

**Minutes**  
**UWF Board of Trustees**  
Finance, Administration & Audit Committee  
New World Landing  
June 16, 2005

Committee Chair Sharon Hess Herrick called the meeting to order at 8:34 a.m. asking Faye Bowers to call roll. The following committee members were present:

Honor Bell  
Lornetta Epps  
Nancy Fetterman  
Marny Gilluly  
Sharon Hess Herrick  
J.T. Young

Chair Hess Herrick welcomed everyone to the Finance, Administration and Audit Committee meeting. She announced that today was the first committee meeting for Trustees Nancy Fetterman and J.T. Young, saying that the Board of Trustees was delighted to have them as members as well as working with them on this committee. Also, Hess Herrick reported there was a full agenda and not a lot of time.

**1. Approve Minutes of February 25, 2005**

Chair Hess Herrick asked for a motion to approve the minutes of February 25, 2005 and advised the trustees to respond if there were any corrections to be noted. A motion to approve the minutes of February 25, 2005 was made.

Motion by: Trustee Epps  
Seconded by: Trustee Gilluly  
It passed unanimously.

**2. Budget Process Review**

Chair Hess Herrick said that the Budget Process Review was not an action item and called on President Cavanaugh, who explained the budget process. The President noted that the process begins with the employees and proceeds up to the cabinet, who meets and makes recommendations to the president. At that point, trustees authorize the President and his cabinet to act and make recommendations to the Board of Governors. Cavanaugh said that every university employee had the opportunity for input in budgeting.

**3. Legislative Budget Requests for 2006-07**

President Cavanaugh addressed the trustees regarding the Legislative Budget Requests (LBR) for 2006-07 and suggested they view the materials provided. Cavanaugh highlighted items being submitted to the Legislature for approval, noting that with the possible BRAC realignment, several thousand individuals will be moving into the Eglin Air Force Base area, and UWF must be prepared to meet their educational needs. He said a Memorandum of Understanding is being prepared for this effort.

In addition, Cavanaugh said as part of the Board of Governors' strategic plan, UWF would be providing technology infrastructure in Eglin and FWB areas through the National Lambda Rail and Florida Rail with high bandwidth, putting the university in a very good position.

Regarding meeting of the statewide workforce needs, Florida universities will add the following areas to the list. Teacher education in special education is an education enhancement

that No Child Left Behind requires certification in reading and that alternative certification meets the needs of those wanting to transfer into teaching field. Other areas to develop would be Student Learning Centers, and UWF leads Florida in Academic Learning Compacts and we will facilitate this development.

Expansion of the downtown campus and the waterfront property falls under the Board of Governors, as does transferring of the Arcadia Mill from the Foundation to the UWF Board of Trustees, the Partnership with Florida Small Business Development Center (SBDC) and the local SBDC Haas Center, as well as Hurricane Litigation. Cavanaugh said he would be happy to answer any questions, repeating that as of last year, if an item is not on this initial LBR list, the legislature does not want to receive it, thus the reason for the length of the list.

A motion to approve the UWF Legislative Budget Requests for 2006-2007 was made.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously.

#### 4. **FY2005-06 Operating Budget**

Chair Hess Herrick called on Dr. Cornelius Wooten, Vice President for Administrative Affairs who discussed some of the items causing the budget increase. Wooten noted that much of the increase was due to health insurance. Hess Herrick emphasized that the enrollment growth and tuition increase are pending. A motion was made to approve the estimated FY 2005-06 Operating Budget for the fiscal year July 1, 2005 – June 30, 2006 for appropriated and non-appropriated funds. The motion would also authorize the president to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Department of Education – Division of Colleges and Universities by August 2005, as well as other changes during the fiscal year.

Motion by: Trustee Epps

Seconded by: Trustee Gilluly

It passed unanimously.

#### 5. **FY2006-2007 - - 2010-2011 Fixed Capital Outlay Plan**

Chair Hess Herrick called on Dr. Cornelius Wooten, Vice President for Administrative Affairs who reminded the trustees that each university is required to present a 5 Year Plan. He said that the university's needs have been prioritized.

President Cavanaugh asked authorization to make one adjustment regarding the downtown project. As the result of a donor, UWF will be owning and operating the Maritime Museum, and this needs to be included on the Fixed Capital Outlay Plan. August 1<sup>st</sup> is the deadline. A motion was made to approve the FY 2006-2007 – 2010-2011 Fixed Capital Outlay Plan.

Motion by: Trustee Gilluly

Seconded by: Trustee Epps

It passed unanimously after questions posed by Nancy Fetterman “Is that opposite the property discussed?” and J.T. Young “Is it in there for 2007-2008?” The President responded that it is only needed once.

#### 6. **Tuition and Fees**

Following discussion led by Gina DeJulio, General Counsel, a motion was made to approve the proposed Rule 6C6-4.008 Tuition Rates, Fees, Fines and Penalties (a) as an emergency rule, and (b) as a permanent rule.

***(Proposed Rule 6C6-4.008 Tuition Rates, Fees, Fines and Penalties. Proposed revisions to the rules are necessary in order:***

1. *to change the tuition and out-of-state fees in accordance with 2005 legislation\*.*
2. *to reflect a proportional increase in the financial aid fee based on the tuition and out-of-state fee increases (the UWF BOT is authorized to charge an amount not to exceed 5% of the tuition and out-of-state fee. These increases would reflect a desire to continue to exercise such authority to the maximum permitted.)*
3. *to update the rule to reflect increases in the Activity and Service Fee, and Athletic Fee; such increases were approved by the UWF BOT at its February 25, 2005 meeting. Athletic Fee per SCH- \$.29 increase, and Activity and Service Fee per SCH- \$.90 increase*
4. *to reflect the increase in the Third Time Repeat fee; this figure is calculated and provided to universities by Tallahassee on an annual basis.*
5. *Transportation Fee per SCH (as reflected in parking brochure) increase of \$.51 per SCH.*
6. *Increase charge for transcripts to \$10.00.*
7. *Increase Late Payment Fee to \$100.00.*
8. *Delete the credit card convenience fee.*
9. *to delete references to the parking brochure, as the brochure is now incorporated by reference into the Parking rule.*

Motion by: Trustee Young

Seconded by: Trustee Gilluly

It passed unanimously.

## **7. Parking Rule**

Gina DeJulio reminded the trustees that the parking brochure is changed from the fee rule to the Parking Rule and changes to the parking fee structure, and that all employees will be charged the same fee.

### ***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.*
7. *Changed the parking permit fee charged faculty to be equal to that charged the other employees.*

Hess Herrick noted that this has been an ongoing item and will be a very positive and good change for the university. Trustee Gilluly noted many grammatical errors. DeJulio stated that this brochure is not the actual brochure, which has been edited. A motion was made to approve the revision to the parking rule and revisions to the incorporated brochure.

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

It passed unanimously.

## **8. Educational Equity Act Update**

Sherell Hendrickson, Associate VP for Human Resources reported that a “Draft” was submitted in April and this final update will go to the Department of Education through a collaborate effort between several university departments. A motion was made to review and approve the 2004-05 UWF Florida Educational Equity Act Update.

Motion by: Trustee Gilluly

Seconded by: Trustee Epps

## **9. Acceptance of Old Christ Church**

The Old Christ Church Foundation Attorney, Richard Sherell and Richard Brosnaham, Interim Director of the WFHPI were available to answer questions. Executive Vice President, Dr. Hal White said that John Daniels, deceased and former Executive Director of WFHPI felt that Old Christ Church (OCC) was the key project in WFHPI.

DeIulio said that we (the university) must get approval from the Board of Governors and we need preliminary approval from the trustees due to a building on said property. UWF has had a lease with OCC Foundation since 2000.

Hess Herrick asked if the university would be responsible for improvements and day-to-day uses. Brosnaham responded that OCC is used as a tour facility, series of concerts, lectures and rental for weddings are its primary uses. Attorney Sherell said the agreement would be flexible for educational purposes of UWF and said that an endowment from Betty Rainwater will provide for upkeep of Old Christ Church.

Young asked that in taking ownership of this property, has a title search been done and were there any financial obligations for which the university would be responsible. Attorney Sherell said the site was free and clear and that the title would be to WFHPI or UWF.

Fetterman thanked the Direct Support Organization (DSO) for supporting the OCC project all these years. She further said it was a fabulous opportunity that the President has to restore the village.

A motion was made to approve the acceptance of Old Christ Church by the University of West Florida or one of its Direct Support Organizations.

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

It passed unanimously.

## **10. Campus Development Agreement with Escambia County**

Jim Barnett reported that this is a continuing saga:

- o on 11/22/02 the UWF BOT approved 01-02 plan;
- o the BOG then required the BOT adopt the plan on 2/21/03 Campus Master Plan formally adopted;
- o on 8/22/04, BOT approved amendment to Campus Master Plan that adjusted the growth plan and slowed down implementation; and
- o on 6/16/05 approving Campus Development Agreement with Escambia County and UWF Board of Trustees

Barnett said the purpose is a very unique approval adoption process and that he wanted the Board of Trustees to know that Facilities has worked with Department of Education (DOE). The purpose is to identify the scope of our Campus Master Plan, what the University wants to do and then assess the impact (monetary) that Escambia County will have to endure for transportation purposes. He said that each year the University will send to the Board of Governors the high-dollar value. As the plan is implemented, dollars will change and will come from concurrency trust fund as in tax on motor fuel on automobiles. The term is 10 years. Lastly, he said as we (UWF) implement this plan and deal with impact to Escambia County, the University is in continuous communication with the Department of

Education, always updating the plan and asking for funds and that we (UWF) are just now approving and getting ready to start over.

A motion was made to approve the Campus Development Agreement with Escambia County.

Motion by: Trustee Gilluly

Seconded by: Trustees Young & Epps

It passed unanimously.

Hess Herrick complimented Barnett and his team for putting so much effort into this project and enabling the university to put things into perspective.

#### **11. 2005-06 - - 2006-07 Work Plan for Internal Auditing and Management Consulting (IAMC)**

Betsy Bowers, Associate Vice President for Internal Auditing and Management Control (IAMC) noted that the University did not complete the work plan, which was set aside during Hurricane Ivan. She said this is a living document and may be brought back to the BOT in December for adjustments, during the time the 06-07 Work Plan will be discussed.

Dr. Hal White commended Betsy Bowers and her staff for turning out tremendous work, saying their workload is unbelievable. Trustee Gilluly congratulated the IAMC team for their service and made a motion to approve the proposed Work Plan for the internal auditing operations.

Motion by: Trustee Gilluly

Seconded by: Trustee Fetterman

It passed unanimously.

#### **12. UWF Educational Plant Review**

Before Jim Barnett addressed the Plant Review, he thanked Richard Brosnaham for working continuously on the Old Christ Church, saying it (OCC) and WFHPI is what John Daniels has done for this community. Richard Brosnaham and his staff are carrying out John's wishes.

Regarding the Educational Plant Survey, Barnett said that the Department of Colleges and Universities visits Florida campuses to view a snapshot at that time for justification of where universities were in line with the review and validate progress. The team goes through the campus, making sure the university is using funds appropriately.

Barnett noted the process of planned growth is part of CDA and looks at students and FTE's, anticipated growth and space utilization which has hurt us (the university) in the past. The document that you are approving is in regard to a historical event back in 01-02, just confirming what has happened step by step.

A motion was made to approve the 2001 UWF Educational Plant Survey Report for FY 2006-07 projected needs.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously, following these comments.

President Cavanaugh said that the wheels keep turning through Department of Education, Board of Governors and State University System to continue this process. Young questioned if UWF is the only university having to follow this procedure. Cavanaugh responded that four more universities must comply as well. He further said that it is difficult to project what buildings will cost in 8 years, but the university will be asked these same questions.

Dave Luttrell noted that the Survey is a long and ongoing process with the receipt of forms from agencies, drafts going back and forth to meet approval. Hal White said that with the devolution of the Board of Regents, now the Department of Colleges and Universities oversees the projects.

Young asked whether the Board of Trustees arranges the survey every 5 years, with Cavanaugh saying the letter received is out of date and that all discussion comes from emails, phone calls and hard copies due to agencies changing hands and staffing changes.

Hess Herrick thanked Barnett and Luttrell for their services to the university.

**Informational Items**

An Administrative Affairs Divisional Initiatives Update was presented by Dr. Cornelius Wooten, Vice President.

Chair Hess Herrick asked if there were further items to be brought before the committee. There were none, and the meeting was adjourned at 9:45 a.m.