

Minutes  
UWF Board of Trustees  
Finance, Administration and Audit Committee Meeting  
UWF Conference Center Room B & C

Friday, December 9, 2005

Committee Chair Sharon Hess Herrick called the meeting to order at 10:05 a.m. She asked Faye Bowers to call roll.

The following trustees attended:

Dr. Lornetta Epps  
Mrs. Marny Gilluly  
Mrs. Nancy Fetterman  
Mrs. Sharon Hess Herrick  
Mr. J.T. Young

Others attending:

Dr. John Cavanaugh, President  
Dr. Hal White, Executive Vice President  
Dr. Dean Van Galen, Vice President for Development  
Mr. K.C. Clark, Board Chair  
Ms. Anita Schonberger, Interim General Counsel  
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT  
Ms. Vickie Lindsey, Administrative Specialist

Chair's Greetings

Chair Hess Herrick thanked everyone for their attendance at the meeting as well as the Roundtable Discussion earlier, saying it was very beneficial and helpful to all. She thanked Mr. Barry Brighton, Budget Director for his preparedness and due diligence for making the discussion very productive.

Chair Hess Herrick thanked those who might be making presentations today for their hard work. Chair Hess Herrick then noted that today is Dr. Lornetta Epps final committee meeting saying that she will be sorely missed and that Dr. Epps has been a great asset to UWF during her five years of service.

Chair Hess Herrick, also, reported that the UWF Foundation closed on refinancing of housing bonds on December 8, 2005. This item was addressed at the September 9, 2005 BOT meeting.

Action Items

1. Approve Minutes of September 9, 2005 as presented by Chair Hess Herrick.  
Motion: Trustee Epps  
Second: Trustee Fetterman
  
2. Certify West Florida Historic Preservation, Inc. Audit, UWF Foundation Audit and UWF Research Foundation Audit as presented by Betsy Bowers. Ms. Bowers reported findings which have been addressed. She noted that only one management letter was received from the UWF Foundation. These items were certified in one motion.  
UWF Foundation [http://uwf.edu/trustees/Dec9\\_05/uwffoundation.pdf](http://uwf.edu/trustees/Dec9_05/uwffoundation.pdf)  
UWF Research Foundation [http://uwf.edu/trustees/Dec9\\_05/research\\_foundation.pdf](http://uwf.edu/trustees/Dec9_05/research_foundation.pdf)  
West Florida Historic Preservation, Inc. [http://uwf.edu/trustees/Dec9\\_05/wfhpi\\_foundation.pdf](http://uwf.edu/trustees/Dec9_05/wfhpi_foundation.pdf)

Motion: Trustee Gilluly  
Second: Trustee Epps

3. Approve Parking and Traffic Regulations as presented by Anita Schonberger saying that this was just merely a housekeeping issue. The text was approved at June 16, 2005 BOT meeting and now it is needed to be approved as a regulation.

Rule 6C6-5.001 [http://uwf.edu/trustees/Dec9\\_05/parkingbrochure.pdf](http://uwf.edu/trustees/Dec9_05/parkingbrochure.pdf)  
Proposed Regulation <http://uwf.edu/trustees/procedures>

Motion: Trustee Epps  
Second: Trustee Gilluly

4. Approve Fundraising and Solicitation Policy as presented by Dr. Dean Van Galen who said the policy has gone through the proper channels on campus regarding policy review and that we want everyone to be on the same page. Special initiatives follow:
  - o WUWF can conduct on-air pledge drives, underwriting, sponsorship, and events fundraising without going through formal process.
  - o WFHPI has a special issue conducting membership drives and accepting historical properties and artifacts without going through the formal process.
  - o UWF Libraries can accept personal and historical papers and artifacts without going through the formal process.Fundraising Policy [http://uwf.edu/trustees/Dec9\\_05/fundsolpolicy.pdf](http://uwf.edu/trustees/Dec9_05/fundsolpolicy.pdf)

Motion: Trustee Fetterman  
Second: Trustee Gilluly

5. Remove UWF Research Foundation Bylaws from the agenda per Ms. Anita Schonberger, Interim General Counsel due to vote on December 8, 2005 by the UWF Research Foundation Board requesting delay.

6. Finance, Administration & Audit Committee Charter

Committee Charter as presented by Chair Hess Herrick noting it was approved by Committee in November 2004 when K.C. Clark was chair. It was not carried to the full Board at that time. Adoption of charter will complete another phase of Board Development Plan.

Executive Vice President Hal White suggested changes, including that the committee be constituted by appointment by the chair of board and that there not be a designated number of trustees on the committee. He reported that staff liaison should include the Executive Vice President, the Vice President for Development, and the General Counsel in addition to the Vice President for Administrative Affairs.

Motion: Trustee Young  
Second: Trustee Epps

#### Informational/Discussion Items

1. 2005-06 Operating Budget Update was presented by Barry Brighton during the Roundtable Discussion at 8:30 a.m. Chair Hess Herrick asked for questions to be addressed by Barry Brighton.  
2005-06 Operating Budget Summary [http://uwf.edu/trustees/Dec9\\_05/Ficapbudsummary.pdf](http://uwf.edu/trustees/Dec9_05/Ficapbudsummary.pdf)  
Capital Budget Life-to-Date 9.30.05 [http://uwf.edu/trustees/Dec9\\_05/Ficapbud93005.pdf](http://uwf.edu/trustees/Dec9_05/Ficapbud93005.pdf)
2. Hurricanes Update as presented by Betsy Bowers saying we (UWF) are in recovery process. Everything has been filed for Ivan and Dennis and most everything for Katrina and much is related to Deferred Maintenance and may be out-of-pocket expenses for the University to bring buildings back up to code. Many of these will just be out of pocket expenses for UWF. Any funds received from the state that were reimbursed by FEMA will be returned to FEMA.

3. Development Update as presented by Dr. Dean Van Galen.

Creating Great Futures Campaign

- Board of Trustees asked to formally approve six campaign priorities as follows:

**Representative Projects for *Creating Great Futures Campaign***

<b>CAMPAIGN PRIORITY</b>	<b>REPRESENTATIVE PROJECTS (NOT AN EXHAUSTIVE LIST)</b>
<b>Endowed Scholarships</b>	<ul style="list-style-type: none"> <li>• Need- and merit-based scholarships for students in all academic programs, including student athletes</li> <li>• ARGO Scholars program with Pensacola High School</li> </ul>
<b>Health Care</b>	<ul style="list-style-type: none"> <li>• Faculty and student support to increase enrollment of BSN program and begin MSN program</li> <li>• Facilities</li> </ul>
<b>Business and Economic Development</b>	<ul style="list-style-type: none"> <li>• Center for Entrepreneurship</li> <li>• Naming of College of Business and/or units within the College</li> </ul>
<b>Science, Engineering and Technology</b>	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Research support</li> <li>• Combs School partnership, including scholarships</li> </ul>
<b>Public History and Archaeology</b>	<ul style="list-style-type: none"> <li>• Endowed professorship or chair in archaeology</li> <li>• Maritime Museum</li> <li>• Support of public history graduate students to live and learn in Historic Pensacola Village</li> </ul>
<b>Arts</b>	<ul style="list-style-type: none"> <li>• Upgrades for public venues in Center for Fine and Performing Arts</li> <li>• Visiting artists and performing arts series</li> </ul>

Campaign Steering Committee to convene in January, 2006

Recent Major Gifts

ARGO Scholars/Pensacola High School Program

Ø Bank of America

Robert Rosasco Family

William (Bill) and Mary Smart for the *William D. Smart Seminar Series in Chemistry*

National Defense Industry Association (NDIA) for Engineering Scholarships (FWB area)

State of Florida Matches received September, 2005:

Ø Seligman Endowed Scholarship

Ø Switzer Brothers' Professorship

Ø Blue Cross and Blue Shield of Florida Endowed Nursing Scholarship

Ø Gulf Power Electrical Engineering Endowment

Other Action Items

Approve amendment to UWF Foundation Bylaws made on December 8, 2005 to remove Vice President of Development and Executive Director of Foundation from membership of the Foundation board.

Motion by: Trustee Gilluly

Seconded by: Trustee Young

It passed unanimously.

Chair Hess Herrick encouraged those attending to sit in on Academic and Student Affairs Committee, which continues with discussion on SACS Accreditation.

Adjournment occurred at 10:47 a.m.