

# Minutes

## University of West Florida

Board of Trustees Meeting  
New World Landing  
600 S. Palafox, Pensacola, Florida

June 16, 2005 10:00 a.m.

Board Chair K.C. Clark called the meeting to order at 10:07 a.m. with Faye Bowers calling roll. Clark noted that Trustee Chuck Horner would not be at the meeting and that Trustee JoAnn Morgan was joining via conference call. The following trustees were in attendance:

Honor Bell  
K.C. Clark  
Dr. Lornetta Epps  
Nancy Fetterman  
Marny Gilluly  
Sharon Hess Herrick  
Collier Merrill  
JoAnn Morgan\*  
Tim Roberts  
Roy Smith  
Dr. Pat Wentz  
J.T. Young

\*Conference Phone

Others in attendance were:

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

### Chair's Greeting

Chair Clark welcomed new trustees Nancy Fetterman and J.T. Young to their first face-to-face meeting asking if either would like to say a few words. He said he appreciated them serving on the Finance, Administration and Audit Committee, as well.

Fetterman said they were both delighted to be here. Clark then welcomed Dr. Jay Gould (who was not in attendance due to class) who will be joining the Board in July representing the Faculty/Senate. Clark said that the Board will bid farewell to Dr. Pat Wentz who has been serving on the BOT as Faculty/Senate representative.

Clark welcomed Mr. Tim Roberts who is representing the Student Government Association on the BOT as Steven Russell's term expired in May. In addition, Clark welcomed Mr. Tom Ingram, President of the Association of Governing Boards visiting from Washington, D.C. Ingram is the facilitator of the Board Development Workshop slated for the afternoon of June 16 and morning of June 17. Clark conveyed the trustees' appreciation to Tom regarding the workshop in an effort to assess where the BOT is and where it is going.

Clark welcomed Trustee JoAnn Morgan who joined by conference phone from Big Fork, Montana. Then a welcome was extended to all those present and appreciation for their participation.

Chair Clark called on Dr. John Cavanaugh for the President's Report.

## **President's Report**

Dr. Cavanaugh noted there were a few items to mention this morning. First, Cavanaugh said that our (UWF's) thoughts are with Trustee Collier Merrill on the loss of his family member.

Dr. Don Chu is our (UWF's) new Dean of the College of Professional Studies and will come on board in July.

UWF's Academic Technology Center received the world leader award for teaching learning. UWF is one of 30 colleges and universities world wide to receive this recognition and the center has only been in existence for 18 months. This is indicative of what great things are to come.

Betsy Bowers deserved a cheer because she has worked with her staff tirelessly on documenting and documenting the damage sustained from Hurricane Ivan. UWF received a check for \$70,000 and no other universities have received anything as of today.

Cavanaugh updated the meeting participants regarding the State University Presidents' Association (SUPA) and the Board of Governors (BOG), saying the Governor is still reviewing bills. He said SUPA presidents sent a letter to the legislature saying they were not happy with legislation regarding higher education. Carol Roberts and John Dasburg were re-elected to lead the BOG. Peter Rummel will work toward financial accountability at institutional levels.

The Statewide Legislative Budget Request (LBR) was presented to BOG with a number of issues for the Provosts group relating to salaries. Full enrollment growth funding, technology funding, student BOG member, matching gifts, supplement for PECO and capital outlay were targeted, as was the need for campuses to increase infrastructure. If funding occurs, universities would be in a good position to increase staffing. The bad news is that the Governor vetoed the \$225,000 archaeology center network.

Kim Spear and her staff were applauded for preparing a great BOT orientation packet.

Cavanaugh will be serving on an Institute Panel with Tom Ingram of the Association of Governing Boards (AGB). The Institute is called Governing Boards and Executive Officers.

Cavanaugh said his focus is on good working relationships and growing in same direction as well as steering (UWF) our institution in the perfect direction.

Cavanaugh, as SUPA chair, will become president of Florida Association of Colleges and Universities (FACU) next week. His role will be to keep the university presidents informed regarding private Junior Colleges (JUCO) and community colleges as well as four year colleges. FACU has not taken a position in four years on community colleges offering 4 year degrees.

## **Budget Process Review**

President Cavanaugh reported that the university has revamped its budget process, noting that when he arrived at UWF he wanted to establish a budget council (group who makes recommendations to the president). He said everyone at UWF can make a recommendation to his/her supervisor to be collected at unit level through the department. These recommendations are given to the deans, the vice presidents and the president, who sets priorities. Then the president recommends to the BOT, the BOG, our legislature and the Governor.

We (UWF) are at a point where our campus should know how the budget came together, and there is a flow chart which indicates how the process works. Through this process, we have addressed reserve funding and some structural issues.

Clark thanked the President and said he wanted to highlight that since we (BOT) hired Cavanaugh and brought in someone impressive, we will make this known throughout the state. Also, he (Cavanaugh) encourages staff and faculty as well. Clark said (UWF) the university is recognized at the state level and deserves recognition because we have someone leading and everyone benefiting as well. He said this Budget Process is off to a great start and has a long way to go, that he appreciates your (Cavanaugh) leadership and staff with proof being the respect UWF has long deserved.

Chair Clark called on Dr. Debbie Ford for Student Recognition.

## **Student Achievements**

Dr. Debbie Ford, Vice President for Student Affairs introduced Christina Genualdi who serves as VP for the Student Government Association and is a Pace Scholar. Dr. Ford noted that Christina brought the Breast Cancer Awareness Fundraiser Event to UWF and continues to chair the event yearly. She's in her 3<sup>rd</sup> year at UWF, a great asset from Plant City, Florida.

Genualdi briefly spoke to the BOT, saying she is an Environmental Policy and Pre-law student, and that the UWF Volunteer! Program made her transition from a small town easy. She looked at 33 campuses and preferred our small campus where she could get involved. "I would bring cancer awareness to UWF on a personal level" she said "and with Amanda (Crowell) it was greater than anticipated. Genualdi is a pace setter, involved in Greek Life, UWF Honors student and as a community partner; she has learned ways of life and how to work with people who might not be here tomorrow.

Chair Clark called on Dr. Sandra Flake for Faculty Recognition.

### **Faculty Recognition**

In accordance with the Board Development Plan, Dr. Sandra Flake, Provost and Vice President for Academic Affairs, noted that we (UWF) will recognize faculty contributions, and today recent projects of the College of Professional Studies (COPS) in conjunction with Escambia County schools will be presented. Dr. Janet Pilcher, the Dean of the College of Professional Studies, will introduce the faculty member who is being highlighted..

Dr. Pilcher introduced Dr. Kathleen Huebach saying one reason we selected her is that she came into UWF four years ago, when we (COPS) had no reading/mentoring programs. Dr. Huebach has put us (UWF) on the map in this program area, and we are now recognized throughout Escambia County Schools.

Dr. Heubach gave a presentation on the impact of COPS' work with children and the community through the Howard Street Tutoring Project at Spencer Bibbs Elementary School. She said she appreciated the opportunity to be involved in this project. Dr. Heubach asked that everyone recall the months following Hurricane Ivan's devastation. The area has been brought so far forward through the aid of state and federal governments, help from our community, neighbors helping neighbors and college students from other states and the importance of family and friends during the recovery. Her son even became involved by purchasing a chain saw to assist friends and neighbors. She said you're probably wondering what this has to do with reading. It is a common misunderstanding. Children are not doing worse. They are doing better with reading achievement. Just Read Florida and No Child Left Behind give districts/schools initiatives to provide support that raise reading achievement, with community and families helping children become proficient in reading.

UWF's role at Spencer Bibbs, Howard Street Volunteer Reading involved volunteer tutors of all ages, many are students and others are just people from the community. Our college students benefit greatly by using these experiences to teach. Dr. Huebach said she loves her job at UWF, as it provides her the opportunity to work with administrators, teachers and children.

Chair Clark called on Dr. Dean Van Galen, Vice President for Development.

### **Vice Presidential Report**

Dr. Dean Van Galen, Vice President for Development gave a PowerPoint presentation on the Campaign Feasibility Study. He reviewed the Summary of Gifts line items and said he was very pleased and surprised that we had a good year in spite of Ivan, with our number of donors being up 16%. Van Galen said that gifts include property from last year that is being transitioned into the Foundation.

Van Galen said we have increased focus in the Fort Walton Beach (FWB) area which is very promising. He said the Leadership Support is unique in that it assists promising students from Pensacola High School, mentoring them with the possibility of a full ride scholarship should they choose to attend UWF. He said it is really an exciting project.

Van Galen noted that Susan Story, CEO of Gulf Power, and Doug Benham will be future speakers at donor events, and that Scholarship Luncheon Donors are where students get to meet those responsible for providing their college education funding.

Dean Jane Halonen asked that the Maygarden Lecture be included in the list of future events.

Van Galen said the Campaign is scheduled to go public in 2007 and today he recommends moving forward.

A motion was made to move forward by accepting the Campaign Study and the adoption of the resolution.

Motion by: Trustee Gilluly

Seconded by: Trustee Fetterman

It passed unanimously and was followed by Trustee Gilluly and Van Galen thanking everyone who has worked so hard on the campaign project thus far.

### **Approval of Minutes**

Chair Clark asked the Board if there were any corrections or additions before a motion for **Approval of Minutes** was made. A motion was made to approve the minutes of the May 20, 2005 Board of Trustees meeting with Gilluly reporting grammatical errors to be corrected. She suggested using attachments rather than merging all documents to decrease the agenda size.

Motion by: Trustee Epps

Seconded: Trustee Gilluly

It passed unanimously

### **Committee Reports**

For the UWF BOT Committee Reports, Chair Clark called first on Trustee Sharon Hess Herrick, **Finance, Administration and Audit Committee Chair**, who presented action items in the form of a motion as follows: Each item was discussed and approved at the committee level to be brought before the full BOT for approval.

1. A motion was made to approve the UWF Legislative Budget Requests for 2006-07.
2. A motion was made to approve the FY2005-06 Estimated Operating Budget for UWF.
3. A motion was made to approve the FY2006/2007 – 2010/2011 UWF Fixed Capital Outlay Plan to include the Maritime Museum with a potential donor commitment.
4. A motion was made to approve the revision of the UWF Tuition and Fees with changes submitted by Gina DeJulio.
5. A motion was made to approve the revision of the UWF Parking Rule with changes submitted by Gina DeJulio.
6. A motion was made to approve the UWF Equity Act Accountability Report.
7. A motion was made to accept the Old Christ Church property.
8. A motion was made to approve the UWF Campus Development Agreement with Escambia County.
9. A motion was made to approve the 2005/06-2006/07 Work Plan for UWF Internal Auditing and Management Consulting.
10. A motion was made to approve the 2001 UWF Educational Plant Survey for 2005.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Merrill

It passed unanimously followed by Chair Clark commenting that Old Christ Church is a premier piece of Downtown Pensacola property and said he is delighted with the Old Christ Church Foundation's decision to donate it to WFHPI.

### **Informational/Discussion Items**

Hess Herrick reported that Cornelius Wooten continues to update the Finance Committee on the university's financial matters.

At this time, Chair Clark called on Trustee Roy Smith, Chair for the **Academic & Student Affairs Committee**. Trustee Smith presented the following action items in the form of a motion. Each item was discussed and approved at the committee level to be brought before the full BOT for approval.

1. & 2. A motion was made for the Implementation of a BS in Electrical Engineering and BS in Computer Engineering:

Smith reminded the BOT that these degrees had previously been available through an agreement with the University of Florida but will soon proceed to a UWF Degree and become a free standing program in 2009 with faculty in place.

Seconded: Trustee Wentz

It passed unanimously.

3. A motion was made for Authorization by the Board of Trustees to the University President for University Institutes and Centers which included criteria of establishments as well.

Seconded by: Trustee Fetterman

It passed unanimously.

4. & 5. A motion was made for approval of the UWF Enrollment and Degree Plan as well as the BOG Accountability Measures for UWF.

Seconded by: Trustee Roberts

It passed unanimously.

Smith reported that the Delegation of Tenure may not be done, per legal counsel and said that Sandra Flake will present in September how the system works as well as a better understanding for all. Smith then called on Flake who said regarding retirement and recruitment, over the past 3 years approximately 15% of the structured faculty retired, and that it is anticipated to be a comparable rate in the following years. Flake said she would provide the BOT with a table of documentation.

Flake continued that 13 lines and redistribution of faculty was necessary for program enhancement, saying there will be a greater need for growth in faculty lines. The university has been attempting to ensure faculty salaries are competitive through the use of Cooper Salary Surveys for establishment and that progress is being made to address market equity.

Chair Clark reported that the Executive Committee would convene immediately following adjournment to address the items below.

**Executive Committee**.....Mr. K.C. Clark

Action Items

1. Minutes of February 25, 2005
2. Presidential Evaluation
3. Presidential Compensation
4. MOU between boards

**FULL BOT**

1. UWF Campaign Feasibility Study and Resolution were addressed earlier in the meeting.
2. A motion was made to approve tenure as a condition of employment for the following candidates:

CAS	Department	Gender	Race
Houghton, Charles	Theatre	M	W
Marrero, Kyle	Music	M	H
Yeager, Robert	English	M	W
COPS			
Kramer, Thomas	Graduate Education	M	W
Smykla, John	Criminal Justice & Legal Studies	M	W

Chu, Don	Health, Leisure & Exercise Science	M	A-A
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Motion by: Trustee Bell  
 Seconded by: Trustee Smith  
 It passed unanimously.

3. Chair Clark read Resolution 2005.2 in the form of a motion to adopt the resolution for Dr. Pat Wentz, in appreciation and recognition of her distinguished service as a trustee. Clark presented a gift to Dr. Wentz on behalf of the BOT and the university saying that Wentz brought much wisdom and insight to the Board.

Seconded by: Hess Herrick  
 It passed unanimously.

Dr. Wentz expressed her sincere appreciation to the BOT and UWF for the opportunity to serve as a trustee.

5. Due to the unavailability of the State of Florida Capitol Rotunda for March 15, 2006, the BOT meeting schedule is being revised. Chair Clark made the motion to approve the revision of the 05-06 BOT meeting schedule to meet at FWB on March 7, 2006 and convene in Tallahassee on March 8, 2006.

Seconded by: Trustee Bell  
 It passed unanimously.

Clark reminded trustees that Radio Live will be on May 4, 2006 and encouraged everyone to attend. He has attended prior Radio Live events and said they were a pleasure.

Chair Clark then asked President Cavanaugh to share with the Board a PowerPoint presentation regarding the State designation of the Maritime Museum. Cavanaugh said the proposal has been through 50 public meetings before being presented to the Pensacola City Council who is crunching the numbers. On June 23<sup>rd</sup>, the City Council will hold another public hearing on the project, and it hopes to move forward.

Cavanaugh noted that the Maritime Museum doesn't require action to become the State of Florida Maritime Museum as there is only one State of Florida museum that has statutes to back it up.

The President encouraged everyone to express their feelings at the City Council Public Hearing on 6/23 and he provided documentation verifying that it is Courtelis eligible. Regarding classroom space, UWF will lease space as we do elsewhere saying that UWF has made a commitment to partner.

Clark said this will be a great opportunity to re-vitalize downtown and encouraged everyone's support.

Ms. Amanda Crowell, Director of Volunteer UWF! shared a PowerPoint presentation on student volunteer service. The trustees applauded Ms. Crowell's work. Crowell said she was honored to share what the students are doing out in the community as part of the UWF Student Mission being a part of service learning.

Other Business taken up on 6/17/05

A motion by Chair K.C. Clark was made and approved for drafting a letter from the UWF BOT to the editor of the Pensacola News Journal expressing the UWF Board of Trustees support of the Community Maritime Park.

Seconded: Trustee Merrill  
 It passed unanimously.

A motion by Chair K.C. Clark was made for approving changes to the UWF Foundation, Inc. bylaws which is attached in PDF format.

Announcements

Chair Clark invited everyone for lunch following adjournment.

Clark also noted that following lunch, the Board will begin the AGB Board Development Workshops facilitated by Tom Ingram, President of Association of Governing Boards. The afternoon workshops will be followed by a reception in honor of all UWF Boards tonight at 6:00 p.m. in the Museum of Commerce.

Clark further stated that the Board Development Workshop for trustees would continue tomorrow at 8:15 a.m. Lastly, Clark said he would like to remind everyone that the next UWF BOT meeting is scheduled for Friday, September 9, 2005 in the UWF Conference Center. He asked them to remember that the BOT is moving to quarterly meetings but they will last longer, with committees starting at 8:30 a.m. and the Full Board meeting following lunch.

Adjournment occurred.