

AGENDA

University of West Florida
Board of Trustees Meeting
UWF Conference Center
Rooms B & C
May 4, 2006
12:30 p.m.

Call to Order.....Mr. K.C. Clark
Board Chair

Roll Call.....Faye H. Bowers

Chair's Greeting.....Mr. K.C. Clark
Board Chair

President's Report.....Dr. John C. Cavanaugh

Faculty Recognition.....Dr. Sandra Flake
Provost

Dr. Jay Clune and Dr. Mary Lou Rudd (PPT)

Student Recognition.....Dr. Debbie Ford
Vice President for Student Affairs

Minutes
March 7 and 8, 2006

Committee Reports

Finance, Administration & Audit Committee.....Ms. Sharon Hess Herrick
Committee Chair

8:30 a.m. Rooms B & C

Action Items

1. Minutes of March 7, 2006
2. Material and Supply Fees
3. Tuition Benefit Plan for Faculty and Staff
4. Parking and Traffic Control
5. Five Year (PECO) Public Education Capital Outlay Improvement Plan
6. UWF Financial Statements Audit Report FY 2004-05
7. UWF 2005 Federal Funds Audit
8. Lease Modification Agreement

Informational/Discussion Items

1. 2005-06 Operating Budget Update
2. 2006-07 Initial Operating Budget Plan
3. Tuition and Fees

Other Finance, Administration, and Audit Items

Academic & Student Affairs Committee.....Mr. Roy Smith
Committee Chair

8:30 a.m. Room A

Action Items

Minutes of March 7, 2006

Informational/Discussion Items

1. Nursing Accreditation Update (PPT)
2. Electrical and Computer Engineering Program Accreditation Update (PPT)
3. Academic Affairs Update (PPT)
4. Student Affairs Update
5. Student Affairs Strategic Plan Update (PPT)
6. Student Code of Conduct

Other Academic & Student Affairs Items

11:00 a.m. Adjourn to opening of Nurses' Ceremony in Commons Auditorium

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

11:30 a.m. Room A

Action Items

Minutes of March 7, 2006

Informational/Discussion Items

1. Succession Planning
2. Presidential Performance Assessment
3. Presidential Compensation Consideration
4. Executive Committee Future Meeting Schedule
5. Report on AGB National Conference on Trusteeship
6. Report on Reception of Statewide Boards of Public Universities

Other Executive Items

Other Full Board Items

Action Items

1. MOU between UWF Foundation and UWF Board of Trustees
2. Tenure
3. Resolution 2006-1

Informational/Discussion Items

1. Legislative Update
2. 3.7.06 Meeting Evaluation Results for your review
3. 5.4.06 Meeting Evaluation for completion

4. Later This Evening
 - 5:00 p.m. UWF Boards Reception at Museum of Industry
 - 6:00 p.m. Radio Live at Museum of Commerce
5. Tomorrow, May 5th
 - 9:00 a.m. Joint Strategic Planning Meeting at UWF Conference Center
 - 12:00 p.m. Lunch served in Conference Center Lounge
 - 2:30 p.m. Ed. D. Reception in the Alumni Room B12
6. Saturday, May 6th
 - 8:45 a.m. UWF Spring Commencement at Pensacola Civic Center
7. Monday, June 26th
 - 9:00 a.m. Conference Call Meeting in B12/R150 (Alumni Room)

Adjournment

Closed Session: Collective Bargaining Update

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

Thursday, May 4, 2006

8:30 a.m.

Call to Order	Chair Sharon Hess Herrick
Roll Call	Faye H. Bowers
Chair's Greetings	Chair Sharon Hess Herrick

Action Items

1. Minutes of 3.7.06
2. Material and Supply Fees
3. Tuition Benefit Plan for Faculty and Staff
4. Parking and Traffic Control
5. Five Year (PECO) Public Education Capital Outlay Improvement Plan
6. UWF Financial Statements Audit Report FY 2004-05
7. UWF 2005 Federal Funds Audit
8. Lease Modification Agreement

Informational/Discussion Items

1. 2005-06 Operating Budget Update
2. 2006-07 Initial Operating Budget Plan
3. Tuition and Fees

Other Finance Items

Adjournment

UWF Board of Trustees Meeting
Finance, Administration, and Audit Committee
May 4, 2006

Issue: Materials and supply fees

Proposed action: Approve fees

Background information:

Florida Statutes, Chapter 1009.24(12) states:

“Each university board of trustees is authorized to establish the following fee ... (g) Material and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.”

The proposed material and supply fees for the Academic Year 2006-07 are attached.

Recommendation: Approve

Implementation Plan: Academic Year 2006-07

Fiscal Implications: None

Supporting documents: http://MandSfees_yearlycomparison_0607.pdf
http://MandSfees_2006_cops.pdf
http://MandSfees_cas.pdf

Prepared by: Dr. Pete Metarko, Associate V.P. for Enrollment Services
(850) 474-3386 pmetarko@uwf.edu

Facilitator/Presenter: Dr. Pete Metarko

UWF Board of Trustees Meeting
Finance, Administration, and Audit Committee
May 4, 2006

Issue: Tuition Benefit Program for UWF Faculty and Staff

Proposed action: Approve

Background information:

Currently, UWF has three tuition plans for its employees – the faculty contract, the UWF Employee Partial Tuition/Fee Reimbursement Grant, and the Educational Leave With Pay program.

On October 26, 2005, the UWF Board of Trustees ratified the Collective Bargaining Agreement with the United Faculty of Florida, UWF Chapter. Article 26.8 of this agreement provides a tuition plan for faculty members. This plan gives full-time, in-unit, faculty members/dependents up to six (6) credit hours of instruction at UWF per term without payment of tuition or mandatory fees on a space available basis. The faculty members may utilize the six (6) credit hours for undergraduate or graduate credit. The faculty member's dependent(s) may utilize the six (6) credit hours only for undergraduate credit.

The UWF Employee Partial Tuition/Fee Reimbursement Grant provides full-time employees partial reimbursement (80% of tuition/fee assessment) for up to six (6) hours of eligible courses (undergraduate or graduate) per semester at UWF.

The Educational Leave With Pay program provides University Workforce employees on approved educational leave 100% of their tuition/fees for up to six (6) hours of eligible course (undergraduate or graduate) per semester at UWF.

The purpose of this proposed tuition waiver program is to combine these three plans and offer one consistent tuition benefit program for employees at UWF. This program will help the University achieve its objective of attracting and retaining high quality, diverse faculty and staff.

Recommendation:

Approval of the following proposal:

Employee Tuition Waivers

This program applies to full-time University employees who are not covered by a bargaining unit and to those employees who are covered by a bargaining unit that negotiated this benefit

with the University. Employees covered by this policy are permitted up to six (6) credit hours of course work at UWF per term (fall, spring, summer) without payment of tuition or mandatory fees. An employee may assign all or part of his/her six (6) credit hours to his/her dependents; however, the total for the employee's family cannot exceed six (6) credit hours per semester.

Employees may enroll in courses at the undergraduate or graduate level. Dependents may enroll in undergraduate and graduate courses; however, a dependent's enrollment in graduate courses may not exceed three (3) credit hours per semester. Courses such as directed studies, practicums, internships, music and theatre performance, continuing education, and one-on-one course situations such as theses and dissertations are not authorized.

For the purposes of this program, an employee's "dependent" is defined as follows:

- his/her spouse (must be legally married by the first day of classes for the semester),
- his/her natural, adopted, or step child who must be under the age of twenty-five (25) on the first day of classes for the semester, or
- a child for whom the employee is a legal guardian and who is under the age of twenty-five (25) as of the first day of classes for the semester
- A child over the age of twenty-five (25) who otherwise meets the criteria in either of the two previous bullets, as long as that child is claimed as a dependent on the employee's federal tax return or the employee pays more than 50% of that child's support, as defined by the IRS.

Dependent qualification for this program is unrelated to dependency for residence for tuition purposes or financial aid status.

Implementation Plan: Implement program for Fall Semester 2006

Fiscal Implications: Funding is not required.

Supporting documents:

2005-06 Appropriations Act, page 44

http://www.uwf.edu/trustees/May4_06/2005_06_Appropriations_Act_page44.pdf

Prepared by: Dr. Pete Metarko, Associate V.P. for Enrollment Services
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Facilitator/Presenter: Dr. Pete Metarko

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
May 4, 2006

Issue: UWF BOT Regulation: Parking and Traffic Control (2006)

Proposed action: Adopt

Background information:

Approval of Parking and Traffic Control Regulation

The University is seeking to amend the text of the Parking Brochure (which is incorporated into the UWF/REG 5.001) in two ways: 1. Clarifying that reserved spaces may be purchased by any employees, not just executive class employees and; 2. Incorporating trolley fee changes approved by the Board of Trustees at the March 7, 2006 meeting. The only change to the Regulation is the reference to the updated brochure and correction of the building number from 90 to 95.

Recommendation: Adoption of amendments to UWF BOT Regulation 5.001 Parking and Traffic Control incorporating updated brochure (effective 7.01.06.)

Implementation Plan: Effective immediately upon BOT adoption for implementation.

Fiscal Implications: N/A

Supporting documents:

UWF/REG-5.001 Parking and Traffic Control (2006) with proposed updated brochure
http://uwf.edu/trustees/May4_06/Notice_reg_park_traffic_control_2007.pdf

Prepared by: Anita Schonberger, Interim General Counsel 850-474-3420
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John T. Chism, Director of Parking 850-474-7711 jchism@uwf.edu

Facilitator/Presenter: Anita Schonberger

UWF Board of Trustees Meeting
Finance/Administration/Audit Committee
May 4, 2006

Issue: FY2007/2008 – 2011/2012 Fixed Capital Outlay Plan

Proposed action: Approve

Background information: Each year, the University is required to submit a Five-Year Fixed Capital Outlay Plan to the Board of Governors. The Plan was recommended by the Facilities Planning Committee and approved by the University Planning Council. Funding for these projects comes from the Public Education Capital Outlay (PECO) fund, which uses Revenues generated from taxes on utilities. The Board of Governors compiles lists from each college and universities and presents it to the Governor and Legislature, along with requests from community colleges and public schools. The Legislature then determines which projects are funded. This process is pursuant to Florida Statutes, Sections 216.0158, 216.043, and 1013.64.

Recommendation: The University needs this Plan funded to enable facility renewal and continued academic program growth for the Main Pensacola, Historic Downtown, and Emerald Coast campuses.

Recommendation: The University proposes acceptance of the updated Five-Year Plan.

Implementation Plan: Submit to Chancellor's Office August 2006

Fiscal Implications: None

Supporting documents: Project Summary Plan:
http://www.uwf.edu/trustees/May4_06/CIP0712sum_spreadsheet32706.pdf

Prepared by: Jim Barnett, Associate Vice President for Facilities Services
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Facilitator/Presenter: Bert Hartley

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
May 4, 2006

Issue: Review and acceptance of UWF Financial Audit by the Auditor General

Proposed action: Acceptance

Background information:

Annually a financial audit is conducted by the university's external auditors, Florida Auditor General.

The audit of the financial statements of the University of West Florida for the fiscal year ended June 30, 2005, was conducted pursuant to the provisions of Section 11.45, Florida Statutes, and applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

The scope of this audit included an examination of the financial statements of the University, a component unit of the State of Florida, and a determination as to whether management has complied with applicable laws, administrative rules, regulations, contracts, and grant agreements and other matters that are material to the financial statements. An examination of Federal awards administered by the University was included in the Auditor General's Statewide audit of Federal awards administered by the State of Florida.

The following provides a summary of the findings of the Auditor General's audit of the financial statements of the University:

- The University's financial statements presented fairly, in all material respects, the financial position of the University as of June 30, 2005; the revenues, expenses, and changes in net assets; and the cash flows for the fiscal year then ended.
- No matters involving the University's internal control over financial reporting and its operation that we considered to be material weaknesses.
- Testwork disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Recommendation: Acceptance of the financial audit report

Implementation Plan: None warranted.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees for the University of West Florida.

Supporting documents: UWF Financial Audit (REPORT NO. 2006-163)

http://www.uwf.edu/trustees/May4_06/UWF_financial_statements_audit_report_fy2004_05.pdf

Prepared by: Betsy Bowers, Associate Vice President, IAMC 850 474 2636
bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
May 4, 2006

Issue: Review and acceptance of UWF Federal Funds Audit by the Auditor General

Proposed action: Acceptance

Background information:

Annually an audit of the university's Federal funds is conducted by the university's external auditors, Florida Auditor General.

This audit is of the federal funds of the University of West Florida for the fiscal year ended June 30, 2005, was conducted pursuant to the provisions of Section 11.45, Florida Statutes, and applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States.

The scope of this audit included an examination of Federal awards administered by the University was included in the Auditor General's Statewide audit of Federal awards administered by the State of Florida.

The following provides a summary of the five (5) findings of the Auditor General's audit of the federal funds of the University:

Federal Financial Aid Findings

1. UWF Finding [Page 232]

Finding: document the required notification, of student or parent FFEL and FDSL loan borrowers or FPL student loan borrowers, within 30 days before or after crediting a student's account with FFEL, FDSL, or FPL funds.

2. UWF Finding [Page 273]

Finding: Three (3) of the 20 students tested, the institution did not provide documentation evidencing that exit counseling materials had been provided.

Research/Sponsored Programs [IHMC findings]:

Summary of Questioned Costs—page 279 {total **\$821,157 in questioned cost for UWF}**

3. UWF Finding 3 [Page 291-292]

Finding: Testing of after-the-fact time-and-effort certifications for employees whose salaries were charged in total or in part to 10 Federal grants disclosed that certifications for 14 employees were not signed by the employee or by a supervisor employed at the institution with direct knowledge of the employees' activities. Additionally, the certifications were not completed timely for 53 of 63 certifications tested. **{Questioned cost \$618,904}**

4. UWF Finding 4 [Pages 296-300]

Finding: The institution did not receive the required grantor approval for continuation of Federal grant No. N000014-4-1-0384 prior to the separation of the principal investigator (PI) from employment with the institution. **{Questioned cost \$58,970}**

5. UWF Finding 5 [Pages 334-336]

Finding: The institution granted a subaward, totaling \$118,965, from grant No. NCC2-1399 to Carnegie Mellon University (CMU) where the grant's principal investigator (PI) and another

institution employee were also employed. the institution did not always properly review and approve payments to the subrecipient (CMU) and another subrecipient (grant No. NCC2-1413). {Questioned cost \$143,283}

Recommendation: Acceptance of the federal funds audit report

Implementation Plan: UWF has begun to take corrective action for each finding noted. By Florida Statute, UWF Internal Auditing and Management Consulting (and the AG) must perform a follow-up within six (6) months and provide a status report to the Legislative Audit Committee (IAMC will also notify the UWF Cabinet and Board of Trustees).

For the items with questioned costs, we await contact from the various federal agencies. Usually, they ask for additional information before making a ruling on whether the University will be required to return monies. After the university clarifies any questions, the Federal agency makes a '**final determination**' and sends this to the University in a letter. This will tell UWF whether or not we have to return any monies and how much. This usually takes about 8-12 months (based on the University's past experience).

Fiscal Implications: Federal monies may have to be returned to the Federal government for each questioned cost. This could total as much as \$821,157. If Federal monies need to be repaid, most relate to the IHMC grants and the potential for disallowed grant items have been addressed in the Addendum 1 of the Affiliation Agreement between UWF and the FIHMC. This audit and its resolution of questioned costs are part of the fiscal oversight by the UWF Board of Trustees for the University of West Florida.

Supporting documents: UWF Federal Funds Audit (REPORT NO. 2006-152)
http://www.uwf.edu/trustees/May4_06/AG_report_fy_200405_2006_152.pdf

Prepared by: Betsy Bowers, Associate Vice President, IAMC, 850 474 2636 bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
May 4, 2005

Issue: Campus Lease Modification Agreement

Proposed action: Signature of lease.

Background information: In general, the land which underlies the University of West Florida is owned by the Internal Improvement Trust Fund of the State of Florida. In 1974 this land was leased from the IITF to the Board of Regents. Upon the dissolution of the Board of Regents the Florida Board of Education acquired the Leasehold. Through a resolution adopted by the Board of Governors on January 7, 2003 the Board of Governors delegated the authority to lease real property to the individual Boards of Trustees. The Department of Education thereafter determined that modifications to the campus leases should be executed to change the Lessee from the Board of Regents to the local Boards of Trustees. The attached Lease Modification was sent to the University by the Department of Environmental Protection Bureau of Public Land Acquisition to change the Lessee of the campus main lease #2722 from the Board of Regents to the University of West Florida Board of Trustees.

Recommendation: Recommend the Board sign the Lease Modification to reflect that the University of West Florida Board of Trustees is the Lessee on the campus main lease #2722.

Implementation Plan: The Board delegates the authority to the chair to sign the lease agreement on behalf of the Board of Trustees.

Fiscal Implications: N/A

Supporting documents:

Lease Modification Agreement

http://www.uwf.edu/trustees/May4_06/Campus_Lease_Modification_Agreement.pdf

Campus Lease agreement #2722

http://www.uwf.edu/trustees/May4_06/Campus_Lease_Agreement_2722.pdf

Prepared by: Anita Schonberger, Interim General Counsel 805-474-3420
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Facilitator/Presenter: Anita Schonberger

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee or Full BOT
May 4, 2006

Issue: 2005/2006 Operating Budget Update

Proposed action: Informational

Background information:

1) 2005/2006 Operating Budget Update – A summary of the University’s consolidated Operating Budget as of the third quarter is provided to show actual revenues and expenditures against plan.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

http://www.uwf.edu/trustees/May4_06/Capital_Budget_Report_3312006.pdf

http://www.uwf.edu/trustees/May4_06/Consolidated_Operating_Budget_Summary.pdf

Prepared by: Barry Lee Brighton, Director of Budgets (850) 474-2207, bbrighton@uwf.edu

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Facilitator/Presenter: Barry Lee Brighton
Valerie Z. Moneyham

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee or Full BOT
May 4, 2006

Issue: 2006/2007 Initial Operating Budget Plan

Proposed action: Informational

Background information:

1) 2006/2007 Proposed Operating Budget Plan – An initial review of potential changes to revenue and expense budgets is provided for early review prior to the June meeting where approval will be requested.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

Initial parameters for 2006/2007 Operating Budget Plan

http://www.uwf.edu/trustees/May4_06/Initial_Draft_FY07_EGBudget.pdf

Prepared by: Barry Lee Brighton, Director of Budgets 850 474-2207
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Facilitator/Presenter: Barry Lee Brighton
Valerie Z. Moneyham

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
May 4, 2006

Issue: UWF BOT Regulation: Tuition Rate, Fees, Fines, and Penalties (Fall 2006)

Proposed action: Informational

Background information:

Attached under the supporting documentation below is a Proposed Amendment to the Tuition and Fee regulation. This item is being presented to the Board as an informational item only at this time. We are awaiting Florida Legislative action regarding tuition changes. This should occur sometime in May. For now, there is a blank space next to each tuition amount; the appropriate amount will be inserted when the tuition information is received from the Legislature. There are also blanks next to the Student Financial Aid Fees. By statute, the Student Financial Aid Fee amounts are dependent upon the tuition and out-of-state fee set by the Legislature. Therefore, the financial aid fees will also be inserted when the tuition information is provided.

Please note:

The attached proposed amendments to the Tuition and Fee Regulation contain the fee increases approved by the Board at the March 7, 2006 meeting.

When the tuition information is received from the Legislature, the Proposed Amendment of the Tuition and Fee Regulation will be posted to the Board of Trustee website to begin the fourteen (14) day comment period.

The amendment of the Tuition and Fee Regulation will be brought to the Board as an action item for approval at the June 26, 2006 meeting.

Recommendation: Informational

Implementation Plan: Approval will be sought at the June 26, 2006 Board of Trustees meeting for approval of amendments to the Tuition and Fee Regulation.

Fiscal Implications: None at this time

Supporting documents: 1. Proposed Amendment to Regulation Tuition Rates, Fees, Fines and Penalties (Fall 2006)

http://www.uwf.edu/trustees/May4_06/Proposed_amend_UWFREG_4_008_TF2006Redline_Regulation_Notice_4_.pdf

Prepared by: Anita Schonberger, Interim General Counsel, 850 474-3420
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Pete Metarko, Associate Vice President, 850 474-3386
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Facilitator/Presenter: Peter Metarko

Draft Agenda
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
UWF Conference Center Room A

Thursday, May 4, 2006

8:30 a.m.

Call to Order Chair Roy Smith

Roll Call

Chair's Greetings Chair Roy Smith

Action Items

Minutes of March 7, 2006

Informational/Discussion Items

1. Nursing Accreditation Update (PPT)
2. Electrical and Computer Engineering Program Accreditation Update (PPT)
3. Academic Affairs Update (PPT)
4. Student Affairs Update
5. Student Affairs Strategic Plan Update (PPT)
6. Student Code of Conduct

Other Academic and Student Affairs Items

Adjournment

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Update on Nursing Accreditation

Proposed action: Informational

Background information: The University of West Florida's (UWF's) Nursing Program offers both an RN to BSN degree and a generic 4 year BSN degree. UWF's programs are nationally accredited by the **Commission on Collegiate Nursing Education (CCNE)**.

The RN to B.S.N. bridge program is designed for a student who is a registered nurse with an Associate Degree in Nursing from a Junior College/Community College or a diploma in Nursing from a hospital based program. UWF's program leads to a Bachelor of Science in Nursing degree (BSN). An applicant to this upper level, 2 year program must be licensed to practice in the State of Florida prior to the enrollment in the first clinical course in the degree plan.

The 4 year BSN program is a limited access program available to upper division students who have taken the appropriate lower division preparatory courses. As a limited access program, UWF can select 36 students to begin the upper division nursing program in the Fall semester of each year.

Recommendation: Information item; no action required.

Implementation Plan: The Nursing Program is following the timeline for maintenance of accreditation.

Fiscal Implications: Addressed at time of program approval.

Supporting documents:

[AACN-CCNE \(American Association of Colleges of Nursing – Commission on Collegiate Nursing Education\) website](#)

[UWF Nursing Program website](#)

Prepared by:

Barbara G. Lyman, Associate Vice President, 850 474 2035, bylman@uwf.edu

Jane S. Halonen, Dean, College of Arts and Sciences, 850 4742688, jhalonen@uwf.edu

Facilitator/Presenter: Jane S. Halonen and Marilyn Lamborn

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Update on ECE (Electrical and Computer Engineering) Program Accreditation

Proposed action: Informational

Background information: The Department of Electrical and Computer Engineering at the University of West Florida (UWF) offers degree programs of Bachelor of Science in Electrical Engineering (BSEE) and Bachelor of Science in Computer Engineering (BSCE) under the cooperative arrangement between the University of West Florida and the University of Florida (UF) in Gainesville. The degree programs are accredited by the Accreditation Board for Engineering and Technology (ABET). These degrees are awarded by the University of Florida. The diplomas will be identical in all respects to those issued to UF students pursuing the BSEE or BSCEN degree.

However, the transfer of the electrical and computer engineering programs from UF to UWF will be completed by December 31, 2008. Students graduating from the UF/UWF Joint Program after December 31, 2008, will be awarded a UWF degree. All students graduating prior to December 31, 2008, will receive a degree from UF. Students, who were admitted to UWF before August 8, 2004, and are not able to complete the degree requirements by December 31, 2008, will have the option of transferring to Gainesville for the completion of the degree from UF.

The transfer of the ownership of the programs will give us full curriculum control and pave the way for tailoring our programs to meet the needs of the Northwest Florida region, the State of Florida, and the country. The program quality will be maintained and will retain the accreditation by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET).

Recommendation: Information item; no action required.

Implementation Plan: The ECE (Electrical and Computer Engineering) programs are following agreed upon timelines for pursuit of ABET (Accreditation Board for Engineering and Technology) accreditation now that we are in transition from the UF-UWF cooperative ECE to the UWF stand-alone ECE programs.

Fiscal Implications: Addressed at time of program approval.

Supporting documents:

[ABET \(Accreditation Board for Engineering and Technology\) website](#)

[UWF's ECE \(Electrical and Computer Engineering\) website](#)

Prepared by:

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Jane S. Halonen, Dean, College of Arts and Sciences 850 474 2688 jhalonen@uwf.edu

Facilitator/Presenter: Jane S. Halonen
Muhammad Rashid

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Academic Affairs Update

Proposed action: Informational

Background information: Periodically, the provost provides updates on Academic Affairs to the Board of Trustees. This update will focus on one of the units within academic affairs. The **Center** for **E**nvironmental **D**iagnostics and **B**ioremediation (CEDB), established in 1990, works in collaboration with affiliated academic departments and diverse external organizations to enrich the research, teaching, and service functions of the University of West Florida. The CEDB engages in basic and applied research pertinent to the assessment and improvement of environmental health; provides research and training opportunities for graduate and undergraduate students; delivers several core courses and specialized elective courses in support of academic programs in life and environmental sciences; and contributes to public service, including activities to enrich science education at K-12 levels.

Recommendation: The presentation will highlight some of the current projects focusing on environmental and community health studies in Northwest Florida.

Implementation Plan: Program is implemented.

Fiscal Implications: CEDB generates external funding to support its activities and research.

Supporting documents: <http://uwf.edu/CEDB/>

Prepared by: Sandra Flake, Provost, 850 474-2035, sflake@uwf.edu
Ranga Rao, Director, CEDB, 850 474 – 2060, r Rao@uwf.edu

Facilitator/Presenter: Sandra Flake, Provost
Ranga Rao, Director, CEDB

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Significant Student Accomplishments and Recognitions

Proposed action: Informational

Background information: The Vice President for Student Affairs will provide an informational update for each Academic and Student Affairs Committee Meeting about significant student accomplishments and recognitions of excellence. This information is provided by department chairs, deans, and directors.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

http://www.uwf.edu/trustees/May4_06/Student_Accomplishments.pdf

Prepared by: Debbie Ford, Vice President of Student Affairs dford@uwf.edu
(850) 474-2214

Facilitator/Presenter: Debbie Ford

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Student Affairs Strategic Plan

Proposed action: Informational

Background information:

In May 2003 during the first Division-wide retreat, the staff in Student Affairs generated over 80 action ideas to enhance the student experience at UWF. The division members completed a nominal group technique to select the most strategic needs for the next five years (2003-2008). These needs were articulated into the following six divisional strategic goals:

- Provide a student-focused environment that encourages the development of the whole person, enhances the quality of the UWF experience for all students, and promotes active student learning through engagement.
- Provide student services that meet the unique needs of students in a comprehensive and developmentally appropriate manner.
- Create a professional environment that promotes and recognizes growth, quality work, a sense of community, and synergy.
- Integrate technology into student affairs programs to become “leaner, meaner, and more efficient” in business practices allowing us to be more individually engaged with student relationships.
- Identify and develop “centers of excellence” within the functional units of the division.
- Articulate the essential role of Student Affairs in the mission of the University through formal and informal communications; participation in University planning, programming, and governance activities; and relationship networks with a cross section of the University community.

We are at the mid-point of the strategic plan and will provide a PowerPoint presentation to show progress to date.

Recommendation:

Implementation Plan: Continued implementation of quality services, purposeful programs, and community-enhancing facilities to enhance the lives of students (Student Affairs mission).

Fiscal Implications: None

Supporting documents: PowerPoint will be added to the minutes following Academic and Student Affairs Committee Meeting

Prepared by: Debbie Ford, Vice President of Student Affairs dford@uwf.edu
(850) 474-2214

Facilitator/Presenter: Debbie Ford

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
May 4, 2006

Issue: Student Code of Conduct

Proposed action: Informational

Background information: The Vice President for Student Affairs will provide an informational update regarding the proposed modifications to the Student Code of Conduct and Academic Misconduct Policy.

A committee of students and staff is in the process of reviewing the Student Code of Conduct and will present the new policy for adoption at a future board meeting. A committee comprised of faculty, staff, and students is modifying the Academic Misconduct Policy.

Recommendation: None

Implementation Plan: It is our hope that the Student Code of Conduct Committee will approve the modifications by the end of the semester.

The Academic Misconduct Task Force has been meeting for several months.

Fiscal Implications: When the Code of Conduct has been promulgated, it will be printed in the Student Handbook and will appear in several places on the University website. In addition, all students will receive electronic communication regarding the new Code of Conduct.

Supporting documents: None

Prepared by: Debbie Ford, Vice President of Student Affairs, 850 474-2214
dford@uwf.edu

Facilitator/Presenter: Debbie Ford

Draft Agenda
UWF Board of Trustees
Executive Committee Meeting
UWF Conference Center Room A

Thursday, May 4, 2006

11:30 a.m.

Call to Order Chair K.C. Clark

Roll Call Faye H. Bowers

Chair's Greetings Chair K.C. Clark

Action Items

March 7, 2006 Minutes

Informational/Discussion Items

1. Succession Planning
2. Presidential Performance Assessment
3. Presidential Compensation Consideration
4. Executive Committee Future Meeting Schedule
5. Report on AGB National Conference on Trusteeship
6. Report on Reception of Statewide Boards of Public Universities

Other Executive Items

Adjournment

UWF Board of Trustees Meeting
Full
May 4, 2006

Issue: Memorandum of Understanding between UWF Board of Trustees and UWF Foundation, Inc. Board of Directors

Proposed Action: Adoption

Background information:

At its June, 2005 retreat, the UWF Board of Trustees requested that staff develop a draft Memorandum of Understanding (MOU) between the Board of Trustees and the UWF Foundation Board of Directors. The purpose of the MOU is to build upon the positive relationship between the Boards by formalizing certain roles and responsibilities, especially with respect to the relationship between the University and the Foundation.

Using the sample MOU provided by the Association of Governing Boards as a starting point, University and Foundation staff and legal counsel developed a draft MOU. This draft also incorporated provisions of State of Florida law relating to Direct Support Organizations (DSOs) of Florida public universities. The draft MOU was reviewed by the Board of Trustees and the Foundation Board of Directors in March, 2006.

Minor revisions to the draft have been made in response to Board comment, and a final version is being presented to both Boards as an action item (May 4th for the Board of Trustees, and June 9th for the Foundation Board of Directors).

Implementation Plan: The MOU will take effect upon the approval of the UWF Board of Trustees and UWF Foundation Board of Directors.

Fiscal Implications: No new fiscal implications are anticipated.

Supporting documents: Memorandum of Understanding
http://www.uwf.edu/trustees/May4_06/MOU_without_markup.pdf

Prepared by: Dean Van Galen, Vice President for Development,
(850) 474-3306 dvangalen@uwf.edu

Facilitator/Presenter: Dean Van Galen

UWF Board of Trustees Meeting

Full Board
May 4, 2006

Issue: Tenure

Proposed action: Approval

Background information: Three 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 University President submits to the BOT a list of such 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 condition of employment, also includes a statement justifying the special circumstances including a brief summary of the nominee's academic credentials.

During the June 16, 2005 BOT meeting, the General Counsel reported that pursuant to **Florida Administrative Code Rule 6C-5.940 Tenure and Permanent Status**, a Board of Governor's Rule. The pertinent part follows:

- (i) *The recommendation of an employee for tenure shall signify that the Chief Administrative Officer is satisfied the employee will continue to make significant professional contributions to the University and the academic community. Upon recommendation by the Chief Administrative Officer and approval by the Board, tenure shall be awarded.*
- (j) *With sufficient justification, tenure may also be recommended by the Chief Administrative Officer and approved by the Board at the time of initial appointment or prior to the sixth year of tenure-earning service*

Note, under the Rule, the President, as Chief Administrative Officer, acts as the person recommending tenure and signifying that he/she is satisfied with the qualifications of the individuals, and the Board of Governors (BOG) then must approve the recommendation. When the boards of trustees (BOT) replaced the BOG as the employer, that duty to approve the tenure was devolved from the BOG to the BOT. The BOT cannot delegate the authority to the President, as the President would then be both making the recommendation and approving his own recommendation. The UWF Board of Trustees, in its role as the employer, shall be approving the recommendation.

Recommendation: Approve the following:

Employee	College	Department	Gender	Race
Behan, Kristina	Arts & Sciences	Biology	F	W
Pomory, Christopher	Arts & Sciences	Biology	M	W
Haraway, William	Professional Studies	Graduate Education	M	W

Implementation Plan: Fall of 2006

Fiscal Implications: None

Supporting documents: None

Prepared by: Faye Bowers, Executive Specialist, 850 474 2009 fbowers@uwf.edu

Facilitator/Presenter: Sandra Flake

UWF Board of Trustees Meeting
Full Board
May 4, 2006

Issue: Resolution in recognition of distinguished service

Proposed action: Adopt

Background information: Mr. Tim Roberts has served on the UWF BOT for the last year as the Student Government President and as a member the Academic and Student Affairs Committee.

Recommendation: This is an opportunity to recognize and commend Mr. Roberts for his dedication and contributions to the furtherance of the mission, vision, and goals of UWF.

Implementation Plan: May 4, 2006

Fiscal Implications: None

Supporting documents: Resolution 2005-6 follows.

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

Facilitator/Presenter: K.C. Clark, BOT Chair (866) 586 0586 bot@uwf.edu

In Recognition and Profound Appreciation of Distinguished Service

Mr. Timothy Roberts

WHEREAS, Mr. Tim Roberts, as UWF Student Government President, has served as a member of the University of West Florida Board of Trustees and dutifully on the Academic and Student Affairs Committee, and

WHEREAS, Mr. Roberts served his University and the community by providing dedication, commitment, and expert leadership to the students of UWF, and

WHEREAS, Mr. Roberts will relinquish his title of SGA President in the near future, and

WHEREAS, Mr. Roberts received his Bachelor of Arts degree during 2005 UWF Spring Commencement, and

WHEREAS, Mr. Roberts, continues his education at the University of West Florida as a graduate student of Nautical Archaeology (playing in mud), and

NOW, THEREFORE, BE IT RESOLVED, that the University of West Florida Board of Trustees at its regular meeting on the 4th day of May, 2006 does hereby recognize and commend Mr. Roberts for his unending contributions to the University, and

BE IT FURTHER RESOLVED, that this resolution be included in the minutes of this meeting and an original be presented to Mr. Roberts as a token of the Board's appreciation and sincere thanks.

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

Dr. John C. Cavanaugh, UWF President &
Corporate Secretary for UWF Board of Trustees

UWF Board of Trustees Meeting
Full Board
May 4, 2006

Issue: Legislative Update

Proposed action: Informational

Background information: The state legislative session ends May 5th. President Cavanaugh will provide an update regarding legislative issues that could impact UWF.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

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

Presenter: John Cavanaugh

Satisfaction Survey Results of the March 7, 2006 UWF Board Meeting

While (11) trustees were in attendance for the meeting (7) trustees completed and returned the evaluation with 5 of 7 trustees giving an above satisfactory score on all items.

1. Degree to which this meeting successfully addressed strategic issues:
5 of 7 trustees gave an above satisfactory score
2. Quality/significance of discussions
5 of 7 trustees gave an above satisfactory score
3. Agenda/Information provided
5 of 7 trustees gave an above satisfactory score
4. Committee meetings/time allotment/significance of issues
6 of 7 trustees gave an above satisfactory score
5. Technology
5 of 7 trustees gave an above satisfactory score
6. Food
7 of 7 trustees gave an above satisfactory score
7. Meeting site(s)/setup
6 of 7 trustees gave an above satisfactory score
8. Board meeting in general
5 of 7 trustees gave an above satisfactory score

What issues should be discussed at the next meeting? at subsequent meetings?

- Please provide a map of UWF sites on the Emerald Coast at next BOT meeting
- Trustees should be able to access UWF web documents during BOT meeting
- Trustee on BOT Executive Committee should attend UWF Faculty Senate meetings or at least carefully review the minutes of those meetings
- Everything was covered very well.
- The issues which the Administration considers the most critical (aside from funding which will always be a concern), the presentation on deferred maintenance was good. The obstacle to enrollment growth was noted, ie student housing with the Foundation debt limited to support additional bonds for residence halls, and the storage of affordable off campus housing...so what is the answer??? We attempt to change our recruiting approach to attract more local students (live at home)?? Growth to the East?? Would like to hear more of such issues on the table for discussion? Are there faculty or student issues? The issue of governance/legislature/BOG is clearly significant.

Comments or suggestions:

- Excellent presentations by faculty, students and General Riemer.
- BOT agenda could use page numbers and a table of contents for ease in locating items.
- Layout!! Great job with conference. Great job with the food. ☺

EVALUATION of the May 4, 2006 UWF Board Meeting

Please indicate your level of satisfaction with our meeting today by circling an X under the respective columns to the right of each survey.

	Less than Satisfactory	Satisfactory	Above Satisfactory
Degree to which this meeting successfully addressed strategic issues	X	X	X
Quality/significance of discussions	X	X	X
Agenda/Information provided	X	X	X
Committee meetings/time allotment/significance of issues	X	X	X
Technology	X	X	X
Food	X	X	X
Meeting site(s)/setup	X	X	X
Board meeting in general	X	X	X

What issues should be discussed at the next meeting? at subsequent meetings?

Do you prefer for UWF Day at the Capitol to be the day after the BOT meeting at FWB or several weeks after?

Comments or suggestions:

Please return evaluation to Faye.