

MINUTES
UWF Board of Trustees
Finance, Administration & Audit Committee Meeting
February 25, 2005
8:00 a.m. in Building 1/Room 126
UWF/OWC Fort Walton Beach, Florida

Committee Chair Sharon Hess Herrick called the meeting to order at 8:04 a.m. with Faye Bowers calling roll. Trustees in attendance:

Dr. Lornetta Epps
Mrs. Marny Gilluly
Mrs. Sharon Hess Herrick

Others attending:

Dr. Debbie Ford, VP for Student Affairs
Dr. Cornelius Wooten, VP for Administrative Affairs
Dr. Pete Metarko, Associate Vice President for Enrollment
Ms. Betsy Bowers, Associate Vice President for Internal Auditing
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair Hess Herrick welcomed all to the meeting and conveyed a special Thank You to Dr. Wes Little, Vice Provost and his staff for the FWB Campus hosting our meeting.

Approve Minutes of 11/5/04 and 1/6/05.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

1. Increase University Housing Rental Rates

Dr. Debbie Ford, Vice President for Student Affairs recommended individual increases 4% - 15% which are necessary and sufficient to pay debt services and to maintain operating costs and services. The increase is based on report from consultant in June 2004 who conveyed that UWF rates are not competitive with other institutions.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

2. Student Activity & Service Fees

Dr. Debbie Ford recommended a 5% increase with breakdowns by increasing service fee which goes partially to student organizations and the opening of the Health Leisure and Sports facility operation. The Athletic Fee will be increased \$.30 cents.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

3. Education Research Center for Child Development (ERCCD) Fees

Dr. Debbie Ford recommended a modest increase that is competitive but lower than most other local facilities per Director Tulsa Morein.

Motion by: Trustee Epps
Seconded by: Trustee Gilluly
Approved: Unanimously

4. New Student Orientation Fees

Dr. Debbie Ford recommended an increase of \$3 per person to cover the quality of the program.

Motion by: Trustee Epps
Seconded by: Trustee Gilluly
Approved: Unanimously

5. Proposed Parking & Transportation Services Fee

Dr. Cornelius Wooten, Vice President for Administrative Affairs recommended an increase due to information received through a consultant. Dr. Wooten said the university has sufficient parking lots and there have been no parking fee increases since 2001. The consultant provided a parking plan for the next five years.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

Under the same action item, Dr. Wooten also recommended a modest increase in Trolley fees. The university was partially funded through a Trolley Grant which expires in the fourth year, which is the need to increase to offset additional costs.

Motion by: Trustee Epps
Seconded by: Trustee Gilluly
Approved: Unanimously

6. Material & Supply Fees for 05-06

Dr. Pete Metarko, Associate Vice President for Enrollment noted that the material and supply fees are suggested by the department chair and approved by the dean.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

7. National Student Exchange Waiver Policy

Dr. Metarko noted that the policy provides an opportunity for students to study at other institutions under Plan A and B. UWF has participated in Plan B where student pays at home institution. Plan A requires student from other states to come & pay our in-state fee. Recommendation is controlled by Provost with yearly report of how funds are used.

Motion by: Trustee Gilluly
Seconded by: Trustee Epps
Approved: Unanimously

8. UWF Foundation Certification

Ms. Betsy Bowers, Associate Vice President for Internal Auditing and Management Control presented the annual certification for the UWF Foundation, stating that it is like the certifications for West Florida Historic Preservation, Inc. and FIHMC to be presented annually.

Motion by: Trustee Gilluly

Seconded by: Trustee Epps

Approved: Unanimously

9. UWF Financial Audit

Ms. Betsy Bowers stated that the audit was just completed by Auditor General on December 20, 2004 and it is being presented for trustees to accept.

Motion by: Trustee Epps

Seconded by: Trustee Gilluly

Approved: Unanimously

10. Financial & Budget Related Documents (Informational only)

1. Statement of Net Assets – Old Banner Sheet

Per Dr. Cornelius Wooten, financially the university is sound and healthy. Future Finance & Budget Related Documents will be modified to include debt service after consultation with committee chair as it relates to the state.

Dr. Wooten reviewed each item briefly and Chair Hess Herrick stated that she learned much through the workshop with Dr. Wooten and his staff, recommending that all trustees participate in such a workshop.

With no further items, Chair Hess Herrick adjourned the meeting at 8:36 a.m.