

# AGENDA

University of West Florida  
Board of Trustees

Conference Call Meeting  
May 20, 2005

Call to Order

Roll Call

Chair's Greetings

President's Report

Legislative Update

UWF Budget Council Progress

Student Achievements

Approval of Minutes

January 7, 2005

February 25, 2005

March 5, 2005

Action Items

1. Tenure
2. Tuition & Fees - extending Alabama counties
3. Revision of Brochure for Parking & Traffic Control Rule
4. Strategic Plan Update
5. Resolution 2005.1 for Trustee Stephen Russell

Discussion/Informational Items

1. Budget Related Items
  - a. 2004-05 Updated Operating Budget Reports
  - b. 2005-06 Estimated Budget Reports
2. Hurricane Ivan Update
3. Legislative Budget Requests 2006-2007
4. June BOT Schedule
  - a. BOT Meeting  
June 16 – 8:30 a.m. – 12:00
  - b. Board Development Workshops  
June 16 – 1:00 p.m. – 5:30 p.m.  
June 17 – 8:30 a.m. – 12:00
  - c. Board Reception at Museum of Commerce  
June 16 – 6:00 p.m.

Adjournment

## Student Accomplishments

- **Biology:** **Amy Baldwin** completed a 7 week oceanographic research cruise to the Ross Sea, Antarctica under the supervision of Dr. Wade Jeffrey. The cruise in support of a project studying the effects of ultraviolet radiation and ozone depletion on marine microbes in the Southern Ocean, during which Amy used the opportunity to complete a series of experiments for her Masters Thesis project investigating the changes in microbial community structure caused by ultraviolet radiation.
- **College Student Personnel Specialization:** The first group of students from the M. Ed. Educational Leadership – College Student Personnel Specialization graduated this Spring. Those students included **Erin Authier, Joanna Burns, Tara Christie, Kevin Guidry, Ashley Haynie, Cat Hopkins, Ginny-Beth Joiner, Robin Jones, Becky Kroeger, Marc Lamotte, Daryl Levine, Erin Sandonato,** and **Megan Vucic**. The following graduates have already accepted positions – **Joanna Burns** – DePaul University; **Ginny-Beth Joiner** – Westminster College; **Ashley Haynie** – Valdosta State; **Becky Kroeger** – Florida Gulf Coast University; and **Erin Sandonato** – University of Arkansas. **Kevin Guidry** is the Resnet Coordinator in the UWF Department of Housing and Residence Life.
- **Communication Arts / Telecommunication:** The Florida Association of Broadcasters awarded a \$1,500 scholarship to **Christian Couch**, a UWF senior majoring in communication arts/ telecommunication. A LeRoy Collins Memorial Scholar, Couch will further her education with this award. The program provides a scholarship to a senior student who is planning a career in broadcasting. After graduation in May, Couch hopes to work in a small, local broadcasting market.
- **English:** A graduate of our master's program in Creative Writing, **Brigitte**, who completed her master's thesis under the direction of Laurie O'Brien presented poems from her poetry collection *fence above the sea* at **Writers In The Gallery**. Brigitte, a native of France, earned a Ph.D. at **FSU** where she is currently on the creative writing faculty. Another graduate of our master's in creative writing, **Jeff Newberry**, has been accepted into the Ph.D. program at the University of Georgia.
- Our outstanding student of the moment is **Tasia Hane** who earned her master's in English with a creative writing specialization this semester. Tasia has already had two works published and will go on for her Ph.D. at Case Western Reserve University in Cleveland where she has been awarded a full tuition scholarship. She is also a finalist for a \$10,000 PEO (Philanthropic Educational Organization) Fellowship.
- **Environmental Studies:** **Dave Lewellyn** is helping the Division of Forestry measure how much sediment erodes from dirt roads in Blackwater River State Forest. He will measure the erosion before and after they carry out improvements and thus will be able to tell which type of improvement (paving, grassed waterways, closing road, swales with turnouts for the water, etc) is most efficient at reducing erosion. **Don Mertz**, deeply involved in establishing the GeoData Center at the Ft. Walton Beach campus assisting in the training of public data users also is coordinating acquisition of MetaData files from county GIS Managers. Mertz prepared a training guide for the GEO4333 Field Research class for students and Jackson Guard (Eglin AFB) use. **Dave Robau** received a Special Summer Minority Scholarship for \$1300.
- **Government:** **Abdulla, Husain** - M.A. candidate in Political Science has had a paper, "Democracy in Iraq" (co-authored with Dr. Michelle Williams and undergraduate, **Travis Braidwood**) accepted for the Florida Political Science Association Conference in March, 2005. **Baudouin, Lowell** - is the 2004-2005 Honors Convocation Outstanding Undergraduate Student in Political Science. **Brogdon, Matthew** - M.A. candidate in Political Science is co-authoring a paper with Dr. Jocelyn Evans that has been accepted for presentation at the Florida Political Science Association Conference in March: "Convenient? Not for the Pollsters: An Examination of Convenience Voting in the 2004 Presidential Election." **Durham, Lindsey** - is Vice-President of the Model United Nations Debating Team and the 2004-2005 Honors Convocation Outstanding Undergraduate Student in International Studies. **Stanquist, Steve** - M.A. candidate in Political Science, has had a paper accepted for presentation at the Florida Political Science Association Conference in March, "How many voters does it take to define a margin? An examination of congressional elections from 1992 to 2000." **Tetrault, Teresa** - M.A. candidate in Political Science, has had a paper accepted for presentation at the Florida Political Science Association Conference in March on campaign

advertising – paper entitled "The Stakes are Too High: Negative Political Advertising and Voter Turnout"

- **Mathematics and Statistics:** Ms. **Hadley Weber** is truly our best student. She received the Outstanding Graduate Student Award in our department and the Outstanding Graduate Teaching Assistant Award in the College of Arts and Sciences in the spring. She deserves a recognition for her accomplishments. As an instructional aid at the mathematics lab during the 2004 Fall semester, Miss Weber showed the highest levels of proficiency, competence, and commitment, thus contributing considerably to the effectiveness of the math-lab operations. She has maintained a 4.0 gpa.
- **Philosophy:** Three Philosophy graduates have been accepted to graduate study in the Fall: one to Boston College's MA Program in Philosophy, two to FSU's PhD Program.
- **Psychology / Interdisciplinary Information Technology:** Ms. **Katja Rodgers**, a graduating senior with a dual major in Psychology and Interdisciplinary Information Technology made three professional presentations during the spring semester: "Effects of Computer Monitor Colors and Repetition on Information Comprehension," poster presented at the Society for Information Technology in Education (SITE) 2005 International Conference, Phoenix, Arizona, March 1-5, 2005. "Monitor Color and Repetition as Factors in Human-Computer Interaction," poster presented at the Association for Computing Machinery Southeastern Conference (ACMSE), Kennesaw, Georgia, March 18-20, 2005. Katja also presented a poster with the results of the project at the second annual Scholars of Engineering, Applied Sciences and Technology Annual Research Symposium (Sea Stars) at UWF, April 19, 2005.
- **Teacher Education:** We just graduated a Japanese citizen, **Chie Hamada**, who was with us for four years. She was an Elementary Education major who had a 3.58 GPA and did the entire degree in English when her first language is Japanese. She completed her student teaching at the American School in Japan which is in Tokyo. It is a private, international school serving the expatriate population. She was very successful in grade 4, again doing everything in English. This student, Chie Hamada, was amazing, a real credit to UWF. Ms. **Kathlee Russ** has been nominated for the 2005 FSGC Summer Undergraduate Scholarship. Her research project is titled "Space Probes: Was There Prior Life on Mars?" Ms. Russ is an undergraduate student majoring in Exceptional Child Education/Elementary Education. She came highly recommended by her mentor, Dr. Sandra Davis.
- **Theatre:** LaVonne French, adjunct professor, had a dance piece accepted by the Florida Dance Festival and **Jessica Jensen, Laura Crolla, Melody Gill, Helen Abell and Beth Bradford** (Grad student here) danced at the Festival in Miami last June. **Greg McLellan** was featured on the cover of and in the 2004 Nov/Dec Issue Northwest Florida's Business Climate Magazine (his first professional print work gig) and then was hired to portray a WWI Era pilot at the Naval Air Space Museum (his first professional acting gig). **Jillian Jensen** had her one act play entitled "Date Night" accepted by PLT's Studio 400 for production as part of next year's Short Attention Span Theatre. **Jessica Jensen** and **Christina McAlpine** were hired for professional Industrial/Convention work representing Cooper Bussman Technology Solutions at their recent convention in San Destin. **Rachel White** is working an internship with the Pensacola Opera. **Laura Crolla** scored really high on her recent LSAT and is headed to Law School. **Laura Crolla** and **Jessica Jensen** performed to a full house with SWERVE/dance Company on January 14-15, 2005. Under the artistic direction of Elizabeth Bradford and LaVonne French, SWERVE/dance is a modern dance company comprised of professional dancers from varied performing backgrounds, who create, perform, and present contemporary dance. **Christien Fontaine**, student and Technical Director, with adjunct professor Robert Gandrup recently designed and built the (*Your*) *Opera in a Trunk* set for the Pensacola Opera. The Opera, which includes adjunct professor Tim Kennedy, will take the set—an interactive fairy tale book—to various middle- and high schools in which students choose the storyline that will help teach students the operatic form while watching one. Christien's latest Pensacola Opera project is to design and build the set for *Porgy and Bess*. The Department of Theatre faculty has chosen **Riso Straley** as Outstanding Student for the 2004 calendar year. Riso performed in The Black Knights productions of "A Midsummer Night's Dream" and "Henry V", adapted and directed by James Kerrigan. **Christien Fontaine** and **Riso Straley**, during the 2004 holiday break, volunteered their time to perform in the Seaside Reparatory Theatre's summer preview shows of "The Fisherman

and His Wife” and “The Complete Works of William Shakespeare Abridged.” Freshmen **Stevie Neale** and **Lauren Anderson** are spearheading *The Vagina Monologues* for Spring 2005. All proceeds will go to SAFER. **Katie Mack-Montenegro** will be delivering her proposal for and a couple monologues from her play and senior project “No Boys Allowed” at the 2005 UWF Women’s Studies Conference.

→ **Forensics Team:**

The UWF Forensics Team coached by Brendan Kelly, Communication Arts instructor, placed fourth in the nation against other universities and colleges of our size at the National Forensics Association Championship Tournament held in Akron, Ohio, April 14-18.

→ **Sigma Alpha Mu Fraternity:** **Ryan Apple** was awarded the Nate Karchmer Scholarship from the Sigma Alpha Mu Nationals for his contributions to the chapter.

→ **Student Government Association:** **John Melvin** received one of thirteen honorable mentions in the Florida College Student of the Year Awards.

→ **Volunteer UWF!** Volunteer UWF! is very proud of all of the student groups who have completed service hours this semester. We are pleased to announce that many of our Greek organizations recently participated in service with Covenant Hospice for the Annual Garage Sale Fundraising Event. Ten or more Greek organizations with about 100 participants, worked on the Covenant Hospice Garage sale preparation in March, leading up to the big fundraising event in April. In April, more than a dozen Greek organizations with over 100 participants worked during the 3 day Covenant Hospice Garage Sale event. One of these outstanding volunteers from this semester is **Christopher Fowler** of Sigma Alpha Epsilon Fraternity. Christopher volunteered with Covenant Hospice for the Garage Sale Prep in March and continued to serve until after the finish of the actual Garage Sale Weekend in April. He has completed 50 hours this semester with his fraternity through various projects and organizations such as Covenant Hospice, Rock-A-Thon, Festival on the Green, and Relay for Life.

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

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

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

Others attending:

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

### **Chair's Greetings**

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

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

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

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

## President's Report

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

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

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

### Art Department –

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

### Biology Department –

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

### Nursing Department –

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

### Criminal Justice Department –

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

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

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

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

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

When Air Force ROTC instructor, Capt. Jacyn Dombrosky, and several of his cadets heard about Linda's situation, they immediately went into action. After several days of hard clean-up, Linda's home was ready for a thorough assessment by the insurance 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 broadbanding system which has been successful in abolishing the class system.
- In Human Resources the PeopleAdmin Software has experienced 99, 083 hits on its website in its first year. Kudos to IT and HR staff for making it work. Currently there are 28 job vacancies listed online.
- University Planning – In November '04 despite Ivan, UPC under the direction of Jerry Norris is still on track with gathering updates from every level of our organization and preparing for three more Strategic Planning meetings in '05.
- IT Strategic Plan - ERP project mandated by state has been extremely successful due to employees multi-tasking and working in overload capacities. Great credit goes to Mike Dieckmann, Betsy Bowers and Dr. Wooten. Through ERP, the university is eliminating paper, experiencing anew web-portal and a data warehouse system. We will soon conduct a feasibility and cost analysis of



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

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

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

Motion by: Trustee Russell

Second by: Trustee Epps

It passed unanimously.

**Action Items**

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

**Finance, Administration & Audit Committee**

Sharon Hess Herrick, Chair

Dr. Lornetta T. Epps, Vice Chair

Marny Gilluly

2 vacancies for incoming members

**Academic & Student Affairs Committee**

Roy Smith, Chair

JoAnn Morgan, Vice Chair

Chuck Horner

Collier Merrill

Dr. Pat Wentz, Faculty/Senate President

Steven Russell, SGA President

**Executive Committee**

K. C. Clark, BOT chair

Honor Bell, BOT vice chair

Roy Smith, Academic & Student Affairs Committee chair

John Cavanaugh, President

Additional member to be named pending by-laws changes

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

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

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

2. Approve FIHMC negotiations and addenda

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 1. Revised BOT Bylaws

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

### 2. BOT Development Plan

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

### 3. Planning for Workshop June 2005

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

#### Informational Items

1. Hurricane Ivan

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

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

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

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

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

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

#### Other Business

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

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

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

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

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

Adjournment occurred at 9:45 a.m.

## MINUTES

UWF Board of Trustees Meeting  
February 25, 2005  
Fort Walton Beach, Florida

*\*(Board Chair K.C. Clark announced there were not enough trustees present for a quorum. The board staff worked relentlessly until they were able to contact Retired General Chuck Horner by phone who participated in voting on all action items via speaker conference phone.)\**

BOT Chair K.C. Clark called the meeting to order at 9:37 a.m. on February 25, 2005 in Room 126 of Building 1 on the UWF/OWC Campus in Fort Walton Beach, Florida. Clark advised the board that once General Horner made contact by phone that the BOT meeting would move to agenda action items.

Faye Bowers called roll with the following trustees in attendance:

Honor Bell  
K.C. Clark  
Dr. Lornetta Epps  
Marny Gilluly  
Sharon Hess Herrick  
Steven Russell  
Roy Smith  
Dr. Pat Wentz  
Chuck Horner (by Cell Phone/Speaker Phone at 9:47 a.m.)

Others attending:

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

At that time, Chair Clark welcomed everyone to the beautiful facility at UWF/OWC at FWB saying that we appreciate the opportunity to meet here. He welcomed visiting Professor Mikiaki Morimoto from Wakayama University in Japan. Chair Clark thanked Dr. Wes Little, Vice Provost for hosting the BOT meeting. It was noted that OWC President Bob Richburg was unable to attend due to a meeting in Tallahassee but during the morning OCS Superintendent Don Gaetz would be arriving.

Clark recognized Sharon Hess Herrick and Honor Bell who were reappointed to serve as UWF Board of Trustees until 2010 and that on 2/24/05 the university was advised of the appointments of Nancy Fetterman and J.T. Young saying, obviously they are not with us and that is what caused the problem earlier. Trustee Roy Smith was reappointed by the Governor.

Clark briefed the BOT on Nancy Fetterman noting that she is a public historian and significantly contributed to our community, she formerly served as UWF History program coordinator and serves on the Foundation Board. Clark said Fetterman is outgoing, energetic and will bring a lot to the BOT.

Clark then reported that J.T. Young is the Regional Chief Information Officer for Gulf Power, serves on the UWF Foundation Board, is a UWF alumnus, and serves on the Engineering Advisory Council and Judiciary Committee. Clark said it is nice to see alumni show an interest in the university and that it will be of great benefit to have Young on our BOT.

Chair Clark said this is probably the toughest time of our day. As many know, John Daniels Executive Director of West Florida Historic Preservation, Inc. passed away and will be sorely missed. Thus, Clark said we will rapidly move through the meeting to allow people to attend Daniels' funeral. Clark noted that Daniels became involved in the Pensacola Historic Village back in 1986. Clark said the WFHPI not only lost John Daniels, they lost Tim Chapman, head groundskeeper, last week and asked for a moment of silence to reflect on their lives and contributions to the university and community.

Clark noted that the flags will be raised at half-mast to honor John Daniels. He then called on Dr. Cavanaugh for the President's Report.

### **President's Report**

- Dr. Cavanaugh expressed his appreciation to our host FWB. He announced that Erin Ellickson, a UWF student struck by lightning last summer, visited campus during the prior weekend.
- Dr. Cavanaugh noted that Janice Perkins Gilley is now Deputy Director of Policy in Tallahassee which is great for Governor Bush but not good for us. He said he hoped that Janice will not forget her roots when she whispers in the Governor's ear. The President reported that Dr. Judy Bense will lead the Search Committee for Director of Governmental Relations due to her experience in Tallahassee.
- SACS – March 16 – 18, 2005 will focus on Quality Enhancement Plan. Academic Learning Compacts are being reviewed by departments and should be in place by the fall. Through the efforts of many and leadership of Dean Jane Halonen, we are recognized in the state.
- Making Way for Excellence – Very few universities take a look at themselves. Through the Baptist Leadership Institute instrument, UWF is doing that and Baptist is learning about the university as well.

- Market Equity Salary Distribution - Year 2 – The next round goes into effect on March 1, 2005 for those not covered by union bargaining.
- Regarding Hurricane Ivan, the university has received \$800,000+ from the state, having requested approximately \$5M but nothing from FEMA yet.
- The President said he spoke with Joe Negron last night before the UWF donor event for assurance that UWF will be taken care of regarding Ivan.
- UFF Negotiations will be presented to BOT by Regina DeJulio but must be closed session.
- The House of Representatives has filed a governance bill HB1001 introduced to return control of universities as in prior years. Cavanaugh said he has had long conversations with Carolyn Roberts, Board of Governors Chair. There are ongoing court cases regarding who has the right to do what. In this bill, the general consensus at first reading is that it would strip local BOT's of any authority. More analysis is being done.
- For the first time ever, UWF has 5 projects on the statewide federal research agenda. The list is available to anyone.
- Congratulations to UWF basketball teams for competing for Gulf South Conference. Spring sports, baseball, softball & tennis are off to a good start.
- President announced that Senator Bob Graham will be coming to UWF in March to discuss setting up an institute for student engagement. UWF is one of ten candidates vying for that institute.
- UWF Day is March 15 and Faye Bowers will distribute information.
- Dr. Cavanaugh's State of University Address is March 9 and it will be web cast.
- Small Business Development Center in FWB open house this afternoon and Vice Provost Wes Little has directions.

**Student Achievements** were introduced by Vice President for Student Affairs, Dr. Debbie Ford with **Alison Brumley** in the student spotlight.

Allison is 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 services for the community in Reading and science.

**Sherry Mallrat**, 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.

*\*(Board Chair Clark welcomed General Horner to the meeting at 9:47 a.m. by telephone for addressing all action items below noting that all reports and informational items would be addressed and delivered immediately following.)\**

## **Committee Reports**

### **Finance, Administration & Audit Committee**

Clark called upon Trustee Hess Herrick who presented Items 1-7 in the form of a motion which was seconded by Trustee Gilluly. However, following discussion by Trustee Steven Russell, Clark recommended the following:

Items 1 – 4 & 6 & 7

1. University Housing Rental Rates
2. Student Activity & Service Fee, Health Fee & Athletic Fee
3. Fees for the Education Research Center for Child Development
4. New Student Orientation Fees
6. Material & Supply Fees
7. National Student Exchange Waiver & Fees

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

Approved: Unanimously

Due to the discussion regarding student parking lot 22, Chair Clark pulled for discussion and had the BOT vote separately on Item 5. Parking Lot 22, of concern, is directly in front of the University Commons.

5. Proposed Parking & Transportation Services Fee Increase

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

Opposed by: Trustees Wentz and Russell

Approved: 7-2

Chair Clark expressed his appreciation to Trustee Russell for his concern for the students making sure that these items were addressed during the committee. He said he walked to class years ago and that our students must remain our first priority as a Board.

8. UWF Foundation Certification

Motion by: Trustee Hess Herrick

Seconded by: Trustee Epps

Certified: Unanimously

9. UWF Financial Audit

Motion by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

Accepted: Unanimously.

At this time, Chair Clark moved past the informational items and to the Academic and Student Affairs Committee action items introduced by Roy Smith.

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

Committee Chair Roy Smith said he felt very comfortable with moving forward on the following items and said he is very excited about the four academic program additions.

#### **1. Program Changes**

Deletion – Master of Public Administration

Revision – Athletic Training (Request for limited access)

Waive Requirement of Request to Explore & Plan

BS in Computer Engineering & BS in Electrical Engineering

Addition - B.A. in Economics

Addition – B.S. in Health Science

Addition – Master of Public Health

Addition – M.Ed. in College Student Personnel Administration

Motion by: Trustee Smith

Seconded by: Trustee Wentz

Approved: Unanimously

Chair Clark said he had the opportunity to sit beside and visit with an engineering student at the donor event last night noting the student is very excited about the program.

Chair Clark then moved to Full Board of Trustees items requiring action with Trustee Horner still joining by telephone:

Full Board of Trustees Action Items –

#### **1. UWF/Okaloosa County Schools (Choctaw HS) Engineering Partnership**

Motion by: Trustee Clark

Seconded by: Trustee Wentz

Approved: Unanimously

President Cavanaugh said that the signing of partnership would occur when Don Gaetz arrived. Cavanaugh stated that UWF is providing assistance to CHS in pre-engineering to create interest to pursue a seamless education system.

#### **2. Federal appropriations were introduced by President Cavanaugh regarding programs we are shopping on Capital Hill. Cavanaugh said we now have significant projects that have made it over the hurdle and “we are personally taking these to Washington”.**

Motion by: Trustee Hess Herrick

Seconded by: Trustee Russell

Approved: Unanimously

#### **3. BOT Bylaws**

Gina DeJulio, UWF General Counsel reviewed the revision with the Board who had been given the revisions in November 2004. DeJulio cited page 3 Article 3 under

committees should read (executive committee shall have 5 voting members). And the final would not include any language provided as comments.

Motion by: Trustee Gilluly

Seconded by: Trustee Smith

Approved: Unanimously

4. Revised Parking Rule was introduced by Gina DeIulio noting that such information was provided to the Board in August and November of 2004 with the streamlined rule being provided for final approval today.

Motion by: Trustee Epps

Seconded by: Trustee Gilluly

Approved: Unanimously

The Board revisited Item 3 for the following:

3. Board Development Plan was introduced by President Cavanaugh reminding the trustees of carrying out these plans beginning in June 2004.

Motion by: Trustee Epps

Seconded by: Trustee Wentz

Approved: Unanimously

5. 2005-06 BOT meeting schedule below.

September 9, 2005 Committees 8:30 a.m. Full BOT 12:30 p.m.  
Conference Center

December 9, 2005 Committees 8:30 a.m. Full BOT 12:30 p.m.  
Conference Center

March 14, 2006 Fort Walton Beach Campus  
Committees 8:30 a.m. Full BOT 12:30 p.m.

March 15, 2006 UWF Day @ the Capitol in Tallahassee, FL

May 4, 2006 Committees 8:30 a.m. Full BOT 12:30 p.m.  
Conference Center

May 5, 2006 Joint Strategic Planning Meeting 8:30 a.m.  
Conference Center

Motion by: Trustee Epps

Seconded by: Trustee Wentz

Approved: Unanimously

At the conclusion of action items, Chair Clark noted that we would piece the meeting back to where we left off when General Horner joined by phone. He thanked General Horner for his service and bid him adieu.

Chair Clark called on Dr. Cornelius Wooten, Vice President for Administrative Affairs to brief the board with an update on Financial and Budget Related Items reflecting the university's current standing. Clark thanked Wooten and his staff for putting forth such great effort to enable the trustees understanding the university's financial status.

Chair Clark called upon Academic Chair Roy Smith who reported that Dr. Pam Northrup and Provost Sandra Flake briefed the Academic & Student Affairs Committee earlier. Smith called on Dr. Flake who briefly spoke about the university's Academic Program Goals.

BOT Chair Clark called upon Don Gaetz, Okaloosa County Schools Superintendent who thanked everyone at UWF for their support with the engineering partnership. Gaetz especially thanked Collier Merrill and President Cavanaugh, not only for the engineering partnership but for educating the many students of CHS who have and will attend UWF. Following Gaetz greetings, Chair Clark, President Cavanaugh and Gaetz signed the partnership. Students and sponsors were invited for photographs.

Vice-Provost, Wes Little's PowerPoint presentation of the FWB Update revealed that the FWB Campus has the potential to be like the main UWF campus with a little help. Little applauded his staff and faculty for their dedication and service. He said that previously, before Dr. Cavanaugh, the FWB Campus had possibly been underused for its potential growth. Little said that we must focus on removing FWB Campus barriers and use our strategic advantage. What is more advantageous than "The University of West Florida" and her solid reputation? Opportunities addressed by Little were that this is one of the fastest growing areas in the state; region has military personnel concentration, high-tech which is valuable to Florida's number one school district. FWB currently produces 500 FTE and has had approximately 1,000 students over past five years. Potential is hands down double! Dr. Rick Sjolander's research indicates if we continue as we are, in 2020 FWB should be at 900 FTE. Existing population says we could have been there had we begun 10 years ago. What is the real potential? Look between 500 and 2,500 FTE! Little said, "We're at a crossroads and this is a potential market if UWF wants to develop." We haven't room to expand. We need more facilities...more strategies possibly by having several mini-campus and get as close to the military bases as we can. Public school facilities may be available. Dr. Cavanaugh said that the trends began in the last decade and it takes a while to stop a train. We've put new faculty lines and they will be dedicated to FWB. Some of the changes we've made are aimed at turning the enrollment issues around. Little said that FWB has had tremendous support from the President and the BOT and he is very appreciative for the attention. A final report will be distributed at a later date. Chair Clark asked Little to provide the BOT with a plan for direction and growth support.

Regarding FIHMC, Chair Clark reported to the BOT that the addendum to the affiliation agreement is complete as of 2.24.05 through the cooperative efforts of the university and FIHMC. Copies have been delivered to the Institute and university. Both staffs have worked endlessly to accomplish this task including Kim Spear, Betsy Bowers, Hal White, Gina DeJulio and Shelly Blake from UWF. FIHMC staff Carol Carlan, Eric Nickelsen, Julie Sheppard and Ken Ford stepped up with responses to which we all were able to compromise. Congratulations!

For an update on the AGB On-site Planning Training, Dr. Cavanaugh called upon Kim Spear since she is coordinating the on-site training with AGB. You might remember Bob Woodbury who came to UWF a couple of years back. AGB will customize a workshop

for us on the afternoon of June 16, 2005 in regard to meeting the university's needs, board responsibilities, roles, assessment in line with the Board Development Plan. Day 2 all boards will come together for Strategic Planning Workshop to learn how all boards can join common themes and goals to further the institution's missions.

Chair Clark reminded the trustees of March 15, 2005 UWF Day at the Capitol noting that he will not be in attendance due to a conflict in schedule. He said he has already spent time in Tallahassee in regard to UWF and his role as Board chair.

Adjournment occurred followed by a brief Executive Committee meeting after which everyone was encouraged to assemble outdoors for the UWF Flag being raised outdoors. Through the coordination of Melanie Pelton at FWB the UWF flag was raised by student Tony Rodriguez.

UWF Board of Trustees Meeting  
UWF Day at the Capitol  
Tallahassee, Florida  
March 15, 2005  
9:00 a.m. – 3:00 p.m.

The following trustees assembled in Tallahassee, Florida in the Capitol on the second and third floors of the rotunda with no formal agenda. They met with legislators and viewed the UWF Exhibitors in celebration of UWF Day at the Capitol.

Marny Gilluly  
JoAnn Morgan  
Steven Russell  
Dr. Pat Wentz

Others attending:

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

**Action Agenda Item:1**

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** Tenure

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**Proposed action:** Approval

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**Background information:**

Sixteen individuals are nominated for tenure having fulfilled all necessary requirements. All eligible tenure candidates were nominated for approval in accordance with the following procedure, adopted by the Board of Trustees in May 2003:

**BOT Tenure Approval Procedure**

The University of West Florida Board of Trustees considers all nominations for tenure at its May meeting. Tenure nominations as a condition of employment will be considered as needed.

The President submits to the BOT a list of those faculty nominated for tenure for approval by the BOT. The President's transmittal certifies that each nominee has met the requirements necessary to be granted tenure and will continue to contribute to the university. Any request for tenure as a condition of employment also includes a statement justifying the special circumstances, including a brief summary of the nominee's academic credentials.

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**Supporting documentation:** Tenure nominees from Academic Affairs

**Prepared by:** Faye Bowers (850) 474 2009 fbowers@uwf.edu



### Tenure Nominees

	<u>DEPARTMENT</u>	<u>GENDER</u>	<u>RACE</u>
<b><u>CAS</u></b>			
Bataineh, Mohannad	Electrical & Computer Eng.	M	W
Coffey, John	Computer Science	M	W
Darby, Philip	Biology	M	W
Gorman, Steve	Electrical & Computer Eng.	M	W
LaForte, Geoffrey	Computer Science	M	W
Lepo, Joe	CEDB	M	W
Ryals, Phillip	Biology	M	W
Ujj, Laszlo	Physics	M	W
Walch, Susan	Psychology	F	W
Yanovskiy, Leonid	Music	M	W
<b><u>COPS</u></b>			
Barry-Reese, Leasha	Teacher Education	F	W
Johnson, Kathrine	Criminal Justice/Legal Studies	F	W
Lyman*, Barbara G.	Teacher Education	F	B
Marzilli, Scott	HLES	M	W
Metcalf-Turner*, Phyllis	Graduate Education	F	B
Nichols, Joyce Coleman	Graduate Education	F	B
Podemski*, Richard	Graduate Education	M	W
White, Jill	Teacher Education	F	W
Zimmerman, Sherri	Graduate Education	F	W

\* Tenure as a condition of employment

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** Amendment of the following rule:  
6C6-4.002 Waiver of Tuition and Fees

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**Proposed action:** Approve proposed **Rule 6C6-4.002 Waiver of Tuition and Fees** as a permanent rule.

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**Background information:**

**Proposed Rule 6C6-4.002 Waiver of Tuition and Fees.** Proposed revisions are necessary in order:

1. to provide that **all** tuition and mandatory fees are waived for Florida residents 60 years of age or older pursuant to the discretion allowed in Florida Statutes Section 1009.26. Currently, the rule requires that these students pay an Activity and Service fee, Capital Improvement Trust Fee, Building fee and Transportation fee.
  2. to provide that **all** Alabama counties' residents will be eligible for the Alabama differential out-of-state fee. Currently eligibility is restricted to specified counties
- 

**Supporting documentation:** Proposed rule; Memorandum in support of extension of Alabama counties; map of Alabama counties

**Prepared by:** Pete Metarko (850) 3386 (pmetarko@uwf.edu)

MEMORANDUM

May 3, 2005

TO: John Cavanaugh  
THRU: Sandra Flake  
FROM: Pete Metarko  
SUBJECT: ALABAMA DIFFERENTIAL TUITION

The Alabama differential tuition has been a great assistance for our student enrollment from Alabama as the following numbers reflect:

<u>Fall Semester</u>	<u>Students From Alabama</u>
1999	86
2000	110
2001	239
2002	295
2003	365
2004	397

As expected, the largest number of Alabama students for the Fall Semester, 2004, came from the nearby counties:

Baldwin:	201 students or 51%
Escambia:	80 students or 20%
Mobile:	66 students or 17%

Of the 397 students, 58 (15%) were at the graduate level. Seventeen of the 26 counties were represented.

We are requesting to further increase the number of eligible counties for the tuition differential. The most feasible area would be the I-65 corridor north of Montgomery where the majority of the remaining potential students live. However, since the remaining part of Alabama (outside of the I-65 corridor) is predominantly rural, we are requesting that the differential apply to all of Alabama. The potential students from Northern Alabama live closer to UWF than potential students from central and southern Florida.

SUBJECT: Alabama Differential Tuition  
Page 2

If the tuition differential covered the rest of the state, a projection for undergraduate enrollment after four years would be approximately 75 students. Assuming that each student would take at least 12 sh per semester (24 sh per year), the tuition and fees comparison would be:

Regular out-of-state:  $(75 \text{ students}) \times (24 \text{ sh}) \times (518.19 \text{ per sh}) = \$932,742$

Tuition differential:  $(75 \text{ students}) \times (24 \text{ sh}) \times (122.31 \text{ per sh}) = \$220,158$

The difference being \$712,584

The undergraduate FTE generation would be 45, which would total \$405,000 at \$9,000 per FTE.

Therefore, UWF would be receiving approximately \$625,158 (\$220,158 + \$405,000) which we are not receiving now without the additional enrollment.

Only two undergraduate students enrolled from the proposed counties in Alabama. One student enrolled for 13 sh for the fall and 14 sh for the spring, while the other student enrolled for 3 sh during the fall. If the differential tuition applied to these students, the difference in tuition would have been \$11,876.40.

Currently we have no graduate students enrolled from the proposed counties, but the additional counties would have the potential to enhance our graduate enrollment.

PFM/cam

**6C6-4.002 Waiver of Tuition and Fees.**

(1) The University will waive tuition and fees as required in Section 1009.26, F.S.

(2) The University will waive the tuition and mandatory fees, ~~financial aid fee, health fee, athletic fee,~~ for Florida residents 60 years of age or older under the conditions set forth in Section 1009.26, F.S.

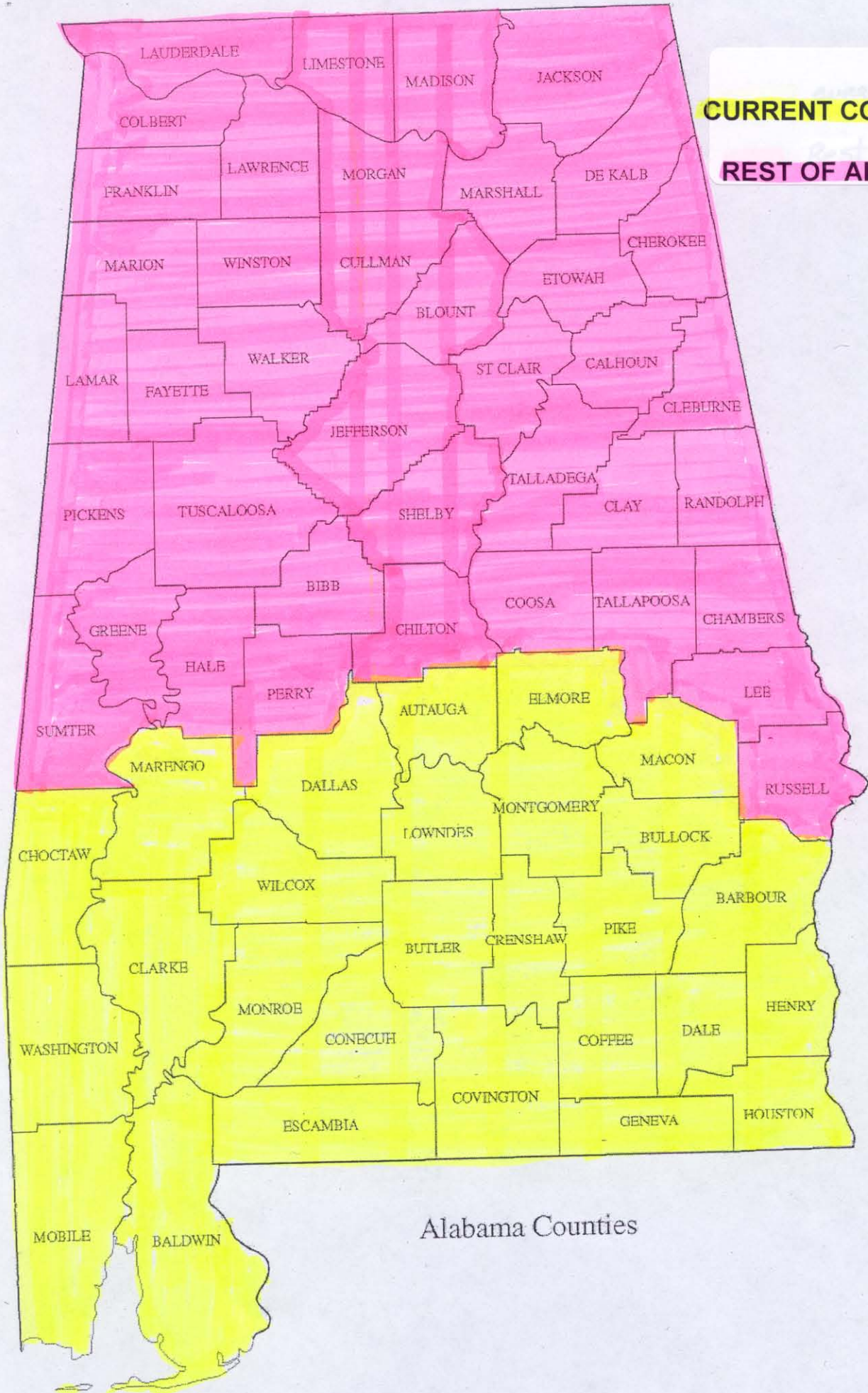
(3) The University will waive the out-of-state per credit hour fees for qualified students from ~~the~~ Alabama, and instead, charge the Alabama Differential out-of-state fee. ~~counties listed below, provided those students pay the appropriate differential out of state fee per credit hour:~~ Autauga, Baldwin, Barbour, Bullock, Butler, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Elmore, Escambia, Geneva, Henry, Houston, Lowndes, Macon, Mobile, Monroe, Montgomery, Pike, Washington, and Wilcox.

(4) The University will, upon appeal of the student, waive the late registration, late payment and/or reinstatement fee when the University determines:

(a) The University is primarily responsible for the delinquency, or

(b) Extraordinary circumstances beyond the control of the student prevented registration or the payment of fees.

*Specific Authority 1001.74(4) FS. Law Implemented 1001.74(10), (11), 1001.75(11), 1009.24, 1009.26 FS. History—New 12-29-80, Formerly 6C6-4.02, Amended 11-2-03, 8-10-04 Amended \_\_\_\_\_ .*



**CURRENT COUNTIES**  
**REST OF ALABAMA**

Alabama Counties

**UWF Board of Trustees**  
Conference Call Meeting  
May 20, 2005

**Issue:** Revision of Parking and Traffic Control Rule and incorporated brochure.

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**Proposed action:** Approve revision to rule and revisions to incorporated brochure.

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**Background information:**

MAJOR CHANGES TO THE 2005 PARKING REGULATIONS BROCHURE:

1. References to building 90 are changed to building 95.
2. All references to painted curbs have been removed and replaced with posted signage.
3. A section stating that a ten (10) dollar fine will be added to tickets not paid within ten (10) days of a final decision by the Appeals Board has been added.
4. The fees have been increased in accordance with the increases approved by this Board at the February 25, 2005 meeting.
5. The term "permit" has been used in place of the terms: "decal" and "hangtag".
6. We are switching from a number based system of designating parking lots to an alpha based system and in many instances the new regulations reflect that change.

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**Supporting documentation:** Rule 6C6-5.001; text of brochure in red-lined format

**Prepared by:** Regina DeIulio, General Counsel (850) 474 3420 [rdeiulio@uwf.edu](mailto:rdeiulio@uwf.edu)

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** The University of West Florida Strategic Plan for 2005-2006 - Update

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**Proposed Action:** Adoption

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**Background Information:** A very important part of the UWF Strategic Planning Process each year is to update the University's Strategic Plan. During the spring term, the Office of University Planning coordinated the update process by asking faculty, staff, and students from the UWF community to review the existing strategic plan and to make suggestions for changes. The committees of the University Planning Council were encouraged to pay particular attention to the strategic plan as it relates to their areas of planning responsibility and to make suggestions for changes. On April 5, 2005, the University Planning Council reviewed the suggested updates, and adopted an updated UWF Strategic Plan for 2005-2006 and beyond. The updated UWF Strategic Plan is presented to the UWF Board of Trustees for review, update, and adoption. **The first of two primary changes reflects UWF's new Vision to become the best regional comprehensive university in America, the theme of the UWF Excellence Project. The second of two primary changes reflects the recognition of "communities of learners," a major emphasis of UWF's Quality Enhancement Plan (QEP) which is part of the Southern Association of Colleges and Schools (SACS) reaffirmation of accreditation project.** Attached are two documents: the current UWF Strategic Plan with additions and deletions highlighted, and the proposed UWF Strategic Plan as it was adopted by the University Planning Council. The University Planning Council requests BOT adoption of the UWF Strategic Plan for 2005-2006 and beyond, as presented.

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**Supporting Documentation:** The University of West Florida Strategic Plan for 2005-2006 and Beyond, with suggested revisions highlighted

The University of West Florida Strategic Plan for 2005-2006 and Beyond, as recommended by the University Planning Council

**Prepared by:** Jerry Norris (850) 474-2211 [jnorris@uwf.edu](mailto:jnorris@uwf.edu)



# THE UNIVERSITY OF WEST FLORIDA

## Strategic Plan

Red = Delete; Green =

Add

### Our Vision

To distinguish UWF as the premier, student centered university as the best regional comprehensive university in America, focused on student-learning excellence.

### Our Mission

To empower each individual we serve with knowledge and opportunity to contribute responsibly and creatively to a complex world

### Our Values

#### Caring

Providing a safe and dynamic learning environment that encourages the development of individual potential

#### Integrity

Doing the right things for the right reasons

#### Quality

Dedication to uncompromising excellence

#### Innovation

Dedication to exploring and expanding the boundaries of knowledge

#### Teamwork

Working together to achieve shared goals

#### Stewardship

Managing and protecting our resources

#### Courage

Daring to be different by design

### Our Goals and Imperatives

Promote programs and activities and learning and living environments that encourage the development of communities of learners and individual potential in students, faculty, and staff; communities of learners; and the valuing of life-long learning

- Attract a high quality high-quality, diverse faculty and staff dedicated to putting students first
- Demand excellence in teaching, research, and service
- Create a new standard in education focused on learning outcomes
- Promote integrity through intellectual inquiry and open discourse

Attract and inspire a diverse and talented student body committed to uncompromising academic excellence

- Promote creativity by the exchange of ideas in the spirit of academic freedom and professional responsibility
- Promote diversity through a respect for and appreciation of differences

Provide solutions to educational, cultural, economic, and environmental concerns

- Align University services with community needs and interests through teamwork and collaboration
- Engage in scholarly research and creative activity to solve regional problems and enhance the quality of life
- Develop targeted areas in education and research that address critical national and international objectives

**Manage growth and development responsibly through focus on continuous quality improvement of programs and processes**

- **Promote development of instructional, research, and service sites throughout the University's service area**
- **Target markets of opportunity with effective communications programs**
- **Align financial resources with performance expectations**
- **Continuously develop and improve processes and methods in delivering the University's brand promise**

## Our Priorities

*The following goals and priorities will guide UWF in its planning and operational activities during 2005-2006, and beyond:*

**Goal One: Promote Programs and Activities and Learning and Living Environments that Encourage the Development of Communities of Learners and Individual Potential in Students, Faculty, and Staff; Communities of Learners, and the Valuing of Life-Long Learning**

1. Offering Highest-Quality Undergraduate, Graduate, and Continuing Education/Distance Education Programs and Promoting the Value of Life-Long Learning
2. Engaging Students in Career, Experiential Learning, Leadership, and Service Programs that Will Prepare Them to Make Life-Long Significant Contributions to Society
3. Aligning Innovative Curricula and Co-Curricula to the University's Mission
4. Enhancing the Quality of the Learning Environment, Academic Experience, and Student Services
5. Identifying and systematically assessing learning outcomes for curricular and co-curricular programs and activities
6. Systematically Effecting the UWF Information Technology Strategic Plan
7. Providing Faculty and Staff Development, Recognition, and Rewards
8. Acquiring and Utilizing adequate Space to Foster Learning and Living Environments
9. Systematically Effecting the Campus Master Plan

**Goal Two: Attract and Inspire a Diverse and Talented Student Body Committed to Uncompromising Academic Excellence**

1. Increasing Student Enrollment and Retention
2. Increasing Enrollment and Retention of Academically Talented Students
3. Marketing to, Enrolling, and Retaining a Diverse Population – Including Military Populations
4. Aligning Facilities and Other Resources to Strategic Initiatives
5. Delivering the University's Brand Promise (as synthesized in a related document)

**Goal Three: Provide Solutions to Educational, Cultural, Economic, and Environmental Concerns**

1. Aligning UWF Instruction, Research, and Service Programs to the Communities We Serve – Including Military Base Communities
2. Assisting Students to Develop and Apply Leadership and Life Skills to the Solution of Community Problems
3. Converting Research to Products through Technology Transfer
4. Providing Comprehensive Data for Decision-Making
5. Developing Educational Partnerships and Community Services
6. Enhancing Research and Service Centers and Institutes
7. Identifying and Developing Programs and Centers of Excellence
8. Enhancing Continuing Education/Distance Education (including Certificate Programs)

**Goal Four: Manage Growth and Development Responsibly through Focus on Continuous Quality Improvement of Programs and Processes**

1. **Emphasizing Exemplary Customer/Client Service to Students, Faculty, Staff, and External Constituencies**
2. **Acquiring Outside Funding Enhancements**
3. **Continuing Development of Instructional, Research, and Service Sites within the University's Service Area (e.g., Fort Walton, Downtown Pensacola)**
4. **Promoting stewardship of the University's physical and natural environment**
5. **Identifying and Implementing Campus Safety and Security Improvements**
6. **Modifying Human Resource Systems (includes classification and pay plans)**
7. **Enhancing Faculty and Staff Salaries**
8. **Enhancing Institutional Effectiveness, Accountability, and Performance Reporting**
9. **Implementing Governance Structure Improvements**

**THE UNIVERSITY OF WEST FLORIDA  
Strategic Plan**

**Our Vision**

To distinguish UWF as the best regional comprehensive university in America

**Our Mission**

To empower each individual we serve with knowledge and opportunity to contribute responsibly and creatively to a complex world

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Providing a safe and dynamic learning environment that encourages the development of individual potential

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Doing the right things for the right reasons

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Dedication to uncompromising excellence

**Innovation**

Dedication to exploring and expanding the boundaries of knowledge

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Working together to achieve shared goals

**Stewardship**

Managing and protecting our resources

**Courage**

Daring to be different by design

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9. **Implementing Governance Structure Improvements**

The UWF Strategic Plan was adopted and revised as follows:

**University Planning Council (UPC)** – adopted May 17, 2002; revised May 15, 2003; revised April 22, 2004; Revised 4-5-2005.

**University Board of Trustees (BOT)** - adopted June 7, 2002; revised June 19, 2003; affirmed June 17, 2004.

**UWF Board of Trustees**  
Conference Call Meeting  
May 20, 2005

**Issue:** Resolution in recognition of distinguished service

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**Proposed action:** Adopt

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**Background information:** Trustee Steven Russell has served the BOT as Student Government President for the 2004-05 year. This is an opportunity to recognize and commend him for going above and beyond to serve the students, staff and faculty of UWF.

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**Supporting documentation:** Resolution 2005-1

Prepared by: Faye H. Bowers (850) 474-2009 fbowers@uwf.edu.



In Recognition and Profound Appreciation of Distinguished Service

Mr. Steven Patrick Russell

WHEREAS, the Honorable Steven Patrick Russell has served as a member of the University of West Florida Board of Trustees since June, 2004, and

WHEREAS, Trustee Russell loyally served on the Academic & Student Affairs Committee, and

WHEREAS, Trustee Russell served as President of the UWF Student Government Association, was a Resident Advisor, 2003-04 nominee for Mr. UWF, and

WHEREAS, Trustee Russell is a Spring 2005 graduate of the University of West Florida, and

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

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 20th day of May, 2005 does hereby recognize and commend Steven Patrick Russell for his contributions to the University of West Florida, and

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

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Mr. K.C. Clark, Chair  
UWF Board of Trustees

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Dr. John C. Cavanaugh, President  
University of West Florida

**UWF Board of Trustees**  
Conference Call Meeting  
May 20, 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

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**Proposed action:** Informational

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**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 March 31, 2005.
  - 2) Statement of Cash Position – This statement presents the University cash position as of March 31, 2005.
  - 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 March 31, 2005.
  - 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 March 31, 2005.
- 

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

**Prepared by:** Dr. Cornelius Wooten      850-474-2209  
Ms. Colleen Asmus      850-474-2642  
Ms. Valerie Moneyham      850-474-2041  
Ms. Jan Woody      850-474-3025

**University of West Florida**  
Statement of Net Assets  
March 31, 2005

3/31/2005

ASSETS:

Cash & Cash Equivalents	\$30,159,640
Accounts Receivable, Net	\$46,428
Loans & Notes Receivable, Net	3,556,520
Due from Primary Government/Component Unit	9,390,534
Other Assets	1,415,218
Depreciable Capital Assets, Net	112,400,041
Land and Other Non-Depreciable Capital Assets	28,751,614

TOTAL ASSETS:

\$185,719,995

LIABILITIES:

Accounts Payable and Accrued Liabilities	\$430,657
Deposits Payable	567,466
Due to Primary Government/Component Unit	73,607
Bonds & Revenue Certificates Payable	5,205,588
Capital Leases Payable	3,239,079
Compensated Absence Liability	8,315,564

TOTAL LIABILITIES:

\$17,831,961

NET ASSETS

\$167,888,034

TOTAL LIABILITIES AND NET ASSETS:

\$185,719,995

**University of West Florida  
Statement of Cash Position - Summary  
As of March 31, 2005**

	July	August	September	October	November	December	January	February	March	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	\$26,653,101.65	\$35,382,765.82	\$33,048,626.28	\$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	\$31,125,386.67	\$10,235,812.39	\$12,963,348.78	\$131,272,936.01
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	\$17,047,526.83	\$13,516,236.73	\$14,753,574.40	\$136,205,177.55
Total Transfers	(\$32,263.83)	\$0.00	\$0.00	(\$1,094.63)	\$0.00	\$9,126.57	\$0.00	(\$936.56)	(\$211,851.35)	(\$237,019.80)
Total Open Liabilities	\$295,039.72	(\$199,408.88)	\$3,378,865.76	(\$3,215,576.04)	\$175,443.94	(\$29,918.69)	\$257,801.03	\$45,616.32	(\$1,719,672.81)	(\$1,011,809.65)
Total Other Adjustments	\$957,480.27	\$1,074,836.24	\$4,578,238.92	\$1,795,716.66	\$986,802.29	\$974,349.62	(\$5,605,996.70)	\$901,605.04	\$832,762.80	\$6,495,795.14
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	\$35,382,765.82	\$33,048,626.28	\$30,159,639.30	\$30,159,639.30

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

	<u>Adjusted Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>
<b>Beginning Fund Balance</b>	<b>\$4,949,975</b>		<b>\$4,949,975</b>			
<b>Prior Year Encumbrances</b>	\$3,171,556		\$3,171,556			
<b>State Funds</b>						
State Appropriated Funds:						
General Revenue	\$57,051,937	69.9059%	\$43,346,134	75.9766%	\$13,705,803	24.0234%
Enhancement Trust Fund (Lottery)	\$3,765,403	4.6138%	\$3,765,403	100.0000%	\$0	0.0000%
Total Appropriated Funds	<u>\$60,817,340</u>	74.5196%	<u>\$47,111,537</u>	77.4640%	<u>\$13,705,803</u>	22.5360%
Non-Appropriated Funds:						
Student Fee Trust Fund (Tuition)	<u>\$20,795,165</u>	25.4804%	<u>\$21,248,918</u>	102.1820%	<u>(\$453,753)</u>	-2.1820%
<b>Total Receipts/Revenues:</b>	<b>\$81,612,505</b>	<b>100.0000%</b>	<b>\$68,360,455</b>	<b>83.7622%</b>	<b>\$13,252,050</b>	<b>16.2378%</b>
<b>Total Available Funds</b>	<b>\$89,734,036</b>		<b>\$76,481,986</b>			

	<u>Adjusted Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
<b>Operating Expenditures:</b>								
Salaries and Benefits	\$59,657,559	73.0986%	\$39,825,280	66.7565%	\$14,590,770	24.4575%	\$5,241,509	8.7860%
Other Personal Services	\$5,547,446	6.7973%	\$4,744,907	85.5332%	\$1,521,265	27.4228%	(\$718,726)	-12.9560%
Expenses	\$13,542,596	16.5938%	\$8,949,830	66.0865%	\$565,919	4.1788%	\$4,026,846	29.7347%
Other Capital Outlay (OCO)	\$504,859	0.6186%	\$493,537	97.7573%	\$169,336	33.5412%	(\$158,014)	-31.2985%
Library Resources	\$1,000,000	1.2253%	\$710,739	71.0739%	\$185,729	18.5729%	\$103,532	10.3532%
Risk Management	\$904,342	1.1081%	\$841,709	93.0742%	\$0	0.0000%	\$62,633	6.9258%
Financial Aid	\$455,703	0.5584%	\$455,703	100.0000%	\$0	0.0000%	\$0	0.0000%
Scholarships	\$0	0.0000%	\$0	0.0000%	\$0	0.0000%	\$0	0.0000%
<b>Total Operating Expenditures:</b>	<b>\$81,612,505</b>	<b>100.0000%</b>	<b>\$56,021,704</b>	<b>68.6435%</b>	<b>\$17,033,020</b>	<b>20.8706%</b>	<b>\$8,557,781</b>	<b>10.4859%</b>
<b>Non-Operating Expenditures:</b>								
Carry Forward	\$5,854,355	88.2389%	\$4,070,828	69.5350%	\$544,379	9.2987%	\$1,239,148	21.1663%
Other Non-Operating	\$780,310	11.7611%	\$0	0.0000%	\$0	0.0000%	\$780,310	100.0000%
<b>Total Non-Operating Expenditures:</b>	<b>\$6,634,665</b>	<b>100.0000%</b>	<b>\$4,070,828</b>	<b>61.3570%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$2,019,458</b>	<b>30.4380%</b>
<b>Total Expenditures</b>	<b>\$88,247,170</b>		<b>\$60,092,533</b>					

**Ending Fund Balance** \$1,486,866 \$16,389,453

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, application fees, and late registration fees).

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

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
<b>Beginning Fund Balance</b>	<u>\$7,984,992</u>		<u>\$7,984,992</u>					
<b><u>Receipts/Revenues:</u></b>								
Transfers	\$6,795,758	32.2628%	\$0	0.0000%	\$6,795,758	100.0000%		
Sales of Goods/Services	\$2,610,000	12.3910%	\$1,564,696	59.9501%	\$1,045,304	40.0499%		
Fees	\$3,000,000	14.2425%	\$1,258,508	41.9503%	\$1,741,492	58.0497%		
Miscellaneous Receipts	\$6,000,000	28.4849%	\$2,067,159	34.4526%	\$3,932,841	65.5474%		
Rent	\$300,000	1.4242%	\$170,745	56.9149%	\$129,255	43.0851%		
Other Revenue	\$2,358,000	11.1946%	\$2,741,095	116.2466%	(\$383,095)	-16.2466%		
<b>Total Receipts/Revenues:</b>	<b>\$21,063,758</b>	<b>100.0000%</b>	<b>\$7,802,203</b>	<b>37.0409%</b>	<b>\$13,261,555</b>	<b>62.9591%</b>		
<b>Total Available Funds</b>	<b>\$29,048,750</b>		<b>\$15,787,195</b>					
	<u>Adjusted Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
<b><u>Operating Expenditures:</u></b>								
Salaries and Benefits	\$2,682,719	16.5776%	\$1,540,992	57.4414%	\$527,163	19.6503%	\$614,564	22.9083%
Other Personal Services	\$1,578,110	9.7518%	\$646,253	40.9511%	\$225,565	14.2934%	\$706,292	44.7556%
Expenses	\$8,646,904	53.4326%	\$6,941,013	80.2717%	\$1,006,994	11.6457%	\$698,897	8.0826%
Other Capital Outlay (OCO)	\$2,291,251	14.1585%	\$918,601	40.0917%	\$120,775	5.2711%	\$1,251,875	54.6372%
Debt Service	\$983,843	6.0795%	\$539,843	54.8708%	\$0	0.0000%	\$444,000	45.1292%
<b>Total Operating Expenditures:</b>	<b>\$16,182,827</b>	<b>100.0000%</b>	<b>\$10,586,702</b>	<b>65.4194%</b>	<b>\$1,880,497</b>	<b>11.6203%</b>	<b>\$3,715,628</b>	<b>22.9603%</b>
<b><u>Non-Operating Expenditures:</u></b>								
Transfers	\$9,671,905	100.0000%	(\$209,730)	-2.1684%	\$0	0.0000%	\$9,881,635	102.1684%
<b>Total Non-Operating Expenditures:</b>	<b>\$9,671,905</b>	<b>100.0000%</b>	<b>(\$209,730)</b>	<b>-2.1684%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$9,881,635</b>	<b>102.1684%</b>
<b>Total Expenditures</b>	<b>\$25,854,732</b>		<b>\$10,376,972</b>					
<b>Ending Fund Balance</b>	<u>\$3,194,018</u>		<u>\$5,410,223</u>					

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. / As of March 31, 2005, UWF has expended \$2,607,697.14 for Hurricane Ivan.

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

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
<b>Beginning Fund Balance</b>	<u>\$1,348,743</u>		<u>\$1,348,743</u>					
<b>Receipts/Revenues:</b>								
Transfers	\$410,000	13.5987%	\$0	0.0000%	\$410,000	100.0000%		
Sales of Goods/Services	\$310,000	10.2819%	\$71,625	23.1048%	\$238,375	76.8952%		
Fees	\$2,000,000	66.3350%	\$1,693,214	84.6607%	\$306,786	15.3393%		
Miscellaneous Receipts	\$100,000	3.3167%	\$50,087	50.0869%	\$49,913	49.9131%		
Rent	\$100,000	3.3167%	\$20,333	20.3331%	\$79,667	79.6669%		
Other Revenue	\$95,000	3.1509%	\$43,601	45.8960%	\$51,399	54.1040%		
<b>Total Receipts/Revenues:</b>	<b>\$3,015,000</b>	<b>100.0000%</b>	<b>\$1,878,860</b>	<b>62.3171%</b>	<b>\$1,136,140</b>	<b>37.6829%</b>		
<b>Total Available Funds</b>	<b>\$4,363,743</b>		<b>\$3,227,603</b>					
	<u>Adjusted Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
<b>Operating Expenditures:</b>								
Salaries and Benefits	\$813,606	34.0148%	\$495,784	60.9367%	\$201,167	24.7254%	\$116,655	14.3380%
Other Personal Services	\$644,518	26.9457%	\$364,899	56.6158%	\$80,156	12.4365%	\$199,463	30.9476%
Expenses	\$836,603	34.9763%	\$485,008	57.9735%	\$39,956	4.7760%	\$311,639	37.2505%
Other Capital Outlay (OCO)	\$97,188	4.0632%	\$30,204	31.0778%	\$44,972	46.2732%	\$22,012	22.6490%
<b>Total Operating Expenditures:</b>	<b>\$2,391,916</b>	<b>100.0000%</b>	<b>\$1,375,896</b>	<b>57.5228%</b>	<b>\$366,251</b>	<b>15.3120%</b>	<b>\$649,769</b>	<b>27.1652%</b>
<b>Non-Operating Expenditures:</b>								
Transfers	\$464,216	100.0000%	\$54,933	11.8335%	\$0	0.0000%	\$409,283	88.1665%
<b>Total Non-Operating Expenditures:</b>	<b>\$464,216</b>	<b>100.0000%</b>	<b>\$54,933</b>	<b>11.8335%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$409,283</b>	<b>88.1665%</b>
<b>Total Expenditures</b>	<b>\$2,856,132</b>		<b>\$1,430,829</b>					
<b>Ending Fund Balance</b>	<u>\$1,507,611</u>		<u>\$1,796,774</u>					

Student Activities - Supported primarily by student activity and service fees for the support and operation of the student government association, cultural events, student organizations, and intramural/club sports.

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

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>		
<b>Beginning Fund Balance</b>	<u>\$652,324</u>		<u>\$652,324</u>					
<b>Receipts/Revenues:</b>								
Transfers	\$1,132,207	24.2848%	\$0	0.0000%	\$1,132,207	100.0000%		
Sales of Goods/Services	\$30,000	0.6435%	\$20,544	68.4806%	\$9,456	31.5194%		
Fees	\$3,000,000	64.3472%	\$2,332,458	77.7486%	\$667,542	22.2514%		
Miscellaneous Receipts	\$500,000	10.7245%	\$255,884	51.1767%	\$244,116	48.8233%		
<b>Total Receipts/Revenues:</b>	<b>\$4,662,207</b>	<b>100.0000%</b>	<b>\$2,608,886</b>	<b>55.9582%</b>	<b>\$2,053,321</b>	<b>44.0418%</b>		
<b>Total Available Funds</b>	<b>\$5,314,531</b>		<b>\$3,261,210</b>					
	<u>Adjusted Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>
<b>Operating Expenditures:</b>								
Salaries and Benefits	\$1,138,099	50.0737%	\$790,093	69.4221%	\$319,817	28.1009%	\$28,190	2.4769%
Other Personal Services	\$233,584	10.2772%	\$106,399	45.5506%	\$53,346	22.8381%	\$73,839	31.6114%
Expenses	\$860,083	37.8416%	\$588,440	68.4167%	\$68,879	8.0084%	\$202,764	23.5749%
Other Capital Outlay (OCO)	\$41,083	1.8076%	\$35,729	86.9668%	\$0	0.0000%	\$5,354	13.0332%
<b>Total Operating Expenditures:</b>	<b>\$2,272,850</b>	<b>100.0000%</b>	<b>\$1,520,661</b>	<b>66.9055%</b>	<b>\$442,042</b>	<b>19.4488%</b>	<b>\$310,147</b>	<b>13.6457%</b>
<b>Non-Operating Expenditures:</b>								
Transfers	\$2,335,793	100.0000%	\$867,349	37.1330%	\$0	0.0000%	\$1,468,444	62.8670%
<b>Total Non-Operating Expenditures:</b>	<b>\$2,335,793</b>	<b>100.0000%</b>	<b>\$867,349</b>	<b>37.1330%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$1,468,444</b>	<b>62.8670%</b>
<b>Total Expenditures</b>	<b>\$4,608,643</b>		<b>\$2,388,010</b>					
<b>Ending Fund Balance</b>	<u>\$705,888</u>		<u>\$873,200</u>					

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



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

	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Realized</u>	<u>% Realized</u>	<u>Unrealized</u>	<u>% Unrealized</u>			
<b>Beginning Fund Balance</b>	<b>\$1,079,571</b>		<b>\$1,079,571</b>						
<b>Receipts/Revenues:</b>									
US Grants	\$32,149,258	89.8053%	\$21,009,735	65.3506%	\$11,139,523	34.6494%			
Transfers	\$3,034,568	8.4767%	\$0	0.0000%	\$3,034,568	100.0000%			
Miscellaneous Receipts	\$600,000	1.6760%	\$1,553,445	258.9075%	(\$953,445)	-158.9075%			
Other Revenue	\$15,000	0.0419%	\$484,315	3228.7683%	(\$469,315)	-3128.7683%			
<b>Total Receipts/Revenues:</b>	<b>\$35,798,826</b>	<b>100.0000%</b>	<b>\$23,047,496</b>	<b>64.3806%</b>	<b>\$12,751,330</b>	<b>35.6194%</b>			
<b>Total Available Funds</b>	<b>\$36,878,397</b>		<b>\$24,127,067</b>						
	<u>Budgeted</u>	<u>% Budgeted</u>	<u>Expended</u>	<u>% Expended</u>	<u>Encumbered</u>	<u>% Encumbered</u>	<u>Unencumbered</u>	<u>% Unencumbered</u>	
<b>Operating Expenditures:</b>									
Expenses	\$33,777,052	100.0000%	\$23,743,444	70.2946%	\$0	0.0000%	\$10,033,608	29.7054%	
<b>Total Operating Expenditures:</b>	<b>\$33,777,052</b>	<b>100.0000%</b>	<b>\$23,743,444</b>	<b>70.2946%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$10,033,608</b>	<b>29.7054%</b>	
<b>Non-Operating Expenditures:</b>									
Transfers	\$1,832,342	100.0000%	(\$932,204)	-50.8750%	\$0	0.0000%	\$2,764,546	150.8750%	
<b>Total Non-Operating Expenditures:</b>	<b>\$1,832,342</b>	<b>100.0000%</b>	<b>(\$932,204)</b>	<b>-50.8750%</b>	<b>\$0</b>	<b>0.0000%</b>	<b>\$2,764,546</b>	<b>150.8750%</b>	
<b>Total Expenditures</b>	<b>\$35,609,394</b>		<b>\$22,811,239</b>						
<b>Ending Fund Balance</b>	<b>\$1,269,003</b>		<b>\$1,315,828</b>						

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  
 Life-To-Date (LTD) Capital Budget  
 Fiscal Year 2004-2005 - Active Accounts  
 as of March 31, 2005**

<b>Type of Capital Budget:</b>	<b>Life-To-Date Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Unencumbered</b>
<b>Public Education Capital Outlay (PECO) Major Projects:</b>				
- Fieldhouse Renovation & Expansion: (Health/Leisure/Sports Facility (HLS))	\$14,626,414.00	\$10,693,133.27	\$3,721,777.12	\$211,503.61
- Utilities/Infrastructure/Capital Renewal/Roofs	\$16,500,000.00	\$10,879,391.73	\$2,732,235.67	\$2,888,372.60
- Critical Deferred Maintenance	\$1,311,281.00	\$1,305,429.73	\$5,851.27	\$0.00
<b>Total Public Education Capital Outlay (PECO) Major Projects:</b>	<b>\$32,437,695.00</b>	<b>\$22,877,954.73</b>	<b>\$6,459,864.06</b>	<b>\$3,099,876.21</b>
<b>Public Education Capital Outlay (PECO) Formula Funds</b>	<b>\$3,852,602.00</b>	<b>\$2,350,984.92</b>	<b>\$418,703.09</b>	<b>\$1,082,913.99</b>
<b>GRAND TOTAL - ALL ACTIVE LTD CAPITAL BUDGETS:</b>	<b>\$36,290,297.00</b>	<b>\$25,228,939.65</b>	<b>\$6,878,567.15</b>	<b>\$4,182,790.20</b>

**UWF Board of Trustees**  
Conference Call Meeting  
May 20, 2005

**Issue:** Estimated 2005-2006 Operating Budget

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**Proposed action:** Informational

Review the estimated 2005-2006 Operating Budget for the fiscal year July 1, 2005 to June 30, 2006 for appropriated and non-appropriated funds.

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**Background information:**

The University of West Florida's 2005-2006 annual operating budget is due to the Florida Department of Education-Division of Colleges and Universities in August 2005. The University of West Florida's budget reflects the strategic plans of the university and contains Educational and General, Auxiliary Enterprises, Contract and Grants, Student Activity, Athletics, and Financial Aid budget entities.

As a member of the State University System of Florida, the University of West Florida operates within the policies and rules of the Legislature and the Division of Colleges and Universities. The budget and funds allocated are within the appropriated authority provided in the General Appropriations and Florida Statutes.

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**Supporting documentation:** Attachment I Estimated 2005-2006 Operating Budgets  
Attachment II Five Year Operating Expenditure Summary

**Prepared by:** Ms. Valerie Moneyham 850-474-2041

**The University of West Florida  
Summary of Estimated Budgets  
2005-2006**

	<u>Amount</u>	<u>Percentage</u>
Educational and General	\$89,324,041	55.01%
Auxiliary Trust Fund	\$12,202,937	7.52%
Contracts and Grants	\$24,729,034	15.23%
Athletics	\$3,395,386	2.09%
Student Activity	\$2,306,000	1.42%
Financial Aid	<u>\$30,414,986</u>	<u>18.73%</u>
<b>Total</b>	<b>\$162,372,384</b>	<b>100%</b>

**The University of West Florida  
Educational and General  
2005-2006 Estimated Budget**

Attachment I

	Adjusted Budget 2004-2005		Actual 3-31-05 2004-2005		Projected 6-30-05 2004-2005		Estimated Budget ^ for 2005-2006	
	Amount	%	Amount	%	Amount	%	Amount	%
<b>Beginning Fund Balance</b>	\$4,949,975		\$4,949,975		\$4,949,975		\$4,562,237	
<b>Prior Year Encumbrances</b>	\$3,171,556		\$3,171,556		\$3,171,556		\$3,000,000	
<b>Receipts/Revenues:</b>								
General Revenue	\$57,051,937	69.91%	\$43,346,134	75.98%	\$57,051,937	100.00%	\$62,055,298	69.47%
Enhancement Trust Fund (Lottery)	\$3,765,403	4.61%	\$3,765,403	100.00%	\$3,765,403	100.00%	\$4,092,510	4.58%
Student Fee Trust Fund (Tuition)	\$20,795,165	25.48%	\$21,248,918	102.18%	\$21,248,918	102.18%	\$23,176,233	25.95%
<b>Total Receipts/Revenues:</b>	<b>\$81,612,505</b>	<b>100.00%</b>	<b>\$68,360,455</b>	<b>83.76%</b>	<b>\$82,066,258</b>	<b>100.56%</b>	<b>\$89,324,041</b>	<b>100.00%</b>
<b>Total Available Funds</b>	<b>\$89,734,036</b>		<b>\$76,481,986</b>		<b>\$90,187,789</b>		<b>\$96,886,278</b>	
<b>All Expenditures:</b>								
Salaries and Benefits	\$59,657,559	67.60%	\$39,825,280	66.76%	\$54,616,050	91.55%	\$60,657,559	67.91%
Other Personal Services	\$5,547,446	6.29%	\$4,744,907	85.53%	\$6,366,172	114.76%	\$5,847,446	6.55%
Expenses	\$13,542,596	15.35%	\$8,949,830	66.09%	\$12,515,749	92.42%	\$14,099,777	15.78%
Other Capital Outlay (OCO)	\$504,859	0.57%	\$493,537	97.76%	\$762,873	151.11%	\$504,859	0.57%
Library Resources	\$1,000,000	1.13%	\$710,739	71.07%	\$996,468	99.65%	\$1,000,000	1.12%
Risk Management	\$904,342	1.02%	\$841,709	93.07%	\$841,709	93.07%	\$904,342	1.01%
Financial Aid	\$455,703	0.52%	\$455,703	100.00%	\$455,703	100.00%	\$455,703	0.51%
Scholarships	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Carry Forward	\$5,854,355	6.63%	\$4,070,828	69.54%	\$6,070,828	103.70%	\$5,854,355	6.55%
Other Non-Operating	\$780,310	0.88%	\$0	0.00%	\$0	0.00%	\$0	0.00%
<b>Total All Expenditures:</b>	<b>\$88,247,170</b>	<b>100.00%</b>	<b>\$60,092,533</b>	<b>68.10%</b>	<b>\$82,625,552</b>	<b>93.63%</b>	<b>\$89,324,041</b>	<b>100.00%</b>
<b>Ending Fund Balance</b>	<b>\$1,486,866</b>		<b>\$16,389,453</b>		<b>\$7,562,237</b>		<b>\$7,562,237</b>	

^ Preliminary information prior to the close of the legislative session.

**The University of West Florida  
Auxiliaries  
2005-2006 Estimated Budget**

Attachment I

	<b>Adjusted Budget 2004-2005</b>		<b>Actual 3-31-05 2004-2005</b>		<b>Projected 6-30-05 2004-2005</b>		<b>Estimated Budget for 2005-2006</b>	
	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
<b>Beginning Fund Balance</b>	\$7,984,992		\$7,984,992		\$7,984,992		\$6,179,726	
<b>Receipts/Revenues:</b>								
Transfers	\$6,795,758	32.26%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Sales of Goods/Services	\$2,610,000	12.39%	\$1,564,696	59.95%	\$2,064,696	79.11%	\$2,086,261	17.10%
Fees	\$3,000,000	14.24%	\$1,258,508	41.95%	\$1,758,508	58.62%	\$1,678,011	13.75%
Miscellaneous Receipts	\$6,000,000	28.48%	\$2,067,159	34.45%	\$4,367,159	72.79%	\$4,456,212	36.52%
Rent	\$300,000	1.42%	\$170,745	56.92%	\$320,745	106.92%	\$327,660	2.69%
Other Revenue	\$2,358,000	11.19%	\$2,741,095	116.25%	\$3,241,095	137.45%	\$3,654,793	29.95%
<b>Total Receipts/Revenues:</b>	<b>\$21,063,758</b>	<b>100.00%</b>	<b>\$7,802,203</b>	<b>37.04%</b>	<b>\$11,752,203</b>	<b>55.79%</b>	<b>\$12,202,937</b>	<b>100.00%</b>
<b>Total Available Funds</b>	<b>\$29,048,750</b>		<b>\$15,787,195</b>		<b>\$19,737,195</b>		<b>\$18,382,663</b>	
<b>All Expenditures:</b>								
Salaries and Benefits	\$2,682,719	10.38%	\$1,540,992	57.44%	\$2,068,155	77.09%	\$2,254,656	18.48%
Other Personal Services	\$1,578,110	6.10%	\$646,253	40.95%	\$871,818	55.24%	\$861,671	7.06%
Expenses	\$8,646,904	33.44%	\$6,941,013	80.27%	\$8,948,007	103.48%	\$8,221,658	67.37%
Other Capital Outlay (OCO)	\$2,291,251	8.86%	\$918,601	40.09%	\$1,039,376	45.36%	\$424,801	3.48%
Debt Service	\$983,843	3.81%	\$539,843	54.87%	\$839,843	85.36%	\$719,791	5.90%
Transfers	\$9,671,905	37.41%	(\$209,730)	-2.17%	(\$209,730)	-2.17%	(\$279,640)	-2.29%
<b>Total All Expenditures:</b>	<b>\$25,854,732</b>	<b>100.00%</b>	<b>\$10,376,972</b>	<b>40.14%</b>	<b>\$13,557,469</b>	<b>52.44%</b>	<b>\$12,202,937</b>	<b>100.00%</b>
<b>Ending Fund Balance</b>	<b>\$3,194,018</b>		<b>\$5,410,223</b>		<b>\$6,179,726</b>		<b>\$6,179,726</b>	

**The University of West Florida  
Student Activity  
2005-2006 Estimated Budget**

Attachment I

	<b>Adjusted Budget 2004-2005</b>		<b>Actual 3-31-05 2004-2005</b>		<b>Projected 6-30-05 2004-2005</b>		<b>Estimated Budget for 2005-2006</b>	
	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
<b>Beginning Fund Balance</b>	\$1,348,743		\$1,348,743		\$1,348,743		\$1,251,024	
<b>Receipts/Revenues:</b>								
Transfers	\$410,000	13.60%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Sales of Goods/Services	\$310,000	10.28%	\$71,625	23.10%	\$79,125	25.52%	\$80,000	3.47%
Fees	\$2,000,000	66.33%	\$1,693,214	84.66%	\$2,093,214	104.66%	\$2,100,000	91.07%
Miscellaneous Receipts	\$100,000	3.32%	\$50,087	50.09%	\$52,087	52.09%	\$55,000	2.39%
Rent	\$100,000	3.32%	\$20,333	20.33%	\$22,833	22.83%	\$23,000	1.00%
Other Revenue	\$95,000	3.15%	\$43,601	45.90%	\$47,101	49.58%	\$48,000	2.08%
<b>Total Receipts/Revenues:</b>	<b>\$3,015,000</b>	<b>100.00%</b>	<b>\$1,878,860</b>	<b>62.32%</b>	<b>\$2,294,360</b>	<b>76.10%</b>	<b>\$2,306,000</b>	<b>100.00%</b>
<b>Total Available Funds</b>	<b>\$4,363,743</b>		<b>\$3,227,603</b>		<b>\$3,643,103</b>		<b>\$3,557,024</b>	
<b>All Expenditures:</b>								
Salaries and Benefits	\$813,606	28.49%	\$495,784	60.94%	\$716,951	88.12%	\$919,105	39.86%
Other Personal Services	\$644,518	22.57%	\$364,899	56.62%	\$645,055	100.08%	\$713,371	30.94%
Expenses	\$836,603	29.29%	\$485,008	57.97%	\$874,964	104.59%	\$561,629	24.36%
Other Capital Outlay (OCO)	\$97,188	3.40%	\$30,204	31.08%	\$75,176	77.35%	\$35,775	1.55%
Transfers	\$464,216	16.25%	\$54,933	11.83%	\$79,933	17.22%	\$76,120	3.30%
<b>Total All Expenditures:</b>	<b>\$2,856,131</b>	<b>100.00%</b>	<b>\$1,430,828</b>	<b>50.10%</b>	<b>\$2,392,079</b>	<b>83.75%</b>	<b>\$2,306,000</b>	<b>100.00%</b>
<b>Ending Fund Balance</b>	<b>\$1,507,612</b>		<b>\$1,796,775</b>		<b>\$1,251,024</b>		<b>\$1,251,024</b>	

**The University of West Florida  
Athletics  
2005-2006 Estimated Budget**

Attachment I

	<b>Adjusted Budget 2004-2005</b>		<b>Actual 3-31-05 2004-2005</b>		<b>Projected 6-30-05 2004-2005</b>		<b>Estimated Budget for 2005-2006</b>	
	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
<b>Beginning Fund Balance</b>	\$652,324		\$652,324		\$652,324		\$581,158	
<b>Receipts/Revenues:</b>								
Transfers	\$1,132,207	21.30%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Sales of Goods/Services	\$30,000	0.56%	\$20,544	68.48%	\$20,544	68.48%	\$8,000	0.20%
Fees	\$3,000,000	56.45%	\$2,332,458	77.75%	\$3,032,458	101.08%	\$2,840,500	71.43%
Miscellaneous Receipts	\$500,000	9.41%	\$255,884	51.18%	\$505,884	101.18%	\$546,886	13.75%
<b>Total Receipts/Revenues:</b>	<b>\$4,662,207</b>	<b>100.00%</b>	<b>\$2,608,886</b>	<b>55.96%</b>	<b>\$3,558,886</b>	<b>76.33%</b>	<b>\$3,395,386</b>	<b>100.00%</b>
<b>Total Available Funds</b>	<b>\$5,314,531</b>		<b>\$3,261,210</b>		<b>\$4,211,210</b>		<b>\$3,976,544</b>	
<b>All Expenditures:</b>								
Salaries and Benefits	\$1,138,099	24.69%	\$790,093	69.42%	\$1,109,910	97.52%	\$1,210,298	35.65%
Other Personal Services	\$233,584	5.07%	\$106,399	45.55%	\$159,745	68.39%	\$187,400	5.52%
Expenses	\$860,083	18.66%	\$588,440	68.42%	\$857,319	99.68%	\$789,188	23.24%
Other Capital Outlay (OCO)	\$41,083	0.89%	\$35,729	86.97%	\$35,729	86.97%	\$47,000	1.38%
Transfers	\$2,335,793	50.68%	\$867,349	37.13%	\$1,467,349	62.82%	\$1,161,500	34.21%
<b>Total All Expenditures:</b>	<b>\$4,608,642</b>	<b>100.00%</b>	<b>\$2,388,010</b>	<b>51.82%</b>	<b>\$3,630,052</b>	<b>78.77%</b>	<b>\$3,395,386</b>	<b>100.00%</b>
<b>Ending Fund Balance</b>	<b>\$705,889</b>		<b>\$873,200</b>		<b>\$581,158</b>		<b>\$581,158</b>	



**The University of West Florida  
Financial Aic  
2005-2006 Estimated Budget**

Attachment I

	<b>Adjusted Budget 2004-2005</b>		<b>Actual 3-31-05 2004-2005</b>		<b>Projected 6-30-05 2004-2005</b>		<b>Estimated Budget for 2005-2006</b>	
	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>
<b>Beginning Fund Balance</b>	\$1,079,571		\$1,079,571		\$1,079,571		\$815,826	
<b>Receipts/Revenues:</b>								
US Grants	\$32,149,258	89.81%	\$21,009,735	65.35%	\$26,509,735	82.46%	\$27,697,973	91.07%
Transfers	\$3,034,568	8.48%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Miscellaneous Receipts	\$600,000	1.68%	\$1,553,445	258.91%	\$2,053,445	342.24%	\$2,071,260	6.81%
Other Revenue	\$15,000	0.04%	\$484,315	3228.77%	\$684,315	4562.10%	\$645,753	2.12%
<b>Total Receipts/Revenues:</b>	<b>\$35,798,826</b>	<b>100.00%</b>	<b>\$23,047,495</b>	<b>64.38%</b>	<b>\$29,247,495</b>	<b>81.70%</b>	<b>\$30,414,986</b>	<b>100.00%</b>
<b>Total Available Funds</b>	<b>\$36,878,397</b>		<b>\$24,127,066</b>		<b>\$30,327,066</b>		<b>\$31,230,812</b>	
<b>All Expenditures:</b>								
Expenses	\$33,777,052	94.85%	\$23,743,444	70.29%	\$30,743,444	91.02%	\$31,657,925	104.09%
Transfers	\$1,832,342	5.15%	(\$932,204)	-50.88%	(\$1,232,204)	-67.25%	(\$1,242,939)	-4.09%
<b>Total All Expenditures:</b>	<b>\$35,609,394</b>	<b>100.00%</b>	<b>\$22,811,240</b>	<b>64.06%</b>	<b>\$29,511,240</b>	<b>82.87%</b>	<b>\$30,414,986</b>	<b>100.00%</b>
<b>Ending Fund Balance</b>	<b>\$1,269,003</b>		<b>\$1,315,826</b>		<b>\$815,826</b>		<b>\$815,826</b>	

**The University of West Florida  
Five Year Operating Expenditure Summary  
2005-2006 Estimated Budget**

	<b>Actual 2000-2001</b>	<b>Actual 2001-2002</b>	<b>Actual 2002-2003</b>	<b>Actual 2003-2004</b>	<b>Estimated 2004-2005</b>
Educational and General	\$62,930,407	\$63,074,721	\$68,355,668	\$72,874,307	\$79,554,724
Auxiliaries Enterprises	\$12,874,381	\$10,923,455	\$12,468,632	\$12,104,258	\$13,557,469
Contracts and Grants	\$18,454,341	\$22,283,376	\$23,623,317	\$22,507,325	\$25,512,583
Student Activities	\$1,570,710	\$1,707,970	\$1,932,726	\$1,879,969	\$2,392,079
Intercollegiate Athletics	\$1,488,105	\$1,594,472	\$1,920,265	\$2,146,597	\$3,630,052
Campus Concession *	\$147,554	\$133,148	\$121,273	\$913,708	\$0
Financial Aid	\$26,451,813	\$24,008,152	\$25,173,683	\$34,484,980	\$29,511,240
<b>Expenditures - All Funds</b>	<b>\$123,917,311</b>	<b>\$123,725,294</b>	<b>\$133,595,564</b>	<b>\$146,911,144</b>	<b>\$154,158,147</b>

**Notes:**

Educational and General (E&G) expenditures include expenditures and encumbrances and does not include carry forward expenditures.

Non-E&G expenditures are cash basis expenditures.

Financial Aid includes Loan Fund, Scholarship Fund, and Direct Loan Fund.

\* Campus Concession was moved to Auxiliaries Enterprises in 2004-2005.

Source - Exhibit B

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** UWF Hurricane Ivan Financial Recovery

**Proposed action:** None

**Background Information:** Seven months after Hurricane Ivan, UWF is still in a recovery status. As noted in the January 2005 briefing, Dr. Cavanaugh appointed an Ivan Financial Recovery team on October 6, 2004. We are to ensure all documentation, justification; photos, etc are compiled, analyzed, coordinated and filed with the appropriate agencies. The following report was prepared on May 6, 2005.

**1. Summary of Hurricane Damage**

Description	Initial Estimated Damage	Risk Revised Notice of Loss	Payments Received to date from Risk	FEMA Claim Amounts	Actual Expenses to date
Category A- Debris Removal	\$1,182,583			\$471,302	\$775,451
Category B- Emergency Protective Measures	736,842			828,935	580,650
Category E-Buildings	5,134,972		818,711	1,165,202	1,194,186
52 Buildings Damaged-main campus		3,655,753			
16 Buildings damaged-residence halls		112,517			
15 Buildings Damaged-downtown		1,308,467			
21 Buildings with No Damage	0				
Category E-Equipment	295,134				
Category G- Recreational areas, parks, etc.	2,404,833			369,498	66,894
<b>Subtotal</b>	<b>9,754,364</b>	<b>5,076,737</b>	<b>818,711</b>	<b>2,834,937</b>	<b>2,617,181</b>
Intangible Losses	768,511				
<i>Anticipated construction losses</i>	<i>1,048,125</i>				
<b>Total</b>	<b>\$11,571,000</b>	<b>\$5,076,737</b>	<b>\$818,711</b>	<b>\$2,834,937</b>	<b>\$2,617,181</b>

**2. Expenses and Encumbrances (as of May 5, 2005)**

a. Actual expenses	\$ 2,617,181
b. Encumbrances outstanding	583,197
c. Field House restoration encumbrance	<u>4,286,200</u>
d. 190 Purchase orders and p-card expenses	\$ 7,486,578
e. Estimated purchase orders to be issued	<u>3,316,422</u>
f. Total tangible damages estimate	\$10,803,000
g. Intangible damages estimate	<u>768,000</u>
	\$11,571,000

**3. Recap of Insurance & FEMA filings to date (5/5/05)**

<b>Risk:</b> 83 claims filed =	\$5,076,737	(\$818,711 received as of 5/5/05)
4 claims to file=	<u>344,116</u>	
Subtotal	\$5,420,853	
<b>FEMA:</b> 27 claims filed =	\$2,834,937	(\$0 received)
50 claims to file =	<u>5,500,000 (estimate)</u>	
Subtotal	\$8,334,937	

**Anticipated Recovery:**

Risk	\$5,420,853 x 20% =	\$1,084,176
FEMA	8,334,937 x 70% =	<u>5,834,456</u>
Total		\$ 6,918,632
	(Recap: \$11.5 million- \$6.9 = \$4.6 million <i>minimum</i> need)	

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** Legislative Budget Request for 2006-2007 – Timeline

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**Proposed Action:** Information

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**Background Information:** Each year in May/June the University System Chancellor requests from the universities their Legislative Budget Requests (LBR) for institution-specific issues and activities. At UWF, our requests are based on unmet needs identified through the strategic planning process. From the total needed amounts, the UWF Budget Council and President identify issues and funding levels to be requested. The Office of University Planning prepares the appropriate narratives and budget forms as requested by the Chancellor. The University President presents the UWF LBR to the UWF Board of Trustees for adjustments and final approval. The UWF LBR is then submitted by the UWF President to the Chancellor and Board of Governors for consideration for inclusion in the State University System LBR. The SUS LBR will be considered by the Legislature during their session the following spring.

The UWF Budget Council, President, and Staff are compiling the UWF LBR following the attached timeline. The completed LBR will be presented to the BOT at their June 16<sup>th</sup> meeting for final adjustments and approval.

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**Supporting Documentation:** The University of West Florida Legislative Budget Request for 2006-2007 Timeline

**Prepared by:** Jerry Norris (850) 474-2211 jnorris@uwf.edu

**The University of West Florida  
Legislative Budget Request for 2006-2007  
Development and Submission Timeline**

<b>April 25, 2005</b>	<b>Receive LBR Guidelines from Chancellor</b>
<b>April 26, 2005</b>	<b>Send Guidelines, Worksheet, and Timeline to President and Budget Council for review and action (Jerry will assist with the update of the worksheet, Council Members will identify specific issues to include in the LBR)</b>
<b>May 2-June 6, 2005 (five weeks)</b>	<b>President and Budget Council will discuss issues and determine which issues to include in the LBR  As LBR issues are determined, Jerry will compile the preliminary documentation and forward it to the President and Budget Council for review and further consideration</b>
<b>May 20, 2005</b>	<b>President will discuss LBR process and timeline with BOT at their conference call meeting</b>
<b>June 7, 2005</b>	<b>President will finalize LBR issues</b>
<b>June 9, 2005</b>	<b>Jerry will finalize LBR document for submission to Faye Bowers for June 9<sup>th</sup> transmission to BOT for June 16<sup>th</sup> BOT Meeting agenda  President will submit LBR to Chancellor with provision that any changes by the UWF BOT will be forwarded to Chancellor after UWF BOT meeting of June 16<sup>th</sup></b>
<b>June 16, 2005</b>	<b>President will present LBR to BOT and seek final adjustments and approval</b>
<b>June 17, 2005</b>	<b>Jerry will update LBR document with BOT changes</b>
<b>June 20, 2005</b>	<b>President will submit LBR updates to the Chancellor</b>

**Informational Agenda Item: 4**

**UWF Board of Trustees  
Conference Call Meeting  
May 20, 2005**

**Issue:** Board Development Workshop

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**Proposed action:** Informational

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**Background information:**

We have invited the nationally known Association of Governing Boards to facilitate a board development workshop for the Board of Trustees this summer. This is a natural outgrowth of the board development plan adopted last June and subsequently modified.

We anticipate discussing board roles and responsibilities, board effectiveness, best practices in presidential assessment, and the board's role in the upcoming capital campaign. We will use the assessment survey recently distributed by the BOT Chair as a basis and starting point for our dialogue.

The current president of AGB, Mr. Tom Ingram will conduct the workshop. His biography is attached for your review. The workshop will be held immediately following our board meeting and lunch on June 16, 2005 and reconvene the morning of June 17, 2005 with an anticipated conclusion around noon.

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**Supporting documentation:** Biography for Tom Ingram

**Prepared by:** Kim Spear, Chief of Staff (850) 474-2473 kspear@uwf.edu



## **RICHARD T. INGRAM**

**Richard (Tom) Ingram** is president of the Association of Governing Boards of Universities and Colleges (AGB), having previously served as executive vice president. He has served on several governing boards, including those of two private colleges, an independent preparatory school for girls, and an insurance company.

Tom has facilitated self-study and other related workshops with the boards and chief executives of nearly 200 institutions in higher education and independent schools, in addition to national non-profit organizations. His area of expertise is facilitating AGB's board self-study workshop that he helped to design. He has worked with sectarian and non-sectarian organization boards in both the independent and public sectors of higher education, including institutions in Bolivia, Canada, Mexico, South Africa, and Turkey.

In addition to holding various posts at the University of Maryland, Tom taught in public schools while also teaching part-time courses at the University of Virginia and the University of Southern California in Washington, D.C. He served as an officer with the United States Army as director of admissions for the U.S. Military Academy (West Point) Preparatory School, and also in Vietnam as an operations research officer.

Tom has written extensively on trusteeship matters for such publications as *Educational Record*, *The Chronicle of Higher Education*, and AGB's *Trusteeship* magazine. His monographs and books include primers on the elements of effective trusteeship; a recent book on presidential and board assessment; pamphlets on board organization, bylaws, and structure; and trustee conflict of interest policies.

A native of Western Pennsylvania, Tom earned his bachelor's degree from Indiana University of Pennsylvania. He earned his master's degree from the University of Pittsburgh and his doctorate in higher education from the University of Maryland, College Park. He has received distinguished alumni awards from his alma mater and the University of Maryland, in addition to various decorations for his military service.

Tom currently resides in Potomac, Maryland.