			530	1,088			1,088
TOTAL OTHER ACTIVITIES								
SUMMARY	103,260			103,260	265,495	85,850		351,345

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
B.A. in Economics**

Proposed B.A. in Economics - History

Approved to Explore and Plan:

Dean (COB) Edward Ranelli **Date** 12-3-2003

Dean (CAS) Jane Halonen **Date** 1-12-2004

Faculty Senate Pat Wentz **Date** 4-9-2004

Provost Wesley Little **Date** 4-9-2004

President John Cavanaugh **Date** 4-14-2004

BOT A&SA Committee Roy Smith **Date** 6-17-2004

Approved to Implement:

Dean (COB) Edward Ranelli **Date** 10-06-04

Dean (CAS) Jane Halonen **Date** 11-03-04

Faculty Senate Pat Wentz **Date** 12-10-04

Provost Sandra M. Flake **Date** 01-14-05

President John C. Cavanaugh **Date** 01-19-05

BOT A&SA Committee _____ **Date** _____

BOT _____ **Date** _____

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: B.S. in Health Science

Proposed action: Approve Request to Offer a New Degree Program—B.S. in Health Science

Faculty in the College of Arts & Sciences has proposed the offering a new degree program—B.S. in Health Science—and request approval to offer the program beginning Fall Semester 2005.

Background information:

The Academic and Student Affairs Committee approved a Request to Explore and Plan the B.S. in Health Science at its meeting of November 5, 2004. Subsequent to this approval, faculty in the College of Arts & Sciences prepared the appropriate program and course Curriculum Change Requests and Board of Trustees Request to Implement and New Program forms. The proposed program has been reviewed and approved by the Academic Council and Faculty Senate.

Supporting documentation: B.S. in Health Science—Request to Offer a New Degree Program: Executive Summary. Complete document is available at http://upic.uwf.edu/pubs/Files/BSHSREQUEST_FOR_AUTHORIZATION_TO_IMPLEMENT_A_NEW_DEGREE_PROGRAM.doc

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida

REQUEST TO OFFER A NEW DEGREE PROGRAM

College Requesting Program: College of Arts and Sciences
Department Requesting Program: Division of Life and Health Sciences
Academic Specialty or Field: Health Sciences
Name of Program Requested: Bachelor of Science in Health Sciences
Proposed Implementation Date: Fall 2005
Proposed Classification of Instruction Program (CIP) Code: 51.0000

The submission of this proposal constitutes a commitment by the Division of Academic Affairs, the appropriate College, and the Department that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Approved for Submission to the UWF Board of Trustees:

_____ Vice President for Academic Affairs, Date _____

_____ President, Date _____

Indicate the dollar amounts appearing as totals for the first and fifth years of implementation as shown in the appropriate summary columns in New Program Table Three. Provide headcount and FTE estimates of majors for years 1 through 5. Headcount and FTE estimates should be identical to those in New Program Table One.

	Projected Total Estimated Costs (from Table Three)	Student HDCT / FTE (from Table One)
First Year of Implementation	\$93,109	20 / 11.25
Second Year of Implementation		39 / 26.33
Third Year of Implementation		65 / 48.8
Fourth Year of Implementation		90 / 67.5
Fifth Year of Implementation	\$107,189	130 / 87.76

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences

I. PROGRAM DESCRIPTION

The Division of Life and Health Sciences in the College of Arts and Sciences has formed an Advisory Committee to address the educational needs of the health care community. This committee includes over 20 representatives from the regional health care community. In addition, representatives from area junior colleges and UWF units interested in health-related programs, and choosing to participate in addressing the needs of the health care community through the Division, have participated in the deliberations of the Committee. The Advisory Committee has spent the past year assessing the educational needs of the regional health care industry and developing educational initiatives to respond to those needs. The Committee has determined that a Bachelor of Science in Health Sciences would fill a critical need in the fabric of educational opportunities available to regional health care. The Bachelor of Science in Health Sciences (two-year degree program for junior/community college graduates) will provide the large pool of junior/community college graduates in health programs and health care workers who have earned AA, AS and AAS degrees an opportunity to earn a BS in health sciences with specialization in one of six health-related concentrations deemed most valuable by the Advisory Committee and by data acquired through on-line survey. The concentrations identified as important to the health care community are: (1) Psychology of Health; (2) Medical Information Technology; (3) Medical Ethics; (4) Health Care Administration; (5) Communication; and (6) Aging Studies.

Approximately 300 students receive AS and AAS degrees in health-related areas each year from Pensacola Junior College alone, and estimates from health care community sources suggest that there are literally thousands of employees in regional health care who have earned AS or AAS degrees. A large percentage of these people wish to earn a BS in some health sciences area to advance in position and pay grade. Moreover, an email from the Director of Education at the Navy Hospital included the statement "I got your email about the BSHS from Capt. Tom Kersch. There would be a lot of interested Sailors from the Naval HospitalI am getting ready to pass it to the entire command". On-line surveys have clearly demonstrated strong support for the proposed program from the health care community, the military and from junior/community college graduates. The Provost of the Warrington Campus of Pensacola Junior College, the branch of PJC that awards all of the AS and AAS degrees in health-related Areas, enthusiastically endorses this proposed program and, as a member of the Division Advisory Committee, has participated in its development. Many of the thousands of health care employees in the Florida Panhandle working in the private, public and military sectors of health care who currently hold two-year degrees (A.A., A.S. and A.A.S.) need a health-oriented B.S. for advancement in their area of employment or to enable them to move into another area of employment within health care. The degree was designed by a subcommittee to the Advisory Committee which included people from several areas of health care. The entire Advisory Committee was involved in identifying an initial list of tracks

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences

within this degree that addressed critical areas in health care. The proposed degree was then submitted to evaluation via on-line survey by those who would be enrolling in the proposed program. Over 400 individuals took this survey. This allowed us to evaluate the need and interest in the degree and its proposed tracks. Six tracks were identified by these processes as being of greatest importance in addressing the needs of the target audience: ***Psychology of Health, Medical Information Technology, Health Care Ethics, Communication, Aging Studies*** and ***Health care Administration***. The idea of these tracks and the purpose of the degree program were presented to the chairs of appropriate units at UWF: ***Psychology, Computer Sciences, the Center for Health Care Ethics, Communication Arts, Social Work*** and ***College of Business***, respectively. These units identified the courses that would be most appropriate for their track. This tiered approach to degree development in which several layers of expertise and input were used to arrive at the final educational product, engaged leaders in the health care community, the target pool of students and the academic units with expertise in each of the areas identified as important. The proposed BSHS is in keeping with the core philosophy of the Division, that development of programs to serve the educational needs of regional health care must be pan-University efforts, employing the diverse strengths and expertise across the UWF campus in development and implementation of all programs. This approach allows efficient use of resources and helps the broadest range of academic units benefit from the FTE's generated through the program.

This proposed program was approved for exploration and planning by the UWF Board of Trustees Academic and Student Affairs Committee 11/2003. The proposed program is aligned with the UWF Mission Statement in the UWF Partnership Strategic Plan in that it addresses an important regional need in education.

II. ASSESSMENT OF NEED AND DEMAND

1. The nearest similar program is at Florida International University in Miami.
2. The selection and design of the proposed BSHS was a collaborative process which involved, at UWF, the College of Business, the Division of Life and Health Sciences and representatives from the Center for Health Care Ethics and the Whitman Center, the Center on Aging, the programs in Nursing and Medical Technology and Public History, the Director of the Health Advisory Program, the Departments of Biology, Communication Arts, Computer Sciences and Psychology. Outside of the University, the Director of Florida Public Health in Escambia County, and others involved in regional health care as well as the Advisory Committee to the Division of Life and Health Sciences (see above). All of these partners in education supported the need for a BSHS.

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences

3. It is estimated by human resource offices of regional hospitals and by PJC, that there are thousands of individuals throughout the Panhandle of Florida working in health care who hold A.A., A.S. and A.A.S. degrees. Many of these individuals wish to earn a BS to advance within their position or move into another position in health care. The proposed BSHS will provide an opportunity for these individuals to earn a BS which has been designed specifically to prepare them for accomplishing either of the goals alluded to above, and which is structured to allow them to move into specializations that have been identified as “critical need areas” by regional health care. In addition, PJC and OWC graduate close to 100 students each year with A.S., A.A.S and A.A degrees in health related areas. Dr. Marcia Williams, Provost of the Warrington campus of PJC, and Dr. Linda Whinton, Director of the Nursing Program at OWC served on the subcommittee that developed this program and were instrumental in identifying this program as one that was critical to the educational needs of regional health care and of graduates of community colleges with degrees in health-related disciplines.
4. *Survey Data* -- The Division of Life and Health Sciences conducted several on-line surveys to investigate interest in the proposed programs including the Bachelor of Science in Health Sciences. There were close to 200 respondents in this survey. In answer to the question “Would a BSHS enhance your promotion?”, 60.9% responded in the affirmative. When asked if the participant would enroll in a BSHS at UWF, 79.6% said “yes”. This level of interest was demonstrated based solely on information provided at the Division of Life and Health Sciences web site, where the program is mentioned as a proposed future effort. Clearly, the proposed BSHS will effectively address a significant regional need for health care workers and junior college graduates to earn a BS in the health sciences, a goal that is considered important in advancing their position within the health care community.

III. Curriculum

A. Student Learning Outcomes and Program Requirements:

Student Learning Outcomes

Student Learning Outcomes (the five key elements by which the success of this program will be measured are **Content, Critical Thinking , Ethics, Project Management and Communication**). The following student learning outcomes contribute to one or more of these five elements and are identified with these elements by the following designations (Content, **C**; Critical Thinking, **CT**; Ethics, **E**; Project Management, **PM**; or Communication, **COM**) Student learning outcomes will vary according to the area of concentration chosen.

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EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences

All students graduating with this degree will be able to:

1. Recognize when a legal professional should be consulted on issues in health care legal issues (**C**.)
2. Apply relevant laws in the public health environment (**CT**).
3. Employ the overall legal regulation of healthcare as applied to institutions and professionals (**C**).
4. To evaluate bioethical issues in complex medical decisions (**E**).
5. Be able to develop cooperative solutions avoiding legal conflict in the health care/public health arenas (**COM**).
6. Apply microeconomic and statistical tools in analysis of health care policy, issues and cases (**CT**) .
7. Apply these tools to current public policy issues and specific cases in the health care industry (**C**).
8. Serve as a liaison to doctors, administrators, and other health care professionals in the use of current and emerging health information systems (**COM**).
9. Propose, report, and referee evaluation studies of health information systems (**PM & COM**).
10. Address legal and ethical issues related to the use and evaluation of health information systems, including training, security, confidentiality, and the use of informed consent (**CT**).
11. Discuss recent advances in health sciences research (**C**).
12. Interpret and discuss recent publications in health sciences research (**COM & CT**).
13. Design a basic research approach to a specific problem in the health sciences (**PM**).
14. Present in both written and oral form a report on a specific research topic in the health sciences and be able to defend their conclusions related to that topic (**COM**).

Health Care Administration

In addition to the above (A) , Students choosing the area of concentration in Health Care Administration will be able to:

1. Apply management principles, processes and techniques to hospitals and other health-related organizations (**CT**).
2. Apply behavioral and quantitative management methods to planning, organizing, leading, and motivating in the workplace (**PM**).

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3. Describe and apply methods in personnel administration to critical issues of selection, compensation, OSHA, EEO, unions and discipline (**C, E & CT**).
4. Discuss diversity awareness issues and strategies to enhance productivity through team efforts, as well demonstrating skills in integrating a diverse work force (**C, E, COM & CT**).
5. Apply foundational skills in the functional areas of management, marketing, finance, accounting and economics (**C&CT**).
6. Make decisions based on consumer need, provision, promotion and pricing of goods and services to meet organizational objectives in changing business environments (**C & CT**).

Behavioral Health

In addition to the above (A), Students choosing the area of concentration in Behavioral Health will be able to:

1. Apply the principles and techniques of behavior modification in a variety of settings including school, home, medical and business (**C & CT**).
2. Apply foundational knowledge in assessing normal and abnormal functional states in the nervous, and endocrine systems and in sensation/perception, emotion and motivation, thinking and consciousness, leaning and memory (**C& CT**).
3. Apply foundational skills and knowledge in psychology to the promotion and maintenance of health and the treatment and prevention of illness (**C& CT**).

Medical Information Technology

In addition to the above (A), Students choosing the area of concentration in Medical Information Technology will be able to:

1. To employ various software packages in the creation and manipulation of multimedia formats (**C & CT**).
2. To use word-processing, spreadsheet, data base software and PowerPoint (**C & CT**).
3. To employ networking theory, interactions and dependencies in internet applications (**C, CT, & PM**).
4. To employ fundamental programming skills and software engineering principles (**C & CT**).
5. To perform advanced internet programming (**C**).

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences**

6. To employ various database systems in database management and case applications using fourth generation languages **(PM & CT)**.

Health Care Ethics

In addition to the above (A), Students choosing the area of concentration in Health Care Ethics will be able to:

1. To address questions in the ethical dilemmas posed by advances in biotechnology **(E & CT)**.
2. To rationally analyze pertinent scientific information before they support an issue one way or the other **(CT)**.
3. To apply skills in ethics to actual medical cases presented by various hospital bio-ethicists **(CT, E & PM)**.
4. To apply different bio-ethical methodologies in examining various cases in health care ethics **(E & CT)**.
5. To contribute to discussions and solutions in ethical decision making on health care ethical problems presented by hospital bioethicists and by the students in their group responses **(COM & PM)**.
6. Be able to comfort patients through palliative/terminal sedation when cure is no longer attainable **(COM)**.
7. Be able to apply Florida law in determining the legality and appropriateness of removing nutrition and hydration from terminal patients **(C, E & CT)**.
8. Be able to judge the appropriateness of pain care management offered to terminal patient regardless of addiction potential or severely compromised respiratory status, or pain medicine offered to the terminal only on a moderate basis **(E & CT)**.
9. Be able to evaluate procedure and protocol in actual medical cases presented by various hospital bio-ethicists **(CT)**.
10. Be able to apply different bio-ethical methodologies, such as casuistry, principlism, kathekontics, and reflective equilibrium, in examining various medical cases **(CT)**.
11. Contribute to ethical decision making in quality of patient care issues presented by hospital bioethicists and by the students in their group responses **(COM & CT)**.

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Health Communications

In addition to the above (A), Students choosing the area of concentration in Health Communications will be able to:

1. Apply interpersonal skills in communication in a hands-on service learning project **(CT, PM & COM)**.
2. Demonstrate appropriate and effective communication within task-oriented teams in dealing with issues related to building cohesion, managing group conflict, valuing diversity, information gathering and problem analysis **(COM & PM)**.
3. Demonstrate an ability to employ persuasive communication in human relationships in personal, group and organizational contexts **(C, CT & COM)**.
4. Apply communication skills to managing work relationships, organizational interviews, professional presentations, communication technologies and multi-cultural diversity **(C& CT)**.
5. Demonstrate leadership competencies in interpersonal communication, public presentations, team building, working in multi-cultural environments, mentoring, problem solving, and in interpersonal and public forums to bring about community and organizational changes **(C)**.
6. Effectively apply communication skills in patient care, health care administration, public relations in health care, human resources in health care, health education, and the media **(C & CT)**.

Aging Studies

In addition to the above (A), Students choosing the area of concentration in Aging Studies will be able to:

1. Evaluate lifespan objectives related to development as a life-long process, with multiple determinants of change and multiple alternatives for change **(C & CT)**.
2. Evaluate and suggest intervention strategies at the primary, secondary and tertiary levels for appropriateness and effectiveness **(E, CT & PM)**.
3. Apply personal and professional skills to issues related to death and bereavement **(C, CT& E)**.
4. Employ an interdisciplinary approach to intervention strategies to eliminate/ameliorate problems/crises faced by aging clients **(PM, CT & E)**.
5. Assess physical performance in the aging and be able to develop activity programs for the aging population **(PM & CT)**.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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Bachelor of Science in Health Sciences**

Program Requirements

In addition to general University requirements, students seeking the B.S. in Health Sciences must meet the requirements listed below.

This degree plan is designed as a two-year program for students with an A.A., A.S. or A.A.S. degree (or equivalent course work) from a regionally accredited institution or from an accredited out-of-state college or university. In order to graduate, all students must complete at least 120 semester hours with a minimum of 48 specified upper-division hours (3000/4000 level) at UWF. A grade of "C" or higher is required in all common prerequisite courses and major courses.

Consult with your academic advisor for courses which may satisfy both the General Studies requirements and common prerequisites.

Course descriptions are listed alphabetically by prefix in the back of this *Catalog*.

General Studies (36 sh)

Students should take BSC1005/L and CHM2045/L to meet the science component; ECO2013 to meet the social science/socio-political component; MAC1105 and STA2023 to meet the mathematics component; and PSY2012 to meet the social science behavioral component.

For additional information see the General Studies section of this *Catalog*.

Common Prerequisites (32 sh)

State mandated common prerequisites must be completed prior to graduation, but are not required for admission to the program.

ACG 2021	Principles of Financial Accounting [ACGx021]	3
ACG 2071	Principles of Managerial Accounting [ACGx071]	3
+BSC 1005/L	Biology w/Lab [BSCxxxx/L or BSCxxxxC]	4
+CHM 2045/L	General Chemistry I/Lab [CHMx045/L or CHMx045C]	4
CGS 2570	Personal Computer Applications [CGSxxxx]	3
+ECO 2013	Principles of Economics Macro [ECOx013]	3
ECO 2023	Principles of Economics Micro [ECOx023]	3

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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+MAC 1105	College Algebra [MACx105]	3
+PSY 2012	General Psychology [PSYx012]	3
+STA 2023	Elements of Statistics [STAxxxx]	3

+ Indicates common prerequisites which can be used to satisfy General Studies requirements.

Common Prerequisites pending approval of the Statewide Articulation Coordinating Committee.

Lower Division Electives (0-11 sh)

Sufficient 1000/2000 level electives to complete at least 60 semester hours in the lower division. Current UWF students may use elective courses at any level (1000-4999) to meet this elective requirement.

Major (18 sh)

BUL 4XXX	Legal Fundamentals of Health Care and Public Health	3
ECP 4XXX	Health Economics	3
ECP 4XX1	Business Analysis and Decision Making in Health Care	3
HSC 3XXX	Health Trends and Issues	3
HSC 4XXX	Health Information Systems	3
HSC 4XX4	Health Sciences Research Seminar	3

Major-Related (12-21 sh)

Students will concentrate their major-related work in one of the following areas of concentration. Courses with a prerequisite that is not part of the concentration are designated by an asterisk (*) for each such course. Students will meet with an academic advisor to discuss prerequisites and possible transfer courses which may meet prerequisite requirements.

Health Care Administration (18 sh)

GEB 3032	Business Foundations for Non-Business Majors	3
HSA 4110	Health Care Policy and Administration	3
MAN 3025	Management Fundamentals	3
MAN 3301	Human Resources Management	3
MAN 4102	Management of Diversity	3
MAR 3023	Marketing Fundamentals	3

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Psychology of Health (18 sh)

Psychology Core: (9 sh)

EAB 4704	Introduction to Behavior Modification	3
PSB 4003	Brain, Behavior and Experience	3
PSY 4820	Health Psychology	3

Choose three of the following: (9sh)

CLP 3144	Abnormal Psychology	3
DEP 4401	Adulthood and Aging	3
PCO 4310	Interventions in Addictions	3
PSB 4731	Psychobiology of Sexual Behavior*	3
PSY 4832	Sport and Exercise Psychology	3

Medical Information Technology (18 sh)

CGS 2750	Personal Computer Applications	3
CGS 3283	Networking Principles	3
CGS 3875	Multimedia Systems	3
COP 2253	Programming Using Java	3
COP 3813	Internet Programming	3
COP 4710	Database Systems	3

Health Care Ethics (12 sh)

BSC 4XX1	Ethical Issues in Biotechnology	3
HSC 4XX1	Introduction to Clinical Ethics Grand Rounds	3
HSC 4XX2	Dilemmas in Medical Practice	3
HSC 4XX3	End-of-Life Ethics	3

Communication (21 sh)

SPC 2016	Basic Communication Skills	3
SPC 3301	Interpersonal Communication	3
SPC 3425	Group and Team Communication	3
COM 3462	Persuasive Communication	3
COM 4022	Health Communication	3
COM 4110	Business and Professional Communication	3
COM 4103C	Leadership Communication	3

Aging Studies (15 credits)

DEP 4401	Adulthood and Aging	3
PEP 4113	Aging and Physical Performance	3

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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Bachelor of Science in Health Sciences**

SOW 4674	Social Issues and Intervention Strategies in Social Work Practice with Older Adults	3
SOW 4682	Dimensions of Death and Dying: Special Issues	3
Choose one:		
SOW 4645	Substance Abuse and the Elderly	3
SOW 4700	Drug Abuse Prevention and Treatment: Special Issues	3

Upper Division Electives (21-30 sh)

Students should discuss their career plans with an academic advisor in their field of concentration and choose additional courses to support their career goals. Recommended courses may include:

HSC 3550	Pathophysiology	3
ZOO 3233/L	Parasitology/Lab	4
PCB 4703	Human Physiology	3
NUR 4645	Drugs and the Human Body	3
NUR 4427	The Healthy Woman	3
NUR 4040	Cultural Factors in Health and Illness	3
MLS 3031	Introduction to Medical Technology	3
MCB 3020/L	Microbiology/Lab	4
MCB 4276	Epidemiology of Infectious Disease	3
SOW 3314	Case Management	3
SOW 3620	Practice with Culturally Diverse Populations	3
SOW 4111	Adolescents at Risk	3
SOW 4242	Families and Family Treatment	4
PLA 3600	Probate and Estate Planning	3

- B. Total Numbers of Credit Hours
Not applicable
- C. List of Courses (See complete proposal)
- D. Common Prerequisites
Not applicable
- E. Limited Access
Not applicable

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences

IV. UWF CAPABILITY

The BSHS is built on a solid foundation of collaboration between the Division, nine departments and two centers. In addition, it is supported by a strong partnership with regional health care through the Advisory Committee to the Division. Clearly, the proposed BSHS directly addresses the University of West Florida's regional service mission. Design and implementation of this program was accomplished by the Advisory Committee to the Division of Life and Health Sciences which is made up of representatives from many different walks of the regional health care community. Moreover, the large pool of potential students working in the health care industry and the large number of community college graduates earning A.A., A.S. and A.A.S. degrees shows that initiation of this program is valuable and timely in terms of regional needs in health care. The educational efforts implemented and planned by UWF in the health arena have been enthusiastically embraced by the health care community, and surveys have shown that there is strong interest in this program.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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Bachelor of Science in Health Sciences**

**UWF TABLE ONE A
NUMBER OF ANTICIPATED MAJORS FROM POTENTIAL
SOURCES**

BACCALAUREATE DEGREE PROGRAM

NAME OF PROGRAM:
Bachelor of Science in Health
Sciences

CIP CODE: 51.0000

ACADEMIC YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
		05		06		07		08		09

SOURCE OF STUDENTS (Non-Duplicative Count in Any Given Year)	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE
Upper-level students who are transferring from other majors within UWF	2	1.35	3	2.025	5	3.375	7	4.725	7	4.725
Students who initially entered UWF as FTIC students and who are progressing from the lower to the upper level	2	1.35	5	3.375	8	5.4	10	6.75	15	10.125
Florida community college transfers to the upper level	5	3.375	10	6.75	15	10.125	20	13.5	30	20.25
Transfers to the upper level from other Florida colleges/universities	1	0.675	3	2.225	5	3.375	5	3.375	5	3.375
Other (Explain): Students currently employed in health care holding A.S., A.A.S. or A.A. degrees and seeking a BS	10	4.5	18	8.1	32	21.6	58	39.15	73	49.28
TOTAL	20	11.25	39	26.33	65	48.8	90	67.5	130	87.76

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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UWF TABLE TWO

FACULTY PARTICIPATION IN PROPOSED DEGREE PROGRAM BY FIFTH YEAR

Faculty CODE (see below)	Faculty Name or "New Hire"	Academic Discipline/ Specialty	Rank	(For Existing Faculty Only)		Initial Date for Participation in Proposed Program	5th Year Workload in Proposed Program (portion of Person-year)
				Contract Status (tenure?)	Highest Degree Granted		
A	Ranelli	COB	Professor and Dean	Tenured	PhD	2005	0.2 FTE
A	Stewart	Infectious Disease	Professor and Head, DLHS	Tenured	PhD	2005	0.2
A	Sutton	DLHS	Associate Professor	Tenured	PhD	2005	0.1
A	Johnson	Public Health	Chief Counsel, Escambia Public Health	Non-tenure track	JD	2005	0.1
A	Arnold	Ethics/DLHS	Professor and Director, Center for Health Care Ethics, DLHS	Tenured	PhD	2005	0.2
A			** The above faculty will cover the 6 new core courses plus two of the new courses in the Health Care Ethics Track (two different courses/year on a rotating basis). All of the other courses in the program are already offered by the participating departments for their students and taught by existing faculty or adjuncts. Communication Arts will need a lecturer position in 2006 to help cover the increased number of students provided by the BSHS.				0.2
A							
A							
A							
A							
A							

**REQUEST TO OFFER A NEW DEGREE PROGRAM
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Faculty CODE	Corresponding Faculty Position Category in TABLE 3 for the Fifth Year	Proposed Source of Funding for Faculty	TOTAL 5th Year Workload by Budget Classification
A	Current General Revenue	Existing Faculty -- Regular Line	1.0
B	Current General Revenue	New Faculty -- To Be Hired on Existing Vacant Line	
C	New General Revenue	New Faculty -- To Be Hired on a New Line	
D	Contracts & Grants	Existing Faculty -- Funded on Contracts & Grants	
E	Contracts & Grants	New Faculty -- To Be Hired on Contracts & Grants	
Overall Total for 5th Year			1.0

NARRATIVE:

Of the 58 courses listed for this degree (6 in the core, 37 major-related, and 14 recommended upper division electives), 47 of them are already offered by the participating departments. All of the common prerequisites are also currently offered at UWF. The collaborative foundation upon which this program is constructed dictates an efficient use of resources, faculty and staff, and allows numerous units to benefit from the FTEs generated through the effort. The objective for this program from its incipience was to garner any and all appropriate existing resources within UWF to bring to bear on the educational needs of health care. This approach characterizes all of the degree programs, certificates and other educational efforts emerging from the division. It is clearly recognized by the Division administration that resources at UWF are limited and already stretched thin, and that it is incumbent upon any unit wishing to bring forth new programs that those limitations be factored into the planning equation. One of the advantages in dealing with the health care community is that continuing education credits are required by licensing and accrediting agencies for many who work in this industry. This factor provides an excellent opportunity to create a revenue stream to help defray the costs of Division programs. The Division is creating a series of workshops, short courses and certificates to fill this need and to generate income to help defray the costs of its operation. Beginning in the Fall of 2003 the Division began offering a certificate in Health Care Ethics which has generated sufficient income to build a state-of-the-art computer lab at its headquarters at 4412 N. Davis and to launch an advertising and recruiting campaign for the Division's programs. In addition, directly involving the health care community through the Division Advisory Committee has invested them in the Division's activities and they are enthusiastic and generous in their support of the Division's efforts. The entire Nursing program is housed at West Florida Hospital, several hospitals, the hospitals have donated several \$100,000 in scholarships, faculty salaries, and operating funds and Sacred Heart has given the Division exclusive use of an entire building and use of their educational facilities at the main hospital.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences**

**UWF TABLE THREE
COSTS FOR PROPOSED
PROGRAM**

	FIRST YEAR				FIFTH YEAR			
	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY
	CURRENT	NEW			CURRENT	NEW		
INSTRUCTION & RESEARCH								
POSITIONS (FTE)								
FACULTY	0.8 FTE			0.8 FTE	0.8 FTE	0.2 FTE		1.0 FTE
A&P								
USPS								
TOTAL	0.8			0.8	0.8	0.2		1.0
SALARY RATE								
FACULTY	\$60,299			\$60,299	\$60,299	\$8,000		\$68,299
A&P								
USPS								
TOTAL	\$60,299			\$60,299	\$60,299	\$8,000		\$68,299
I&R								
SALARIES & BENEFITS	\$78,389			\$78,389	\$78,389	\$10,400		\$88,789
OTHER PERSONNEL SERVICES	1,600			1,600	1,600	400		2,000
EXPENSES	9,600			9,600	9,600	2,400		12,000
EQUIPMENT	2,080			2,080	2,080	520		2,600
TECHNOLOGY	800			800	800	200		1,000
LEARNING RESOURCES	640			640	640	160		800
SPECIAL								
TOTAL I&R	\$93,109			\$93,109	\$93,109	\$14,080		\$107,189
NON-I&R								
OTHER ACTIVITIES								
LIBRARY STAFFING	450			450	450	3,510		3,960
UNIV SUPPORT	1,125			1,125	1,125	8,776		9,901
FINANCIAL AID	281			281	281	2,194		2,475
STUDENT SVCS	562			562	562	4,388		4,950
TOTAL OTHER ACTIVITIES	2,418			2,418	2,418	18,868		21,286
SUMMARY	\$95,527			\$95,527	\$95,527	\$32,948		\$128,475

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Bachelor of Science in Health Sciences**

Approved to Explore and Plan:

Dean George Stewart Date 4/10/03

Faculty Senate Wesley Little Date 4/10/03

Provost Klaus Meyer-Arendt Date 5/9/03

President Parks B. Dimsdale Date 5/13/03

BOT A&SA Committee Roy W. Smith Date 5/24/03

Approved to Implement:

Dean _____ Date _____

Faculty Senate _____ Date _____

Provost _____ Date _____

President _____ Date _____

BOT A&SA Committee _____ Date _____

BOT _____ Date _____

FBOE Reporting and Approvals:

Bachelor's and Master's Programs Reported to the FBOE: _____

Specialist and Doctoral Programs Submitted to FBOG: _____

Specialist and Doctoral Programs Approved by FBOG: _____

Licensure Programs approved by Legislature: _____

Implementation and Reporting:

Term Implemented: _____

One-Year Report Presented to Board of Trustees: _____

Three-Year Report Presented to Board of Trustees: _____

Five-Year Program Review Presented to Board of Trustees: _____

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: Master of Public Health (MPH)

Proposed action: Approve Request to Offer a New Degree Program—Master of Public Health (MPH)

Faculty in the College of Arts & Sciences has proposed the offering a new degree program—Master of Public Health—and request approval to offer the program beginning Fall Semester 2005.

Background information:

The Academic and Student Affairs Committee approved a Request to Explore and Plan the Master of Public Health (MPH) at its meeting of November 5, 2004. Subsequent to this approval, faculty in the College of Arts & Sciences prepared the appropriate program and course Curriculum Change Requests and Board of Trustees Request to Implement and New Program forms. The proposed program has been reviewed and approved by the Academic Council and Faculty Senate.

Supporting documentation:

Master of Public Health—Request to Offer a New Degree Program: Executive Summary. Complete document is available at <http://upic.uwf.edu/pubs/Files/>

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida

REQUEST TO OFFER A NEW DEGREE PROGRAM

College Requesting Program: College of Arts and Sciences
Department Requesting Program: Division of Life and Health Sciences
Academic Specialty or Field: Public Health
Name of Program Requested: Master of Public Health
Proposed Implementation Date: Fall 2005
Proposed Classification of Instruction Program (CIP) Code: 51.2201

The submission of this proposal constitutes a commitment by the Division of Academic Affairs, the appropriate College, and the Department that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Approved for Submission to the UWF Board of Trustees:

_____ Vice President for Academic Affairs, Date _____
_____ President, Date _____

Indicate the dollar amounts appearing as totals for the first and fifth years of implementation as shown in the appropriate summary columns in New Program Table Three. Provide headcount and FTE estimates of majors for years 1 through 5. Headcount and FTE estimates should be identical to those in New Program Table One.

	Projected Total Estimated Costs (From Table Three)	Student HDCT / FTE (From Table One)
First Year of Implementation	\$188,279	18 / 15.19
Second Year of Implementation		28 / 23.63
Third Year of Implementation		36 / 30.38
Fourth Year of Implementation		44 / 37.13
Fifth Year of Implementation	\$207,749	50 / 42.19

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Masters of Public Health

I. PROGRAM DESCRIPTION

The Division of Life and Health Sciences in the College of Arts and Sciences has formed an Advisory Committee to address the educational needs of the health care community. This committee includes over 20 representatives from the regional health care community. In addition, representatives from area junior colleges and UWF units interested in health-related programs, and choosing to participate in addressing the needs of the health care community through the Division, have participated in the deliberations of the Committee. The Advisory Committee has spent the past year assessing the educational needs of the regional health care industry and developing educational initiatives to respond to those needs. The Committee has determined that a Master of Public Health, the universally recognized professional degree in public health, is a much needed program for both the private, public and military sectors of the health care community. The curriculum was designed by a subcommittee to the Advisory Committee which included several experts in the field of public health (e.g., Dr. John Lanza, Director of State Public Health in Escambia County). The courses were developed by experts in the area covered by the course. In addition, as a lead-in to this degree and as valuable additions to the health-related offerings of UWF, two certificates were identified as highly desirable in serving the educational needs of regional health care in the public health arena. These certificates are in two areas of public health, Infection Control and Environmental Health. The former certificate will provide health care workers, primarily in hospitals, nursing homes and other clinical settings, with essential background in control of infections, which has taken on great significance in the face of the rapid development of antibiotic resistance and emergence of new pathogens. The latter certificate has great value to many government agencies and businesses focusing on environmental issues. These certificates will be solid recruiting tools for the Master of Public Health degree since all courses within both certificates will transfer for credit into the proposed Master of Public Health degree.

This proposed program was approved for exploration and planning by the UWF Board of Trustees Academic and Student Affairs Committee 11/2003. The proposed program is aligned with the UWF Mission Statement in the UWF Partnership Strategic Plan in that it addresses an important regional need in education.

It is clear from the mission statement of the Association of Schools of Public Health (see below) that the prime directive of the proposed MPH is serving the community through providing personnel educated to provide a series of skills and services essential to promoting health and health care.

REQUEST TO OFFER A NEW DEGREE PROGRAM

EXECUTIVE SUMMARY

Masters of Public Health

What is Public Health?

The mission of public health is to "fulfill society's interest in assuring conditions in which people can be healthy." (Institute of Medicine, Committee for the Study of the Future of Public Health, Division of Health Care Services. 1988. The Future of Public Health. National Academy Press, Washington, DC)

Public health carries out its mission through organized, interdisciplinary efforts that address the physical, mental and environmental health concerns of communities and populations at risk for disease and injury. Its mission is achieved through the application of health promotion and disease prevention technologies and interventions designed to improve and enhance quality of life. Health promotion and disease prevention technologies encompass a broad array of functions and expertise, including the three core public health functions:

- *assessment and monitoring of the health of communities and populations at risk to identify health problems and priorities;*
- *formulating public policies, in collaboration with community and government leaders, designed to solve identified local and national health problems and priorities;*
- *assuring that all populations have access to appropriate and cost-effective care, including health promotion and disease prevention services, and evaluation of the effectiveness of that care*

*The Ten Essential Public Health Services**

- *Monitor health status to identify community health problems*
- *Diagnose and investigate health problems and health hazards in the community*
- *Inform, educate, and empower people about health issues*
- *Mobilize community partnerships to identify and solve health problems*
- *Develop policies and plans that support individual and community health efforts*
- *Enforce laws and regulations that protect health and ensure safety*
- *Link people to needed personal health services and assure the provision of health care when otherwise unavailable*
- *Assure a competent public health and personal health care workforce*
- *Evaluate effectiveness, accessibility, and quality of personal and population-based health services*
- *Research for new insights and innovative solutions to health problems “*

II. ASSESSMENT OF NEED AND DEMAND

1. The nearest similar program was recently approved for Florida State University in Tallahassee. This MPH is being run out of Social Sciences which is offering an education on the “soft” side of Public Health – focusing more on social issues rather than on the epidemiology/infection control/environmental health thrust of the program being proposed for UWF.
2. The selection and design of the proposed MPH was a collaborative process which involved, at UWF, the College of Business, the Division of Life and Health Sciences and representatives from the Center for Health Care Ethics and the Whitman Center, the center on Aging, the programs in Nursing and Medical Technology and Public History, the Director of the Health Advisory Program, the Departments of Biology, Communication Arts, Computer Sciences and Psychology. Outside of the University, the Director of Florida Public Health in Escambia County, and others involved

REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Masters of Public Health

regional public health as well as the Advisory Committee to the Division of Life and Health Sciences which includes the following people from the health care community: Debbie Bostic, V.P. for Operations and Chief Nursing Officer for Sacred Heart Systems; George Boudreaux, Director of Education for Santa Rosa Medical Center; Julie Cardwell, Director of Rehabilitation, Baptist Health Care; Jerry Clip, CEO, West Florida Hospital; Paige Collier, Executive Director, West Florida Area Health Education; Edward J. Galbavey, M.D., Director, Center for Sight, Pensacola; Nina Hendricks, Human Resources, Sacred Heart Hospital; Capt. Thomas J. Kersch, M.D., Naval Hospital Pensacola; John Lanza, Director of Escambia County Health Department; Paul McLeod, M.D., Assistant Dean, Florida State University Medical School; Celeste Norris, Director of Compensation and Recruiting, Baptist Health care; Roger M. Orth, M.D., Director of Gastroenterology Associates, Pensacola; Nancy Ramos, Director of Behavioral Medicine, Baptist Health Care; Jay Varenholdt, M.D. private practice; Linda Whitenton, Director of the Nursing Program, Okaloosa-Walton Community College; Capt John Gibson, Director of Clinical Support Services, Navy Hospital; Barbara Wade, M.D., Center for the Prevention and Treatment of Infection, Sacred heart Hospital; Capt Robert Hoyt, M.D., Internal Medicine, Navy Hospital; Lt. Cmdr Huy Nguyen, M.D., Navy Hospital; Capt Pamela Roark, Director of Nursing, Navy Hospital; and Marcia Williams, Provost, Warrington Campus, Pensacola Junior College. All of these academics and health care community members clearly indicated a strong demand and need for an MPH, the universally recognized professional degree in local, regional, national and international public health. Several letters or emails in support of the proposed Master of Public Health from central figures in the health care (Al Stubblefield, President and CEO of Baptist Health Care; William McLaughlin, President, Sacred Heart Hospital; Wayne Campbell, CEO, Fort Walton Beach Medical Center) and public health communities (Dr. John Lanza, Director, Escambia County Health Department, Florida Department of Health) and from the Directors of the Army and Navy Medical Residency programs are attached (Appendix A).

3. A web search under the heading "jobs in public health" yielded 2,119,815 listings which included primarily sites listing local, state, national and international job openings for MPH-qualified candidates and opportunities for internships in public health. As an example, one international job site that renewed its web site on a bi-weekly basis, listed between 300 and 400 jobs that had opened between October 20 and the 25. Another web site had 424 jobs in public health listed on its April 9, 2004 bi-weekly report. There was an incredible number of jobs listed as available in local and state public health throughout the U.S., as well as a plethora of positions with the federal government. Overseas jobs were listed for countries around the globe with a wide variety of private, government and

REQUEST TO OFFER A NEW DEGREE PROGRAM
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non-profit groups. Employment options for MPH-qualified candidates were advertised in the following areas: ***National and State Public Health Management, Community-Based Public Health Services, Public Health Research and Education, Field-based International Health Care, Headquarters-based International Health Care Management, Internships and Trainee positions.***

4. Columbia University has compiled a list of 88 public health organizations that provide career opportunities and internships in international public health for students earning the MPH. This list includes many non-profit, private and governmental agencies on the international front. This list can be accessed at http://www.ccih.org/public_health_organizations.html .
5. In an on-line article in ***Newsweek Showcase*** on “Public Health Schools and Programs” (<http://www.newsweekshowcase.com/public-health>) under the heading “ General growth in the public health industry and the types of jobs that are especially in demand” the following statement clearly shows the need for and value of an MPH degree at UWF: “The public health field is now experiencing a widespread worker shortage. Large numbers of our public health staff are nearing retirement and there are not enough students graduating with training in public health to replace them. As much as half of the current state public health workforce will be retiring in the next 5 years”. This statement does not even include the large number of MPH-qualified personnel needed on the national and international fronts which is clearly shown in the large number of job openings at the federal and international levels. Under another section of the article entitled “What is the value of a MPH and what careers are available?” the following statement highlights the importance of the MPH degree. “The primary professional degree in the public health field is the Master of Public Health (MPH). There are many opportunities for trained public health professionals to find meaningful employment.” It goes on to list the core areas in which most occupations for graduates with the MPH will be found: Public health practice and program management; epidemiology, environmental health, public health education, international/global health, maternal and child health, occupational safety and health, biomedical and lab practice, and others. “Today’s health care professionals are placing greater emphasis on health promotion and disease prevention, opening a broad array of new opportunities for people with professional public health training. Many private and public institutions have created wellness, health promotion, and nutrition programs for their constituents. Community organizations are focusing on racial and ethnic disparities and health. Other groups are exploring ways to change behaviors to improve children’s and women’s health, tackle substance abuse, and prevent the spread of sexually transmitted diseases. Experts agree that population-based disease prevention

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programs are the key to major advances in improving public health over the next decades” (<http://www.nyu.edu/msep/soe/mphjump>). To accomplish all of these goals will require many additional MPH-qualified personnel to enter the public health workforce.

6. The Association of Public Health Laboratories is playing a key role in anti-terrorists preparations within the U.S. This includes helping state public health laboratories to prepare for biomonitoring to combat biological/chemical terrorism. After September 11, public health labs around the country were inundated with hundreds of thousands of environmental samples that had to be tested for chemical and biological agents. This trend continues at a very high level due to the heightened response and higher sensitivity of law enforcement and public health agencies at the federal and state levels. These events have placed even more demand on the services of the public health community, dramatically increasing the need for MPH-qualified personnel.
7. We conducted four on-line surveys (one “general” survey, and one each designed to investigate interest in the Bachelor of Science in Health Sciences, the Pharm-D degree and the MPH). There were 370 respondents to all four surveys. In the MPH survey, of 93 participants, 87% stated that they would enroll in the MPH if it were offered at UWF (see a partial list of names of people expressing an interest in the program and asking to be provided with updates as the program develops Appendix A). Over 50 phone inquiries on the proposed MPH have come from bordering counties in Alabama and the Florida Panhandle. This level of interest was demonstrated based solely on information provided at the Division of Life and Health Sciences web site, where the program is mentioned as a proposed future effort. Both the Navy and Army are interested in having their medical residents enroll in the UWF MPH and have worked with the Division to substitute two key courses required of their residents (Toxicology and Aerospace Medicine; see emails in Appendix A) into the program. John Lanza, Director of Florida Public Health in Escambia County is encouraging many of his employees to complete the MPH at UWF to position them for advancement and to better prepare them to serve the public’s health (see letter in Appendix A). Clearly, the proposed MPH will effectively address a significant regional, national and international need for more MPH-qualified personnel.

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EXECUTIVE SUMMARY
Masters of Public Health**

III. CURRICULUM

A. Student Learning Outcomes and Degree Requirements

Student learning outcomes:

Content

1. Identify the laws that regulate healthcare as applied to institutions and professionals.
2. Demonstrate a comprehensive understanding of the U.S. health care industry and the underlying economics of the industry and its institutions, consumers and stakeholders.
3. Develop an understanding of microeconomic and statistical tools used in analysis of health care policy, issues and cases.
4. Describe biopsychosocial correlates of morbidity and mortality.
5. Discuss major biopsychosocial theories used to inform the research and practice of public health.
6. Identify and describe major research designs and methods used in public health.
7. Discuss contemporary approaches to applications of public health for a variety of biomedical problems and concerns.
8. Discuss the historical foundations of epidemiology.
9. Define the measures of morbidity and mortality used in this field.
10. Identify psychological, behavioral, and social factors important to the study of epidemiology.
11. Discuss program management, administration, development or research in public health.
12. Define environmental health and discuss how hazards in our environment impact human health.
13. Discuss the factors – agent, host, environment, involved in any environmentally linked disease and give examples of each.
14. Discuss some of the major human diseases related to domesticated and wild animals as well as arthropods.
15. Discuss health effects associated with exposure to specific chemical agents in the environment.
16. Describe the nature of infectious disease, modes of transmission, and disease agents.
17. Contrast and discuss historical and modern issues related to spread of infectious diseases and their control.
18. Describe behavioral and environmental factors associated with infectious disease transmission.
19. Discuss the important groups of communicable diseases – differentiate between bacteria, viruses, and other infectious agents.
20. Discuss current issues related to the spread of disease and prevention strategies used in communicable disease control.

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21. Discuss epidemiologic and etiologic goals of public health research.
22. Identify and describe major research designs and methods used in public health.
23. Explain the background supporting the benefits of infection control programs.
24. Discuss the role of the various government bodies and organizations that work together to improve public health.
25. Discuss the historical significance of urbanization.
26. Describe how human health outcomes are influenced by urban population expansion and other stressors on the environment.
27. Describe how toxicants get into the environment and which diseases may be associated with them.
28. Describe how environmental toxicants are tested and regulated.
29. Identify what is the damage process and action of toxicants.
30. Define the factors affecting xenobiotic action.
31. Describe how environmental chemicals are metabolized.
32. Define the defense response to toxicants.
33. Identify a variety of chemicals by class (particulates, VOCx, heavy metals) and determine sources of exposure and effects on human, plants, and animals.

Critical Thinking

1. Be able to address the most pressing environmental problems impacting community health.
2. Be able to apply basic economic theory.
3. Apply laws applicable to the healthcare industry and public health to a degree that they can recognize when a legal professional should be consulted.
4. Identify what law is relevant and be able to apply that law in the public health environment.
5. Identify opportunities to develop cooperative solutions avoiding legal conflict.
6. Employ the theories, tools and concepts of health care economics,
7. Apply the theories, tools and concepts to current health care issues.
8. Apply these tools to current public policy issues and specific cases in the health care industry.
9. Employ biopsychosocial factors in the promotion and maintenance of health.
10. Apply biopsychosocial theoretical models and empirical data to the design of public health interventions.
11. Identify recent applications of epidemiology in our society.
12. Articulate the practical uses of epidemiology.
13. Apply descriptive epidemiology in dealing with public health issues.
14. Employ the various study designs in the field of epidemiology.

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15. Employ epidemiological methods in the study of infectious and chronic diseases.
16. Identify health and safety hazards in the environment and workplace.
17. Interpret the significance of genetic factors in epidemiological data and research.
18. Employ ecological methods in defining environmental health.
19. Discuss means of preventing disease by behavioral and/or environmental modification.
20. Employ epidemiologic tools used to measure association and be able to apply these concepts to evaluate the probable cause of an outbreak.
21. Differentiate among experimental, quasi-experimental, correlational, and observational study designs and methods.
22. Employ the elements of infection control programs and define how they interact with other entities.
23. Identify and be able to address the most pressing environmental problems impacting community health.
24. Identify potentially toxic local sites and predict environmental outcomes.

Ethics

1. Demonstrate an appreciation for the bioethical issues surrounding complex medical decisions.
2. Discuss the impact of world population growth on the environment.
3. Explain how choices in personal and professional lives have both positive and negative impact on the environment.
4. Explain methods for assuring internal and external validity in research design.
5. Discuss the basic concepts of environmental justice and the disproportional impacts of environmental hazards on certain populations.
6. Define the impact of increasing population on the urban environment.
7. Describe how human health is affected by urban population growth, including the health of children and the elderly.

Project Management

1. Apply and understand management of human and other resources.
2. Employ management skills in channeling individual behavior as well as group dynamics.
3. Apply management skills in a changing environment, in team building and strategic planning.
4. Demonstrate data interpretation issues in epidemiologic practice.
5. Conduct screening for diseases in communities.
6. Apply management principles, processes and methods to health and public health-related institutions.

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7. Draw sound conclusions and provide reasonable suggestions for improvement in the public health program/research in which they interned.
8. Discuss data management for infectious diseases and tools for managing surveillance and laboratory data.
9. Identify and be able to address the most pressing environmental problems impacting community health.

Communication

1. Identify databases and obtain requisite data.
2. Present their findings orally to a group of faculty and be able to defend their conclusions and suggestions for improvement, and respond effectively to questions of a general nature related to their internship experience.
3. Serve as a liaison to doctors, administrators, and other health care professionals in the use of current and emerging computer technologies in public health.
4. Use modern software packages to develop computer applications in public health, addressing issues of data collection, analysis, and interpretation and reporting.
5. Address legal and ethical issues while designing and utilizing computer applications in public health, including documentation, security, and regulatory requirements.
6. Differentiate among statistical analysis procedures to be able to apply appropriate statistical tests for different levels of data and study designs.

Degree Requirements:

Students must earn a grade of “B” or better in all courses in the MPH program in order to remain in good standing within the program and in order to graduate from the program.

At the end of their academic program, all students are required to take and pass with a grade of 70% or better, an oral Comprehensive Examination.

All students are required to satisfactorily complete a supervised Public Health Internship (6 sh) involving field experience in a public health-related area and to submit a written report on research conducted during this capstone experience and to defend the conclusions and recommendations included in their report. The internship course requirement will be met for students with appropriate professional experience or who are currently enrolled in a medical residency program or in the final two years of medical school.

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Students qualified to enroll in graduate studies but who do not have the required documents by the application deadline date, or those who do not intend to work toward a graduate degree, may complete up to 12 hours as non-degree seeking students.

Course descriptions are listed alphabetically by prefix in the back of the *Catalog*.

Master of Public Health Core Courses (21 sh)

HSA 5115	Public Health Care Policy and Administration	3
PHC 5XXX	Social and Behavioral Sciences in Public Health	3
PHC 6XX3	Epidemiology for Public Health Professionals	3
PHC 6XX5	Survey of Environmental Problems	3
PHC 6XX7	Internship in Public Health	6
STA 5XXX	Biostatistics	3

Elective Courses Choose 15sh of coursework in consultation with your academic advisor:

- B. Total Number of Credit Hours
Not applicable
- C. List of Courses (see complete proposal)
- D. Prerequisites
Not applicable

IV. UWF CAPABILITY

Clearly, the proposed MPH directly addresses the University of West Florida's regional service mission. Design and implementation of this program was accomplished by the Advisory Committee to the Division of Life and Health Sciences which is made up of representatives from many different walks of the regional health care community. The letters of endorsement for this program from regional hospitals, the military and public health illustrate strong regional support for this program and identify it as one that is critical for the region. Moreover, the large number of jobs available to MPH-qualified personnel shows that initiation of this program is valuable and timely in terms of national and international needs in public health. The educational efforts implemented and planned by UWF in the health arena have been enthusiastically embraced by the health care and public health communities, and surveys have shown that there is a large pool of potential students, currently employed in health care/public health, with strong interest in these programs. This personnel pool is an integral cog in the health care wheel and will be effectively served

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through the MPH and other planned and implemented programs of the Division of Life and Health Sciences.

The MPH is built on a solid foundation of academic and community collaborations. Included in these partnerships at UWF are the College of Business, which has created two new courses and contributed one existing course for the curriculum; the Department of Math, which created a graduate level statistics course for the MPH; and the Department of Psychology, which created two new courses for the proposed program. The Director of Escambia County Health Department and the General Council for Escambia Public Health have designed and will teach four of the courses in the MPH; the Director of Scared Heart's Infection Center has designed and will teach two courses in the MPH; and, the Army/Navy has designed and will teach two courses for their students in their medical residency program enrolling in UWF's MPH.

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**UWF TABLE ONE B
NUMBER OF ANTICIPATED MAJORS FROM POTENTIAL
SOURCES**

GRADUATE DEGREE PROGRAM

NAME OF PROGRAM: Master of Public Health

CIP CODE: 51.2201

ACADEMIC YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
		05		06		07		08		09
Source of Students (Non-Duplicative Count in Any Given Year)	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE
Individuals drawn from agencies/ industries in your service area (e.g., older returning students)	11	9.28	14	11.81	16	13.5	18	15.19	20	16.88
Students who transfer from other graduate programs within the university	0	0	1	0.84	1	0.84	1	0.84	1	0.84
Individuals who have recently graduated from preceding degree programs at this university	2	1.69	4	3.38	6	5.06	8	6.75	10	8.44
Individuals who graduated from preceding degree programs at other SUS universities	1	0.84	2	1.69	3	2.53	4	3.38	5	4.22
Individuals who graduated from preceding degree programs at non-SUS Florida colleges and universities	1	0.84	2	1.69	3	2.53	4	3.38	4	3.38
Additional in-state residents	1	0.84	2	1.69	2	1.69	2	1.69	2	1.69
Additional out-of-state residents	2	1.69	2	1.69	3	2.53	4	3.38	5	4.22
Additional foreign residents	0	0	1	0.84	2	1.69	3	2.53	3	2.53
Other (Explain)										
TOTAL	18	15.19	28	23.63	36	30.38	44	37.13	50	42.19

Note: HC = Headcount of students in this major FTE = Annualized Full-Time-Equivalent students taking courses offered by this major.
Annualized FTE's are calculated at 32 credit hours for graduate courses.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Masters of Public Health**

**UWF TABLE TWO
FACULTY PARTICIPATION IN PROPOSED DEGREE PROGRAM BY FIFTH YEAR**

Faculty CODE (see below)	Faculty Name or "New Hire"	Academic Discipline/ Specialty	Rank	(For Existing Faculty Only)		Initial Date for Participation in Proposed Program	5th Year Workload in Proposed Program (portion of Person-year)
				Contract Status (tenure?)	Highest Degree Granted		
A	Ranelli	COB	Professor and Dean	Tenured	PhD	2005	0.2 FTE
A	Stewart	Infectious Disease	Professor and Head, DLHS	Tenured	PhD	2005	0.1
A	Walch	Psych	Assistant Professor	Tenure-track	PhD	2005	0.2
A	Sutton	DLHS	Associate Professor	Tenured	PhD	2005	0.1
A	Amin	Math	Professor	Tenured	PhD	2005	0.1
A	Wade	Infectious Disease	Director, Center for Prevention and Treatment of Infection, Sacred Heart – Adjunct	Non-tenure track	MD	2005	0.2
A	Lanza	Public Health	Director, Escambia Public Health – Adjunct	Non-tenure track	MD/PhD	2005	0.2
A	Johnson	Public Health	Chief Counsel, Escambia Public Health - Adjunct	Non-tenure track	JD	2005	0.1
A	Philippart	Public Health	Adjunct	Non-tenure track	DPH	2005	0.4
A	Sisskin	Public Health	Adjunct	Non-tenure track	PhD	2005	0.1
A	Knee	COB	Adjunct	Non-tenure track	PhD	2005	0.1
A	Findlay	Occupational Health	Adjunct	Non-tenure track	PhD	2006	0.2
Faculty CODE	Corresponding Faculty Position Category in TABLE 3 for the Fifth Year	Proposed Source of Funding for Faculty					TOTAL 5th Year Workload by Budget Classification
A	Current General Revenue	Existing Faculty -- Regular Line					2.0
B	Current General Revenue	New Faculty -- To Be Hired on Existing Vacant Line					
C	New General Revenue	New Faculty -- To Be Hired on a New Line					
D	Contracts & Grants	Existing Faculty -- Funded on Contracts & Grants					
E	Contracts & Grants	New Faculty -- To Be Hired on Contracts & Grants					
Overall Total for 5th Year							2.0

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Masters of Public Health**

**UWF TABLE THREE
COSTS FOR PROPOSED PROGRAM**

	FIRST YEAR				FIFTH YEAR			
	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY
	CURRENT	NEW			CURRENT	NEW		
INSTRUCTION & RESEARCH								
POSITIONS (FTE)								
FACULTY	1.8 FTE			1.8 FTE	1.4 FTE	0.6FTE		2.0 FTE
A&P								
USPS								
TOTAL	1.8			1.8	1.4	0.6		2.0
SALARY RATE								
FACULTY	\$117,530			\$117,530	\$103,130	\$22,500		\$125,630
A&P								
USPS								
TOTAL	\$117,530			\$117,530	\$103,130	\$22,500		\$125,630
I&R								
SALARIES & BENEFITS	\$152,789			\$152,789	\$134,069	\$29,250		\$163,319
OTHER PERSONNEL SERVICES	\$3,600			\$3,600	\$2,800	\$1,200		\$4,000
EXPENSES	\$21,600			\$21,600	\$16,800	\$7,200		\$24,000
EQUIPMENT	\$3,600			\$3,600	\$2,800	\$1,200		\$4,000
TECHNOLOGY	\$1,800			\$1,800	\$1,400	\$600		\$2,000
LEARNING RESOURCES	\$1,440			\$1,440	\$1,120	\$480		\$1,600
SPECIAL								
TOTAL I&R	\$184,829			\$184,829	\$158,989	\$39,930		\$198,919
NON-I&R								
OTHER ACTIVITIES								
LIBRARY STAFFING	\$600			\$600	\$1,480	\$200		\$1,680
UNIV SUPPORT	\$1,500			\$1,500	\$3,700	\$500		\$4,200
FINANCIAL AID	\$450			\$450	\$925	\$125		\$1,050
STUDENT SVCS	\$900			\$900	\$1,650	\$250		\$1,900
TOTAL OTHER ACTIVITIES	\$3,450			\$3,450	\$7,755	\$1,075		\$8,830
SUMMARY	\$188,279			\$188,279	\$166,744	\$41,005		\$207,749

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
Masters of Public Health**

Approved to Explore and Plan:

Dean George Stewart Date 4/10/03

Faculty Senate Klaus Meyer-Arendt Date 4/10/03

Provost Wesley Little Date 5/9/03

President Parks B. Dimsdale Date 5/13/03

BOT A&SA Committee Roy W. Smith Date 5/24/03

Approved to Implement:

Dean _____ Date _____

Faculty Senate _____ Date _____

Provost _____ Date _____

President _____ Date _____

BOT A&SA Committee _____ Date _____

BOT _____ Date _____

FBOE Reporting and Approvals:

Bachelor's and Master's Programs Reported to the FBOE: _____

Specialist and Doctoral Programs Submitted to FBOG: _____

Specialist and Doctoral Programs Approved by FBOG: _____

Licensure Programs approved by Legislature: _____

Implementation and Reporting:

Term Implemented: _____

One-Year Report Presented to Board of Trustees: _____

Three-Year Report Presented to Board of Trustees: _____

Five-Year Program Review Presented to Board of Trustees: _____

**UWF Board of Trustees
Academic and Student Affairs Committee
February 25, 2005**

Issue: M.Ed. in College Student Personnel Administration

Proposed action: Approve Request to Implement a New Degree Program—
M.Ed. in College Student Personnel Administration

Faculty in the College of Professional Studies has proposed the offering of a new Master of Education program in College Student Personnel Administration effective Fall Semester 2005.

Background information:

The Academic and Student Affairs Committee at its meeting of August 20, 2004, approved waiver of the requirement to submit a Request to Explore and Plan a new program given that the College Student Personnel Administration program has existed as a viable track within the M.Ed. in Curriculum and Instruction. Subsequent to this action, faculty in the College of Professional Studies working with staff in the Division of Student Affairs has prepared the appropriate Board of Trustees Request to Implement and New Program form. The Request to Implement the M.Ed. in College Student Personnel Administration has been reviewed and approved by the College Council, the Academic Council, and Faculty Senate.

Supporting documentation: M.Ed. in College Student Personnel Administration—Request to Implement: Executive Summary. The complete document is available at <http://upic.uwf.edu/pubs/Files/CollegeProgram.doc>.

Prepared by: Carl A. Backman (850) 474-2502 cbackman@uwf.edu

The University of West Florida
REQUEST TO OFFER A NEW DEGREE PROGRAM
 Master's Degrees

College Requesting Program: College of Professional Studies
Department Requesting Program: Graduate Education
Academic Specialty or Field: College Student Personnel Administration
Name of Program Requested: College Student Personnel Administration
Proposed Implementation Date: Fall 2005
Proposed Classification of Instruction Program (CIP) Code: CIP 13.1102

The submission of this proposal constitutes a commitment by the Division of Academic Affairs, the appropriate College, and the Department that, if the proposal is approved, the necessary financial commitment and the criteria for establishing new programs have been met prior to the initiation of the program.

Approved for Submission to the UWF Board of Trustees:

_____ Vice President for Academic Affairs, Date _____

_____ President, Date _____

Indicate the dollar amounts appearing as totals for the first and fifth years of implementation as shown in the appropriate summary columns in New Program Table Three. Provide headcount and FTE estimates of majors for years 1 through 5. Headcount and FTE estimates should be identical to those in New Program Table One.

	Projected Total Estimated Costs (from Table Three)	Student HDCT / FTE (from Table One)
First Year of Implementation	\$63,284.00	20 / 15
Second Year of Implementation		21 / 15.75
Third Year of Implementation		22 / 16.5
Fourth Year of Implementation		23 / 17.25
Fifth Year of Implementation	\$63,284.00	24 / 20

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
College Student Personnel Administration, M.Ed.**

I. PROGRAM DESCRIPTION

The College Student Personnel program currently exists as a specialization in the Educational Leadership program. While the Educational Leadership program focuses largely on leadership in the K-12 sector, this program is designed for those interested in higher education administration, particularly in the various student affairs and student services areas. Program participants will prepare for careers involving organizational management, student development, leadership training, and administration. Per recommendations from the Council for the Advancement of Standards in Higher Education (CAS) the curriculum includes selected foundational studies; student development theory; student characteristics and effects of college on students; individual, group, and organizational interventions; organization and administration; and assessment, evaluation, and research. The program also includes substantial supervised practice.

II. ASSESSMENT OF NEED AND DEMAND

National trends in higher education suggest a greater emphasis on collaboration between academic and student affairs. For example, the Southern Association for Colleges and Schools Reaccreditation specifically acknowledges this relationship. Other national publications (Learning Reconsidered, 2004; Powerful Partnerships: A Shared Responsibility for Learning, 1998) also support the continued need for academically prepared student affairs practitioners. The program coordinator currently has, on record, a list of 22 students either currently in the program or immediately interested in the program. Of these 22, five are UWF employees pursuing an advanced degree. In addition, the program coordinator has a list of students who have inquired into the program.

III. CURRICULUM

A. Student Learning Outcomes and Course Sequence

Program Outcomes - College Student Personnel Administration Program

1. Students will be able to summarize and apply student development theory to the practice of college student personnel administration.
2. Students will be able to describe the history of higher education in general and specifically the history of student affairs administration.
3. Students will be able to recognize the interrelationships within and between student affairs units and other functional areas.
4. Students will be able to relate how student affairs fits into the organizational and governance structure of the university and how student affairs contributes to the mission of the academy.
5. Students will formulate and explain a personal professional philosophy.

REQUEST TO OFFER A NEW DEGREE PROGRAM

EXECUTIVE SUMMARY

College Student Personnel Administration, M.Ed.

6. Students will be practically competent and will demonstrate applied competencies such as decision-making, time management, planning, budgeting, program implementation and management, and program evaluation.
7. Students will be able to track and understand the implications of changing student characteristics.
8. Students will employ a variety of communication skills including formal and informal verbal communication, informal writing, professional writing, and scholarly writing.
9. Students will be able to interpret, analyze, and apply to practice key legal issues related to student affairs and higher education.
10. Students will identify the variety of professional associations, publications, and conferences applicable to the profession.
11. Students will be vocationally competent by demonstrating attitudes, skills, and behaviors essential to professional employment.
12. Students will be able to assess and describe the general and specific effects of college on students.
13. Students will be able to use appropriate strategies to influence individual, group, and organizational development in college students and their environments.
14. Students will identify and discuss issues and trends in higher education organization and administration.
15. Students will employ essential program assessment and research skills.
16. Students will demonstrate an awareness of and concern for community, diversity, and individual differences.
17. Students will demonstrate an interest in collaboration and partnerships with other professionals and faculty.
18. Students will join into a mentoring/coaching relationship with a professional practitioner.

Course Sequencing

Required courses (24 semester hours)

1. EDF 6404 Educational Statistics I
2. EDF 6475 Qualitative Research Methods in Education or EDG 6286 Applied Program Evaluation
3. EDH 5040 The American College Student: Theories and Trends
4. EDH 6634 Introduction to College Student Personnel
5. EDH 6405 Legal Issues in Higher Education
6. EDH 6xxx Survey of Literature in College Student Personnel
7. EDH 6xxx Finance and Governance in Higher Education
8. EDH 6948 Internship in Higher Education

REQUEST TO OFFER A NEW DEGREE PROGRAM

EXECUTIVE SUMMARY

College Student Personnel Administration, M.Ed.

Electives (from the following recommended list or other advisor approved graduate level courses) (12 semester hours)

1. EDF 6481 Educational Research
2. EDG 5250 Principles of Curriculum Development
3. EDG 6335 Advanced Instructional Design and Product Design
4. EDG 6791 Multi Cultural Education
5. PAD 6335 Strategic Mgmt for Public and Non Profit Organization
6. PAD 6227 Public Budgeting
7. PCO 6216 Theories of Individual Counseling (prerequisites required)
8. PCO 6246 Theories of Group Counseling (prerequisite: PCO 6216)
9. MAN 5047 Team Building
10. MAN 5116 Management of Diversity
11. MAN 6156 Management and Organizational Behavior
12. Or other appropriate graduate level coursework approved by the advisor

B. Total Number of Credit Hours
N/A

C. List of Courses (see complete proposal)

D. Prerequisites
N/A

E. Limited Access
N/A

IV. UWF CAPABILITY

The Student Affairs and Graduate Education Divisions are committed to this program and will continue providing essential pre-service work experience in the form of graduate assistants and internship sites for students in this program.

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
College Student Personnel Administration, M.Ed.**

**UWF TABLE ONE B
NUMBER OF ANTICIPATED MAJORS FROM POTENTIAL
SOURCES**

GRADUATE DEGREE PROGRAM

NAME OF PROGRAM: College Student
Personnel Administration
CIP CODE: 13.1102

ACADEMIC YEAR	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	05	06	06	07	07	08	08	09	09	10

Source of Students (Non-Duplicative Count in Any Given Year)	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE
Individuals drawn from agencies/ industries in your service area (e.g., older returning students)	0	0	0	0	0	0	0	0	0	0
Students who transfer from other graduate programs within the university	1	.75	1	.75	1	.75	1	.75	1	.75
Individuals who have recently graduated from preceding degree programs at this university	8	6	8	6	8	6	8	6	8	6
Individuals who graduated from preceding degree programs at other SUS universities	4	3	5	3.75	5	3.75	5	3.75	5	3.75
Individuals who graduated from preceding degree programs at non-SUS Florida colleges and universities	1	.75	1	.75	2	1.5	2	1.5	2	1.5
Additional in-state residents	0	0	0	0	0	0	0	0	0	0
Additional out-of-state residents	6	4.5	6	4.5	6	4.5	7	5.25	8	6
Additional foreign residents	0	0	0	0	0	0	0	0	0	0
Other (Explain)	0	0	0	0	0	0	0	0	0	0
TOTAL	20	15	21	15.75	22	16.5	23	17.25	24	20

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
College Student Personnel Administration, M.Ed.**

UWF TABLE TWO

FACULTY PARTICIPATION IN PROPOSED DEGREE PROGRAM BY FIFTH YEAR

Faculty CODE (see below)	Faculty Name or "New Hire"	Academic Discipline/ Specialty	Rank	(For Existing Faculty Only)		Initial Date for Participation in Proposed Program	5th Year Workload in Proposed Program (portion of Person-year)
				Contract Status (tenure?)	Highest Degree Granted		
A	Dr. Debbie Ford	Educational Administration	Associate Professor (and VP Student Affairs)	Regular/Not Tenured	Ed.D.	Spring 2005	.10
A	Dr. Jim Hurd	Curriculum and Instruction/ Educational Management	Assistant Professor (and Associate VP Student Affairs)	Regular/Not Tenured	Ed.D.	Fall 2003	.15
A	Dr. Marcia Phelps	Human Resource Development	Assistant Professor (and Director Career Services)	Regular/Not Tenured	Ph.D.	Fall 2003	.15
A	Dr. Rick Barth	Educational Leadership, Policy and Foundations	Assistant Professor (and Dean of Students)	Regular/Not Tenured	Ph.D.	Spring 2005	.10

Faculty CODE	Corresponding Faculty Position Category in TABLE 3 for the Fifth Year	Proposed Source of Funding for Faculty	TOTAL 5th Year Workload by Budget Classification
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A	Current General Revenue	Existing Faculty -- Regular Line	0.5
B	Current General Revenue	New Faculty -- To Be Hired on Existing Vacant Line	

C	New General Revenue	New Faculty -- To Be Hired on a New Line	
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D	Contracts & Grants	Existing Faculty -- Funded on Contracts & Grants	
E	Contracts & Grants	New Faculty -- To Be Hired on Contracts & Grants	

Overall Total for 5th Year			0.5
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**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
College Student Personnel Administration, M.Ed.**

**UWF TABLE THREE
COSTS FOR PROPOSED PROGRAM**

	FIRST YEAR				FIFTH YEAR			
	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY	GENERAL REVENUE		CONTRACTS & GRANTS	SUMMARY
	CURRENT	NEW			CURRENT	NEW		
INSTRUCTION & RESEARCH								
POSITIONS (FTE)								
FACULTY	.5	0	0	.5	.5	0	0	.5
A&P								
USPS	.05	0	0	.05	.05	0	0	.05
TOTAL	.55	0	0	.55	.55	0	0	.55
SALARY RATE								
FACULTY	0	0	0	0	0	0	0	0
A&P	37,867	0	0	37,867	37,867	0	0	37,867
USPS	1,300	0	0	1,300	1,300	0	0	1,300
TOTAL	39,167	0	0	39,167	39,167	0	0	39,167
I&R								
SALARIES & BENEFITS	52,484	0	0	52,484	52,484	0	0	52,484
OTHER PERSONNEL SERVICES	1,000	0	0	1,000	1,000	0	0	1,000
EXPENSES	6,000	0	0	6,000	6,000	0	0	6,000
EQUIPMENT	600	0	0	600	600	0	0	600
TECHNOLOGY	2,000	0	0	2,000	2,000	0	0	2,000
LEARNING RESOURCES	1,200	0	0	1,200	1,200	0	0	1,200
SPECIAL	0	0	0	0	0	0	0	0
TOTAL I&R	63,284	0	0	63,284	63,284	0	0	63,284
NON-I&R								
OTHER ACTIVITIES								
LIBRARY STAFFING	600	0	0	600	800	0	0	800
UNIV SUPPORT	1,500	0	0	1,500	2,000	0	0	2,000
FINANCIAL AID	375	0	0	375	500	0	0	500
STUDENT SVCS	750	0	0	750	1,000	0	0	1,000
TOTAL OTHER ACTIVITIES	3,225	0	0	3,225	4,300	0	0	4,300
SUMMARY	66,509	0	0	66,509	67,584	0	0	67,584

**REQUEST TO OFFER A NEW DEGREE PROGRAM
EXECUTIVE SUMMARY
College Student Personnel Administration, M.Ed.**

Proposed New Programs - History: (This page is to be included at the end of the proposal document to display approvals at each level.)

Approved to Explore and Plan:

Dean _____ Date _____
Faculty Senate _____ Date _____
Provost _____ Date _____
President _____ Date _____
BOT A&SA Committee _____ Date _____

Approved to Implement:

Dean _____ Date _____
Faculty Senate _____ Date _____
Provost _____ Date _____
President _____ Date _____
BOT A&SA Committee _____ Date _____
BOT _____ Date _____

FBOE Reporting and Approvals:

Bachelor's and Master's Programs Reported to the FBOE: _____
Specialist and Doctoral Programs Submitted to FBOG: _____
Specialist and Doctoral Programs Approved by FBOG: _____
Licensure Programs approved by Legislature: _____

Implementation and Reporting:

Term Implemented: _____
One-Year Report Presented to Board of Trustees: _____
Three-Year Report Presented to Board of Trustees: _____
Five-Year Program Review Presented to Board of Trustees: _____

Agenda information item: 2.a

**UWF Board of Trustees
Academic & Student Affairs Committee
February 25, 2004**

Issue: Academic Affairs Goals—Follow-up Reports

Proposed action: Information

Background information: The Provost will provide periodic updates on the Academic Affairs divisional goals approved by the Board of Trustees.

Supporting documentation: PowerPoint presentation by Pam Northrup, Director of the Academic Technology Center and Interim Director of the Office of Continuing Education

Prepared by: Sandra M. Flake (850) 474-2035 sflake@uwf.edu

Meeting the Goals: Distance Learning and Continuing Education

Dr. Pam Northrup

BOT Meeting

Academic Technology Center

- **Distance Program Development**
- **Implementation of Distance Programs through the UWF Online Campus**
- **Marketing Programs to the Military**

BOT Meeting

Undergraduate Distance Programs

- **Oceanography**
- **Maritime Studies**
- **Information Engineering Technology**
- **Environmental Studies***
- **GIS Certificate***



BOT Meeting

Graduate Distance Programs

- **MSA**
 - Criminal Justice Administration
 - Healthcare Administration
 - Public Administration
 - Educational Administration
 - Human Performance Technology
- **Instructional Technology**
- **Educational Training and Management Subspecialty**

BOT Meeting

What We are Learning

- **The need for flexibility**
- **Meeting the service member's needs anytime...anywhere**
- **Global markets for these niche programs**
- **Regional markets**

BOT Meeting

UWF Board of Trustees
Academic & Student Affairs Committee
February 25, 2005

Issue: UWF / UF / Choctawhatchee Joint Electrical Engineering Program

Proposed action: Student Presentation of Information (Full BOT will approve)

Background information: The University of West Florida, Choctawhatchee High School and the Okaloosa School District partnership seeks to intercede and guide students toward advanced skills in problem solving, critical analysis, and research in the engineering field. Pre-engineering at Choctaw, BS in Engineering at UWF and complete Masters and Ph. D. through UF is the goal.

Supporting documentation:

Prepared by: Faye Bowers (85) 474 2009 fbowers@uwf.edu



The UWF / UF / Choctawhatchee Joint Electrical Engineering Program

.... Moving America Forward

Part of Education's commitment to the future of our nations centers on instilling citizenship and preparing students for careers which address the needs of our country such as Electrical Engineering. Through a unique commitment between the University of West Florida, Choctawhatchee High School, and the Okaloosa School District, this partnership seeks to intercede and guide students toward advanced skills in problem solving, critical analysis, and research in the engineering field.

.... Choosing a Path

With the aid of industry a seamless engineering program will be developed throughout the Northwest Florida Panhandle. It will take students from an introductory middle grades program to a rigorous high school track sustained by university credit. This unique partnership builds solid academic foundations that will prepare students for graduate work or a Ph.D in engineering, if they so desire. Students will begin with pre-engineering at Choctaw, continue with the Bachelors in Engineering at the University of West Florida Fort Walton Beach Campus, and complete a Master's and Ph.D. through the University of Florida Graduate Education Research Center in Shalimar.

The UWF / UF Joint Program receive the Bachelor of Science in Electrical Engineering degree from the Department of Electrical and Computer Engineering (ECE) at the University of Florida under the cooperative arrangement between the University of West Florida and the University of Florida

Electrical engineering is science-oriented and is primarily concerned with all phases and development of the transmission and utilization of electric energy and intelligence.

Representative courses include:

* Circuits I & II * Discrete Time Signals & Systems * Basic Electric Energy Engineering * Electronic Circuits I & II * Solid - State Electronic Devices * Electromagnetic Fields & Applications * Digital Logic * Computer System * Communication Systems & Components * Linear Control Systems * Microprocessor Applications * Electrical Engineering Design * Technical Writing * Mathematical Methods for Engineers * Engineering Mechanics

.... A Model for America

The future of our students...The future of our community...The future of our country...The pre-engineering program exists.

In support of this Agreement and signed this 25th day of February, 2005.

Mr. Don Gaetz, Superintendent
Okaloosa County Schools

Dr. John Cavanaugh, President
University of West Florida

Mr. K. C. Clark, Chair
University of West Florida Board of Trustees

AGENDA
Executive Committee Meeting
UWF Board of Trustees
February 25, 2005

Following Full BOT Meeting

B 1 Room 156 Fort Walton Beach Campus

Call to Order

Mr. K.C. Clark, Chair

Roll Call

Discussion

1. President's Performance Review
2. Expanded duties and responsibilities defined in the BOT development plan
3. Possible conference calls of executive committee due to BOT meeting 4 times yearly

Other

Adjournment

UWF Board of Trustees
February 25, 2005

Issue: UWF / UF / Choctawhatchee Joint Electrical Engineering Program

Proposed action: Approve

Background information: The University of West Florida, Choctawhatchee High School and the Okaloosa School District partnership seeks to intercede and guide students toward advanced skills in problem solving, critical analysis, and research in the engineering field. Pre-engineering at Choctaw, BS in Engineering at UWF and complete Masters and Ph. D. through UF is the goal.

Supporting documentation: Attached

Prepared by: Dr. Frank Fuller & Ms. Cindy Massarelli of CHS

Reviewed by: Ms. Gina DeIulio, UWF General Counsel



The UWF / UF / Choctawhatchee Joint Electrical Engineering Program

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Electrical engineering is science-oriented and is primarily concerned with all phases and development of the transmission and utilization of electric energy and intelligence.

Representative courses include:

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In support of this Agreement and signed this 25th day of February, 2005.

Mr. Don Gaetz, Superintendent
Okaloosa County Schools

Dr. John Cavanaugh, President
University of West Florida

Mr. K. C. Clark, Chair
University of West Florida Board of Trustees

UWF Board of Trustees Meeting

February 25, 2005

Issue: 2005 Federal Legislative Agenda for Fiscal Year 2006-07

Proposed action: Approve

Background information: Each year the University community prepares potential federal projects to be considered by Congress. The proposals are reviewed for inclusion in the State University System federal agenda. This year UWF will present for consideration 8 new proposals, 2 continuation projects and participate in 1 new system-wide initiative.

Supporting documentation: 2005 Federal Legislative Agenda

Prepared by: Sandra Vander Heyden (850) 474 2828

Type of Project: System-Wide New Project
Name of Project: **The Florida Karst Research Consortium**
Appropriations Bill: Interior
Department/Agency: Geological Survey / Agriculture / Army Corps of Engineers / Environmental Protection Agency

FY 2006 Request: **\$6,000,000**

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

University Partners include: University of Florida, Florida State University, University of South Florida, Florida Gulf Coast University, and the University of North Florida.

This system wide project encompasses a multidisciplinary research effort aimed toward providing a sound science basis for public policy analysis in the economic development of regions characterized by karst terrain and associated groundwater resources. The intent of system wide projects has been to combine research talent across universities on projects where Florida has both a comparative and competitive advantage. While karst and groundwater resources are located in other states, none of them have anything comparable to what is located in Florida. The Floridian aquifer and the karst geologic structures within which it is contained are a unique feature to Florida and one of its most important natural resource assets; it is the largest and most productive karst aquifer on the Earth and the source of most of the state's drinking water. The watersheds that recharge the aquifer all have various land use issues and characteristics that combine to span the extremes of human impact on the resource.

This proposal is for an ecosystems approach to studying Florida's karst terrain. The geographic scope of the karst research area includes the Suwannee River Basin (SRB), the Apalachicola, Chattahoochee, and Flint Basin (ACF), and the Woodville Karst Plain (WKP). This particular proposal may also be interesting because it overlaps state boundaries so that institutional and corresponding political support might well be available from sources in both Alabama and Georgia; Alabama with regard to the ACF and Georgia with regard to both the ACF and SRB. Development pressures differ by region and there are mainly agrarian and rural areas in the ACF and SRB while the St. Marks River and WKP are characterized by relatively rapid urbanization. All of Florida is subject to increased population growth and the corresponding environmental issues that arise as a result of that growth, especially with regard to water systems on both the demand and supply sides.

An ecosystem research project requires expertise from numerous academic disciplines. Many hydrologic regimes exist in the area and consortium partners will be providing hydrological research. The hydrology depends on the geological structures that comprise the surface and subsurface environments so that geologists will be required as well. Water quality and the life forms for which the karst features provide habitat will require input from biology and chemistry. Mapping the flow regimes and developing the economic and public policy applications from the natural science understanding that the research provides will require environmental scientists and economists.

Outcomes can include a consolidation of karst and groundwater information and data and that will be made available from a centralized location that will include hydrology maps and models of ground and surface water flow and a myriad of other items. An understanding of the ecosystems supported in the watersheds and within the aquifer including the estuarine interface between fresh and salt water will be developed. A

mechanism for monitoring and measuring aquifer water quality and detecting areas requiring policy intervention and/or remediation will be developed. An extension of the Florida Aquifer Vulnerability Assessment (FAVA) process to include risk based measurement and monitoring will also be developed and implemented. This consortium effort will result in a policy model that explicitly connects sound science and its application to the formation of public policy.

Type of Project: University of West Florida Continuation Project
Name of Project: * **Partnership for Environmental Research and Community Health (PERCH)**

Appropriations Bill: VA / HUD / Labor / HHS / Ed
Department/Agency: EPA (Environmental Programs and Management) / CDC (NCEH)

Request FY 2006: \$3,000,000

Previous Appropriations by fiscal year (if applicable): \$950,000 (FY 2005); \$750,000 (FY 2004); \$225,000 (FY 2003); \$1,700,000 (FY 2002)

Description of the Project:

This request is for continuation funding for a partnership project developed by the University of West Florida in collaboration with regional public health departments for assessing the nature, extent, and sources of pollution and the potential impact of pollutants on environmental and community health in Escambia and Santa Rosa counties in Florida. The magnitude of pollutant discharges from diverse sources, including industries and Superfund sites, as well as the status of health outcomes in the community are of concern, as they affect quality of life and economic development. Previous appropriations enabled the partnership (PERCH) to construct an electronic database on environmental studies in the region; conduct pilot studies on outdoor air quality; identify contamination of Bayou Texar sediments with chemicals from Superfund sites; evaluate the potential of fish/shellfish as vectors of contaminant accumulation; delineate variations in mortality and morbidity for selected health outcomes at the postal zip code level; perform clinical evaluations, including biomonitoring (for contaminants of concern), for individuals who live or had lived near a Superfund site (Escambia Wood Treating); and provide environmental follow-up for lead contamination in households having children with elevated blood lead levels; and begin monitoring atmospheric deposition of mercury and trace elements, and analyze contaminants in Bayou Chico.

The requested funding will be used to continue and expand the ongoing efforts to address regional concerns pertinent to environmental and community health. Based on the results of initial studies and recently identified problems, the planned studies will address: determination of the relative contributions of criteria pollutants and air toxics to human health risks; clinical health evaluations for individuals affected by several Superfund sites (American Creosote Works as well as Escambia Wood Treating); relative contaminant risks from regional fish/shellfish sources, including analysis of body burdens of contaminants of concern; potential contamination of groundwater and drinking water from point and non-point sources; nature and sources of contaminants in components of the Pensacola Bay System, including evaluation of post-hurricane impacts on bacterial contamination of recreational waters. Continued objective assessments as proposed are critical for the well being and advancement of the region, and the applied methodology and modeling can be extended to other sites in the state and nation.

Type of Project: University of West Florida Continuation Project
Name of Project: **Human Systems Technology**
Appropriations Bill: DoD
Department/Agency: Navy, Research, Development, Test, Evaluation
FY 2006 Request: **\$3,000,000**

Previous Appropriations by fiscal year (if applicable): \$1,000,000 (FY 2005);
\$1,000,000 (FY 2004); \$1,000,000 (FY 2003); \$2,000,000 (FY 2001)

Description of the Project:

The joint continuation research proposal addresses key topics of importance to the Navy's future in the area of Human Systems Technology. Human-Centered Computing, this exploits advances in cognitive research together with those in computer science, robotics, and related areas to optimize the performance of experts and expert teams and the information systems that support them. The proposed work extends the research previously conducted in ONR funding for Human Systems Technology, focusing in particular on areas such as advanced information displays for complex environments and tasks; improved algorithms for Knowledge Discovery and Data Mining (KDD) from large data sets and associated investigations of displays and training principles to improve human abilities to rapidly diagnose failures in complex systems; the use of software agents to accomplish tasks on behalf of human users and as part of a human-agent team to achieve complex tasks; and performance enhancement of Seals and other Naval personnel through the use of exoskeletons. \$4.0 Million is requested in FY06 for this work.

The College of Arts and Sciences and IHMC are uniquely qualified to conduct the proposed work by virtue of the strong interdisciplinary research team they represent and their collaborations in the past in related topical areas. For example, College prior collaboration included exploring methods for augmenting cognition for soldiers as part of a DARPA-sponsored activity.

Type of Project: University of West Florida New Project
Name of Project: * **EPI Professional Teaching and Leadership Program**
Appropriations Bill: Labor / HHS / Ed
Department/Agency: Ed / FIPSE / FIE
FY 2006 Request: **\$1,200,000**

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

The State of Florida represents a bleak picture for having enough highly effective certified teachers and school leaders. In 2004-2005 the State of Florida needed 21,313 new teachers, and in two years Florida will need 29,604 new teachers. Unfortunately, the state universities produce about 6,000 new teachers each year in traditional teacher education programs. Additionally, and just as important, our nation's schools will need to replace at least 40% of the existing principal workforce between 2000 and 2010. Currently high and wide barriers exist for becoming a school leader without completing a traditional certification program. At this time, school districts hire only personnel who have school district experience. Therefore, this practice limits the pool of candidates and within the pool limits the number of good candidates. In the August 2001 issue of U.S. News and World Report an assistant superintendent in Rhode Island stated, "I don't want to settle for someone who doesn't present top-notch credentials but it might come to that." Few, if any, alternative programs for certifying principals are in place to address the projected critical shortage need in the state. To stress the significance of teacher and school leader shortages, the Florida Board of Governors has identified educational degree programs as a critical need area for producing graduates by the year 2012. The Educator Performance Institute (EPI) Teaching and Leadership Program intends to help the state solve this severe educational problem. What advantages does the EPI Teaching and Leadership Program provide to the state and the nation? (1) Supply a larger pool of highly effective teachers in the state of Florida to help address the critical teacher shortage. (2) Through proactive measures increase the school leader candidate pool by including candidates outside of education, such as government, political, military, corporate, and teacher leaders. (3) Reduce the time for professionals to complete educator preparation programs. (4) Apply a reduced cost fee structure for participants to pay for instruction for the program. (5) Provide a catalyst for these professionals to continue their education by entering graduate degree programs. (6) Create and complete a national research agenda to study best practices for preparing highly effective teachers and highly effective school leaders. (7) Use the center's research on best educational preparation practices for the training of highly effective teachers and school leaders to change existing ways for preparing educational professionals. This program can serve as a replicable, national model in a number of ways. First, the university can transfer the EPI model to other high demand fields, including nursing, health services, and technical fields. Second, the EPI Professional Teaching and Leadership Program can be offered by other Florida institutions through a shared funding model (universities, community colleges, consortiums of schools districts, individual school districts). Third, the EPI has access to the UWF foundation and our corporate partners to lease the program to deliver at national and international locations. Therefore, our overall goal is to use research to challenge existing traditional institutional and instructional structures within the K20 and beyond educational system.

Type of Project: University of West Florida New Project
Name of Project: * **Working Together: A Community Building Enterprise**
Appropriations Bill: Commerce / Justice / State
Department/Agency: Department of Justice / Office of Juvenile Justice Programs
FY 2006 Request: **\$700,000**

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

The Office of Juvenile Studies (OJS) administers grant programs and research-based studies impacting at-risk and high-risk youth. OJS has effectively delivered contracted services for the Florida Department of Juvenile Justice for over 20 years and is recognized as a leader in community-based high-risk youth services. Program interests include alternative education, vocational / entrepreneurship / employability initiatives, outdoor education challenge programs, assessment, prevention / diversion services in juvenile delinquency, and aftercare services designed to improve community re-entry of formerly incarcerated youth.

Funding will support the development, service delivery, and evaluation of an innovative research-based education and training model. Services will target Escambia County, Florida. Underlying the delivery of youth services is the formation of a social network of community builders; local decision makers committed to working together. This new initiative will effectively align with the U.S. Departments' of Labor, Education, and Justice priorities in keeping youth actively engaged with school, work, and their communities.

Escambia County is the poorest county in Florida with extremely high youth unemployment and poverty. Targeting youth aged 15 to 19, services will emphasize diploma completion, acquisition and application of construction trades vocational skills, attainment of unsubsidized employment, and development of leadership qualities. Youth will receive intensive training in lab and community settings. As youth advance through the program, each will receive employment placement assistance in unsubsidized positions within local businesses. Throughout the program, youth leadership training and mentoring with individualized planning and support will be provided. Youth will enter the program via referrals by the local schools, justice agencies, and labor agencies and will receive services for approximately six to nine months. Upon exiting the program, youth will be prepared for and experienced in entry-level construction trades occupations with viable unsubsidized employment connections to local businesses. Evaluation of the project outcomes will support formative improvement, accountability among the network of community builders, and meaningful sustainability of community change. These accomplishments will strengthen Escambia County by developing a skilled workforce of young people that positively contribute to the larger society, thereby reducing the need for more expensive measures necessary in maintaining public safety.

Planned community partners include the Florida Department of Juvenile Justice, Escambia County School District, EscaRosa Workforce Development Board, Habitat for Humanity, Pensacola YouthBuild, Florida Home Builders Association and local construction trade businesses.

Type of Project: University of West Florida New Project
Name of Project: * **Large Ship Disposal as Marine Artificial Reefs: A Study of the Aircraft Carrier ORISKANY**
Appropriations Bill: EPA / DoD / DoT
Department/Agency: DoD (Navy) / EPA / Maritime
FY 2006 Request: **\$1,250,000 (\$3,500,000 for three years)**
Previous Appropriations by fiscal year (if applicable): \$0
Description of the Project:

Disposal of decommissioned ships by sinking them as artificial reefs may be a more cost effective option for the Department of Defense (DoD) than mothballing or scrapping. Reefing also may have environmental and economic benefits for coastal regions where ships would be deployed. The decommissioned aircraft carrier USS ORISKANY will be deployed as an artificial reef offshore of northwest Florida. Other vessels have been identified by the US Navy for reefing in US coastal waters. As a pioneer project, the ORISKANY has received a great deal of scrutiny and concern over potential effects of shipboard toxic materials. These concerns have highlighted the lack of sufficient data needed to evaluate the toxicological and ecological consequences of reefing as a disposal method. We propose to use the deployment of the ORISKANY as an opportunity to provide such data from the analysis and modeling of economic, ecological, and pollution impacts of sinking a military ship as a reef in the marine environment. Scientifically reviewed reports would be of value to the DoD for evaluating the efficacy and safety of this disposal option and streamlining future permitting. The information also would be of use to communities considering expenditures for placement of ships on the seafloor in their regions.

The project would target 1) economic analysis of benefits to the local economy; 2) analysis of ecological impacts from large scale artificial reefs; 3) determining the dispersion of ship borne contaminants.

Economic analysis will develop a business model for use by local governments to manage the processes associated with using reefing of decommissioned naval vessels as economic development tools. A cost and benefit assessment using structural equation econometric models will be performed to determine the net economic impact. Ecological impacts of the ORISKANY will address estimating trophic structure and food web dynamics of organisms associated with the reef, estimating community structure and population-specific production and turnover in reef fishes, and estimating site fidelity and dispersion of adult reef fishes. Results will be synthesized to estimate the effect of ORISKANY deployment on reef-associated fish and invertebrate populations, and form a base of information for determining contaminant dispersal. Dispersion of ship borne toxicants into the environment and human food resources has been a concern with the ORISKANY. Polychlorinated biphenyls (PCBs) enter and biomagnify in the marine food web. Dioxin and metals would also be monitored. The University of West Florida is currently conducting a survey of contamination in fish and shellfish of the Pensacola Bay System for PCB, Dioxin, and metals, thus is well situated to conduct this aspect of the study. Human health risk assessment would be modeled for any contamination associated with the reef.

Type of Project: University of West Florida New Project
Name of Project: **Underwater Archaeology of Historic Waterfronts**
Appropriations Bill: Interior / Commerce
Department/Agency: National Park Service Cultural Resources / NOAA
FY 2006 Request: **\$600,000**

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

This request is for funding a pilot study to develop a methodology for investigating potential archaeological resources of historic waterfronts. Pensacola, Florida's waterfront will be examined to identify and document the many historic cultural resources which are threatened by modern waterfront development including the remains of shipwrecks, ballast and refuse dumps, sawmills, piers, buildings, and other structures. The remains of historic uses of the waterfront lie submerged and invisible at the interface of the land and sea, and are particularly susceptible to being impacted by hurricanes, dredging, filling, and waterfront restoration programs. The proposed study will develop a methodology using remote sensing, diver inspection, and excavation to identify and evaluate the significance of these fragile cultural remains. The approach can then be applied to other historic waterfronts along the Gulf Coast and elsewhere in the United States.

The Pensacola waterfront is particularly appropriate for the pilot project. The area has a long history beginning with a Spanish settlement attempt in 1559, and the establishment of a Spanish fort and town on the bayfront in 1754, followed by the British remodeling of the town and development of shipping (1763-1781), and a second Spanish occupation (1781-1818) before the territory became American. By the turn of the 20th Century Pensacola's fishing and timber industry had greatly expanded the waterfront. The repeated impact of hurricanes and waterfront rebuilding has both encapsulated the remains of historic activities, and created a complex archaeological record that is difficult to find and interpret in the murky waters and sediments. Current waterfront development proposals include wetlands restoration, and dredging and filling for port development, marinas, cruise ships, and a maritime heritage museum. The University of West Florida's Archaeology Institute has documented a series of important maritime resources in the area including colonial wharves and careening yards, and a series of important shipwrecks (Emanuel Point [1559], Rosario [1705], Catherine [1894], Hamilton [circa 1906], and several schooners. The Institute is prepared to undertake the pilot waterfront study and make them a part of UWF's educational and training programs for undergraduate and graduate students in maritime studies, archaeology, and history.

Type of Project: University of West Florida New Project
Name of Project: **Statewide Small Business Development Center Network - Business Continuity and Risk Management Center**

Appropriations Bill: SBA

Department/Agency: SBA

FY 2006 Request: \$1,000,000

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

Florida's SBDC program has a significant role in providing critical services and economic development activities to the statewide entrepreneurial and small business community, furthering the priorities of the state and Enterprise Florida. Funding this project will enhance and expand existing entrepreneurial and small business training and counseling infrastructure to provide targeted business continuity and risk management service as well as enhance overall SBDC services in rural and underserved markets throughout the State. Funding will leverage local, public and private resources to establish SBDC's in Florida communities where services have been void or sporadic due to limited resources.

The State of Florida is one of the very few states that does not provide any direct legislative funding to its SBDC program to enhance or expand local programming and technical assistance, further outreach and, increase its leverage for available federal and local matching funds. This funding request will comply with requirements under 13 CFR 130 and Public Law 96-302 (as amended) that mandate direct matching funds at no less than 50 percent cash to federal funds, currently at \$2.25 million.

Funding will formally establish, through the existing statewide infrastructure of the SBDC Network, a Business Continuity and Risk Management Center program to ensure statewide businesses have proper education in, training on and access to business continuity planning and risk management technical assistance to minimize losses and increase survivability when affected from natural and man-made disasters. According to U. S. Department of Labor Statistics, over 40% of all firms that experience a significant disaster never reopen and over 25% of the remaining companies close within two years. The economic impact of the 2004 hurricane season in Florida is and will continue to be significant in terms of salvaging/retaining impacted business as well as dealing with new business starts and growth in those firms that are responding to the economic boom associated with recovery and reconstruction. Risk management services and business continuity planning pre-disaster is as critical, if not more so, than providing coordinated services (disaster loans, business restructuring, etc.) post disaster. Economic impact research shows SBDC assisted businesses consistently out perform the average state business thus supporting SBDC's positive revenue impact on the state budget.

Type of Project: University of West Florida New Project
Name of Project: **Evaluating the Impacts of Hurricanes on Sediments and Shipwrecks in Pensacola Bay**

Appropriations Bill: Commerce

Department/Agency: NOAA

FY 2006 Request: \$930,500

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

Hurricanes regularly make landfall at Pensacola Bay in northwest Florida. Among other impacts, these storms generate the transport and redeposition of sediments within the Bay. The sediment movement creates a changed shoreline topography and bathymetry, redistribution of pollutants and toxic materials, and exposure and/or burial of historic shipwrecks. While the University of West Florida Archaeology Institute and Department of Environmental Studies have undertaken limited research projects to study both environmental contaminants and historic shipwrecks in the Bay, there is little baseline data to systematically study the effects of storms on these natural and cultural resources. The funds requested will enhance UWF's maritime research equipment and generate baseline data to better evaluate the impacts of hurricanes. In the future these data may be used to mitigate the impact of storms on the coastal environment.

Type of Project: University of West Florida New Project
Name of Project: **Archaeological and Historical Resource Survey and Evaluation in Northwest Florida**

Appropriations Bill: Agriculture
Department/Agency: Agricultural Research Service

FY 2006 Request: \$1,200,000

Previous Appropriations by fiscal year (if applicable): \$0

Description of the Project:

The 2002 Farm Bill classified significant historical and archaeological sites as qualifying resources under the Farmland and Ranch Land Protection Program for the first time. The program provides payments to farmers for conservation easements for prime, unique, and other special lands. Unfortunately, there is no mechanism in place within USDA to identify and evaluate potentially significant historic structures, archaeological sites, and cultural landscapes for FPP eligibility. This lack of cultural resource management capability must be addressed for the program to be effective. The University of West Florida Archaeology Institute proposes a pilot program for cultural resources inventory and evaluation on northwest Florida farmlands to address at the regional level the need for USDA cultural resource management capabilities. Designed to assist farmers and the USDA, the proposed pilot study will identify historically significant structures, archaeological sites, and landscapes that are eligible for listing on the National Register of Historic Places and for FPP enrollment in a 200,000 acre area. This pilot program will protect and preserve innumerable significant historic properties, and will serve as a model for inventorying other regions.

UWF Board of Trustees
February 25, 2005

Issue: BOT Development Plan

Proposed action: Adopt

Background information: The Board of Trustees adopted in concept a Board Development plan at their June 17, 2004 meeting. Many of the plan's concepts have been put into practice. However, many of the elements need further review and discussion as they have implications on meeting schedules, committee structures and require modification of the Board of Trustee Bylaws.

Supporting documentation: Revised Board Development Plan

Prepared by: Kim Spear (850) 474-2473 kspear@uwf.edu

Changes in BOT Development Plan

Section	Current	Proposed	Explanation
Meetings and Agendas	No Vice Presidential Report	Add VP Report	Congruent with BOT team support model
	Committee chair delivers consent agenda to full board	Consent agendas optional	Discretion given to committee chairs
	Foundation, FIHMC, and West Florida Historic Preservation should give reports at each BOT meeting	Give reports annually when their financial statements are certified by the BOT	Annual reports are sufficient
Committee Structure	New committee on Trusteeship responsible for member recruitment, development, ethics, bylaws, etc	Broaden the responsibility of the Executive Committee to include same	Board officers should set the direction for board development, member selection, etc.
	No mention of extended time for committee work	Committees should have ample time to explore areas of responsibility in more detail	Committee time too limited
Strategic Plan	New committee on Strategic Planning	Strategic Planning updates should be given at each BOT committee meeting by VPs; BOT member should serve on the University Planning Council	The role of the BOT is to provide visionary guidance into the UPC process and approve the defined direction.
Budget		Provide budget info at each meeting	Chair's request
Bylaws	Defines exact election dates	Ensure bylaws conform to state statute	Bylaws must conform to state statute
Board Policies	Specific individuals assigned responsibility for developing a policy	Require creation and codification of all policies	Enables appropriate experts to draft policy
Board Performance and assessment	Document describes particular process for developing internal work plans	BOT annually monitors progress toward development	Enables BOT leadership to define monitoring processes
Trustee ethics	Develop a trustees ethics policy that all BOT members sign	Ensure trustees have read and understand the State of Florida ethics policy	State of Florida policy overrides local policy
Trustee orientation and professional development	Defines particular meetings for a state board of trustees association	Recommend discussion at chair/SUPA/BOG level	Description too narrow to enable BOT leadership to define an association that meets the needs of all BOT
Trustee expectations		No changes	
Trustee recognition	Trustee committee to develop emeritus guidelines	Responsibility is given to the Executive Committee	No trusteeship committee exists under proposed model
Board to Board communications	Reports by Foundation, WFHPI, Research Foundation, FIHMC and UWF Alumni Association given at each BOT meeting	Reports to be given annually when financial statements are certified	Annual reports are sufficient
President's communications with board	Defines presidential meetings with chairs of all boards; requires quarterly newsletter; requires president to contact each BOT member twice annually	President to provide a report at each meeting; president to brief each trustee prior to board meetings; and president to have open dialogue with trustees	Provides flexibility for president and trustees to define their communication needs
University communications with board		No changes	

Board development plan

(Adopted by UWF Board of Trustees on June 17, 2004)

Board meetings and agendas

The goal is to streamline the meetings, eliminate duplicative conversation on committee items by allowing the committees to discuss in detail their agenda items and provide additional time for the full board to engage in strategic discussions on key topics and major policy issues.

All face-to-face meetings will be webcast beginning with the August meeting in the Bowden Building.

Each meeting shall include:

- 1) Chair's greetings and report
- 2) President's greetings and report
- 3) Student recognition, to be selected by the vice president for Student Affairs
- 4) Faculty recognition, to be selected by the provost
- 5) Staff recognition, to be selected by the president and cabinet
- 6) Vice President Report
- 7) Approval of minutes from previous meeting
- 8) Committee reports.
- 9) Action items for full board consideration
- 10) Federal and state legislative report
- 11) Report on strategic plan dashboard indicators
- 12) Strategic planning discussion on key topics and major policy issues
- 13) Reports from the UWF Foundation Board of Directors, West Florida Historic Preservation Board, Florida Institute for Human and Machine Cognition, Research Foundation and the National Alumni Association should be given at the time their Financial Statements are certified by the UWF Board of Trustees.
- 14) Acknowledgement of receipt of written reports.
- 15) Other business

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Deleted: Consent agenda, which includes one consent item from each of the committees, each item containing all the action items adopted by that committee, unless any one trustee requests that an item be pulled for full consideration by the Board. (Trustees are provided the agendas at least one week in advance, which provides ample opportunity for a trustee to review the items to make a determination if the trustee wants full discussion.)

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BOT committee structure

- 1) Retain the Executive; Finance, Administration and Audit; and Academic and Student Affairs committees
- 2) Eliminate the Governmental Relations Committee and treat governmental relations as a full-board function.
- 3) Broaden the responsibility of the Executive Committee to include professional board development, recruitment of potential members, ethics, bylaws and responsibilities of board members.
- 4) Create charters for each of the committees
- 5) Committees should explore agenda items in detail.
- 6) University vice presidents and their staffs will work directly with the individual committees and their chairs in developing agendas and other work products.

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Deleted: <#>Create a Committee on Trusteeship, responsible for professional board development, recruitment of potential members, ethics, bylaws and responsibilities of board members.¶
<#>Create a Strategic Planning Committee. (See Strategic Plan section.)¶

Strategic Plan

- 1) Each Vice President will work with their respective committees to provide appropriate updates as to the progress toward the strategic plan at each BOT meeting.
- 2) The BOT Chair will designate a trustee to be a liaison to the University Planning Council to assist the BOT in dialogue regarding higher education trends and future planning.
- 3) Hold joint Strategic Planning Session annually with all UWF boards
- 4) The role of the BOT is not to develop a Strategic plan but to provide visionary guidance on its development and to approve it.

Deleted: Have the committees do the majority of the agenda work, bringing their entire agendas to the full board as one consent item, unless any one trustee wants an item pulled for full discussion and a separate vote.

Deleted: Develop dashboard indicators from the UWF Strategic Plan

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Deleted: Written & oral report provided at every face-to-face meeting and a written report at every conference call meeting, with emphasis on one key item to be discussed at each meeting.

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Deleted: <#>Create Strategic Planning Committee comprised of president, BOT chair, BOT vice chair and all committee chairs as voting members. Other non-voting members are the chairs or their designees from the other university boards. Committee is responsible to monitor trends in higher education, both nationally and in Florida, through a steady stream of information provided from such sources as the Chronicle of Higher Education, AGB, ASCU, ACE, etc. Also, it should develop a sub-group of university and business personnel to sit on a "futurist" workgroup to think out-of-the box on how the university might appear 20 years from now.¶

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Budget

- 1) The university administration will hold a separate budget meeting with the Finance, Administration and Audit Committee well in advance of the meeting when it is to be brought to the board for approval before submission to the state.

Bylaws

- 1) Review bylaws to ensure they conform to state statute.

Board policies

- 1) Codify all BOT policies.
Develop a public records policy, with special attention given to Trustee email practices.

Board performance and assessment

- 1) BOT monitors its progress toward the development items detailed within this document on an annual basis.
- 2) Adopt an internal board assessment tool, which is used annually. The assessment by individual trustees and senior university administrators compiles information provided anonymously. (Models exist)
- 3) Every five years, the Board uses a consultant to do a formal board evaluation.

Trustee ethics policy

- 1) Ensure trustees have read and understand the State of Florida ethics policy. Review this material at all new member orientations.

Trustee orientation and professional development

- 1) Develop an orientation session for new members, which is given within two months of appointment and includes meetings with the president and each of the vice presidents, who provide information on campus operations, general counsel, who provides information on the public records/meetings and ethics policy, and the board manager, who provides logistical information on how the business of the board is conducted.
- 2) Send at least three trustees to the annual AGB Conference on Trusteeship.
- 3) Conduct small workshop in conjunction with the annual strategic planning session to discuss board development and operational issues.

Trustee expectations

- 1) Develop a list of expectations of board members, which outlines the time and travel requirements for meetings, conference calls, commencement and other university events. It also should include information on:
 - a. Travel and other cost reimbursements: What is and what isn't covered.
 - b. Expectation to provide an annual gift to the university and to participate in all capital campaigns on campus with the donation of time and a financial gift.
 - c. Expectation to participate in university activities outside of board functions and to be available as a speaker on behalf of the board and/or university.
 - d. Role as ambassador of the university within the community
 - e. Promotion of the legislative agenda with business community, other boards on which trustees may sit and elected officials.

Deleted: <#>Election of officers within bylaws must be changed so it occurs at the first meeting after July 1. The BOT elected its last slate of officers in January 2003. It will require an extension of their terms for about six months to bring them in line with statute.¶

Deleted: <#>Develop a policy on retention of records and historic documents through a committee comprised of the general counsel, library archivist and board manager.¶

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Deleted: through the same group in item 2. (Current one, pertaining only to mail, is inadequate and inoperable.)¶

Deleted: develops internal board strategic plan, reviewed annually, for board operations, which then is used to develop annual board work plans. Work plan focuses on proactive actions BOT can take rather than reactive issues brought by university.

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Deleted: Develop a trustee ethics policy, using existing policies at other universities as models. (FSU has a good one.)

Deleted: <#>Require signature of trustees that they have read and understand the policy.¶
<#> Discuss ethics policy yearly at the strategic planning session.¶

Deleted: <#>Take the lead in developing a boards of trustees association, comprised of the chairs of each of the 11 university boards of trustees in Florida. It would meet twice annually, once with the presidents, chancellor and Board of Governors Chair, and the other time just as board chairs. (With President Cavanaugh being the incoming president for the State University Presidents Association beginning July 1 and the chair-in-waiting for the Florida Association of Colleges and Universities, it offers an unprecedented opportunity to unify the higher education entities in the state behind common goals.)¶

- f. Occasionally contacting top student recruits and faculty and administrators applying for positions at UWF.

Trustee recognition

- 1) Develop a policy and procedure on how one becomes a trustee emeritus and the privileges that accompany the title.
- 2) Begin a tradition on a gift for outgoing trustees.

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Board-to-board communications

- 1) Use portals to create communication links to other boards' activities, such as linking their websites.
- 2) Social event in conjunction with the yearly joint strategic planning session, which, in addition to those invited to the strategic planning session, includes members of the college advisory boards. budget permitting.

Deleted: <#>At each BOT meeting, reports are provided by the Foundation Board of Directors, West Florida Historic Preservation Board, Research Foundation, Florida Institute for Human and Machine Cognition Board and the UWF National Alumni Association.¶
<#>Develop memoranda of understanding with the boards.¶

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Deleted: requesting boards to provide summaries to a password-protected site on a regular basis

Deleted: <#>President holds quarterly meetings with all the chairs of all the university boards, including the chairs of the college advisory boards to discuss major policy issues.¶

President's communication with the Board

- 1) President gives report at every board meeting.
- 2) President briefs trustees prior to board meetings.
- 3) President has open dialogue with trustees as needed and appropriate.

Deleted: <#>President is to issue quarterly newsletter to the Board, including information from each of the major divisions¶
President contacts individual trustees at least twice annually to discuss whatever is on their minds.

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University communications with the Board

- 1) Develop a university-contact policy so campus is informed on how to get in touch with trustees. Some items that could be included:
 - a. Emphasis that the board is a policy making board and not an administrative board.
 - b. The board is a policy board and all administrative functions rest with the president.
 - c. University employees are encouraged to work through their vice presidents to bring issues to the board, but they can contact trustees directly, provided they inform the president's office of the contact, unless the issue pertains to presidential conduct.
 - d. Trustees should notify the president's office when contacted by a university employee.
 - e. Employees should notify the president's office when a trustee contacts them.
- 2) The board hosts at least one lunch annually on campus for faculty and staff to informally discuss issues.
- 3) The board hosts at least one lunch annually on campus for students to informally discuss issues.

UWF Board of Trustees Meeting

February 25, 2005

Issue: Revised UWF BOT Bylaws

Proposed action: Adopt

Background information: The UWF BOT adopted a working Board Development Plan in June 2004 for the purpose of becoming more efficient, effective, streamlined and technology savvy. Revisions were proposed during the November 5, 2004 and January 7, 2005 meetings for review and discussion by BOT for adoption.

Supporting documentation: Revised UWF BOT Bylaws

Prepared by: Gina DeIulio, General Counsel (850) 474 3420 rdeiulio@uwf.edu

[Proposed Draft 1-7-04](#)

**BYLAWS OF
THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

**ARTICLE I
ORGANIZATION**

The Corporation

The University of West Florida Board of Trustees ("Board of Trustees" or "Board") is established as a body corporate, with all powers of a body corporate as provided by Florida law. The Board of Trustees is a corporation primarily acting as an instrumentality or an agency of the state, pursuant to s. 768.28 (2), for purposes of sovereign immunity. The Board shall perform all duties prescribed by the Board of Governors, applicable law and rules.

Membership

The Board of Trustees is composed of thirteen persons, six members appointed by the governor of the State of Florida, five members appointed by the Board of Governors, the president of the University of West Florida Student Government Association ("UWF SGA"), and the president of the University of West Florida Faculty Senate.

Board of Trustees members who are appointed by the governor and the Board of Governors shall be appointed for staggered five-year terms. The president of the University of West Florida Student Government Association will serve for as long as he or she is president of the UWF SGA., and the president of the Faculty Senate usually shall serve for as long as he or she remains president.

Members of the Board shall serve without compensation but may be reimbursed for travel and per diem expenses in accordance with state law.

Powers and Duties of Officers

The officers of the Board of Trustees are the chair, vice-chair, executive officer and corporate secretary. The chair and vice-chair shall be selected by the Board of Trustees at its first regular meeting after January 7, 2003 and shall serve for a two-year term to begin immediately upon selection. Thereafter, the Board of Trustees shall select the chair and vice chair at the last regularly scheduled meeting of the calendar year for a two- year term to begin January 1. The chair and vice-chair shall be eligible for reselection for one consecutive term, after which they may not be an officer for two years before being eligible for selection again.

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The university president shall serve as executive officer and corporate secretary of the Board of Trustees.

Chair/vice chair

The chair shall preside at all meetings of the Board of Trustees, call special meetings of the Board when necessary, attest to actions of the Board and appoint trustees to standing and ad hoc committees. The vice-chair shall act as chair during the absence or disability of the chair.

Executive Officer/Corporate Secretary

The university president, as executive officer and corporate secretary, shall be responsible to the Board for all operations of the university and for setting the agenda for meetings of the Board in consultation with the chair.

As executive officer, the university president shall serve as the principle liaison officer and official contact between the Board and the faculty, staff and students of the university. The university president shall exercise such powers as are appropriate to his/her position in promoting, supporting and protecting the interests of the university and in managing and directing its affairs. The university president may issue directives and executive orders not in contravention of existing Board policies. The university president shall be responsible for all educational, financial, business and administrative functions of the university consistent with the policies established by the Board and shall exercise such other powers, duties and responsibilities as are delegated or assigned by the Board of Trustees, the Board of Governors and Florida statute.

As corporate secretary, the university president shall be responsible for noticing meetings of the Board and its committees, setting the agenda and compiling supporting documents for meetings of the Board, recording and maintaining the minutes of any Board or committee meeting, including a record of votes cast, executing or attesting to all documents which have been executed by the Board, and shall be custodian of the corporate seal. The university president may designate an individual to serve as deputy corporate secretary to the Board.

ARTICLE II MEETINGS

Regular meetings—The Board will meet no fewer than four times per fiscal year, at a time and place designated by the chair. Meetings of the Board are open to the public and all official acts will be taken at public meetings, unless exempt from the open meetings law. The schedule of meetings is available on the University of West Florida website at <http://www.uwf.edu/trustees>.

Special Meetings—The Board may meet in special meetings, including hearings and workshops, at a time and place designated by the chair.

Emergency Meetings—An emergency meeting of the Board may be called by the chair of the Board upon no less than twenty-four (24) hours notice whenever, in the opinion of the chair, an issue requires immediate Board action. Whenever such emergency meeting is called, the chair will notify the corporate secretary. The corporate secretary will immediately serve either verbal or written notice upon each member of the Board, stating the date, hour and place of the meeting and the purpose for which the meeting has been called. In addition, notice will be given to the public. No other business will be transacted at the meeting unless additional emergency matters are agreed to by a majority of those Board members in attendance. The minutes of each emergency meeting will show the manner and method by which notice of such emergency meeting was given to each member of the Board and to the public.

Notice of Meetings—Notice of regular meetings, committee meetings, and special meetings of the Board will be given not less than seven days before the event and will include a statement of the general subject matter to be considered. Whenever an emergency meeting is scheduled to be held, the corporate secretary

will post a notice at the university library and at <http://www.uwf.edu/trustees> of the time, date, place, and purpose of the meeting.

Closed Sessions—As provided by law, the Board may conduct closed sessions when it meets to consider or discuss such matters as pending litigation with the Board attorney, collective bargaining, evaluations of claims filed with a risk management program, or challenges to the content of student records or reports. The minutes of attorney-client sessions and risk management meetings shall be exempt from public disclosure until termination of the litigation and settlement of all claims arising out of the same incident. All work products developed for the Board and the university in preparation for, and during, collective bargaining negotiations shall be exempt from disclosure.

Meetings by Means of Telephone Conference Calls and other Communications Media Technology

- a. The Board may use telephone conference calls and other communications media technology to conduct Board business in the same manner as if the proceeding were held in person.
- b. The notice of any meeting conducted by means of communication media technology will state where and how members of the public may gain access to the meeting.

Quorum—Nine (9) members of the Board must be in attendance to constitute a quorum for the transaction of business.

Voting—A majority vote of the full Board is required for ~~appointing and removing the president~~. On all other matters, a majority of voting members is required for approval. A trustee may abstain from voting only under those circumstances proscribed by law. Voting by proxy or by mail shall not be permitted.

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Parliamentary rules—Roberts Rules of Order, newly revised, will be followed in conducting meetings of the Board, unless otherwise provided by the Board.

Agenda

The agenda for each meeting of the Board shall be prepared by the university president or his/her designee. Every request for inclusion of an item on the agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the university president sufficiently far in advance of the meeting to permit a determination to be made by the university president with respect to the propriety and practicability of including that item on the agenda for the meeting. The university president will assemble the items received, with sufficient time to prepare the agenda in advance of each meeting and provide a copy of the agenda to each member of the Board at least seven days prior to the meeting. If additional items or supporting documentation become available, a supplemental agenda will be provided at least three days prior to the meeting.

Minutes

Minutes of the meetings of the Board of Trustees shall be kept by the corporate secretary or designee, who shall cause them to be printed and preserved and who shall transmit copies to the members of the Board of Trustees and to other places where deemed appropriate. All lengthy reports shall be referred to in the minutes and shall be kept on file as part of the university records, but such reports need not be incorporated in the minutes except when so ordered by the Board of Trustees.

**ARTICLE III
COMMITTEES**

Trustees appointed to committees shall serve at the ~~pleasure~~ of the board chair.

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The Executive Committee shall have ~~five/six (5/6)~~ members, all of whom shall be voting trustees, except for the president of the university, who shall be ex-officio without vote and not counted as part of a quorum for the purpose of transacting business. The chair and vice chair of the board of trustees, ~~the chair of the Finance, Administration and Audit Committee, and the chair of the Academic and Student Affairs Committee~~ shall be members. In addition, ~~one trustee/~~ shall be appointed by the Board chair at the annual meeting ~~in the month of~~ or upon vacancy to serve at-large on the executive committee. ~~[Comment: in making the chairs of the standing committees a part of the Executive Committee, the resulting number of~~

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voting members becomes 4. Consider leaving the addition appointment to make the number odd for purposes of determining majority vote.]

The purpose of the executive committee is twofold: to conserve time, it shall serve at the pleasure of the board as the board's agent in helping the president to address routine business between regular board meetings; and it shall assist the chair and the university president in their joint responsibility to help the board to function effectively and efficiently by suggesting board meeting agenda items and periodically assessing the quality of committee work. The executive committee shall have authority to act for the board of trustees on all matters except for the following, which shall be reserved for the board: presidential selection and termination; trustee and board officer selection; changes in institutional mission and purposes; changes to the bylaws; incurring of corporate indebtedness; and adoption of the annual budget. These bylaws or other board policy may reserve other powers for the Board of Trustees. In addition to its authority to take action on emergency matters that cannot or should not be deferred to the next scheduled meeting of the board, the executive committee shall oversee the work of other board committees, the university's planning process or progress on planning goals, and the board's responsibility to support the president and assess his or her performance, and it shall review annually the university president's compensation and conditions of employment. *The executive committee will also be responsible for professional board development and recruitment of potential Board members. [Comment: Board Development Plan also calls for executive committee to be responsible for "ethics, bylaws and responsibilities of board members." Please be more specific.]*

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The executive committee shall meet as often as necessary to conduct its business as determined by the chair and university president, and it shall ensure that minutes are taken and promptly distributed to all trustees for subsequent ratification by the board of trustees at its next regular meeting. A majority of voting trustee executive committee members *three (3)* shall constitute a quorum.

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The Board of Trustees may establish such other committees as deemed necessary for the orderly conduct of the business of the Board. The chair will serve as an ex-officio member of the following committees established by the Board of Trustees: Finance, Administration and Audit Committee; *and the* Academic and Student Affairs Committee.

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ARTICLE IV AMENDMENT OR SUSPENSION OF BYLAWS

The Bylaws may be altered, amended or repealed by a majority vote of all members of the Board at any regular meeting, when notice of the proposed amendment or repeal is provided in the meeting notice. Any provision of these Bylaws may be suspended in connection with the consideration of a matter before the Board by an affirmative vote of not less than nine (9) members of the Board.

ARTICLE V APPEARANCES BEFORE THE BOARD

Individuals or group representatives who desire to appear before the Board to initiate a subject within the Board's jurisdiction may submit their requests to the university president, as corporate secretary, at 11000 University Parkway, Pensacola, Florida 32514, for the matter to be included in the agenda. The university president, in consultation with the chair, will determine whether the item will be heard and when the item will be heard. The Board may place time limits on any presentation or decline to hear any matter.

The chair may recognize any individual or representative of groups to address the Board.

In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.

ARTICLE VI CODE OF ETHICS

Code of Ethics—Conflict of Interest

A trustee shall be considered to have a conflict of interest if (1) such trustee has existing or potential financial or other interests that impair or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his or her responsibilities to the university, or (2) such trustee is aware that a member of his or her family, or any organization in which such trustee (or member of his or her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests. For the purposes of this provision, a family member is defined as a spouse, parents, siblings, children, and any other relative if the latter resides in the same household as the trustee. All trustees shall disclose to the board any possible conflict of interest at the earliest practical time. Furthermore, the trustee shall absent himself or herself from discussions of, and abstain from voting on, such matters under consideration by the Board of Trustees or its committees. The minutes of such meeting shall reflect that a disclosure was made and that the trustee who has a conflict or possible conflict abstained from voting. Any trustee who is uncertain whether a conflict of interest may exist in any matter may request that the board or committee resolve the question in his or her absence by majority vote. Each trustee shall annually complete and sign a disclosure form.

Members of the Board of Trustees shall be guided by the provisions set forth in Florida law for the conduct of public officers.

ARTICLE VII MISCELLANEOUS PROVISIONS

Indemnification

The board shall, to the extent legally permissible, indemnify and defend each of its trustees, officers, employees, volunteers and other agents against all liabilities and expenses incurred in the connection with the disposition of defense of any action, suit or other proceeding, whether civil or criminal, in which such person may be involved by reason of university service, except with respect to any matter in which such person shall have been adjudicated in any proceeding not to have acted in good faith; and further provided that no settlement shall be entered into without the prior consultation and approval of the president or the president's designee.

Fiscal Year

The fiscal year of the Board shall commence on July 1 of each year and end on June 30.

Sunshine Laws

Public access to Board records is governed by the provisions of the Public Records Law in Chapter 119, F.S. Board meetings are governed by the provisions of the Open Meetings Law in Chapter 286, F.S.

Corporate Seal

The corporation shall have a seal on which shall be inscribed "The University of West Florida Board of Trustees."

Adopted 2-21-03, Revised _____.

Agenda action item: 4

UWF Board of Trustees

February 25, 2005

Issue: Revised rule 6C6-5.001 Parking and Traffic Control- incorporating new Parking Regulations brochure and streamlining and updating the remainder of the rule.

Proposed action: Approve the revised rule.

Background information:

The University has revised and streamlined the Safety and Traffic Control rule (renamed Parking and Traffic Control) by incorporating by reference the Parking Regulations Brochure (previously approved by this Board and incorporated by reference in the Tuition Rates, Fees, Fines, and Penalties rule.) The rule has been revised to eliminate any duplication of information contained in the brochure and to reflect the change of responsibility for the parking program from the University Police to the Parking Services department.

Supporting documentation: Parking and Traffic Control rule and Parking Regulations brochure which is incorporated into that rule

Prepared by: Gina DeIulio, General Counsel (850) 474-3420 rdeiulio@uwf.edu

6C6-5.001 Parking Safety and Traffic Control.

(1) The University of West Florida brochure, "Parking Regulations" Doc: Pkg Reg Eff 7.01.04 is incorporated into this rule by reference, and may be obtained at the UWF main campus at Parking Services, Building. 90 or from University Police, Building 19. Parking regulations will be enforced 24 hours daily. It is the policy of the University to provide a safe environment for its faculty, staff, students, and visitors, and to the greatest degree possible, provide all mechanical and physical facilities required for personal safety and health.

~~(2) Copies of this rule will be supplied at the time of the purchase of parking decals. Copies of this rule can also be obtained from the Department of Public Safety (University Police). The text of this rule is also available pursuant to Section 120.53(2), Florida Statutes.~~

~~(3) Traffic Control.~~

~~(a) Registration — Automobiles and other mechanical conveyances used on campus by faculty, A & P, staff, students and contracted employees (including part-time students and employees) must be registered with the Department of Public Safety during the first day the vehicle is on campus. Vehicle registration expiration dates appear on each issued decal/permit and represent either an academic year expiration date or an academic semester expiration date.~~

~~1. Registration Regulations.~~

~~a. Any person wishing to register a vehicle must be able to present a valid operator's license.~~

~~b. No person under his name can register a vehicle that belongs to another employee or student.~~

~~c. Any person who temporarily drives a vehicle other than that which he or she has registered must obtain a temporary parking permit at the Department of Public Safety, Bldg. 19, or the Information Center, Bldg. 81, prior to parking that vehicle on campus.~~

~~The temporary permit will be issued at no charge.~~

~~d. The person who registers his vehicle with the University shall be responsible for any violations committed by persons operating the vehicle.~~

~~e. Any faculty, A & P, staff, student, or other person with a temporary or permanent physical disability can apply to the State of Florida for a handicap permit. State acceptable handicap placards are required to be displayed in order to utilize handicap permit parking areas.~~

~~f. No application for renewal will be accepted from any faculty member, A & P member, staff, student, or contracted employee who has a delinquent traffic citation.~~

~~g. Replacement decals will be issued upon payment of a specified fee and in the following cases only: when a registered automobile is no longer to be used on campus and is replaced by a different automobile (the individual requesting a replacement~~

~~must furnish proof by presenting remains of the original decal or sign an affidavit assuming responsibility for any misuse of the original decal); when the decal of a~~

registered vehicle is stolen or defaced, and a complaint has been filed with the Department of Public Safety; when the decal has been lost and proof of prior registration can be demonstrated.

h. ~~Students enrolled at off-campus educational centers will be required to obtain parking permits if their vehicle is to be operated on the UWF campus. These permits will be issued at no cost to the individual. If any course work is to be completed on main campus, the appropriate decal fee schedule will apply.~~

i. ~~Employees retiring, and not subsequently in employment status, with at least 10 years of service within the State University System will be granted an appropriate decal upon written request at no cost.~~

j. ~~University employees whose duty station is officially assigned and physically located off the main campus will be issued appropriate decals upon written request from the employee's administrative department head at no cost.~~

k. ~~Students of University employees who possess their own vehicle are not entitled by virtue of their parents' or spouse's employment status a decal designation other than a student decal registration.~~

l. ~~The Vice President for Administrative Affairs will authorize the issuance of decals without charge to individuals having a business need to parking accessibility to University facilities. These include, but are not limited to, staff and faculty of off-campus centers, concessionary employees and employees of vendors. In addition, the Vice President for Administrative Affairs will authorize the issuance of cost-free decals to University retirees.~~

m. ~~Visitor parking permits are available for non-university affiliated guests from the Information Center, Bldg. 81, or the Department of Public Safety, Bldg. 19. Visitors may utilize metered parking spaces (at no cost), designated visitor parking spaces, or any white/unpainted curb.~~

n. ~~Active Alumni Association member decals are acceptable in lieu of visitor passes.~~

o. ~~Current faculty, A & P, staff, and students are not eligible for visitor passes and are not entitled to park as a result of membership in the Alumni Association.~~

2. ~~Vehicle Registration Fees — A registration fee will be charged for each vehicle registered during an academic year. The following fees shall be in effect:~~

Classification	Decal Color	Acad. Year		Annual Fees		Semester Fees	
		Year	1st Veh.	Ea. Addl.	Ea. Veh.		
Administrative Veh.	Blue	95-96	\$42.50		\$21.25		
		96-97	43.75	22.00	26.25		
		97-98	45.00		22.50	27.00	
		98-99	46.25	23.25	27.75		
		99-00		47.50	23.75	28.50	
Faculty, A & P	Gold	95-96	34.00	17.00	20.50		
		96-97	35.00	17.50	21.00		

		97-98	36.00	18.00	21.50
		98-99	37.00	18.50	22.25
		99-00	38.00	19.00	22.75
USPS Staff	Green	95-96	25.50	12.75	15.50
		96-97	26.25	13.25	15.75
		97-98	27.00	13.50	16.25
		98-99	27.75	14.00	16.75
		99-00	28.50	14.25	17.00
Student	White	95-96	17.00	8.50	10.25
		96-97	17.50	8.75	10.50
		97-98	18.00	9.00	10.75
		98-99	18.50	9.25	11.00
		99-00	19.00	9.50	11.50
Motorcycles/ Scooters		95-96	N/A	8.50	N/A
		96-97	N/A	8.75	N/A
		97-98	N/A	9.00	N/A
		98-99	N/A	9.25	N/A
		99-00	N/A	9.50	N/A

3. Decals and Temporary Permits — A decal is issued for a specific vehicle either for an academic year or an academic semester and is not transferable to another vehicle or individual owner. Decals can be purchased at the UWF Cashier's Office, Building 20E. Resident decals are obtained through the University Cashier's Office; renewal resident decals are obtained at the Department of Public Safety. Resident students are required to display the UWF resident decal. Upon sale or disposal of a registered vehicle, the decal must be destroyed. Temporary permits are issued upon request at the Department of Public Safety, Building 19S, or the Information Center, Bldg. 81, for special circumstances including, but not limited to, daily visitors, vendors, borrowed vehicles, temporary and volunteer workers who qualify and special user needs. These permits must be immediately affixed to the prescribed location. Issued decals and temporary permits should be immediately affixed to the prescribed location indicated on the back of the decal/ permit. Special instructions will be given for other conveyances and for situations wherein the prescribed location is inappropriate. Registrations will be invalid when decals are not affixed in the designated place, or if registration form is not signed and complete. Holders of state handicap permits may obtain a parking decal in accordance with Section 316.1964, Florida Statutes.

4. Registration Violations.

- a. Any registration obtained through falsehood or misrepresentation.
- b. Failure to attach/display decal or parking permit on vehicle in accordance with instructions in subparagraph (2)(a)3. of these regulations.
- c. Attaching decal to vehicle other than for which it was obtained.
- d. Failure to register vehicle.
- e. Failure to cancel registration or remove decal upon disposal of vehicle.
- f. Reproducing, modifying or defacing decal/permit.
- g. Failure to complete and sign vehicle registration form.

- ~~h. Display of an expired decal/permit.~~
- ~~i. Taping or temporarily affixing decal/permit to vehicle unless otherwise directed by Public Safety.~~
- ~~j. Affixing decal to location other than specified.~~

(2b) Traffic and Parking Regulations – All of those regulations embodied in Chapter 316, Florida Statutes, and all ordinances of the adjacent municipality and/or county related to traffic which are not in conflict or inconsistent with the University's rules are applicable pursuant to Section 240.264, Florida Statutes, and will be enforced on The University of West Florida campus. University regulations for traffic and parking follow:

- ~~(a) 1. Traffic Regulations will be enforced 24 hours daily.~~
- ~~(b) a. The campus speed limit is 30 MPH unless otherwise posted. Speed limit in parking lots is 15 MPH.~~
- ~~(c) b. Motorists will yield right-of-way to pedestrians crossing the roadway in crosswalks.~~
- ~~(d) e. Skateboarding in University parking lots or on University roadways or sidewalks is prohibited. Bicycle traffic should proceed in the same direction as vehicular traffic; joggers should proceed against vehicular traffic, off the roadway surface.~~
- ~~(e) d. Driving on sidewalks, paths, or grass is prohibited.~~
- ~~(f) e. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.~~

~~f. Vehicles illegally parked or abandoned on campus in such a way as to create a hazard or to constitute a nuisance will be towed away immediately at the owner's expense.~~

~~2. Parking regulations will be enforced 24 hours daily unless otherwise specified in these regulations.~~

~~a. Parking on grass, sidewalks, crosswalks, or on the streets or on unimproved areas except where specifically marked for parking is prohibited. Special loading or unloading requirements will be met by request to the Department of Public Safety. Prior approval MUST be received.~~

~~b. Motor vehicles must be parked within the markers whenever provided. Parking on or over a line or curb is prohibited.~~

~~c. Spaces, lots and areas specifically designated are restricted 24 hours per day, 7 days a week. These spaces will include, but are not limited to, the following: Resident Parking, Special Permit Only, State Vehicle, Loading Zone, Police, Visitor, and other spaces, lots and areas as specifically identified.~~

~~d. Blue curb spaces are restricted 24 hours per day, 7 days per week.~~

~~e. Faculty, A & P (Yellow Curb); Staff and contracted employees (Green Curb) spaces are reserved 7:30 a.m. - 4:30 p.m., Monday through Friday.~~

~~f. Holders of blue and gold (Administrative), gold or green decals/permits are allowed to park in the spaces or area to which they are entitled by virtue of the type decal/permit issued at the time of vehicle registration. Overflow parking for a particular type decal/permit is allowed ONLY into white or unpainted curb~~

areas in the most convenient as well as adjacent parking lots when the spaces or area assigned a particular decal/permit are occupied. Individuals who willfully violate or abuse the overflow parking privilege as a personal convenience shall be deemed guilty of improper parking. Faculty and staff who park down as a result of overflow parking must report the park-down to the Department of Public Safety.

(i) Holders of non-resident student decals are entitled to park only in spaces designated as white or unpainted.

(ii) Holders of handicapped decals are entitled to park in all color areas not specifically reserved, only if reserved handicapped spaces are not available.

g. Vehicles must be parked with front of vehicle toward curb.

h. Parking overtime in areas with specified time limits or on an expired meter is prohibited.

i. Parking regulations in Loading Zones will be enforced at all times. The period of use will be restricted to thirty minutes with prior permission from the Department of Public Safety required.

j. The responsibility for locating legal parking rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulations.

k. Any vehicle parked on campus will be parked at the risk of the owner.

l. Overnight parking of any type vehicle for the purpose of residing or sleeping is not allowed on the property of The University of West Florida.

m. Resident students are restricted to blue resident curbs 24 hours per day, 7 days per week with the following exceptions: Lot #10 (Water Tower); 25 and 31 (Center for Fine and Performing Arts); 73, 75, and 77 (College of Education); and 96, 98 (Sports Complex).

n. Metered/Special Parking (Lot 22) is available, unless otherwise reserved, to all faculty, staff, and students, for limited intervals upon payment of fee specified on the parking meter. There is no charge for metered parking between the hours of 4:30

p.m. and 7:30 a.m. as well as on weekends and holidays.

o. Motorcycle parking is provided at specific locations on campus. Check with University Police.

3. Violators of traffic and parking regulations are subject to citations resulting in assessment of fines.

(c) Enforcement and Adjudication: Florida Uniform Traffic Citations issued by officers of the Department of Public Safety for traffic violations occurring on campus as enumerated in Florida Statutes will be answerable in the County/Circuit Court(s) of

Escambia County. The fine amounts shall be those as established by the County/Circuit Court(s) of Escambia County, Florida. Any person receiving University of West Florida parking citations for violations on campus will pay the fine or appeal according to procedures described in these rules.

~~1. Schedules of Fines—Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola, or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges: parking violations \$5.00; vehicle registration violations \$10.00; handicapped violations \$100.00; unauthorized driving on service road, sidewalks or grass \$25.00; improper registration information \$5.00; violations of sub-subparagraph(3)(b)1.c. \$15.00.~~

~~2. Fines, if paid at the University, will be collected and receipted by the Office of the University Controller, University Cashier. Fines for Uniform Traffic Citations are established by the State of Florida and are payable through the appropriate court of jurisdiction.~~

~~3. Persons with delinquent UWF parking violation fines may be subject to having their privilege of operating a motor vehicle on campus revoked and/or the possible towing and impoundment of the registrant's vehicle at the registrant's expense. No person who is delinquent in the payment of a parking violation fee shall be permitted to register at a state university, be granted a degree, or be furnished an academic transcript during such delinquency.~~

~~(d) Appeal procedure:~~

~~1. The appeal of Rules and Regulations under Rule 6C6-5.001, F.A.C., shall be conducted on two progressive levels. The first level of appeal is at the Department of Public Safety and must be filed within seven (7) calendar days of issuance of the citation.~~

~~The purpose of the Level I parking review process is to allow the Department of Public Safety to correct any obvious issuance errors. Decisions by the Department of Public Safety will be posted weekly in Building 19, Department of Public Safety, and in Building 22, Student Government. Decisions will be listed according to citation number in order to maintain violator confidentiality.~~

~~2. The second level of appeal is through the Parking Violations Appeals Board which rules on all parking citations upheld by the Department of Public Safety. Decisions by the Department of Public Safety to uphold parking citations shall automatically be forwarded to the Parking Violations Appeals Board. The date, time, and location of the next Parking Violations Appeals Board will be indicated on the list published weekly by the Department of Public Safety. Violators will be afforded an opportunity to appear before the Parking Violations Appeals Board to present their appeal in person if so desired; otherwise, all appeals will be heard "in absentia." Decisions of the Parking Violations Appeals Board will likewise be posted, according to citation number, in Building 19, Department of Public Safety and in Building 22, Student Government. Appeal results will also be made available to the campus paper for publication.~~

~~3. The PVAB will render a decision and announce it at the hearing. Assessed fines must be paid immediately after the date of the scheduled hearing. THE BOARD'S DECISION IS FINAL AND BINDING.~~

~~(3e) The Parking Violations Appeal Board.~~

1. Purpose – The Parking Violations Appeals Board (PVAB) is established under the authority of the President of The University of West Florida to adjudicate parking citations issued on the campus. In carrying out this function the Board will sustain or dismiss charges, levy appropriate fines, and deny on-campus driving privileges to certain offenders, ~~under the authority of the appropriate Florida Statute and The University of West Florida Parking and Traffic Regulations.~~

2. Jurisdiction – The Parking Violations Appeals Board shall have review authority over parking citations issued on the UWF campus to faculty, staff, students, or other persons. At no time will this Board have appeal and review powers over Uniform Traffic Citations issued under the authority of Chapter 316 or 318, Florida Statutes.

The Board will review ~~delinquent citations~~ issued on the campus of offenders and take necessary action, ~~as set forth in paragraph (3)(d).~~ The Board will hear appeals of citations and render decisions. The Board will restore privileges after fines have been paid and has the authority to ~~will~~ remove other administrative sanctions.

3. Membership – The Board is comprised of six members appointed by the President upon recommendations from the Vice President for Administrative Affairs from at least three nominations for each position submitted as follows:

- a. One faculty member (nominations from Faculty Senate).
- b. One A & P staff member (nominations from Vice President for Administrative Affairs).
- c. One staff member (nominations from the council representing the University Workforce USPS Council).
- d. Two students, one resident, one commuter (nominations from the Vice President for Student Affairs). The Parking Services Manager(s) ~~Director of Public Safety~~ shall serve as a non-voting, ex-officio member(s). The chairperson will be elected annually by the members and have full voting rights.

4. Operating Procedures.

- a. The Board will meet as required to discharge their responsibilities.
- b. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.
- c. After each case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services ~~the Department of Public Safety~~ for filing and/or action, if necessary. Assessed fines must be paid within ten (10) days after the date of the scheduled hearing. The Board's decision is final and binding.

Specific Authority 1001.74(4) FS. Law Implemented 1006.66 FS.

Specific Authority 1001.74(4) ~~240.264, 240.265, 240.266(1), (2)~~ FS. Law Implemented 1006.66 ~~240.264, 240.265, 240.266(1), (2)~~ FS. History–New 10-26-78, Amended 10-24-79, 10-6-80, 8-9-81, 2-6-86, Formerly 6C6-5.01, Amended 5-29-90, 5-22-95, _____..

6C6-5.001 Parking Safety and Traffic Control.

(1) The University of West Florida brochure, "Parking Regulations" Doc: Pkg Reg Eff 7.01.04 is incorporated into this rule by reference, and may be obtained at the UWF main campus at Parking Services, Building. 90 or from University Police, Building 19. Parking regulations will be enforced 24 hours daily. It is the policy of the University to provide a safe environment for its faculty, staff, students, and visitors, and to the greatest degree possible, provide all mechanical and physical facilities required for personal safety and health.

~~(2) Copies of this rule will be supplied at the time of the purchase of parking decals. Copies of this rule can also be obtained from the Department of Public Safety (University Police). The text of this rule is also available pursuant to Section 120.53(2), Florida Statutes.~~

~~(3) Traffic Control.~~

~~(a) Registration—Automobiles and other mechanical conveyances used on campus by faculty, A & P, staff, students and contracted employees (including part-time students and employees) must be registered with the Department of Public Safety during the first day the vehicle is on campus. Vehicle registration expiration dates appear on each issued decal/permit and represent either an academic year expiration date or an academic semester expiration date.~~

~~1. Registration Regulations.~~

~~a. Any person wishing to register a vehicle must be able to present a valid operator's license.~~

~~b. No person under his name can register a vehicle that belongs to another employee or student.~~

~~c. Any person who temporarily drives a vehicle other than that which he or she has registered must obtain a temporary parking permit at the Department of Public Safety, Bldg. 19, or the Information Center, Bldg. 81, prior to parking that vehicle on campus.~~

~~The temporary permit will be issued at no charge.~~

~~d. The person who registers his vehicle with the University shall be responsible for any violations committed by persons operating the vehicle.~~

~~e. Any faculty, A & P, staff, student, or other person with a temporary or permanent physical disability can apply to the State of Florida for a handicap permit. State acceptable handicap placards are required to be displayed in order to utilize handicap permit parking areas.~~

~~f. No application for renewal will be accepted from any faculty member, A & P member, staff, student, or contracted employee who has a delinquent traffic citation.~~

~~g. Replacement decals will be issued upon payment of a specified fee and in the following cases only: when a registered automobile is no longer to be used on campus and is replaced by a different automobile (the individual requesting a replacement must furnish proof by presenting remains of the original decal or sign an affidavit assuming responsibility for any misuse of the original decal); when the decal of a registered vehicle is stolen or defaced, and a complaint has been filed with the Department of Public Safety; when the decal has been lost and proof of prior registration can be demonstrated.~~

~~h. Students enrolled at off-campus educational centers will be required to obtain parking permits if their vehicle is to be operated on the UWF campus. These permits will be issued at no cost to the individual. If any course work is to be completed on main campus, the appropriate decal fee schedule will apply.~~

~~i. Employees retiring, and not subsequently in employment status, with at least 10 years of service within the State University System will be granted an appropriate decal upon written request at no cost.~~

~~j. University employees whose duty station is officially assigned and physically located off the main campus will be issued appropriate decals upon written request from the employee's administrative department head at no cost.~~

~~k. Students of University employees who possess their own vehicle are not entitled by virtue of their parents' or spouse's employment status a decal designation other than a student decal registration.~~

~~l. The Vice President for Administrative Affairs will authorize the issuance of decals without charge to individuals having a business need to parking accessibility to University facilities. These include, but are not limited to, staff and faculty of off-campus centers, concessionary employees and employees of vendors. In addition, the Vice President for Administrative Affairs will authorize the issuance of cost-free decals to University retirees.~~

~~m. Visitor parking permits are available for non-university affiliated guests from the Information Center, Bldg. 81, or the Department of Public Safety, Bldg. 19. Visitors may utilize metered parking spaces (at no cost), designated visitor parking spaces, or any white/unpainted curb.~~

~~n. Active Alumni Association member decals are acceptable in lieu of visitor passes.~~

~~o. Current faculty, A & P, staff, and students are not eligible for visitor passes and are not entitled to park as a result of membership in the Alumni Association.~~

~~2. Vehicle Registration Fees — A registration fee will be charged for each vehicle registered during an academic year. The following fees shall be in effect:~~

Classification	Decal Color	Acad. Year	Annual Fees		Semester Fees
			1st Veh.	Ea. Addl.	Ea. Veh.
Administrative	Blue	95-96	\$42.50	\$21.25	\$25.50
		96-97	43.75	22.00	26.25
		97-98	45.00	22.50	27.00
		98-99	46.25	23.25	27.75
		99-00	47.50	23.75	28.50
Faculty, A & P	Gold	95-96	34.00	17.00	20.50
		96-97	35.00	17.50	21.00
		97-98	36.00	18.00	21.50
		98-99	37.00	18.50	22.25
		99-00	38.00	19.00	22.75
USPS Staff	Green	95-96	25.50	12.75	15.50
		96-97	26.25	13.25	15.75
		97-98	27.00	13.50	16.25
		98-99	27.75	14.00	16.75
		99-00	28.50	14.25	17.00

Student	White	95-96	17.00	8.50	10.25
		96-97	17.50	8.75	10.50
		97-98	18.00	9.00	10.75
		98-99	18.50	9.25	11.00
		99-00	19.00	9.50	11.50
Motorcycles/ Scooters		95-96	N/A	8.50	N/A
		96-97	N/A	8.75	N/A
		97-98	N/A	9.00	N/A
		98-99	N/A	9.25	N/A
		99-00	N/A	9.50	N/A

3. Decals and Temporary Permits— A decal is issued for a specific vehicle either for an academic year or an academic semester and is not transferable to another vehicle or individual owner. Decals can be purchased at the UWF Cashier's Office, Building 20E. Resident decals are obtained through the University Cashier's Office; renewal resident decals are obtained at the Department of Public Safety. Resident students are required to display the UWF resident decal. Upon sale or disposal of a registered vehicle, the decal must be destroyed. Temporary permits are issued upon request at the Department of Public Safety, Building 19S, or the Information Center, Bldg. 81, for special circumstances including, but not limited to, daily visitors, vendors, borrowed vehicles, temporary and volunteer workers who qualify and special user needs. These permits must be immediately affixed to the prescribed location. Issued decals and temporary permits should be immediately affixed to the prescribed location indicated on the back of the decal/ permit. Special instructions will be given for other conveyances and for situations wherein the prescribed location is inappropriate. Registrations will be invalid when decals are not affixed in the designated place, or if registration form is not signed and complete. Holders of state handicap permits may obtain a parking decal in accordance with Section 316.1964, Florida Statutes.

4. Registration Violations:

- a. Any registration obtained through falsehood or misrepresentation.
- b. Failure to attach/display decal or parking permit on vehicle in accordance with instructions in subparagraph (2)(a)3. of these regulations.
- c. Attaching decal to vehicle other than for which it was obtained.
- d. Failure to register vehicle.
- e. Failure to cancel registration or remove decal upon disposal of vehicle.
- f. Reproducing, modifying or defacing decal/permit.
- g. Failure to complete and sign vehicle registration form.
- h. Display of an expired decal/permit.
- i. Taping or temporarily affixing decal/permit to vehicle unless otherwise directed by Public Safety.
- j. Affixing decal to location other than specified.

(2b) Traffic and Parking Regulations – All of those regulations embodied in Chapter 316, Florida Statutes, and all ordinances of the adjacent municipality and/or county related to traffic which are not in conflict or inconsistent with the University's rules are applicable pursuant to Section 240.264, Florida Statutes, and will be enforced on The University of West Florida campus. University regulations for traffic and parking follow:

~~(a)1.~~ Traffic Regulations will be enforced 24 hours daily.

~~(b)a.~~ The campus speed limit is 30 MPH unless otherwise posted. Speed limit in parking lots is 15 MPH.

~~(c)b.~~ Motorists will yield right-of-way to pedestrians crossing the roadway in crosswalks.

~~(d)e.~~ Skateboarding in University parking lots or on University roadways or sidewalks is prohibited. Bicycle traffic should proceed in the same direction as vehicular traffic; joggers should proceed against vehicular traffic, off the roadway surface.

~~(e)d.~~ Driving on sidewalks, paths, or grass is prohibited.

~~(f)e.~~ Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.

~~f. Vehicles illegally parked or abandoned on campus in such a way as to create a hazard or to constitute a nuisance will be towed away immediately at the owner's expense.~~

~~2. Parking regulations will be enforced 24 hours daily unless otherwise specified in these regulations.~~

~~a. Parking on grass, sidewalks, crosswalks, or on the streets or on unimproved areas except where specifically marked for parking is prohibited. Special loading or unloading requirements will be met by request to the Department of Public Safety. Prior approval MUST be received.~~

~~b. Motor vehicles must be parked within the markers whenever provided. Parking on or over a line or curb is prohibited.~~

~~c. Spaces, lots and areas specifically designated are restricted 24 hours per day, 7 days a week. These spaces will include, but are not limited to, the following: Resident Parking, Special Permit Only, State Vehicle, Loading Zone, Police, Visitor, and other spaces, lots and areas as specifically identified.~~

~~d. Blue curb spaces are restricted 24 hours per day, 7 days per week.~~

~~e. Faculty, A & P (Yellow Curb); Staff and contracted employees (Green Curb) spaces are reserved 7:30 a.m. — 4:30 p.m., Monday through Friday.~~

~~f. Holders of blue and gold (Administrative), gold or green decals/permits are allowed to park in the spaces or area to which they are entitled by virtue of the type decal/permit issued at the time of vehicle registration. Overflow parking for a particular type decal/permit is allowed ONLY into white or unpainted curb areas in the most convenient as well as adjacent parking lots when the spaces or area assigned a particular decal/permit are occupied. Individuals who willfully violate or abuse the overflow parking privilege as a personal convenience shall be deemed guilty of improper parking. Faculty and staff who park down as a result of overflow parking must report the park-down to the Department of Public Safety.~~

~~(i) Holders of non-resident student decals are entitled to park only in spaces designated as white or unpainted.~~

~~(ii) Holders of handicapped decals are entitled to park in all color areas not specifically reserved, only if reserved handicapped spaces are not available.~~

~~g. Vehicles must be parked with front of vehicle toward curb.~~

~~h. Parking overtime in areas with specified time limits or on an expired meter is prohibited.~~

~~i. Parking regulations in Loading Zones will be enforced at all times. The period of use will be restricted to thirty minutes with prior permission from the Department of Public Safety required.~~

~~j. The responsibility for locating legal parking rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulations.~~

~~k. Any vehicle parked on campus will be parked at the risk of the owner.~~

~~l. Overnight parking of any type vehicle for the purpose of residing or sleeping is not allowed on the property of The University of West Florida.~~

~~m. Resident students are restricted to blue resident curbs 24 hours per day, 7 days per week with the following exceptions: Lot #10 (Water Tower); 25 and 31 (Center for Fine and Performing Arts); 73, 75, and 77 (College of Education); and 96, 98 (Sports Complex).~~

~~n. Metered/Special Parking (Lot 22) is available, unless otherwise reserved, to all faculty, staff, and students, for limited intervals upon payment of fee specified on the parking meter. There is no charge for metered parking between the hours of 4:30 p.m. and 7:30 a.m. as well as on weekends and holidays.~~

~~o. Motorcycle parking is provided at specific locations on campus. Check with University Police.~~

~~3. Violators of traffic and parking regulations are subject to citations resulting in assessment of fines.~~

~~(c) Enforcement and Adjudication: Florida Uniform Traffic Citations issued by officers of the Department of Public Safety for traffic violations occurring on campus as enumerated in Florida Statutes will be answerable in the County/Circuit Court(s) of Escambia County. The fine amounts shall be those as established by the County/Circuit Court(s) of Escambia County, Florida. Any person receiving University of West Florida parking citations for violations on campus will pay the fine or appeal according to procedures described in these rules.~~

~~1. Schedules of Fines—Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola, or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges: parking violations \$5.00; vehicle registration violations \$10.00; handicapped violations \$100.00; unauthorized driving on service road, sidewalks or grass \$25.00; improper registration information \$5.00; violations of sub-subparagraph(3)(b)1.c. \$15.00.~~

~~2. Fines, if paid at the University, will be collected and receipted by the Office of the University Controller, University Cashier. Fines for Uniform Traffic Citations are established by the State of Florida and are payable through the appropriate court of jurisdiction.~~

~~3. Persons with delinquent UWF parking violation fines may be subject to having their privilege of operating a motor vehicle on campus revoked and/or the possible towing and impoundment of the registrant's vehicle at the registrant's expense. No person who is delinquent in the payment of a parking violation fee shall be permitted to register at a state university, be granted a degree, or be furnished an academic transcript during such delinquency.~~

~~(d) Appeal procedure:~~

~~1. The appeal of Rules and Regulations under Rule 6C6 5.001, F.A.C., shall be conducted on two progressive levels. The first level of appeal is at the Department of Public Safety and must be filed within seven (7) calendar days of issuance of the citation. The purpose of the Level I parking review process is to allow the Department of Public Safety to correct any obvious issuance errors. Decisions by the Department of Public Safety will be posted weekly in Building 19, Department of Public Safety, and in Building 22, Student Government. Decisions will be listed according to citation number in order to maintain violator confidentiality.~~

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3. Membership – The Board is comprised of six members appointed by the President upon recommendations from the Vice President for Administrative Affairs from at least three nominations for each position submitted as follows:

a. One faculty member (nominations from Faculty Senate).
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c. One staff member (nominations from the council representing the University Workforce USPS Council).

d. Two students, one resident, one commuter (nominations from the Vice President for Student Affairs). The Parking Services Manager(s) ~~Director of Public Safety~~ shall serve as a non-voting, ex-officio member(s). The chairperson will be elected annually by the members and have full voting rights.

4. Operating Procedures.

a. The Board will meet as required to discharge their responsibilities.

b. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.

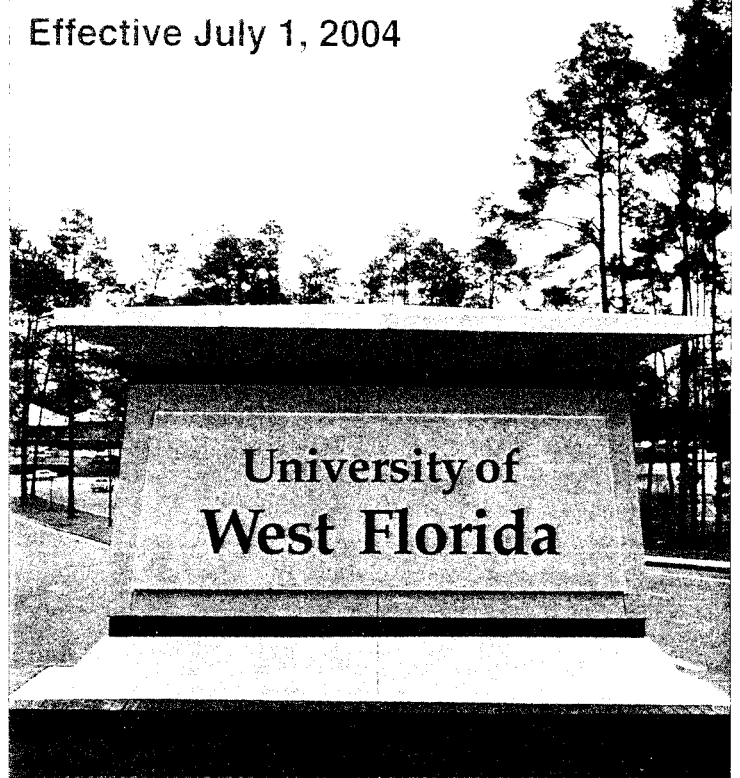
c. After each case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services ~~the Department of Public Safety~~ for filing and/or action, if necessary. Assessed fines must be paid within ten (10) days after the date of the scheduled hearing. The Board's decision is final and binding.

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Parking Regulations

Effective July 1, 2004



The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. If you have any questions, please contact Parking Services, Bldg. 90, or the University Police, Bldg. 19.

VISITOR PARKING: Visitors may pick up parking permits free of charge at the Welcome Center, University Police, or Parking Services. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may have their citation for failure to register vehicle or parking in a restricted area cleared by bringing the ticket to Parking Services, Bldg. 90, by the end of the day the citation was issued.

Parking a motor vehicle on the UWF campus is a privilege that may be granted by the University. The university is authorized, and reserves the right, to regulate the use of any and all of its vehicle parking facilities for the exclusive use of designated groups or individuals.

Additional copies of these regulations may be obtained from Parking Services, Bldg. 90, or from University Police, Bldg. 19, which is open 24 hours. The text of these regulations is on the Web page at uwf.edu/parking/regulations.pdf.

Parking Services, (850) 857-6023

REGISTRATION

Automobiles and other mechanical conveyances used on campus by university employees, students and contracted employees (including part-time students and OPS employees) must be registered with Parking Services the first day the vehicle is on campus. Decals/hang tags or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit. Purchasing a parking decal or hang tag does not guarantee a parking space. Vehicles may be parked only in areas designated by the color of the issued decal or hang tag. Vehicle registration expiration dates appear on each issued decal or hangtag. Expired decals must be removed from the vehicle. Only one decal is permitted per vehicle.

Registration Regulations

The following rules apply:

1. It is the responsibility of all UWF employees and students, to know UWF parking regulations.
2. If you are temporarily driving a vehicle other than your own, you must obtain a temporary parking permit at the University Police, Bldg. 19 (open 24 hours), or at the Welcome Center, Bldg. 81, or Parking Services, Bldg. 90 prior to parking on campus. A temporary permit will be issued free of charge.
3. Owners of decals or hangtags registered with the university will be held responsible for violations that are committed by other persons operating the vehicle with said permit.
4. Handicap permits are available through the state of Florida's local tag office in accordance with Florida state statute, Chapter 316.1964. State-acceptable handicap placards must be displayed on vehicles parked in the university handicap parking areas. Persons with valid handicap placards are not required to purchase a UWF parking permit.
5. Any university employee, student or contracted employee who has a delinquent parking citation may not be allowed to renew their decal until all fines are paid.
6. Replacement decals are issued for a fee in the following cases:
 - a) when a registered automobile is no longer being used on campus and/or is replaced by a different automobile (proof of prior decal must be furnished);
 - b) when the decal/hangtag of a registered vehicle is lost, stolen or defaced (a complaint must be filed with the police), and proof of prior registration can be furnished.
7. Students enrolled at off-campus educational centers need to obtain parking permits if their vehicle is driven or parked on the UWF main campus. One-day permits can be obtained from the Welcome Center or Parking Services, Bldg. 90 at no cost to the individual. If any course work is to be completed on the Pensacola campus, the appropriate decal fee schedule will apply.
8. Off-campus traffic rules and parking regulations for the Fort Walton Beach Campus are available at the Fort Walton Beach Campus cashier's office. Students attending classes at Eglin AFB should contact the UWF Eglin Center Administration Office, Bldg. 251, for parking information. OWC/UWF parking decals are invalid on the UWF Pensacola campus.
9. Retired UWF employees with at least 10 years of service in the State University System, who are no longer employed at the university, will be provided a free decal upon written request to the vice president for Administrative Affairs.

10. University employees who are assigned to work at off-campus locations will be issued free decals for the off-campus locations upon written request from their department head.
11. Students whose family members are university employees and who have their own vehicle must still obtain a student decal.
12. VISITOR PARKING PERMITS : Visitors are allowed to use metered parking spaces and designated visitor parking spaces/areas.
13. Active Alumni Association member decals are acceptable in lieu of visitor passes. All parking regulations will apply. Expired UWF decals must be removed.
14. Current employees and students are not eligible for visitor passes and are not entitled to park in visitor parking areas as a result of membership in the Alumni Association.

DECALS/HANGTAGS AND TEMPORARY PERMITS

Decals or hang tags may be purchased at the UWF Cashier's Office, Bldg. 20E. They may also be purchased on-line by going to <http://nautical.uwf.edu/Compass>. They are issued for an academic year or semester, and only hangtags are transferable to another vehicle. When driving a different vehicle on campus your hang tag must be displayed. Decals must be affixed to the vehicle for which it was registered. No permit is transferable to another individual. Lost or stolen hang tags/decals must be reported to the University Police before a replacement can be purchased.

Temporary permits are issued at the University Police, Bldg. 19 South (open 24 hours); the Welcome Center, Bldg. 81, or Parking Services, Bldg. 90 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers and special user needs.

Special instructions will be given for other conveyances and for situations in which the designated location is inappropriate. Registrations are invalid when decals are not affixed permanently in the designated place and upright, or if registration form is not signed and complete.

Resident Decals

Residence/housing decals are obtained through the University Cashier's Office. Residence/housing students are required to display the UWF resident decal. Upon sale or disposal of a registered vehicle, the decal must be destroyed. Residence/housing students are restricted to parking in blue, red or orange curbs/areas based on their decal color 24 hours a day, 7 days a week with the following exceptions: such vehicles may also park in Lots #10 (water tower); 23, 25 and 31 (Center for Fine and Performing Arts); 73, 75 and 77 (College of Education); and 96, 98 (sports complex). Resident students moving from their dorm must purchase the appropriate decal and return the old decal to cashier.

IMMOBILIZATION

Persons with six or more unpaid parking citations or with a vehicle parked in a 24-hour reserved space are subject to vehicle immobilization and an administrative fee of \$25. Arrangements must be made within 24 hours to pay fines and/or have the immobilization boot removed or the vehicle is subject to towing. The owner is responsible for the towing fee and administrative fee.

PARKING SERVICES APPEALS PROCEDURE

Appeals of any citations issued for parking or registration violations will be conducted on two progressive levels. Forms are available for the first level of appeal at the University Police Department and Parking Services, Bldg. 90. On-line appeal is available on the Parking Services Web page <http://uwf.edu/parking/appeal.cfm>. Appeals must be filed within seven calendar days of issuance of the citation. The purpose of the Level 1 parking review process is to allow correction of any obvious issuance errors. Decisions by Parking Services will be posted in Bldgs. 19, 90, in the Student Government Office in Bldg. 22 and on the university Web page at <http://uwf.edu/parking/appealresults.cfm>. Also, personal notification of your results will be sent if email/ mailing address is added to appeal form.

The second level of appeal is through the Parking Violation Appeal Board (PVAB) which rules on all parking citations upheld by Parking Services. Decisions by Parking Services to uphold parking citations will automatically be forwarded to the Parking Violations Appeal Board. The date, time and location of the next Parking Violations Appeal Board will be displayed on a list posted at Bldg. 19, University Police; Building 22, Student Government Office and Bldg. 90, Parking Services. Violators will be afforded an opportunity to appear before the board to present their appeal in person, if so desired; otherwise, all appeals will be heard in absentia. A citation submitted for appeal will be heard only once by the board. Decisions of the board will be posted in Bldg. 19, University Police; in Bldg. 22, SGA; Parking Services, Bldg. 90; and on the Parking Services Web page: <http://uwf.edu/parking/appealresults.cfm>. Personal notification of your results will be sent if email/ mailing address is added to appeal form.

PAYMENT OF FINES

Violators of parking regulations are subject to citations resulting in assessment of fines.

Traffic Laws and Parking Enforcement

Traffic Citations

All state traffic statutes are enforced by the University Police Department. Traffic citations issued by university police officers for violations occurring on campus are answerable to the County Traffic Court of Escambia County, Florida. Fines for State Uniform Traffic Citations are established by the state of Florida and are payable through the appropriate court of jurisdiction.

Parking Citations

Any person receiving University of West Florida parking citations for violations on campus will pay the fine at the Cashier's Office or appeal according to procedures described in this brochure. Parking fines paid at the university will be collected and receipted by the cashier. Monies collected from parking assessments and infraction fines shall be used to fund operating costs of the parking program at the university and provide for preventive and routine maintenance of lots, walkways and roadways on campus.

Persons with delinquent UWF parking violation fines may have their privilege of operating a motor vehicle on campus revoked and/or may have their vehicle towed and impounded at their expense. No person who is delinquent in the payment of a parking violation fee will be permitted to register at a state university, be granted a degree or be furnished an academic transcript during such delinquency.

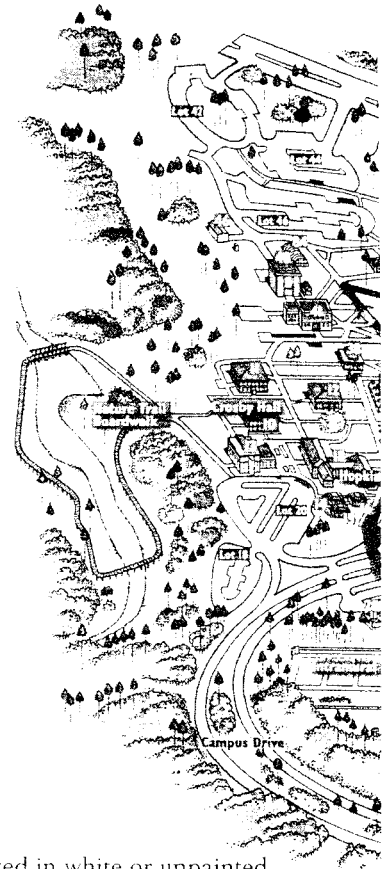
Vehicle Registration Parking Fees

DECAL OR HANG TAG		ANNUAL		SEMESTER
Classification	Color	First Vehicle	Each Addl. Vehicle	
Administrative	Blue & Gold	55.00	30.00	35.00
Faculty, A&P	Yellow	45.00	25.00	29.50
USPS Staff	Green	35.00	20.00	23.00
Resident Students	Blue/Orange/Red	20.00	10.00	12.00
Commuter Student	White	20.00	10.00	12.00
Motorcycles		10.00		

Replacement Decals—\$2.50

Replacement Hang Tags – \$10.00

Replace Hang Tag with Decal - \$2.50, not transferable, and each additional car must be registered and decal purchased.



PARKING REGULATIONS

- a. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.
- b. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited. Special loading or unloading requirements will be met upon request to the University Police. Prior approval must be received by calling ext. 2415.
- c. Motor vehicles must park within one parking space only.
- d. Restricted parking spaces. Spaces, lots and other specified areas are designated by posted signage or paint are restricted 24 hours a day, 7 days a week. These spaces include, but are not limited to, the following: Residence/ Housing Parking, Special Permit Only, State Vehicle, Loading Zone, Visitor, Police and Service Vehicle Parking.
- e. Resident student parking only. Blue curb (Pace and Argo Hall), red curb (Martin Hall) and orange curb (south dorm) spaces are reserved 24 hours a day, 7 days a week.
- f. **NONRESIDENT/COMMUTER STUDENTS** must park in spaces designated as white, unpainted, or posted signage. Open parking 8 p.m. to 7 a.m. except in restricted spaces. Metered parking is free from 7:30 p.m. to 7:30 a.m. Parking permits are required at all times.
- g. Handicapped decal. Holders of handicapped decals may park in all unrestricted areas if reserved, handicapped spaces are not available.
- h. Yellow (faculty, A&P), and green (staff) employees spaces are reserved 7:30 a.m. to 3 p.m., Monday through Friday. Open parking 8 a.m. to 7 p.m. except in restricted spaces. Yellow or green curbs and tags are allowed to park in white and green designated spaces.
- i. Blue and gold (administrative) park according to the instructions on the decal/hang tag issued.
- j. Loss of license plates will not be considered a valid excuse for violation of parking regulations.
- k. **OVERFLOW PARKING** is allowed in white or unpainted curb areas when the spaces or areas assigned are occupied. Individuals who violate or abuse the overflow parking privilege may be issued citations for parking in a reserved/restricted area.
- l. Parking overtime in areas with specified time limits or at an expired meter is prohibited (except as otherwise noted in this brochure).
- m. Loading Zones. Parking regulations in Loading Zones will be enforced at all times. The period of use will be restricted to 30 minutes. Prior permission from Parking Services or University Police is required.
- n. Liability. Any vehicle parked on campus will be parked at the risk of the owner. The university does not assume liability for vehicles or items left in the vehicles.
- o. Overnight parking of any vehicle, including motorhomes, other than those with resident decals or hang tags, is not allowed. Residing or sleeping in vehicles parked on campus is not allowed.
- p. **METERED/SPECIAL PARKING** (Lot 22) is available, unless otherwise reserved, to all university employees and students for limited intervals upon payment of a specified fee on the parking meter. Meters accept up to 25 cents for 30-minute parking only. Metered parking is free between the hours of 7:30 p.m. to 7:30 a.m. or on weekends and holidays. However, parking permits are required.
- q. **MOTORCYCLES** park in designated spaces only. This is a 24-hour restriction.
- r. Drivers must obey traffic control signs.

Police Emergency Numbers

911 or #UWF with AT&T wireless

***UWF with Cingular and Alltel,**

UWF safety escort service: 474-2415

University of West Florida Campus

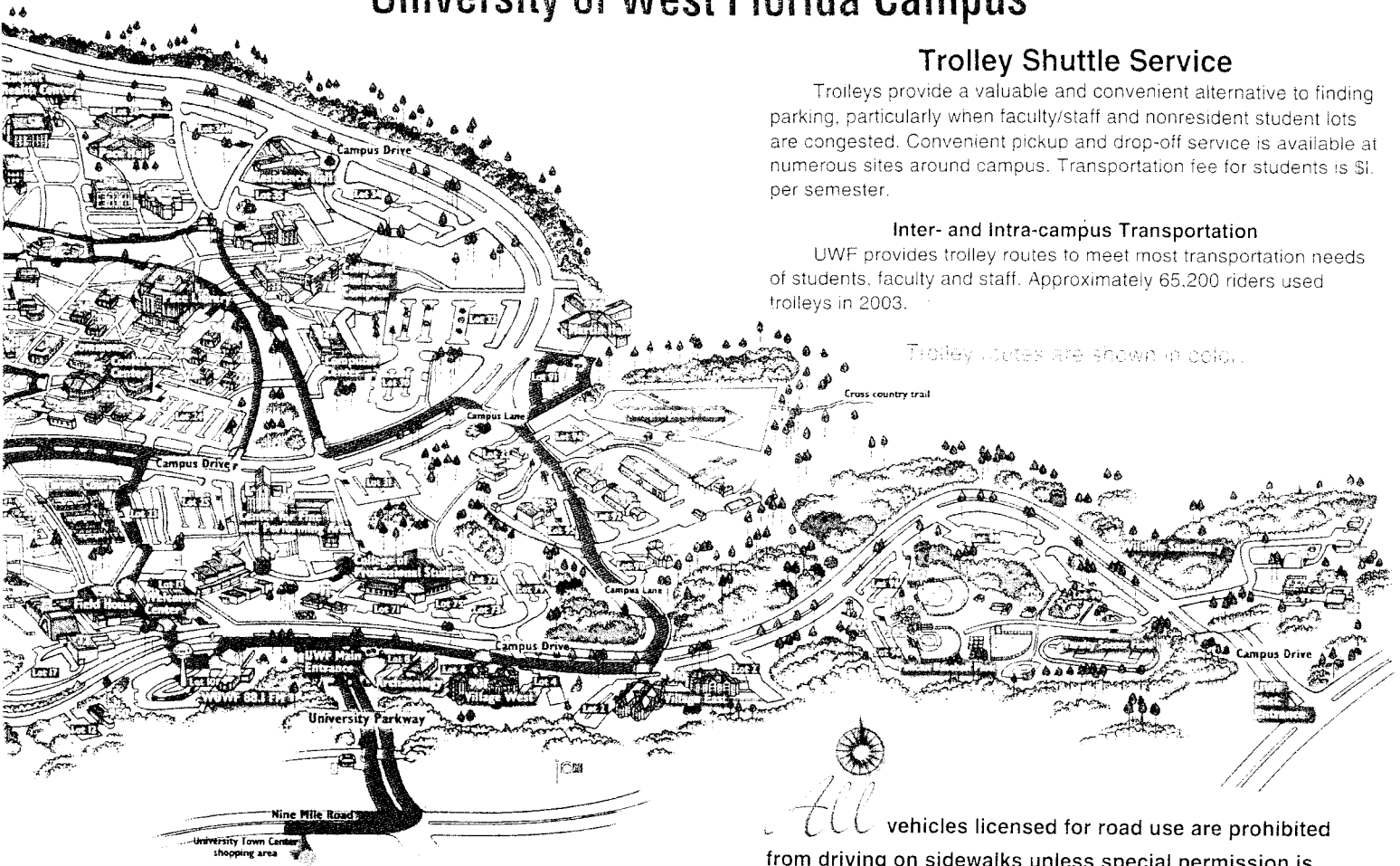
Trolley Shuttle Service

Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty/staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. Transportation fee for students is \$1. per semester.

Inter- and Intra-campus Transportation

UWF provides trolley routes to meet most transportation needs of students, faculty and staff. Approximately 65,200 riders used trolleys in 2003.

Trolley routes are shown in color.



All vehicles licensed for road use are prohibited from driving on sidewalks unless special permission is obtained.

Vehicle Registration Fines

- A. Failure to register vehicle/no decal or hang tag _____ \$20
- B. Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form _____ \$100
- C. **Failure to attach/display decal or hang tag in accordance with instructions.** This includes improper display such as affixing decal to a location other than specified in the instructions and affixing decal upside-down _____ \$15
- D. Attaching decal to a vehicle other than for which it was registered _____ \$15
- E. Altering or defacing a decal or permit _____ \$25
- F. **Display of an expired decal or hang tag** _____ \$20
- G. **Taping or temporarily affixing** decal/permit to vehicle unless otherwise directed by Parking Services or University Police _____ \$15

Schedule of Parking and Traffic Fines

Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges:

- A. Overtime parking _____ \$10
- B. Parking in restricted/reserved area _____ \$25
- C. Parking over the line _____ \$15
- D. Parking/driving on the grass/sidewalks _____ \$25
- E. Parking obstructing traffic _____ \$25
- F. Parking in service area _____ \$25
- G. Parking in No-Parking zone _____ \$25
- H. Parking while suspended _____ \$50
- I. Parking in handicap illegally _____ \$100
- J. Parking in fire lane _____ \$100
- K. Blocking handicap ramp _____ \$100
- L. Driving in unauthorized areas _____ \$25
- M. Bicycle parked/ridden in unauthorized area _____ \$15

**UWF Board of Trustees
February 25, 2005**

Issue: 2005-06 meeting schedule

Proposed action: Adopt

Background information:

The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004. These dates are in conjunction with other UWF events. Conference Call meetings will be scheduled as needed.

Supporting documentation: Proposed meeting schedule below

Prepared by: Faye Bowers (850) 474 2009 fbowers@uwf.edu

Friday, September 9, 2005	8:30 a.m.	Conference Center	
Friday, December 9, 2005	8:30 a.m.	Conference Center	
Tuesday, March 14, 2006	8:30 a.m.	FWB Campus	
Thursday, May 4, 2006	8:30 a.m.	Conference Center	
Friday, May 5, 2006	8:30 a.m.	Conference Center	Joint Strategic Planning

Suggested meeting times

- 8:30 a.m. - 11:30 a.m. - Committee meetings
- 11:30 a.m. - 12:15 p.m. - Lunch
- 12:30 p.m. - 3:30 p.m. - Full BOT meets

Other events in conjunction with the above are listed below:

Saturday, December 10, 2005	9:00 a.m.	Commencement	Pensacola Civic Center
Wednesday, March 15, 2006		UWF Day	Capitol/Tallahassee
Saturday, May 6, 2006	9:00 a.m.	Commencement	Pensacola Civic Center

Agenda informational item: 1

**UWF Board of Trustees
February 25, 2005**

Issue: Summary update on the current status of UWF's FWB Joint Campus enrollment trends, program offerings, proposed programs additions, and the impact of the FWB Campus productivity on UWF's overall funding

Proposed action: Informational/Educational

Background information: The University of West Florida has been offering programs in the FWB area for well over twenty years. Recent changes in the demographic and growth potential in Okaloosa and surrounding counties necessitates a much more comprehensive assessment of this campus' potential for growth, area economic development and student FTE growth potential.

Supporting documentation: A comprehensive report of the FWB Campus and satellite sites will be distributed to all BOT members.

Prepared by: Wesley Little, Vice Provost for Educational Outreach
(850) 863-6566 wlittle@uwf.edu



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

The University of West Florida

An Update of the FWB Campus: A Six Year Scan

- Fort Walton Beach Joint Campus
- Chipola Junior College Campus
- Eglin AFB
- Hurlburt Field
- BSN in Nursing with OWC

Data Produced by the Office of Academic Affairs Budget Staff



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

FWB Campus Activities and Changes: 2004-2005

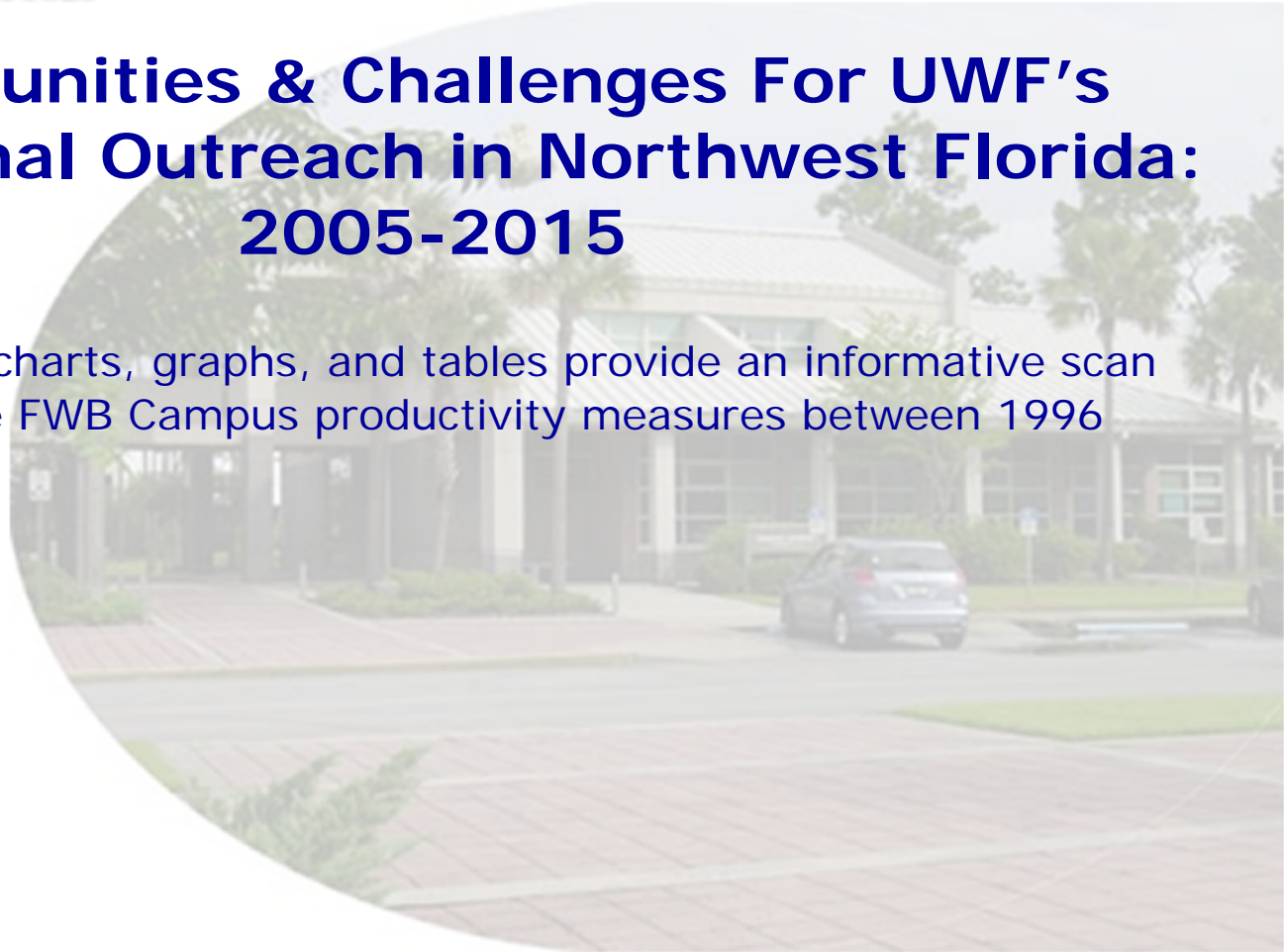
- Small Business Development Center relocated off campus,
- Graduate Student Support Center formed in the former SBDC area,
- Undergraduate Student Support Center strengthened,
- FWB Marketing Plan developed & implemented,
- Course schedules distributed to 50K area residents both fall & spring semesters,
- FWB Community Advisory Council formed,
- New partnerships initiated with OWC and the Okaloosa County School District,
- UWF Office at Hurlburt Field scheduled to reopen spring, 2005,
- Additional staff member reassigned to support military programs,
- Reemphasis on recruiting and retaining the region's military students,
- Identification of additional UWF classroom site locations underway,
- UWF Division of Continuing Education aggressively promoted in the FWB area,
- New UWF FWB Campus Bookstore scheduled to open in July, 2005,
- Six new full-time faculty lines assigned for the FWB Campus in August, 2005,
- New academic programs scheduled for FWB Campus for Fall Semester, 2005.



University of
West Florida
FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES

Opportunities & Challenges For UWF's Educational Outreach in Northwest Florida: 2005-2015

- The following charts, graphs, and tables provide an informative scan comparing the FWB Campus productivity measures between 1996 and 2003.





**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Enrollment Data

	FWB		All Outreach	All UWF
Summer 2000	702	13%	741	5265
Fall 2000	936	11%	1043	8546
Spring 2001	920	11%	1028	8296
Summer 2001	758	13%	904	5771
Fall 2001	1000	11%	1188	9166
Spring 2002	N/A	N/A	N/A	N/A
Summer 2002	669	12%	845	5562
Fall 2002	869	9%	1117	9290
Spring 2003	884	10%	1154	8925
Summer 2003	501	9%	715	5625
Fall 2003	867	9%	1159	9541
Spring 2004	768	8%	1041	9119
Summer 2004	N/A	N/A	N/A	N/A
Fall 2004	883	9%	1174	9971
Spring 2005	776	9%	1104	9041



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

FWB Revenues from Enrollment

Based on FTE at FWB (location code 43)

Revenues generated at FWB:	\$3,439,715
% of Revenues Generated at FWB:	5.2%
Full-Time Faculty Cost at FWB:	\$887,345
Part-Time Faculty Cost at FWB:	\$221,732
Other Costs at FWB:	\$712,821
Direct Cost at FWB:	\$1,821,898
Net Difference:	\$1,617,817

Approximate Number of Faculty Lines Produced = 23 lines*

- This estimated number of faculty lines produced is based on an average UWF faculty salary of \$68,500 including benefits.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Revenue Generated From All Okaloosa County Enrollment

Based on generated FTE from students with a permanent zip code in
Okaloosa County (regardless of location code)

Revenues generated:	\$10,000,869
% of Revenues Generated:	15.1%
Full-Time Faculty Cost at FWB:	\$887,345
Part-Time Faculty Cost at FWB:	\$221,732
Other Costs at FWB:	\$712,821
Direct Cost at FWB:	\$1,821,898
Net Difference:	\$8,178,971

Full-Time Faculty Line Equivalent = **118**



University of
West Florida
 FORT WALTON BEACH,
 EGLIN, BRANCH CAMPUSES

Recruitment of First Time in College (FTIC) Students

	County	UWF		FSU		UF		FAMU		Total
		Headcount	%	Headcount	%	Headcount	%	Headcount	%	
FALL 1996	Escambia	155	51	46	15	60	20	27	9	303
	Okaloosa	32	21	51	33	44	29	12	8	154
	Santa Rosa	91	64	29	20	11	8	2	1	142
		278	46	126	21	115	19	41	7	599
FALL 2003	Escambia	290	62	56	12	33	7	42	9	470
	Okaloosa	87	28	98	32	44	14	16	5	309
	Santa Rosa	192	62	55	18	15	5	0	0	312
		569	52	209	19	92	8	58	5	1,091

Source: SUS Factbooks 1996-2002



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Community College Students Transferring into the State University System

	Fall 1996			Fall 2002		
	Total to SUS	To UWF	%	Total to SUS	To UWF	%
Pensacola Junior College	457	354	77.46	502	403	80.28
Okaloosa Walton	259	164	63.32	325	207	63.69
Total	716	518	72.35	827	610	73.76

Source: SUS Factbooks 1996-2002



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Potential Impact of a Modest Undergraduate Enrollment Increase:

- Assuming an FTIC increase from 28% to 40% &
- Assuming a CC transfer increase from 64% to 75%,
- The net potential financial impact on UWF could amount to as much as \$9,000,000 annually.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

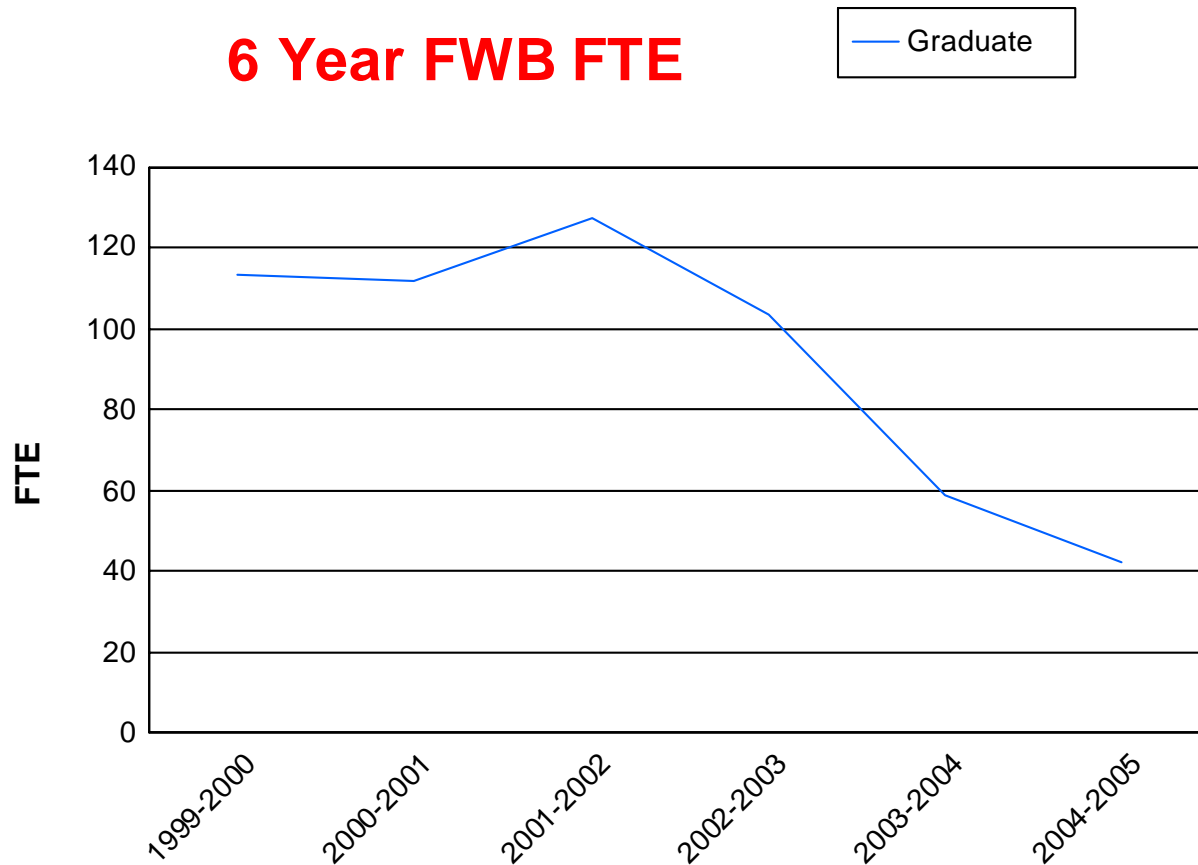
What about the Graduate Market?

- Military personnel & their dependents,
- An increasing number of civilian employees on military bases,
- High tech industry employees,
- Business & medical community,
- Public PK-12 teachers & administrators,
- Community college faculty & administration.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

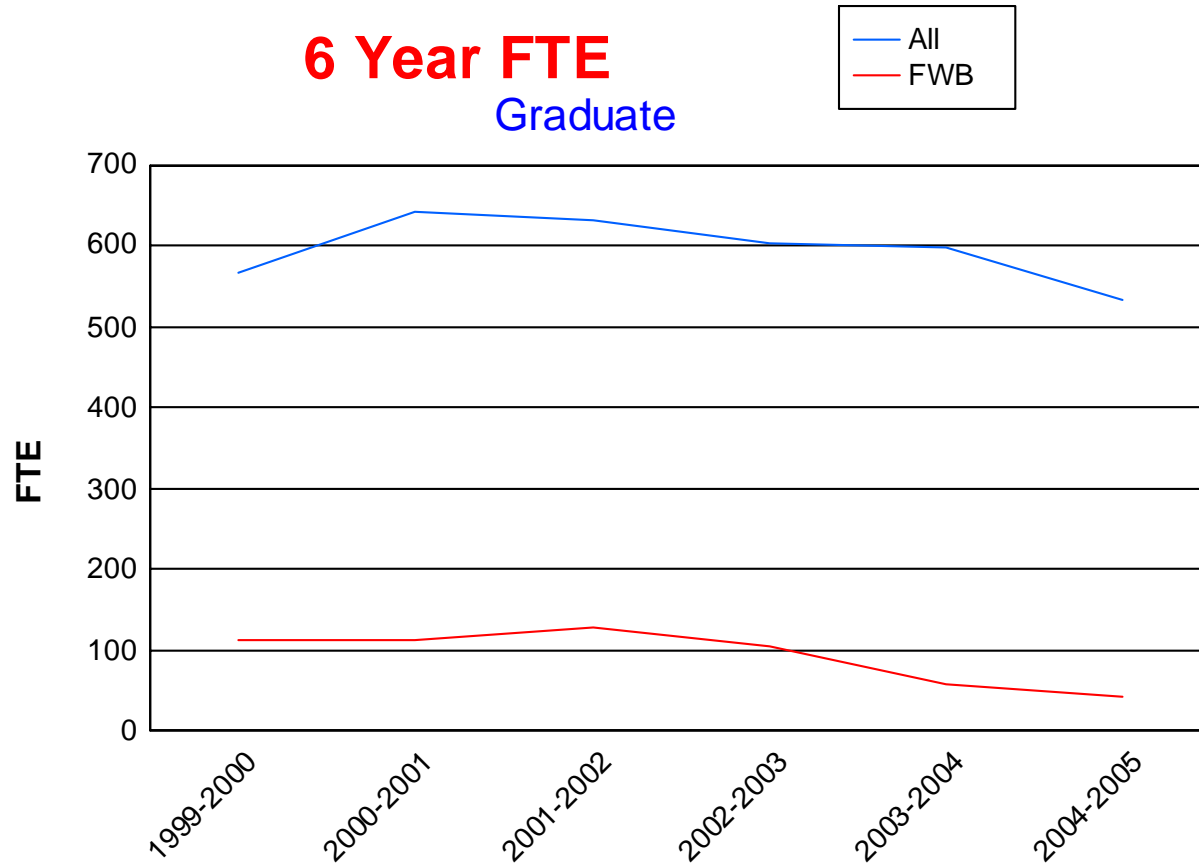
6 Year FWB FTE



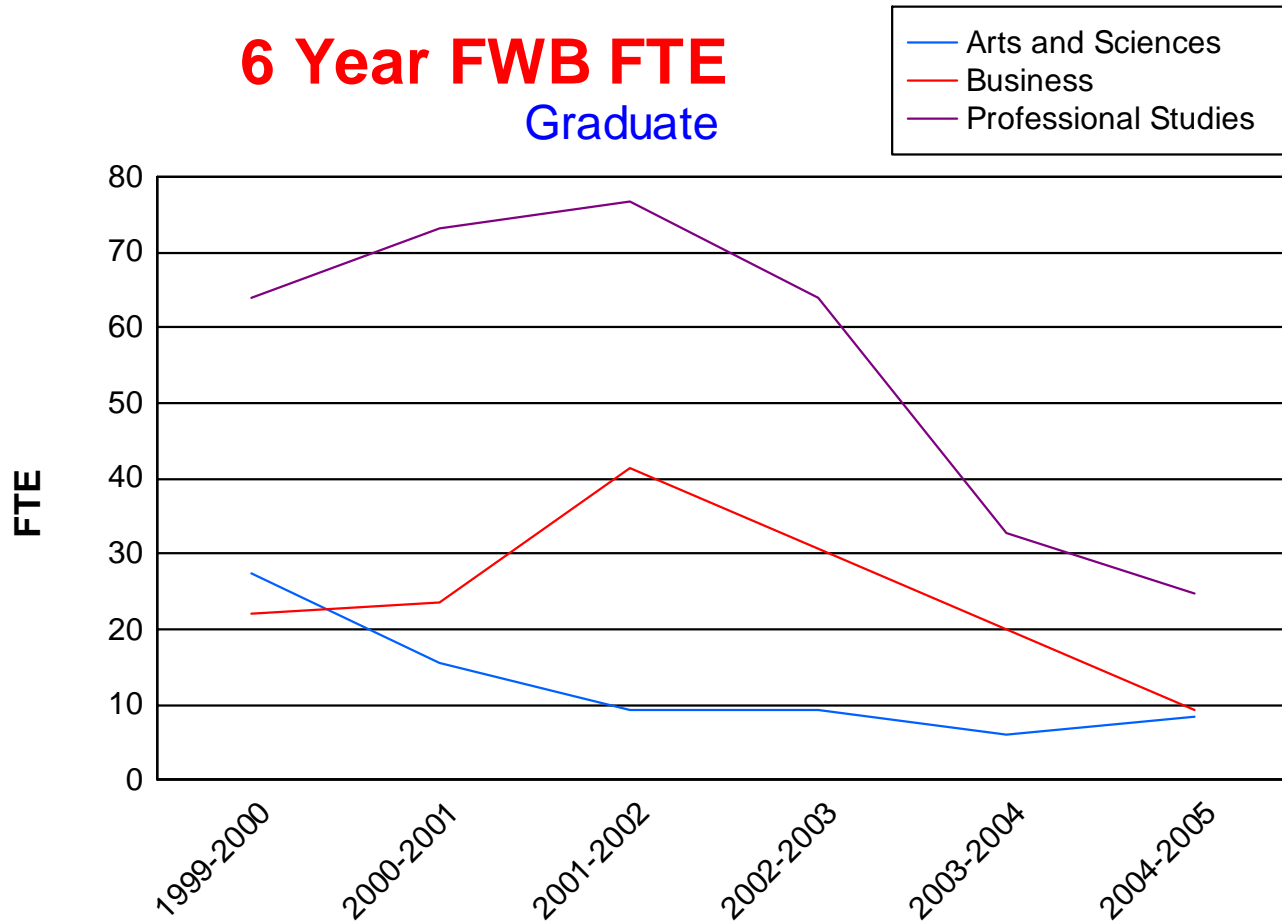


**FORT WALTON BEACH,
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6 Year FTE Graduate



6 Year FWB FTE Graduate

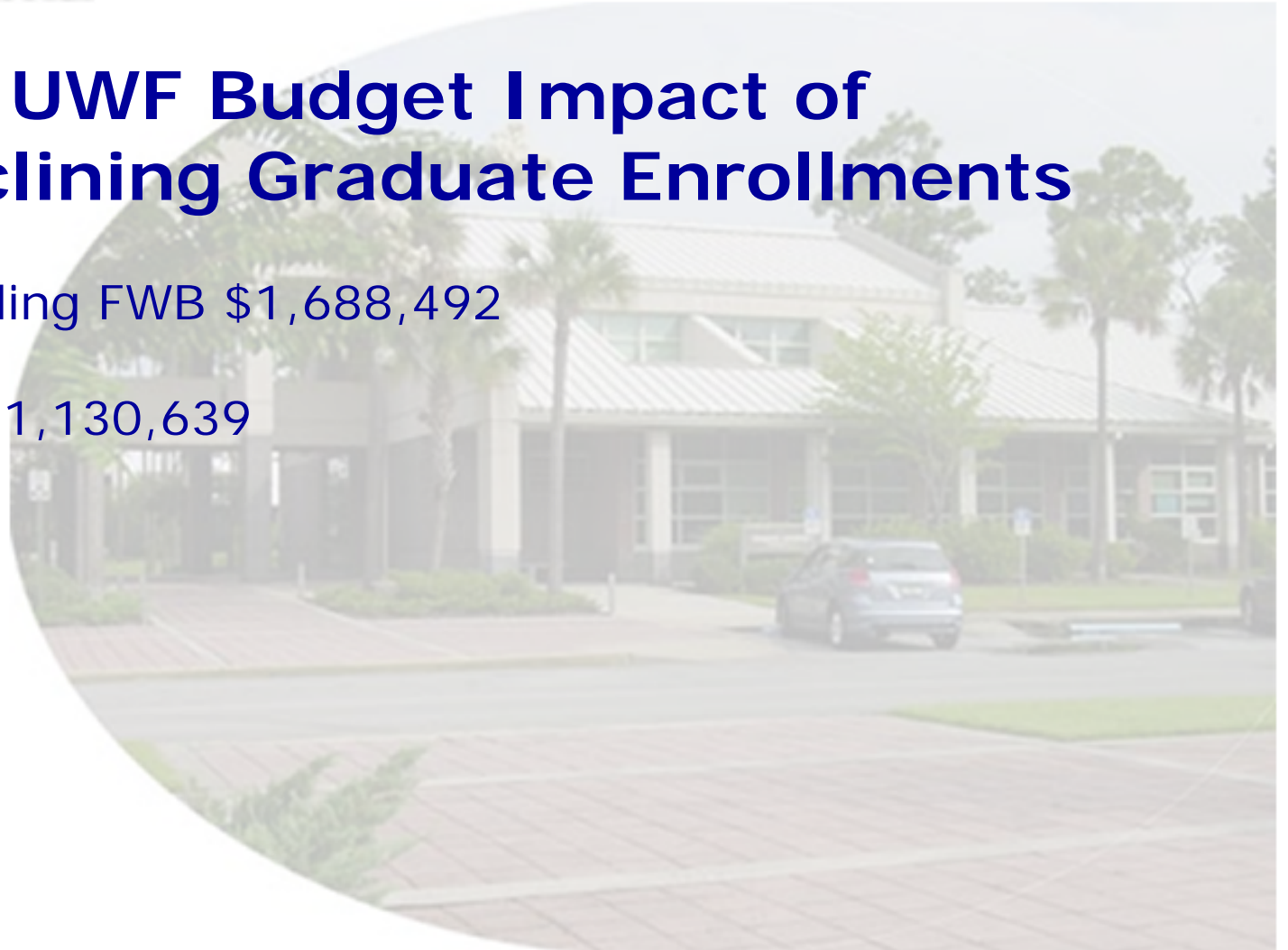




**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

UWF Budget Impact of Declining Graduate Enrollments

- Total including FWB \$1,688,492
- FWB only \$1,130,639





**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Identified Barriers to Growth:

- Limited classroom, laboratory & faculty office space,
- Limited number of full-time faculty assigned to FWB,
- Lack of an adequate recurring budget to support the capacity to grow student enrollments,
- Lack of an organizational and administrative structure which enables the FWB Branch Campus to have some degree of autonomy,
- Lack of a clearly defined and executed growth plan,
- Lack of consistency of program and branch campus support,
- Lack of understanding of the potential for growth opportunities for growth in the FWB area/region,
- The existence of higher education competitors who have been allowed to dominate much of the regional market.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

UWF's Strategic Advantages In Northwest Florida

- UWF has had a major presence in the FWB area for over twenty years.
- UWF already has a basic infrastructure in place to build upon to further expand.
- UWF has already developed important strategic partnerships with OWC and the Okaloosa County School District.
- UWF generally has a solid reputation as a credible university with quality academic programs.
- Northwest Florida and UWF are currently well positioned to seek the support of the region's state legislative delegation.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

Opportunities & Challenges For UWF In Northwest Florida

- The FWB region is one of the fastest growing areas in Florida, if not the U.S.
- The region has a concentration of military bases and personnel, a high-tech education market from high-tech businesses and industry, a dynamic regional business community, a mature and high quality community college, and Florida's number one school district.
- This unique combination of regional demographic characteristics would be considered a rare opportunity for any university.



**FORT WALTON BEACH,
EGLIN, BRANCH CAMPUSES**

What is UWF's Potential for Growth In The FWB Region?

- UWF's FWB area head count enrollment has averaged around 1,000 undergraduate and graduate students for the past ten years.
- Demographic growth projections for Okaloosa and Walton Counties would suggest that the region will significantly increase in population growth for the remainder of this decade.
- Assuming UWF develops a proactive approach to growth, a conservative estimate of UWF's potential increase in FTE from the FWB area would be around 100% (1000 to 2000 headcount) over the next five years.

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BOARD EDUCATION SERVICES WORKSHOP

THE GOVERNING BOARD'S RESPONSIBILITIES

What is it that characterizes an effective governing board? How well do your trustees understand their responsibilities as a corporate board and as individual trustees? To help your board answer these questions, AGB offers a workshop focusing on the governing board's responsibilities. This workshop can be used as an effective orientation tool for your entire board or as a workshop for new board members.

Guided by a highly qualified AGB facilitator, your trustees will be able to explore such questions as:

- How can the board clarify and raise performance expectations for itself?
- What are the board's responsibilities for ensuring program quality and consistency within the institution's mission?
- What is a contemporary job description for an academic governing board?
- What are the president's expectations of the board and the board's expectations of the president?
- How can the board constructively support the president?

AGB Board Education Workshops are conducted on your campus or at a nearby location and are custom-tailored to address the specific needs of your institution. We work with you to select the right facilitator for your board from a cadre of individuals who are former presidents, trustees, and higher education professionals. All AGB facilitators undergo a rigorous orientation program designed to strengthen their facilitation skills and expand their knowledge of best practice and board effectiveness. Before your workshop takes place, a detailed preparation process is followed to ensure a successful experience for your board. Workshop content is enhanced by AGB publications and other reference materials.


For more information about this or other AGB workshops, please call the director of Board Education Services at 800-276-8282 or email www@agb.org

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BOARD EDUCATION SERVICES WORKSHOP

THE BOARD'S RESPONSIBILITY FOR FUND-RAISING

AGB's Board Education Workshop on the Fund-Raising Responsibilities of Governing Boards is an excellent way to help your board review the best contemporary fund-raising principles, policies, and practices. AGB will help you clarify your workshop needs and desired outcomes, determine who should participate, and help you select the right facilitator. Each fund-raising workshop is custom-tailored, but most typically address:

- The distinct responsibilities of the board, the chief executive, and the development staff for fund-raising success,
- The organizational structure of successful fund-raising programs,
- The elements of a successful fund-raising campaign, and
- The characteristics of effective trustee fund-raisers.

Although workshop outcomes vary from board to board, a typical action plan might include strategies for:

- Orienting the board to become more active and effective fund-raisers,
- Enlisting trustees as advocates for the institution,
- Clarifying relationships and expectations among the board, the chief executive, and the development staff,
- Defining the role of the development committee, and
- Determining readiness to launch a comprehensive campaign.

A highly experienced facilitator—an accomplished trustee or fund-raising executive whose experience is compatible with the needs of your board and institution—will conduct your workshop. AGB's director of Board Education Services will work with you to select the right facilitator to meet your needs.

For more information about this or other AGB programs, please call the director of Board

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