

**AGENDA**

University of West Florida  
Board of Trustees Conference Call Meeting

June 26, 2006  
9:00 a.m.

B12/R150 (Alumni Room)  
11000 University Parkway  
Pensacola, FL 32514

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

Roll Call.....Faye H. Bowers

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

Consent Agenda Action Items

- 1. Minutes of May 4 & 5, 2006
- 2. Bright Futures Audit Report
- 3. Student Code of Conduct
- 4. Depository of University Funds
- 5. Signature Authorization for UWF Checks
- 6. IAMC Work Plan

Action Items

- 1. Estimated 2006/07 Consolidated Operating Budget
- 2. Legislative Budget Request
- 3. Tuition and Fees and related Emergency Regulations
- 4. Waiver of Out-of-State Fees
- 5. Presidential Compensation
- 6. Construction of 40 space minimum parking lot on L& N Marine Terminal Lot
- 7. Property Trade with City of Pensacola
- 8. Ratification of the (PBA) Police Benevolent Association Collective Bargaining Agreement
- 9. 2005-2006 UWF Florida Educational Equity Act Update

Informational/Discussion Items

- 1. Presidential Performance Assessment
- 2. Future WFHPI Projects that may require BOT approval

Adjournment

## Draft Minutes

University of West Florida  
Board of Trustees Meeting  
UWF Conference Center  
Rooms B & C  
May 4, 2006

Board Chair K.C. Clark called the meeting to order at 12:38 p.m. noting that trustee Marny Gilluly would be joining by conference call. Clark then asked Faye Bowers to call roll with the following trustees in attendance.

Mr. Honor Bell (arrived later)  
Mr. K.C. Clark  
Mrs. Nancy Fetterman  
Mrs. Marny Gilluly\*  
Mrs. Jeanne Godwin  
Dr. Jay Gould  
Mrs. Sharon Hess Herrick  
Gen. Chuck Horner, ret.  
Mrs. Catherine Kelly  
Mr. Tim Roberts  
Mr. Roy Smith  
Mr. J. T. Young  
\*Joined by Conference Call

Others attending:

Dr. John C. Cavanaugh, President  
Dr. Sandra Flake, Provost  
Dr. Hal White, Executive Vice President  
Mr. Bert Hartley, Interim Vice President for Administrative Affairs  
Dr. Debbie Ford, Vice President for Student Affairs  
Dr. Dean Van Galen, Vice President for Development  
Ms. Anita Schonberger, General Counsel  
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

### **Chair's Greetings**

Chair Clark welcomed everyone to the meeting saying he appreciated their participation. Clark said we (UWF) are nearing completion of the 05/06 academic year and that he would like to thank everyone for their commitment, hard work, and support over this past year. Clark said we (UWF) have made nice strides together and had many successes and accomplishments but, we have much more to do and that he looks forward to working with everyone as UWF continues to move forward. Clark thanked WUWF for web casting the meeting, also.

Chair Clark said he knew that President Cavanaugh planned to give an update on the many accomplishments of the UWF boards at the joint board reception later that evening to be followed by Radio Live and a joint board retreat on Friday. Clark expressed his hope that the trustees would join all these occasions.

Chair Clark said that Spring Commencement is Saturday (May 6) and that UWF is honored to have a distinguished UWF alumnus as keynote speaker. Suzanne Lewis, superintendent of Yellowstone National Park, is yet another example of the success of UWF alumni, many of whom credit their

experience at UWF for their professional and personal success. Clark encouraged everyone to be at commencement to help welcome and to meet Mrs. Lewis.

Chair Clark also extended a warm welcome to Mr. Bert Hartley, Interim Vice President for Administrative Affairs as of January 1, 2006 saying that the BOT is hearing about the great things Hartley is doing and look forward to his continued leadership and success.

### **President's Report**

Dr. Cavanaugh welcomed Bert Hartley, to his first meeting since he was out ill during the March meeting. He offered congratulations to Anita Schonberger for her appointment as General Counsel and John Warren as Chief of Police effective May 1.

In addressing national and statewide issues, the President previewed the (ACE) American Council on Education commercial ad campaign to raise awareness of the declining investment in higher education. Everyone enjoyed viewing the advertisements. UWF is the first place in the United States that these ads were made public during a press conference in March of 2006.

The President reported that he and Chancellor Mark Rosenberg recently visited Capitol Hill seeking support for the State University System and UWF. Dr. Hal White and Dr. Richard Podemski made a subsequent visit to DC last week to reiterate UWF needs.

With the State Legislative Session coming to a close on May 5, the President provided a full update later in the meeting.

Dr. Cavanaugh addressed UWF becoming the best regional comprehensive University in America by noting the UWF Marketing and Economics students placed third in the First Ohio State University Transportation and Logistics Association Case Competition. They competed against students nationwide.

Dr. Cavanaugh also reported that Susan Walch, an associate professor in the UWF Psychology Department, has accepted an appointment by the American Psychological Association to the William A. Bailey Health and Behavior Congressional Fellowship for 2006-2007. Appointment as a congressional fellow is a prestigious honor, with only six fellows appointed by the American Psychological Association from across the country each year. Walch will spend a year on Capitol Hill learning the ins and outs.

According to the President, UWF will host seventy NCAA Division II teams and more than 800 athletes to compete for national championships in six sports in Pensacola during the inaugural Fall Sports Festival scheduled Nov. 15-19, 2007. The event is expected to return between 2 to 3 million dollars to the community. Dr. Cavanaugh said this is a testimony to UWF excellent athletic department and athletes.

(AGB) Association of Governing Boards has requested to use UWF materials as a national model from the Board Development Workshop last year which Kim Spear and Faye Bowers worked so hard on.

Regarding our campus successes, President Cavanaugh was pleased to report several new charitable gift commitments to UWF in support of our Creating Great Futures Campaign, including:

- A \$100,000 endowment commitment from O'Sullivan Creel, LLP. This gift is eligible for an additional \$50,000 match from the State of Florida, and the resulting \$150,000 endowment fund will support our accounting program;
- A \$25,000 endowment gift from Kerrigan, Estes, Rankin, McLeod, and Thompson for the Pensacola High School ARGO Scholars program. This gift will also be matched at the 50% level as it will be combined with the \$100,000 gift from Bank of America for ARGO Scholars;

- A \$20,000 commitment from Aerospace Integration Corporation of Fort Walton Beach, to support UWF's engineering programs, and finally,
- A \$1 million planned gift commitment from a donor, who wishes to remain anonymous.

The President said we (UWF) are grateful for these generous investments in our university's future. We (UWF) are well on our way to Creating Great Futures!! Again, Cavanaugh said this is a great testimony to our superb students, faculty, and staff.

Great things are happening in Athletics said President Cavanaugh. The UWF golf and tennis teams won the Gulf South Conference championships. All of the spring sports are in post-season play with the Women's golf regional tournament recently at Stonebrook in Pace and the Men's golf regional tournament was May 1-3 in Oklahoma. UWF Men's and Women's tennis teams will host the men's and women's regional on campus today and tomorrow and UWF Women's softball is playing in the Gulf South Conference this weekend and men's baseball may play in the GSC May 6 through 10. The President congratulates all our teams and scholar athletes.

Dr. Cavanaugh noted as Chairman Clark had mentioned that Spring Commencement was May 6 and nearly 1,500 alumni would be inducted. UWF Summer and Fall enrollments are up slightly and that is a positive sign in prefacing the 06/07 Academic Year.

Upcoming events were noted by President Cavanaugh that we (UWF) will recognize outstanding employees at the upcoming Nautilus Excellence Awards Ceremony on May 16<sup>th</sup> at 2:00 in the Center for Fine and Performing Arts. On May 18 at 2:00 p.m. Florida's First Lady Columba Bush will join the Wakayama First Lady of the Wakayama Prefecture, Mrs. Kimara to visit UWF in celebration of the 10<sup>th</sup> anniversary of the Florida-Wakayama Sister State Relationship. Former UWF President Morris Marx heads up the Florida Japan Linkage Institute.

The President announced that he would deliver his next Town Hall Meeting address on May 24<sup>th</sup> at 2:00 p.m. in the conference center at which time he will provide a legislative update to the campus. There will be an idea of what operating figures might be.

Finally, Dr. Cavanaugh said the next State of the University Address is scheduled for September 12<sup>th</sup> at 9 a.m. in the Conference Center and that he will provide an update from the THM our next BOT meeting. He said he hoped that some of the trustees would plan to attend some of these events.

### **Faculty Recognition**

Dr. Sandra Flake, Provost announced that Dr. Jane Halonen, Dean for College of Arts and Sciences and Dr. Jay Clune, History Chair wanted to recognize someone extremely special. Dr. Clune said he is honored to speak about and honor an outstanding teacher, wonderful colleague, and friend, Dr. Mary Lou Rudd who will be retiring next year.

Dr. Clune's presentation highlighted Dr. Rudd's career and brought smiles and laughter to everyone, including Dr. Rudd. Clune touched on how Dr. Rudd compliments her family, students, colleagues, and friends. He then called upon Tim Roberts, SGA President and representative to the BOT who complimented Dr. Rudd for being an amazing teacher and the distinction between teacher and instructor. [http://www.uwf.edu/trustees/May4\\_06/MaryLouRudd.pdf](http://www.uwf.edu/trustees/May4_06/MaryLouRudd.pdf)

Dr. Clune noted that the Board received a copy of the Arthurian News and said that Dr. Rudd is instinctive in the classroom which intimidates those colleagues without that instinct. Dr. Clune finished by saying that many students say "Dr. Rudd's class is the hardest class they have ever liked".

Chair Clark thanked Dr. Rudd for being a shining example for the students of experience at UWF.

Nancy Fetterman noted that Dr. Ruud had been her mentor when she returned to UWF and that the history department gave her a whole new world.

### **Student Recognition**

Dr. Debbie Ford, Vice President for Student Affairs introduced Martin Kate an accomplished pianist who graduated May 6 and has been playing more than 17 years. He began playing in church, accompanist for school and UWF choirs and Gulf Coast Chorale and Pensacola Children's Chorus and will begin at Michigan State School of Music. Martin attended UWF on scholarship.

Martin addressed the group saying his experience at UWF was marvelous. His teachers have prepared him well. UWF Music School has enabled him to soar to new horizons especially his wonderful professors.

Martin played a piece by Frédéric François Chopin to which the room applauded.

[http://www.uwf.edu/trustees/May4\\_06/Student\\_Accomplishments.pdf](http://www.uwf.edu/trustees/May4_06/Student_Accomplishments.pdf)

### **Approve Minutes of March 7 and 8, 2006**

Chair Clark called for a motion to approve the minutes of March 7, 2006 and March 8, 2006. A motion was made to approve the minutes as presented by Chair Clark. Trustee Gilluly will email Faye Bowers with editorial changes.

Trustee Gould requested the following clarification regarding the Trolley Service listed under the Finance Committee March 7, 2006 presentation of action items to the full Board for approval:

#### Action Items

*On behalf of the committee, Trustee Clark reported on behalf of Hess Herrick, who went home ill and asked for a motion on the certification of the Florida Institute for Human and Machine Cognition (FIHMC), WUWF and Intercollegiate Athletics audits, and to approve the trolley Fees, approval Student Activity and Service, Athletic and Health fee increase, as well as the approval of University Housing and Residence Life Rental Rates increase. Data was compared during the committee meeting indicating that UWF has the lowest rates of Florida Colleges. "Trustee Gould asked whether the board was aware the Faculty Senate voted to end the trolley service. The answer was no. The vote was called without further discussion."*

<i>Motion for ratification by:</i>	<i>Trustee Gilluly</i>
<i>Seconded by:</i>	<i>Trustee Fetterman</i>
<i>Action:</i>	<i>Motion approved</i>
<i>Opposed Trolley Fees</i>	<i>Trustee Gould</i>

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

Motion approved unanimously.

### Committee Reports

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

Chair Clark called on Trustee. Sharon Hess Herrick, Finance Committee Chair for presenting 7 action items for approval: Trustee Hess Herrick made a motion to ratify the following action items:

#### Action Items

Material and Supply Fees for 06-07 included 24 additions, 26 changes, and 81 deletions.

[http://www.uwf.edu/trustees/May4\\_06/MandSfees\\_yearlycomparison\\_0607.pdf](http://www.uwf.edu/trustees/May4_06/MandSfees_yearlycomparison_0607.pdf)

[http://www.uwf.edu/trustees/May4\\_06/MandSfees\\_2006\\_cops.pdf](http://www.uwf.edu/trustees/May4_06/MandSfees_2006_cops.pdf)

[http://www.uwf.edu/trustees/May4\\_06/MandSfees\\_2006\\_cas.pdf](http://www.uwf.edu/trustees/May4_06/MandSfees_2006_cas.pdf)

#### Tuition Benefit Plan for Faculty and Staff

*The University of West Florida Board of Trustees adopted an employee tuition waiver program. This program applies to full-time University employees who are not covered by a bargaining unit and to those who are covered by a bargaining unit that negotiated this benefit with the University. Eligible employees will now be permitted to take up to six credit hours of course work at UWF per term (Fall, spring, summer) without payment of tuition or mandatory fees. Employees may also assign all or part of their six credit hours to their dependents. Employees can take graduate and undergraduate courses, dependents can take up to three credits per semester in graduate courses. This benefit will be effective Fall, 2006.*

[http://www.uwf.edu/trustees/May4\\_06/2005\\_06\\_Appropriations\\_Act\\_page44.pdf](http://www.uwf.edu/trustees/May4_06/2005_06_Appropriations_Act_page44.pdf)

Parking and Traffic Control clarification to indicate reserved parking spaces can be purchased by any employee [http://uwf.edu/trustees/May4\\_06/Notice\\_req\\_park\\_traffic\\_control\\_2007.pdf](http://uwf.edu/trustees/May4_06/Notice_req_park_traffic_control_2007.pdf)

#### Five Year (PECO) Public Education Capital Outlay Improvement Plan

[http://www.uwf.edu/trustees/May4\\_06/CIP0712sum\\_spreadsheet32706.pdf](http://www.uwf.edu/trustees/May4_06/CIP0712sum_spreadsheet32706.pdf)

#### UWF Financial Statements Audit Report FY 2004-05

[http://www.uwf.edu/trustees/May4\\_06/UWF\\_financial\\_statements\\_audit\\_report\\_fy2004\\_05.pdf](http://www.uwf.edu/trustees/May4_06/UWF_financial_statements_audit_report_fy2004_05.pdf)

UWF 2005 Federal Funds Audit with 5 findings and corrective action is being taken although the items center around the agreement of UWF and IHMC.

[http://www.uwf.edu/trustees/May4\\_06/AG\\_report\\_fy\\_200405\\_2006\\_152.pdf](http://www.uwf.edu/trustees/May4_06/AG_report_fy_200405_2006_152.pdf)

Lease Modification Agreement indicates UWF land is listed as Board of Regents and in January 2003 BOG changed this to UWF. This modification indicates UWF today.

[http://www.uwf.edu/trustees/May4\\_06/Campus\\_Lease\\_Modification\\_Agreement.pdf](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](http://www.uwf.edu/trustees/May4_06/Campus_Lease_Agreement_2722.pdf)

Motion for ratification by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

Motion approved unanimously.

#### Informational/Discussion Items

Chair Clark called on Mr. Barry Brighton, Director of Budgets to review the 2006-07 Operating Budget with the Board. Brighton said because the June meeting will be by teleconference, he wanted to familiarize the Board with the forms that will be verbalized in June. As of May 4 there was not enough information as the legislative session had not ended. He asked the Board to approve the proposed budget in the June meeting and authorize President Cavanaugh to make subsequent changes.

President Cavanaugh added that the \$4.9 million dollars UWF received was a one-time hurricane non-reimbursable. All state universities must front the cash to pay for repairs and FEMA is very slow in making reimbursements.

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

Chair Clark called on Trustee Roy Smith, Chair of the Academic & Student Affairs Committee to address the Board regarding the following informational/discussion items as there were no action items to be brought before the full Board.

Trustee Smith noted there were no action items requiring full Board approval. The committee has had excellent presentations on the following:

Nursing Accreditation Program –There were 156 applications for 40 openings. Increasing the number of openings requires approval. With three large hospitals in this area, there is a great need. First class passed with 97 % for licensing exam.

Electrical and Computer Engineering Program Accreditation – UWF is moving into a UWF degree for the engineering programs rather than being in conjunction with UF.

Student Affairs Update - [http://www.uwf.edu/trustees/May4\\_06/Student\\_Accomplishments.pdf](http://www.uwf.edu/trustees/May4_06/Student_Accomplishments.pdf)

Student Affairs Strategic Plan Update – The comprehensive program is excellent. We must attract students and hold their interest while attending college.

Code of Conduct Revision Update – Behavioral conduct to ensure there are no problems.

### **Executive Committee Report**

Chair Clark then reported on the Executive Committee meeting that:

**Leadership Continuity Planning** - Chair Clark charged Dr. Cavanaugh to appoint a Task Force to which Chair Clark will be a member with faculty and cabinet to develop a leadership continuity plan to follow for disastrous circumstances as in hurricanes. The plan would also be for cabinet members. Clark asked for a report at the September meeting

**Presidential Performance Assessment** – Discussed the possibility of bringing in a consultant for an effective assessment and plan. A motion was made to authorize the Executive Committee to hire a firm to perform an unbiased presidential performance assessment.

Trustee Kelly - Clarify what the Executive committee would envision the Boards role in the performance assessment.

Clark - Conduct a series of interviews not just with the BOT but campus community and community leaders as in performing a 360 review with measurement tools for future use.

Young - Information from other universities

Clark - Communicate with other universities, the results and are they pleased.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Fetterman

Motion approved unanimously.

**Presidential Compensation Consideration** – For historical purposes, Clark said the legislature granted a 3.6% raise to employees. UWF faculty received 5% raise and eligible for Pay for Performance. The legislature is calling for a 3 % raise and Clark noted that we (UWF) would like to continue the President's efforts into moving his salary into the higher end as his current compensation is \$219,140 per year. To comply with Statutes, the executive committee is recommending granting a raise sufficient to move the President's salary within reach of other state universities. A motion was made to approve compensation from 219 to 225 effective 7/1/06 as well as seek approval that the UWF Foundation to adjust deferred compensation to maintain with the existing formula.

Trustee Young – By increasing the President's salary where will this place him with other university presidents' salaries?

Chair Clark – The increase will still keep the President's salary as one of the lowest in the state.

Trustee Bell – Highly support and would like to see the state cap removed.

Motion by: Trustee Hess Herrick

Seconded by: Trustee Gilluly

Motion approved unanimously.

Executive Committee Future Meeting Schedule – The executive committee agreed to meet more frequently, via conference call, to take up items such as presidential assessment and compensation, as needed. Everyone is invited to attend.

Report on AGB National Conference on Trusteeship – Exceptional educational program for trustees. This year, Dr. Cavanaugh served on a Disaster Planning panel while Kim Spear served on a panel regarding Board technology. No one in the country is doing what UWF is doing. The panel was attended by a standing room only crowd.

Trustee Hess Herrick – AGB is using our Board as a model as a result of Kim Spear's leadership.

#### Other Executive Items

#### Other Full Board Items

Then Chair Clark brought the following action items for the full Board for consideration and approval.

1. Chair Clark called on Dr. Dean Van Galen, Vice President for Development to address the Board regarding the **(MOU) Memorandum of Understanding between UWF Foundation and UWF Board of Trustees**. Van Galen reminded the Board that this was brought as an informational item during the March 7, 2006 BOT meeting, requesting input for the MOU to be approved at this time. A motion to approve the MOU between the UWF Foundation and UWF Board of Trustees was made. Van Galen expressed his appreciation to Kim Spear, Hal White, Susan Stephenson, and Anita Schonberger for their work.

[http://www.uwf.edu/trustees/May4\\_06/MOU\\_without\\_markup.pdf](http://www.uwf.edu/trustees/May4_06/MOU_without_markup.pdf)

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion approved unanimously.

2. Chair Clark called on Dr. Sandra Flake, Provost to present **Tenure**. A motion was made to approve tenure for these faculty members.

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

Motion by: Trustee Fetterman

Seconded by: Trustee Hess Herrick

Motion approved unanimously.

3. Chair Clark called Trustee Tim Roberts, Student Government President to the floor and read Resolution 2006-1. Clark asked for a motion to approve Resolution 2006-1. A motion was made to approve Resolution 2006-1. Roberts expressed his appreciation for the Board of Trustees acknowledging his presence as a member. (*Faye Link it*)

Motion by: Trustee Merrill

Seconded by: Trustee Smith

Motion carried unanimously.

#### Informational/Discussion Items

1. Legislative Update

Chair Clark called upon President Cavanaugh for the Legislative Update –

Dr. Cavanaugh acknowledged David Mann and Kelly Horton as the UWF eyes and ears during the legislative session. He expressed his appreciation to the trustees who made the trip to Tallahassee for UWF Day at the Capitol as well as trustees who called various members of house and senate.



Dr. Cavanaugh praised a coalition of community groups who worked on behalf of UWF as the Pensacola Chamber, Gulf Coast Chamber, Economic Development in Okaloosa, and the Chair of Work Force Board in Okaloosa who forwarded UWF's agenda in addition to a number of alumni and others. He said this indicates support from all walks of life including members of our military advisory council contributed.

The President reported that he spent a lot of time in Tallahassee and that the University is making progress, especially in the last couple of years. One can see UWF is on the right path in being acknowledged by the legislature Cavanaugh said.

As chair for (SUPA) State University President's Association a second year, the President led the group in supporting salaries as the number one issue with a 3.6% increase last year and 3% increase on October 1, 2006. In terms of tuition proposals, 3% increase on resident undergraduate but the BOT has flexibility for graduate and out of state as follows:

All enrolled prior to Fall 2006 – not to exceed 5% increase

All enrolled after the Fall 2006 – up to 10% increase

The President said he would bring back a proposal at June 26 conference call meeting.

Enrollment funds – System level –proposed \$54.5 million state funds and BOG requested \$8.1 million; Utility bill – system proposed \$21 million, thirty three million ratio of instate and out of state students; Legislature will fully fund all gifts through Feb 1, 2006; funding for Masters and Ph. D in Nursing and UWF will partner with PJC in applying for succeed grant

How the above plays out for UWF:

\$2.2 or \$2.3 million dollars new money

LBR – rolled up by BOG into system wide requests

Targeted degree programs – not funded by legislature

Specifics – \$1.1 million for archaeology and related programs (\$300,000 for educational programs at Arcadia Site in Milton which is our only site in Santa Rosa County), archaeological excavation.

Expanding Emerald Coast site \$2.2 million as non-recurring funds (First Step) if the budget passes and President Cavanaugh is willing to make commitments based on the First Step play out BRAC issues ramp up next year and it is not in UWF's best interest to wait until next year. We must work with our delegation this summer to transfer and move funds into recurring column for the future

In previous years, appropriations did easily not happen at UWF. The base budget reduction included a \$1.2 million transfer to IHMC and the legislature added \$330,000. However, the institute leadership would like to work with UWF on joint activities as a team next year. Dr. Cavanaugh is pleased that the institute is acting in good faith in spirit of the addendum.

Next year, in the legislature there will be all new leadership in Governors Office, House, Senate and UWF will have much educating to do. Dr. Cavanaugh said he does not like to lose but looks forward to making continued efforts next year and thanked the BOT as everyone has been a huge support for UWF.

Chair Clark commended President Cavanaugh, David Mann, and Kelly Horton for their work in Tallahassee this year. He said UWF had a good year and next year will be better!

Regarding PECO funding for usual maintenance, the President said there will be funding for science engineering/technology building with a great deal over debate for PECO for university.

2. 3.7.06 Meeting Evaluation Results – Clark reminded trustees that Faye and Kim provide evaluations and BOT should complete and return. Food was better this time.  
Map of Emerald Coast handed out.

Request for computer access to UWF website during meetings

BOT chair should attend Faculty Senate meeting – Clark said he would get a copy of the Faculty Senate schedule and would like to attend a couple of meetings per year.

Deferred Maintenance was covered in Academic Affairs committee

3. 5.4.06 Meeting Evaluation for completion – Chair Clark reminded the trustees of the need to complete the evaluation.

Then Chair Clark reminded the Board of the following events later that evening

At 5:00 p.m. the UWF Boards Reception will be at the Museum of Industry followed at 6:00 p.m. with Radio Live at Museum of Commerce. Then on May 5 at 9:00 a.m. the Joint Strategic Planning Retreat of all UWF related Boards will be at the UWF Conference Center followed by lunch and a Reception for Ed. D. recipients at 2:30 p.m. in the B12 Alumni Room

Chair Clark reminded trustees that Saturday, May 6 at 9:00 a.m. the UWF Spring Commencement would take place at the Pensacola Civic Center. He followed saying there will be a UWF BOT conference call meeting on Monday, June 26 at 9:00 a.m. Central Time in the Alumni Room. This would be an important meeting as the BOT will be asked to approve the 2006-07 operating budget and several other items.

Trustee Roy Smith said that Debbie Ford provided the Academic and Student Affairs committee with information regarding Resident Housing for incoming freshmen and out of state students. Dr. Ford has researched issues on optional funding for more residence halls as well as alternatives for accommodating incoming freshmen and out of state students. Trustee Smith reported that Dr. Ford has done an excellent job in compiling the information.

#### Adjournment

With no further items to be brought before the Board, Chair Clark asked for a motion to adjourn the meeting at 2:19 p.m. noting that there would not be a Closed Session following.

Motion by: Trustee Merrill

Seconded by: Trustee Fetterman

Motion approved unanimously.

Draft Minutes  
University of West Florida Board of Trustees  
Joint Strategic Planning Meeting

Mr. K.C. Clark, UWF Board Chair welcomed everyone to the Joint Strategic Planning meeting at 9:00 a.m. in the UWF Conference Center on Friday, May 5, 2006. The following boards were represented:

- UWF Board of Trustees
- UWF Foundation Board of Directors
- UWF Research Foundation Board of Directors
- UWF National Alumni Association
- West Florida Historic Preservation, Inc. Board of Directors

Chair Clark then called upon Dr. John Cavanaugh, UWF President who briefed the meeting on External Factors Affecting Higher Education and the National & State Political Climate.

President Cavanaugh called on representatives of the following Director Support Organizations and Associations for informational presentations regarding their primary purposes.

- Mr. Brett Shaw, in the absence of President Britt Landrum, addressed the group on behalf of the **UWF Foundation Board of Directors**.
- Mr. J. Earle Bowden, President of the **West Florida Historic Preservation, Inc. Board of Directors** addressed the group.
- Mr. Tim Haag, in the absence of President Brian Wyer, addressed the group on behalf of the **UWF National Alumni Association Board of Directors**.
- Dr. Sandra Flake, Provost and President of the **UWF Research Foundation Board** addressed the group.

President Cavanaugh briefed the group regarding the importance of all boards aligning their strategic plans, including succession planning and the revitalization of the UWF Strategic Plan.

Mr. Bert Hartley, Interim Vice President for Administrative Affairs addressed the group on the importance of the UWF Master Plan.

UWF Board Chair KC Clark, in his closing remarks charged each board regarding Strategic Planning. Clark and President Cavanaugh led a question and answer period. The meeting was adjourned and followed by lunch.

<b>Name</b>	<b>Board/Association</b>	<b>Title</b>
Mr. K.C. Clark	UWF Board of Trustees	Chair
Mr. Honor Bell	UWF Board of Trustees	Vice Chair
Mr. J. Earle Bowden	WFHPI	President
Mr. Buzz Ritchie	UWF Foundation	
Mr. Brett Shaw	UWF Foundation	
Mr. Jerry Norris	UWF University Planning	Associate VP, UPIC
Mrs. Sharon Hess Herrick	UWF BOT	Finance Committee Chair
Ms. Anita Schonberger	UWF	General Counsel
Mrs. K.C. Etheredge	UWF NAA	Director
Mrs. Missy Grace	UWF NAA	Coordinator, Alumni Relations
Mrs. Sherry Pope	UWF Foundation	Assistant Director
Ms. Susan Stephenson	UWF Foundation	Director
Mr. Richard Brosnaham	WFHPI	Executive Director
Dr. Jay Gould	UWF BOT	Faculty Senate President
Mr. Tim Roberts	UWF BOT	SGA President
Mrs. Sherell Hendrickson	UWF	Associate VP, H R
Mrs. Judy Byrne Riley	UWF Foundation	
Mrs. Jeanne Godwin	UWF BOT	
Mrs. Nancy Fetterman	UWF BOT	
Ms. Leah Dugan	UWF	Special Events Coordinator
Ms. Cheryl Allen	UWF Research Foundation	Sr. Grants Specialists
Mr. Bert Hartley	UWF	Interim VP, Admin Affairs
Mrs. Catherine Kelly	UWF BOT	
Mr. Luke Van Blaircum	UWF NAA	
Dr. Hal White	UWF	Executive VP
General Chuck Horner, ret.	UWF BOT	
Ms. Christina Genualdi	UWF BOT	Incoming SGA President
Dr. Debbie Ford	UWF	V P Student Affairs
Dr. Chris Cavanaugh	UWF	Assistant to AVP, Research
Dr. John Cavanaugh	UWF	President
Mr. Michael White	UWF ITS	
Ms. Kim Spear	UWF	Chief of Staff
Mr. Matt McKinney	UWF UC Events	
Rev. Matt Currin	WFHPI	
Mr. Rob Overton	WFHPI	Associate Director
Dr. Ritchie Platt	UWF	Research Foundation
Ms. Caroline Hartnett	UWF NAA	
Mrs. Lisa Domek	WFHPI	Office Administrator
Mrs. Lucy Rentz	WFHPI	
Dr. Morris Marx	WFHPI	
Dr. Richard Podemski	UWF Research Foundation	Executive Director
Mr. Collier Merrill	UWF BOT	
Mr. Roy Smith	UWF BOT	Academic Chair
Dr. Sandra Flake	UWF	Provost
Dr. Judy Bense	UWF	Director, Archaeology
Ms. Betsy Bowers	UWF	Associate VP, IAMC
Dr. Rango Rao	UWF Research Foundation	
Mr. Victor Teschel	UWF SGA	Vice Chair
Mr. Tim Haag	UWF NAA	Vice Chair
Ms. Faye Bowers	UWF	Executive Specialist

**UWF Board of Trustees Meeting**  
June 26, 2006

**Issue:** Review and acceptance of UWF Bright Futures Scholarship Program Audit by the Auditor General

**Proposed action:** Acceptance

**Background information:**

Annually, an audit of the university's Bright Futures Scholarship Program is conducted by the university's external auditors, Florida Auditor General.

This audit is of the Bright Futures Scholarship Program 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 Bright Futures Scholarship Program administered by the University and was included in the Auditor General's Statewide audit of the Bright Futures Scholarship Program administered by the State of Florida. **There were NO findings or recommendations for UWF.**

The Florida Bright Futures Scholarship Program was established by the Florida Legislature to provide lottery-funded scholarships to reward Florida high school graduates who merit recognition of their academic achievement, and enroll in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Florida Bright Futures Scholarship Program (Program) is the umbrella program for State funded scholarships based on academic achievement of high school students. The Program consists of three types of awards, the Florida Academic Scholarship, the Florida Medallion Scholarship, and the Florida Gold Seal Vocational Scholarship. The Top Scholars Award is also funded from Program moneys, and is an additional annual award for college-related expenses that is given to the student with the highest academic ranking in each school district.

During the 2004-05 fiscal year disbursements of awards from the Program to students enrolled in Florida's public universities and community colleges were \$209,307,465 and \$25,738,558, respectively, for a total of \$235,046,023. **UWF Bright Futures Program figures are as follow:**

<u>Advances</u>		<u>Disbursements</u>	
<u>From</u>	<u>Scholarships</u>	<u>Refunds to</u>	<u>Total</u>
<u>Department</u>	<u>to Students</u>	<u>Department</u>	<u>Disbursements</u>
\$5,180,647	\$5,165,165	\$15,482	\$5,180,647

**Recommendation:** Acceptance of the Bright Futures audit report  
**Implementation Plan:** None  
**Fiscal Implications:** UWF's fiscal management of the Bright Futures Scholarship awards (\$5,180,647)

**Supporting documents:**

**:03**      [http://uwf.edu/trustees/Jun26\\_06/BrightFuturesAudit2006173.pdf](http://uwf.edu/trustees/Jun26_06/BrightFuturesAudit2006173.pdf)

**Prepared by:** Betsy Bowers, Associate VP, IAMC 850 474 2636, [bbowers@uwf.edu](mailto:bbowers@uwf.edu)

**Facilitator/Presenter:** Betsy Bowers

**UWF Board of Trustees Conference Call Meeting**  
June 26, 2006

**Issue:** Revised Student Code of Conduct

**Proposed action:** Approve

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**Background information:**

In fall 2005, Dr. Debbie Ford, the Vice President for Student Affairs, appointed a task force to review, update, and provide clarity to the Student Code of Conduct. The task force members are Mr. Tim Roberts, SGA President, Mr. Keevis Lewis, SGA Senator, Ms. Sharon Jimenez, SGA Senator, Ms. Tammy McGuckin, Student Affairs, Ms. Laura Sommers, Coordinator of Judicial Affairs, Dr. Tom Westcott, Associate Dean of the College of Arts and Sciences. The committee is chaired by Ms. Lusharon Wiley, Interim Dean of Students. Ms. Vicki Knaack, Coordinator, and Ms. Anita Schonberger, General Counsel, from the General Counsel's office served as advisors to the committee.

The primary purpose of the task force was to provide more clarity to the Student Code of Conduct and separate discipline related issues from academic related issues. The task force used the Florida Statutes, University regulations and policies, and the Model Code of Conduct created by the National Association of College and University Attorneys to inform its work. A separate task force to review and update the Academic Misconduct Policy was appointed by the Provost and Vice President of Student Affairs and this revised policy will be presented for approval in the fall.

A majority of the revisions to the Student Code of Conduct are technical in nature and have been made to improve the overall flow of the document. Headings have also been added for clarification. The following changes or modifications have been made:

- Definitions were updated
- University Authority was updated and organized into one section
- Interim Measures were streamlined
- Violations of the Student Code of Conduct were put into categories and updated
- Procedures section was revised
- Educational Conference section was added
- Hearing Procedures section were reorganized sequentially with technical changes
- Reference to the SGA Student Advocate was added
- The Role of the Chair of the Conduct Committee was added
- Safety Procedures during hearings were added
- Two sanctions, disciplinary warning and no contact order, were added
- Sanctions related to admission, continued registration, revocation of credits or degree(s) were updated in relation to the Florida statute
- The appeals section was updated

The revisions of the Student Code of Conduct were presented to the Student Government Association on April 21, 2006. An update regarding the work of the task force was provided to the Academic and Student Affairs Committee of the BOT on May 4, 2006.

**Recommendation:** Approve

**Implementation Plan:**

The revised Student Code of Conduct will go into effect on August 28, 2006 (1<sup>st</sup> day of classes fall 2006) and it will be printed in the Student Handbook and available on-line for all students.

**Fiscal Implications:**

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**Supporting documents:**

:04 <http://uwf.edu/trustees/procedures/documents/StudentAffairsNoticeofRegStudentCodeofConduct.pdf>

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

**Facilitator/Presenter:** Debbie Ford

**UWF Board of Trustees Conference Call Meeting**  
June 26, 2006

**Issue:** Depository of University Funds

**Proposed action:** Approve

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**Background information:**

STATUTORY AUTHORITY: Section 1011.42 (1), Florida Statutes (2005), University depositories; deposits into and withdrawals from depositories, states in relevant part:

(1) The board of trustees of each university shall designate the depositories in which any university funds may be deposited. No bank shall be designated unless it is a qualified depository as provided by Florida Statutes.

**Recommendation:** Approval of depository for University of West Florida funds by adopting the following Resolution:

WHEREAS, the Board of Trustees (“BOT”) must designate the depositories at which University funds may be deposited; and

WHEREAS, the Bank of Pensacola is a qualified public depository as provided by Florida Statutes; and

WHEREAS, the Bank of Pensacola was awarded in 2002 a contract for banking services by the University as the result of a competitive bid process;

BE IT RESOLVED THAT, the Bank of Pensacola, P.O. Box 12966, Pensacola, Florida 32591 is hereby designated as a depository of University funds.

BE IT FURTHER RESOLVED THAT the University President and the Chief Financial Officer, or their respective designees, acting together, are hereby authorized and directed to take all actions necessary to open or close bank accounts at the designated depository.

**Implementation Plan:** Immediately

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

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**Supporting documents:** None

**Prepared by:** Bert Hartley, [bhartley@uwf.edu](mailto:bhartley@uwf.edu) and Colleen Asmus [casmus@uwf.edu](mailto:casmus@uwf.edu)

**Facilitator/Presenter:** Bert Hartley, interim Vice President for Administrative Affairs



**UWF Board of Trustees Conference Call Meeting**  
June 26, 2006

**Issue:** Authorization to Sign University of West Florida Checks

**Proposed action:** Approve

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**Background information:**

STATUTORY AUTHORITY: Section 1011.42(7), Florida Statutes (2005), University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

**Recommendation:** Approval and authorization to sign University of West Florida checks by adopting the following resolution:

WHEREAS, the University of West Florida Board of Trustees ("BOT") has approved depositories at banking institutions at which University funds may be deposited; and

WHEREAS, the University pays its legal obligations from said depositories; and

WHEREAS, the Board ("BOT") must state with particularity the legal name and title of University employees who are authorized to sign checks to pay the legal obligations of the University;

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Bank of Pensacola, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State regulations:

- John C. Cavanaugh, University President
- Albert C. Hartley, Interim Vice President for Administrative Affairs
- Colleen M. Asmus, University Controller
- Doyle C. Pitts, Assistant Controller

**Implementation Plan:** Immediately

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

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**Supporting documents:** None

**Prepared by:** Bert Hartley, [bhartley@uwf.edu](mailto:bhartley@uwf.edu) and Colleen Asmus [casmus@uwf.edu](mailto:casmus@uwf.edu)

**Facilitator/Presenter:** Bert Hartley, interim Vice President for Administrative Affairs

## UWF Board of Trustees Conference Call Meeting

June 26, 2006

**Issue:** Revised 2006/07 Work Plan for UWF Internal Auditing & Management Consulting

**Proposed action:** Approval

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### Background information:

The International Standards for the Practice of Internal Auditing (Standard #2020) states: "*The chief audit executive should communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and to the board for review and approval. The chief audit executive should also communicate the impact of resource limitations.*"

To comply with this standard, attached is the proposed work plan for UWF Internal Auditing & Management Consulting for the 2006/07 fiscal year. This is the second year of the two-year cycle and a limited updating of the work plan was performed. Accordingly, a thorough risk assessment will be conducted prior to the onset of the 2007/08 fiscal year.

Based upon meetings with key UWF managers and assessment of current operations, the following changes to the work plan have been incorporated.

1. Included two audits of construction; one which will focus upon minor construction and the second will focus upon the HLES building's construction.
2. Delayed Research & Sponsored Programs compliance/operational audit as a MAS in this area occurred during FY 2005/06.
3. Delayed audits of Accounts Payable and Student Accounts to 2007/08 and will be based upon new risk analysis. These audits had to be dropped because of extra time devoted to the hurricanes recovery/ filing/ reconciliation. This significantly impeded the work plan.
4. Continue to participate in evaluation of rules/policies and procedures and any changes needed for UWF.
5. Added a MAS related to cashiering activities, as UWF becomes self-sufficient from the state and since UWF did not purchase the ERP student modules (which has the cashiering function); therefore, Internal Auditing & Management Consulting will evaluate the crosswalks between CICS and Banner.

As in the past, Internal Auditing & Management Consulting will evaluate the work plan in December 2006 and make any necessary adjustments.

**Recommendation:** Approval of Revised Work Plan for Internal Auditing & Management Consulting

**Implementation Plan:** Audits and management advisory services will be conducted throughout fiscal year 2006/07.

**Fiscal Implications:** Fiduciary responsibility and oversight of the UWF Board of Trustees will be enhanced by the audits and other activities of the UWF Internal Auditing & Management Consulting.

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### Supporting documents:

05 [http://uwf.edu/trustees/Jun26\\_06/Revised200507\\_Time\\_AnalysisBudget.pdf](http://uwf.edu/trustees/Jun26_06/Revised200507_Time_AnalysisBudget.pdf)

Prepared by: Betsy Bowers, Associate VP, IAMC, 850 474 2636, [bbowers@uwf.edu](mailto:bbowers@uwf.edu)

Facilitator/Presenter: Betsy Bowers

**UWF Board of Trustees Meeting**  
June 26, 2006

**Issue:** Estimated 2006/2007 Consolidated Operating Budget

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**Proposed action: Approve and Authorize**

1. **Approve** the estimated Consolidated Operating Budget for the fiscal year July 1, 2006 to June 30, 2007 for both appropriated and non-appropriated funds.
  2. **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 2006, and other changes during the fiscal year.
- 

**Background information:**

The University of West Florida's 2006/2007 Consolidated Operating Budget is due to the Florida Department of Education-Division of Colleges and Universities in August 2006. The UWF budget reflects the strategic plans of the university and contains Educational and General, Auxiliary Enterprises, Contract and Grants, Student Activity, Athletics, Concessions and Financial Aid fund groups.

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 appropriated authority provided in the General Appropriations and Florida Statutes.

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**Supporting documents:**

06 [http://uwf.edu/trustees/Jun26\\_06/Estimated2006\\_2007Consolidated\\_Operating\\_Budget.pdf](http://uwf.edu/trustees/Jun26_06/Estimated2006_2007Consolidated_Operating_Budget.pdf)

**Prepared by:** Barry Lee Brighton, Director of Budgets, 850 474-2207, [bbrighton@uwf.edu](mailto:bbrighton@uwf.edu)  
Valerie Z. Moneyham, Associate Director of Budgets, 850 474-2041,  
[vmoneyha@uwf.edu](mailto:vmoneyha@uwf.edu)

**Facilitator/Presenter:** Barry Lee Brighton  
Valerie Z. Moneyham

**UWF Board of Trustees Conference Call Meeting**

June 26, 2006

**Issue:** UWF Legislative Budget Request for 2007-2008

**Proposed action:** Approve

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**Background information:** Sections 216.023(1) and 1001.74(12), F.S., require each university to submit an institutional budget request within established guidelines and based on an independent judgment of needs. The Board of Governors (BOG) approved the 2007-2008 Legislative Budget Request (LBR) Guidelines at its March, 2006, meeting, emphasizing the four goals in its Strategic Plan: (1) access to and production of degrees, (2) meeting statewide professional and workforce needs, (3) building world-class institutions, and (4) meeting institutional and community needs. The BOG Staff will review the institutional LBR's and continue discussions with institutions in July, as needed. The Board of Governors will meet in August to review and approve the 2007-2008 Legislative Budget Request (LBR) for the State University System (SUS). In September, the SUS LBR will be transmitted to the State Board of Education for inclusion in the K-20 LBR. In October, the K-20 LBR will be submitted to the Governor and Legislature.

The Board of Governors, with assistance from each university, is responsible for developing the following budget issues for the entire system: enrollment growth, Major Gift matching, plant operations and maintenance for new and phased-in space, annualization of salaries and benefits, salary increases, and other specialized issues.

Each university may submit additional institutional budget issues that emphasize the goals and objectives of the approved Policy Guidelines for the 2007-2008 LBR. University LBR's for 2007-2008 are limited in amount requested to eight percent (8%) of the current year's Education and General budget. For UWF, that amount is \$5,442,827.

**Recommendation:** Please approve this LBR for submission to the Chancellor and the Board of Governors with recommendation for inclusion in the SUS LBR for 2007-2008.

**Implementation Plan:** University LBR's are due to the Chancellor by June 23, 2006. As soon as this LBR is approved by the UWF BOT, it will be submitted by the University President to the Chancellor.

**Fiscal Implications:** This LBR requests funding for UWF's top three strategic planning priorities for special funding in 2007-2008. These issues include: (1) Expansion of Student Access (\$3,462,000), (2) Focus on Access to Targeted Programs and Meeting the Needs of K-12 Students Throughout Northwest Florida (\$1,582,640), and (3) Focus on Access, Retention, and Success in Targeted Programs (\$398,187). The total request is \$5,442,827.

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**Supporting documents:**

07 [http://uwf.edu/trustees/Jun26\\_06/LBR\\_20072008.pdf](http://uwf.edu/trustees/Jun26_06/LBR_20072008.pdf)

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

**Facilitator/Presenter:** John Cavanaugh, President

**UWF Board of Trustees Meeting**  
June 26, 2006

**Issue:** Tuition and Fees

**Proposed action:**

1. Approve an increase in the undergraduate matriculation fee by 3% in accordance with legislative mandate.
  - a. Approve an increase in financial aid fees which are based upon a percentage of tuition
2. Approve amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties effective July 17, 2006 by *emergency* adoption procedures.
3. Delegate to the BOT Executive Committee the authority to approve the amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties by *regular* adoption procedures.

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**Background information:**

**Approval of Matriculation and Financial Aid Fee Increases**

In May, 2006 the Florida legislature mandated a 3% increase in undergraduate matriculation fees. (See supporting documentation). BOT approval for this increase is sought together with approval to increase the financial aid fees which are based on a percentage of the tuition fees.

**Approval of Emergency Regulation**

BOT approval is also sought to implement these increases by *emergency* regulation procedure. The text of the Proposed Emergency Amendment to the Tuition regulation is attached. (See supporting documentation). At the end of May, 2006 the legislature mandated a 3% increase in matriculation fees for undergraduate students. In order for the tuition increase to go into effect in time for the Fall 2006 semester, the changes to the Tuition regulation must be promulgated through emergency adoption procedures. The attached regulation text contains the changes in the matriculation and financial aid fees, as well as the fee increases approved by the Board at the March 7, 2006 meeting (Health, Athletic, A&S and Transportation Fees). It is recommended that the emergency regulation to go into effect on July 17, 2006. The fee increases covered by the emergency regulation will remain in effect for 90 days from the effective date.

**Delegation to Executive Committee the Authority to Approve of Regulation Promulgated by Regular Procedure**

While the emergency regulation is in effect, the University will promulgate the identical Tuition regulation by the *regular* adoption procedure. This procedure requires the proposed regulation to be posted to the BOT web site for at least 30 days during which time there is a 14 day comment period. The University will post the proposed regulation after the June 26, 2006, BOT meeting. The BOT is asked to delegate the authority to the Executive Committee to approve the regulation after it has been posted for 30 days. If such authorization is provided, the Executive Committee will consider any comments made during the comment period before determining whether to approve of the regulation. This regulation governs tuition and is therefore a select regulation. Because it is a select regulation it must be forwarded to the Board of Governors for approval. The Board of Governors has 60 days to approve of select regulations.

**Recommendations:**

1. Approve an increase of 3% in matriculation fees for undergraduate students from \$71.57 to 73.71 per credit hour. (See 2006-2007 General Appropriations Act, supporting documentation).
  - a. Approve an increase in financial aid fees which are based on a percentage of tuition, as follows:

- Undergraduate Resident from \$3.57 to 3.68 (+.11) per credit  
Undergraduate Non-Resident from \$23.43 to 23.53 (+.10) per credit  
Undergraduate Qualified Alabama from \$5.57 to 5.68 (+.11) per credit
2. Approve an emergency amendment to the UWF/REG 4.008, Tuition Rates, Fees, Fines and Penalties to increase the matriculation and financial aid fees and to reflect increases in the Health, Athletic, Activity & Service and Transportation fees which were approved by the BOT at the March 20, 2006 meeting. (See supporting documentation).
  3. Delegate to the Executive Committee the authority to approve of the amendment of UWF/REG 4.008, Tuition Rates, Fees, Fines and Penalties promulgated through the *regular* adoption procedures.

**Implementation Plan:** Approve the Emergency regulation for a July 17, 2006 effective date and delegate to the Executive Committee the authority to approve of the regulation after it has been posted for 30 days.

**Fiscal Implications:** The regulation is to ensure that the amounts charged by the University for tuition, fees and waivers are appropriately adopted in regulation form as the ability to collect such has been relied on in developing the University's budget.

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**Supporting documents:**

08 Proposed Emergency Amendment to Regulation Tuition Rates, Fees, Fines and Penalties  
[http://uwf.edu/trustees/Jun26\\_06/Proposed\\_EmergencyTandFFall2006Regulation\\_Notice.pdf](http://uwf.edu/trustees/Jun26_06/Proposed_EmergencyTandFFall2006Regulation_Notice.pdf)

09 General Appropriations Act 2006-2007, Ch. 2006-25 §2, at 49, Laws of Fla.  
[http://uwf.edu/trustees/Jun26\\_06/20062007Appropriations\\_Language.pdf](http://uwf.edu/trustees/Jun26_06/20062007Appropriations_Language.pdf)

**Prepared by** Anita Schonberger, General Counsel 850-474-3420 [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)  
Dr. Peter Metarko, Associate VP, Enrollment Services 850-474-3386  
[pmetarko@uwf.edu](mailto:pmetarko@uwf.edu)

**Facilitator/Presenters:** Dr. Peter Metarko, Anita Schonberger

**UWF Board of Trustees Meeting**  
June 26, 2006

**Issue:** Waiver of Out-of- State Fees

**Proposed action:**

1. Authorize the UWF President or designee to approve out-of-State fee waivers for graduate and undergraduate students where to do so will support and enhance the mission of the University. With the exception of waivers provided to individuals as a result of extenuating circumstances, all such waivers shall be reported by the President or designee to the Board of Trustees at the time of implementation.
2. Approve amendment of UWF/REG 4.002 Waiver of Tuition and Fees by *emergency* adoption procedures. (This requires conversion of Rule 6C6-4.002 to UWF REG 4.002).
3. Delegate to the BOT Executive Committee, the authority to approve of the amendment of UWF/REG 4.002- Waiver of Tuition and Fees through the *regular* adoption procedures.

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**Background information:**

It had become increasingly difficult to attract out-of-state students as graduate assistants to our University due to the large differential between in-state and out-of-state tuition. In-state tuition (2005-06) was \$243.06 per credit while out-of-state tuition was \$883.50 per credit, a \$640.44 difference. For graduate assistants who enroll in 9 credits, the differential is substantial; \$5763 per semester or \$11,526 for the academic year. Most universities provide full remission of out-of-state tuition for graduate assistants. The implementation of the proposed tuition waiver will support our recruiting efforts and assist our graduate programs, many of which with regional and national reputations, to compete with other universities in the battle to attract the most talented graduate assistants. A university's reputation is enhanced when it competes nationally for the best students and a strong reputation is essential in recruiting new graduate students. Thus, attracting the best students as graduate assistants furthers the university's academic and research goals.

There are also infrequent situations, such as with the continuing need of students displaced by Hurricane Katrina, where the University needs the authority to waive out-of-state fees.

**Procedural Information:**

At the present time tuition and fee waivers are covered by Rule 6C6-4.002, F.A.C. Waiver of Tuition and Fees. This rule will be converted to a UWF regulation, and if approved by the BOT, the regulation will be amended by *emergency* regulation procedures. While the emergency regulation is in effect, if approved by the BOT Executive Committee, the University will promulgate the identical regulation by the *regular* adoption procedures. The regular adoption procedure requires posting of the amendment for 30 days and consideration of any comments received during the comment period and approval of the regulation by the Board, or in this case the Executive Committee.

**Recommendation:**

1. Authorize the UWF President or designee to approve out-of-state fee waivers for graduate and undergraduate students where to do so will support and enhance the mission of the University. With the exception of waivers provided to individuals as a result of extenuating circumstances, all such waivers shall be reported by the President or designee to the Board of Trustees at the time of implementation.
2. Approve amendment of UWF/REG 4.002 Waiver of Tuition and Fees, by *emergency* adoption procedures, effective July 1, 2006.
3. Delegate to the BOT Executive Committee, the authority to approve of the amendment of UWF/REG 4.002- Waiver of Tuition and Fees through the *regular* adoption procedures.



**Implementation Plan:** Approve the Emergency regulation for a July 1, 2006 effective date and delegate to the Executive Committee the authority to approve the regulation after it has been posted for 30 days.

**Fiscal Implications:** An increase in FTE at the graduate level as a result of the fee waivers provided through this amendment is anticipated.

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**Supporting documents:**

10 Proposed Emergency Regulation UWF/REG 4.002 Waiver of Tuition and Fees  
[http://uwf.edu/trustees/Jun26\\_06/NOTICE\\_PROP\\_EmergencyFeeWaiverRegulation.pdf](http://uwf.edu/trustees/Jun26_06/NOTICE_PROP_EmergencyFeeWaiverRegulation.pdf)

11 Analysis of Graduate Assistant Out-Of-State Tuition Waivers AY 2005-2006  
[http://uwf.edu/trustees/Jun26\\_06/Analysis.pdf](http://uwf.edu/trustees/Jun26_06/Analysis.pdf)

**Prepared by:** Richard Podemski, Associate VP, 850 473-7713 [rpodemski@uwf.edu](mailto:rpodemski@uwf.edu)  
Anita Schonberger, General Counsel 850-473-7713  
[aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)

**Facilitator/Presenter:** Richard Podemski

**UWF Board of Trustees Meeting**

June 26, 2006

**Issue:** Amendment to Terms of President's Employment Contract

**Proposed action:** Approve

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**Background information:**

The President's employment contract dated July 15, 2002 provided for an automobile allowance for the President to be paid by the UWF Foundation. After that time the Foundation discontinued providing the President with an automobile allowance and instead provided him with an automobile for his use and paid the insurance, maintenance and fuel for that automobile. By action of the Board of Trustees at its December 9, 2005 meeting, the Board ratified the change in terms in the President's contract and authorized the UWF Foundation to continue to provide the President with an automobile and payment of insurance, maintenance and fuel for the automobile.

The UWF Foundation is now requesting that the Board amend the terms of President Cavanaugh's contract to reflect that effective July 1, 2006 the UWF Foundation will provide the sum of \$14,000 annually to President Cavanaugh as an automobile allowance, in lieu of providing him with an automobile and paying the insurance, maintenance and fuel expenses for the automobile.

**Recommendation:** The Board approve amending President Cavanaugh's contract so that it reflects that effective July 1, 2006 1) the UWF Foundation will provide the President with an annual automobile allowance of \$14,000, and 2) the UWF Foundation will discontinue providing the President with an automobile and paying for his automobile insurance, maintenance and fuel expenses.

**Implementation Plan:** This would amend the supplement to the President's contract approved by the Board on December 9, 2006 and would take effect July 1, 2006.

**Fiscal Implications:** The UWF Foundation provides funds for the changes.

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**Supporting documents:** President Cavanaugh's Contract Supplement approved December 9, 2006.

12 [http://uwf.edu/trustees/Jun26\\_06/President\\_Cavanaugh\\_Contract\\_Supplement\\_Approved\\_12.9.05.pdf](http://uwf.edu/trustees/Jun26_06/President_Cavanaugh_Contract_Supplement_Approved_12.9.05.pdf)

**Prepared by:** Anita Schonberger, General Counsel, 850474-3420, [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)  
Hal White, Executive Vice President, 850474-2200, [hwhite@uwf.edu](mailto:hwhite@uwf.edu)

**Facilitator/Presenter:** K.C. Clark, Chair UWF Board of Trustees

Unlike the other University Presidents in the SUS, President Cavanaugh does not have an employment contract which fully details the terms of his employment with the University. Rather, the terms of his service were broadly outlined in a minimal way in a form contract in July 2002. Since that time, a number of changes have taken place involving items funded by the University of West Florida Foundation. However, the form contract was never modified to reflect these changes. We are seeking ratification from the Board of Trustees for the changes which have taken place since July, 2002, as follows:

1. Housing

- **July 2002 Contract** provides for the President to receive a housing allowance in the amount of \$20,000 per year.
- **Proposed Ratification and Revision:** In furtherance of its goal to increase the presence of the University in the downtown Pensacola area, the Board determined that it was essential that the President reside on the University of West Florida's downtown campus in the University's Dorr House historic property. President Cavanaugh has been residing in the Dorr House since February, 2005 in conformity with the Board's requirement. He understands that it is a condition of his employment to continue to do so. All appropriate IRS rules, pertaining to this matter will be applied.

2. Automobile

- **July 2002 Contract** provides for the President to receive an automobile allowance in the amount of \$8,400.
- **Proposed Ratification and Revision:** The Foundation has provided the President with an automobile for his use since December, 2002. The University Board of Trustees ratifies the provision of an automobile and authorizes the University of West Florida Foundation to continue to provide President Cavanaugh with an automobile for his use as long as he shall remain President. The Board also ratifies and authorizes the Foundation's payment of insurance, maintenance and fuel for the automobile. As per current IRS rules, personal use of the automobile shall be considered taxable income to President Cavanaugh.

3. Spouse Travel

- **July 2002 Contract** does not specifically provide a travel allowance for the President's spouse. However, President Cavanaugh has remarried since then. President Marx's employment contract contained a clause providing a travel allowance of \$4000 for his spouse.
- **Proposed Ratification and Revision:** The University Board of Trustees authorizes the University of West Florida Foundation to provide a travel allowance of up to \$4000 for reasonable expenses to the President's spouse, Dr. Christine K. Cavanaugh, when traveling on University business related to University development, alumni relations and professional development activities. Travel payments will be authorized when her presence is reasonably appropriate or necessary to further the interests of the University.

**UWF Board of Trustees Conference Call Meeting**  
June 26, 2006

**Issue:** Method of Calculation of Presidential Compensation

**Proposed action:** Approve

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**Background information:**

The University of West Florida's external auditors (Auditor General) have indicated a preliminary, informal interpretation of the presidential salary cap of \$225,000 in Florida Statutes that indicates that the "cash equivalent compensation" mentioned in Florida Statutes Section 1012.97 includes the rental value of the Dorr House. Such an inclusion, without an equivalent adjustment in cash compensation, would result in exceeding the \$225,000 statutory limit for remuneration of the president.

STATUTORY AUTHORITY: Section, 1012.97 Florida Statutes (2005), Remuneration of state university presidents; limitations, states in relevant part:

(2) **LIMITATION ON COMPENSATION.**--Notwithstanding any other law, resolution, or rule to the contrary, a state university president may not receive more than \$225,000 in remuneration annually from public funds. Only compensation, as such term is defined in s. [121.021\(22\)](#), provided to a state university president may be used in calculating benefits under chapter 121.

(3) **EXCEPTIONS.**--This section does not prohibit any party from providing cash or cash-equivalent compensation from funds that are not public funds to a state university president in excess of the limit in subsection (2). If a party is unable or unwilling to fulfill an obligation to provide cash or cash-equivalent compensation to a state university president as permitted under this subsection, public funds may not be used to fulfill such obligation.

(1) **DEFINITIONS.**--As used in this section, the term:

(a) "Cash-equivalent compensation" means any benefit that may be assigned an equivalent cash value.

**Note:** Payments and benefits received from a university foundation or a university direct-support organization would not be subject to the \$225,000 cap. A party may provide compensation to a state university president from nonpublic funds. However, the state may not assume any third party obligation to compensate university presidents if the third party fails in its obligation to make payment to a state university president.

**Recommendation:** Approval of the following actions:

1. Authorize General Counsel to work with the Executive Vice President, the Associate Vice President for Management Consulting and Internal Audit, and other appropriate staff to reduce

the president's cash salary by a value exactly equal to the cash equivalent value of the house on a 12-month basis.

2. Approve that the cash equivalent value of the Dorr House will be treated as income and reported in the appropriate manner. This action will be retroactive to January 1, 2006, and that the appropriate catch-up reductions be made to the president's cash salary during the remainder of 2006.
3. Authorize a recalculation of the cash value of the house in order to ascertain the appropriate reduction by approving a new assessment on the house, and empower the Chair to approve the results.
4. Endorse an appeal of this interpretation as it specifically applies to the Dorr House, including consulting with appropriate external experts. Should the audit decision be reversed on appeal, the cash equivalent value of the house will be deducted from the president's salary and replaced with cash.
5. As may be necessary, authorize a consultation with and appeal to the Board of Governors and the State Legislature to seek appropriate interpretations of or amendments to this statute.

**Implementation Plan:** Immediately

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

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**Supporting documents:**

13 [http://uwf.edu/trustees/Jun26\\_06/Pres\\_Salary\\_Statute.pdf](http://uwf.edu/trustees/Jun26_06/Pres_Salary_Statute.pdf)

**Prepared by:** Anita Schonberger, General Counsel 850 474 3420, [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)

Hal White, Executive Vice President 850 474 2200, [hwhite@uwf.edu](mailto:hwhite@uwf.edu)

**Facilitator/Presenter:** Anita Schonberger

Hal White

## Action Item

### UWF Board of Trustees Conference Call Meeting

June 26, 2006

**Issue:** Construction of a 40 space - minimum - parking lot on the L & N Marine Terminal lot

**Proposed action:** Approve

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**Background information:** In December 2004, the L & N Marine terminal was suggested as the headquarters home of the Florida Public Archaeology Network (FPAN). Part of the renovation plan for the building called for the construction of a parking lot to the south of the building to support the activities of FPAN and future growth as illustrated by the Gindroz plan for the Pensacola Historic District. Plans have been drawn and approved by the WFHPI BOD and tentative approval from the Department of Environmental Protection has been received.

**Recommendation:** The construction of this lot is consistent with the spirit of the Gindroz plan for the Pensacola Historic District. It will allow for the improvement of an existing sand lot and will provide support parking for future growth.

**Implementation Plan:** Construction of this lot is expected to be completed by September 2007. The plan calls for a minimum of three handicapped spaces, 37 regular spaces, irrigation, lighting, and landscaping.

**Fiscal Implications:** Construction of this lot is part of the budget for the L & N Marine Terminal Renovations for FPAN, which will be funded through West Florida Historic Preservation, Inc.'s existing budget and a partnership with the Great Southern Restaurant Group of Pensacola, Inc.

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**Supporting documents:**

15 [http://uwf.edu/trustees/Jun26\\_06/ParkingLotfromCity.pdf](http://uwf.edu/trustees/Jun26_06/ParkingLotfromCity.pdf)

**Prepared by:** Richard Brosnaham, Executive Director 850 595.5985 x110,  
[rbrosnaham@uwf.edu](mailto:rbrosnaham@uwf.edu)

**Facilitator/Presenter:** Richard Brosnaham

## Action Item

### UWF Board of Trustees Conference Call Meeting

June 26, 2006

**Issue:** West Florida Historic Preservation, Inc. Property Trade with the City of Pensacola

**Proposed action:** Approve

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**Background information:** As part of the Gindroz plan for the Pensacola Historic District, the City of Pensacola has started the Alcaniz Street initiative. This initiative calls for the reopening of Adams and Cedar Streets south of Main Street. The Cedar Street right of way was abandoned years ago and eventually a portion of the right of way became part of the L & N Marine Terminal lot, which is part of the property managed by West Florida Historic Preservation, Inc. (WFHPI). During its May 13, 2006 workshop, the WFHPI BOD authorized its executive director to pursue the possibility of a trade with the City of Pensacola. The city has indicated that it is open to the trade.

**Recommendation:** Work with the City of Pensacola to implement the Alcaniz Street initiative by allowing it to regain the right of way for Cedar Street. In consideration, the City will make available to WFHPI an undeveloped portion (roughly 100' by 200') of Bartram Park just east of the L & N Marine Terminal.

**Implementation Plan:** Bringing this trade to fruition requires amendments to the City's and WFHPI's lease with the Trustees of the Internal Improvement Trust Fund. The development of the parcel would likely be accomplished in a public-private partnership between WFHPI and a developer to construct a mixed use facility or facilities to include student housing.

**Fiscal Implications:** Acquisition of the parcel does not require funding, only a transfer of the portion of abandoned right of way that is now part of the L & N Marine Terminal lot.

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**Supporting documents:**

14 Property Trade [http://uwf.edu/trustees/Jun26\\_06/ParkingLotfromCity.pdf](http://uwf.edu/trustees/Jun26_06/ParkingLotfromCity.pdf)

**Prepared by:** Richard Brosnaham, Executive Director 850 595.5985 x110,  
[rbrosnaham@uwf.edu](mailto:rbrosnaham@uwf.edu)

**Facilitator/Presenter:** Richard Brosnaham

**UWF Board of Trustees Meeting**  
Full BOT  
June 26, 2006

**Issue:** Police Benevolent Association/UWF Collective Bargaining Agreement 2006-2009

**Proposed action:** Ratify PBA/UWF Collective Bargaining Agreement

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**Background information:** On Wednesday, April 5, 2006, the Police Benevolent Association and the University of West Florida collective bargaining teams concluded bargaining the PBA/UWF Collective Bargaining Agreement 2006-2009.

The PBA ratified the agreement and signed it on June 7, 2006. Ratification of the UWF Board of Trustees is needed before the Agreement is effective.

**Recommendation:** Ratification of the PBA/UWF Collective Bargaining Agreement 2006-2009.

**Implementation Plan:** The Board ratifies the agreement and delegates the authority to the BOT Chair to sign the PBA/UWF Collective Bargaining Agreement on behalf of the Board of Trustees.

**Fiscal Implications:** N/A

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**Supporting documents:**

**PBA/UWF Collective Bargaining Agreement 2006-2009**

15 [http://uwf.edu/trustees/Jun26\\_06/20062009PBAUWFagreementsignature.pdf](http://uwf.edu/trustees/Jun26_06/20062009PBAUWFagreementsignature.pdf)

**Prepared by:** Anita Schonberger, General Counsel, 850-474-3420 [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)  
John Warren, Director of Security, 850-474-3252 [jwarren@uwf.edu](mailto:jwarren@uwf.edu)  
Sherell Hendrickson, Associate VP, Human Resources, 850-474-2116  
[shendric@uwf.edu](mailto:shendric@uwf.edu)

**Facilitator/Presenter:** Anita Schonberger



**UWF Board of Trustees Conference Call Meeting**  
June 26, 2006

**Issue:** 2005-2006 UWF Florida Educational Equity Act Update

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**Proposed action:** Review and approve

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**Background information:** Beginning in 2003-2004, the Florida Educational Equity reporting combined requirements of the Florida Educational Equity Act, Gender Equity in Athletics, and Equity Accountability Plan. The 2005-2006 draft Equity Accountability Plan report was submitted to the DOE on April 1, 2006. The final report with signatures and BOT approval is due on June 30, 2006.

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**Supporting documents:**

16 [http://uwf.edu/OHR/2006\\_FEEA\\_GEA\\_EAP.pdf](http://uwf.edu/OHR/2006_FEEA_GEA_EAP.pdf)

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**Prepared by:** Cindy Faria, Employee Relations Manager, 474 2602, [cfaria@uwf.edu](mailto:cfaria@uwf.edu)

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**Facilitator/Presenter:** Cindy Faria

**UWF Board of Trustees Conference Call Meeting**

June 26, 2006

**Issue:** Presidential Performance Assessment

**Proposed action:** Informational

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**Background information:** Progress is being made toward conducting a comprehensive presidential assessment. This task was delegated to the Executive Committee at the May 4, 2006 Board of Trustees meeting.

Staff has made contact with experts in this field; as well as, secured references and work samples. Progress continues.

**Recommendation:**

**Implementation Plan:**

**Fiscal Implications:**

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**Supporting documents:**

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

**Facilitator/Presenter:** K.C. Clark, Board Chair

**UWF Board of Trustees Conference Call Meeting**

June 26, 2006

**Issue:** Future WFHPI projects that may require BOT approval

**Proposed action:** Informational

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**Background information:** During its annual workshop on May 13, 2006, the Board of Directors of WFHPI identified several future projects that may require the approval of the UWF Board of Trustees. These projects include the following:

Acceptance of two historic houses by WFHPI and relocation of these historic houses to Historic Pensacola Village, where they will be restored.

Possible demolition of the McCullough Building (non-historic and non-contributing) to make way for the development of the property for university related purposes.

Possible acquisition of the Governor E. A. Perry House (2 East Wright Street) from the Scottish Rite.

Possible acquisition of the Old Escambia County Court House from the Escambia County BOCC for university related purposes.

Possible merger of the Pensacola Historical Society under the umbrella of WFHPI.

**Recommendation:** Come back to the Board of Trustees as these projects develop and provide additional information and recommendations as needed.

**Implementation Plan:** Not currently set.

**Fiscal Implications:** Not currently known.

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**Supporting documents:**

**Prepared by:** Richard Brosnaham, Executive Director 850 595.5985 x110,  
[rbrosnaham@uwf.edu](mailto:rbrosnaham@uwf.edu)

**Facilitator/Presenter:** Richard Brosnaham