

AGENDA

University of West Florida Board of Trustees Meeting

UWF Conference Center

December 15, 2006

Finance, Administration and Audit Committee 8:30 a.m. (B22, Rooms B & C)

Academic and Student Affairs Committee 8:30 a.m. (B22, Room A)

Executive Committee Meeting 11:30 a.m. (B22, Rooms B & C)

Full Board of Trustees Meeting 12:30 p.m. (B22, Rooms B & C)

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

Roll Call.....Faye Bowers

Chair’s Greeting.....Mr. K.C. Clark

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

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

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

Committee Reports

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

8:30 a.m. Room B&C

Action Items

1. Minutes of May 4, 2006
http://uwf.edu/trustees/Dec15_06/5.4.06Draft_Finance_Minutes.pdf
2. Authorization to Transfer Funds
3. Debt Management Policy and Guidelines
4. WFHPI Houses and Relocation

5. Regulation Amendments-Purchasing Regulations
6. Certification and Financial Audits of Direct Support Organizations
7. Financial Audit of WUWF-FM
8. UWF 2006 Operational Audit by Auditor General
9. UWF Research Foundation Articles of Incorporation
10. UWF Research Foundation revised Bylaws
11. FL Demonstration House

Informational/Discussion Items

1. 06-07 Operating Budget Update
2. 05-06 Annual Financial Report to State of Florida

Other Finance Items

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

8:30 a.m. Room A

Action Items

1. Minutes of May 4, 2006
http://uwf.edu/trustees/Dec15_06/5.4.06Draft_Academic_Minutes.pdf
2. Honorary Degree

Informational/Discussion Items

1. SACS Reaffirmation Follow-up
2. Status of Academic Learning Compacts
3. Update on Accreditation of Clinical Laboratory Sciences B.S. Program
4. 05-06 Degree Program Changes Approved
5. Academic Affairs Update
6. Student Affairs Update
7. Student Accomplishments

Other Academic Items

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

11:30 a.m. B&C

Action Items

1. Minutes of October 3, 2006
http://uwf.edu/trustees/Dec15_06/10.3.06_EX_Draft_Min.pdf
2. Continuity of Leadership Plan

Informational/Discussion Items

1. Update from Board of Governors Workshops
2. BOG-BOT Communication

Other Executive Items

Other BOT Meeting Items.....Mr. K.C. Clark
Chair

12:30 p.m. B&C

Action Items

1. Minutes of June 26, 2006
http://uwf.edu/trustees/Dec15_06/62606DraftMinutes.pdf
2. Presidential Evaluation/University Review
 - a. Public Comment
3. Election of Officers
4. March 2007 BOT Meeting
5. Founders Medallion

Informational/Discussion Items

1. Committee Appointments
2. Development/*Creating Great Futures* Campaign Update
3. Fall 2006 Tuition Waiver
4. Rules to Regulations
5. 2007-08 BOT Meeting Schedule
6. Meeting Survey Results of 5/4/06
7. Meeting Evaluation for Today
8. Future Events
 - o Tomorrow - 12.16.06 UWF Fall Commencement @ 8:30 a.m. Pensacola Civic Center
 - o 3.3-6.2007 Association of Governing Boards National Conference on Trusteeship in Phoenix
 - o 3.20.2007 UWF BOT Meeting @ Emerald Coast Campus
 - o 3.30-31.07 Festival on the Green
 - o 4.11.07 UWF Alumni Event (evening)- Tallahassee
 - o 4.12.07 UWF Day at the Capitol – Tallahassee
 - o 5.5.06 UWF Spring Commencement – PNS Civic Center
 - o 6.14.07 UWF BOT Meeting @ Conference Center
 - o 6.15.07 UWF BOT hosts Joint Strategic Planning Meeting @ Conference Center

Adjournment

CLOSED SESSION – Collective Bargaining Update

DRAFT AGENDA

University of West Florida Board of Trustees
UWF Conference Center

Finance, Administration and Audit Committee Meeting 8:30 a.m. (B22, Rooms B & C)

December 15, 2006

Call to Order.....Mrs. Sharon Hess Herrick
Committee Chair

Roll Call.....Faye Bowers

Chair's Greeting.....Mrs. Sharon Hess Herrick
Committee Chair

Action Items

1. Minutes of May 4, 2006
2. Authorization to Transfer Funds
3. Debt Management Policy & Related Guidelines
4. West Florida Historic Preservation, Inc. acceptance of donated houses for renovation in Historic Pensacola Village
5. Regulation Amendments – Purchasing Regulations
6. Certification and Financial Audits of Direct Support Organizations
7. Financial Statements of WUWF-FM
8. UWF 2006 Operational Audit by Auditor General
9. UWF Research Foundation Articles of Incorporation
10. UWF Research Foundation revised Bylaws
11. FL Demonstration House

Informational/Discussion Items

1. 06-07 Operating Budget Update
2. 05-06 Annual Financial report to State of Florida

Other Finance Items

Adjournment

Draft Minutes
UWF Board of Trustees
Finance, Administration and Audit Committee Meeting
UWF Conference Center (B & C)
May 4, 2006

Committee Chair Sharon Hess Herrick called the meeting to order at 8:39 a.m. announcing that Trustee Marny Gilluly would be joining via conference call. She asked Faye Bowers to call roll.

Committee members attending:

Mrs. Nancy Fetterman
Mrs. Marny Gilluly
Jeanne Godwin
Mrs. Sharon Hess Herrick
Mr. J.T. Young (arrived late)

Others attending:

Dr. John Cavanaugh, President
Mr. Honor Bell, Vice Chair
Dr. Dean Van Galen, VP for Development
Mr. Bert Hartley, Interim VP for Administrative Affairs
Ms. Anita Schonberger, Interim General Counsel
Ms. Kim Spear, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT
Mr. Michael White, ITS Academic Infrastructure Services Manager

Chair's Greetings

Chair Hess Herrick thanked everyone for their attendance at the meeting and welcomed Jeanne Godwin to the committee for her first meeting as a trustee. Chair Hess Herrick welcomed Bert Hartley, Interim Vice President for Administrative Affairs. The chair announced that Anita Schonberger has been appointed UWF General Counsel.

Action Items

1. A motion was made to approve Minutes of March 7, 2006 as presented by Chair Hess Herrick to include editorial comments by Trustee Gilluly. www.uwf.edu/trustees

Motion by: Trustee Gilluly
Seconded by: Trustee Fetterman
Motion approved unanimously.

2. A motion was made to approve Material and Supply Fees for 2006-07 as presented by Dr. Pete Metarko who addressed the committee.

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_cas.pdf

Motion by: Trustee Gilluly
Seconded by: Trustee Fetterman
Motion approved unanimously.

A motion was made to approve the Tuition Benefit Plan for Faculty and Staff as presented by Pete Metarko as follows: *The UWF Board of Trustees, led by Chairman K.C. Clark, approved an employee tuition waiver program May 4. 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 has negotiated this benefit with the university. Eligible employees will now be permitted to take up to six credit hours of undergraduate or graduate coursework at UWF per term (fall, spring, summer) without payment of tuition or mandatory fees. Employees may also assign up to six of their undergraduate credit hours or up to three of their graduate credit hours to their dependents. Courses such as directed studies, practicum's, internships, music and theatre performance, continuing education and one-on-one course situations, such as theses and dissertations, are not authorized. This benefit will be effective fall 2006. URL: http://uwf.edu/trustees/May4_06/Employee_Tuition_Waiver.pdf.

Motion by: Trustee Fetterman

Seconded by: Trustee Gilluly

Motion approved unanimously.

A motion was made to approve the Parking and Traffic Control Regulation as presented by Anita Schonberger.

http://uwf.edu/trustees/May4_06/Notice_req_park_traffic_control_2007.pdf

Motion by: Trustee Gilluly

Seconded by: Trustee Godwin

Motion approved unanimously.

3. A motion was made to approve the Five Year (PECO) Public Education Capital Outlay Improvement Plan and delegate authority to the President to update and submit to the legislature as presented by Bert Hartley. Hartley noted this is the annual submission that he, Dr. Jim Barnett, and the UPIC committee reviewed and recommended to President Cavanaugh.

http://www.uwf.edu/trustees/May4_06/CIP0712sum_spreadsheet32706.pdf

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion approved unanimously.

4. A motion was made to approve the UWF Financial Statements Audit Report FY2004-05 as presented by Betsy Bowers.

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

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion approved unanimously.

5. A motion was made to approve the UWF 2005 Federal Funds Audit as presented by Betsy Bowers who reported that Florida Statutes require a follow up audit within 6 months. Bowers said 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. N00014-4-1-0384 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 sub award, 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 sub recipient (CMU) and another sub recipient (grant No. NCC2-1413). {Questioned cost \$143,283}

Bowers said that 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).

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.

http://www.uwf.edu/trustees/May4_06/AG_report_fy_200405_2006_152.pdf

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion approved unanimously.

6. A motion was made to approve the Lease Modification Agreement as presented by Anita Schonberger.

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

Motion by: Trustee Fetterman

Seconded by: Trustee Young

Motion approved unanimously.

Hess Herrick called on Bert Hartley who introduced Angela Wallace, Executive Assistant for Administrative Affairs Division.

Informational/Discussion Items

1. 2005-06 Operating Budget Update presented by Barry Brighton.

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

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

Brighton reported that utilities will probably be 29% above projections for the year and that each division will contribute to make up the deficit.

2. 2006-07 Initial Operating Budget Plan presented by Barry Brighton who noted with President Cavanaugh that this item will be brought before the full Board on June 26th as a result of the legislative session not being over as of May 4.

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

3. Tuition and Fees presented by Pete Metarko who reported that this item will be brought before the full Board at the June 26, 2006 meeting

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

Other Finance, Administration, and Audit Items

External Audit Firm Selection for Intercollegiate Athletics and WUWF was presented by Betsy Bowers as an informational item which she noted as standard procedure. Trustee Fetterman inquired about the decision to select a firm from another city rather than a local firm.

Hess Herrick thanked the President for going to bat for the university during the legislature session.

With no further items, Chair Hess Herrick called for a motion to adjourn the meeting and an invitation to attend the Nurses' Pinning Ceremony at 11:00 a.m. was announced. Hess Herrick encouraged committee members and guests to attend the remaining portion of the Academic and Student Affairs Committee meeting next door.

A motion to adjourn the meeting was made at 9:30 a.m.

Motion by: Trustee Fetterman

Seconded by: Trustee Godwin

Motion approved unanimously.

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: Authorization to Transfer Funds

Proposed action: Approve

Background information:

A. STATUTORY AUTHORITY:

Section 1011.42, Florida Statutes (2006), University depositories; deposits into and withdrawals from depositories, states in relevant part:

(5) Funds awaiting clearing may be invested in investments earning interest in a qualified depository, in the State Treasury, and in the State Board of Administration. Investments of university funds shall comply with the requirements of Florida Statutes for the investment of public funds by local government. Due diligence shall be exercised to assure that the highest available amount of earnings is obtained on investments.

(6) The university president or his or her designee, after having been specifically authorized by the university board of trustees, may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds in a similar manner when the transfer does not represent an expenditure, advance, or reduction of cash assets.

Recommendation: Approval and authorization to transfer funds by adopting the following resolution:

WHEREAS, pursuant to Section 1011.42(5), Florida Statutes, funds awaiting clearing may be invested in investments earning interest in a qualified depository, in the State Treasury, and in the State Board of Administration; and

WHEREAS, pursuant to Section 1011.42(5), Florida Statutes, the University must exercise due diligence to assure that the highest available amount of earnings is obtained on investments; and

WHEREAS, pursuant to Section 1011.42(5), the Board of Trustees must provide specific authorization for University employees to transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes;

BE IT RESOLVED THAT, the President or his designee may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds in a similar manner when the transfer does not represent an expenditure, advance, or reduction of cash assets.

Implementation Plan: Immediately

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

Supporting documents:

Prepared by: Colleen Asmus, Controller, 850 474 2642 casmus@uwf.edu

Facilitator/Presenter: Bert Hartley and Colleen Asmus

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: Debt Management Policy & Related Guidelines

Proposed action: Approve

Background information: The Board of Governors of the State of Florida (BOG) has review and approval authority over the issuance of debt by the universities within the State University System and has issued a Debt Management Guidelines in this regard. The Debt Management Guidelines call for each university to adopt a debt management policy consistent with the BOG guidelines.

Recommendation: Approval and adoption of the following resolution:

WHEREAS, all debt to be issued by the universities within the State University System (SUS) and their direct support organizations (DSO's) is subject to review and approval by the Board of Governors of the State of Florida (BOG); and

WHEREAS, the BOG has promulgated a policy intended to provide a framework for the review and approval required for universities within the SUS to incur debt or encumber resources on a long term basis; and

WHEREAS, the BOG has issued a Debt Management Guidelines document dated April 27, 2006, the purpose of which is to confirm that the state universities and their DSO's must engage in sound debt management practices and to further put forth formalized guiding principles for the issuance of debt by the state universities and their DSO's; and

WHEREAS, the Debt Management Guidelines specify that each state university shall adopt a debt management policy consistent with the BOG guidelines and subject to approval by the BOG,

BE IT RESOLVED THAT, the University of West Florida Board of Trustees at its regular meeting on the 15th day of December, 2006, does hereby adopt the Board of Governors Policy Regarding Authorization And Approval of University Debt and related Debt Management Guidelines as the Debt Management Policy for the University of West Florida (University).

BE IT FURTHER RESOLVED THAT, this resolution be included in the minutes of this meeting and a copy provided to the Florida Board of Governors evidencing the University's compliance with the requirement for adoption of a debt management policy consistent with the BOG guidelines.

Implementation Plan: Immediately

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

Supporting documents: Board of Governors Policy Regarding Authorization and Approval of University Debt; State of Florida, Florida Board of Governors Debt Management Guidelines dated April 27, 2006 http://www.uwf.edu/trustees/Dec15_06/Final_BOG_Debt_Guidelines.pdf

Prepared by: Colleen Asmus, Controller, 850 474 2642 casmus@uwf.edu

Facilitator/Presenter: Bert Hartley and Colleen Asmus

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: West Florida Historic Preservation, Inc.
Acceptance of two donated houses for renovation in
Historic Pensacola Village

Proposed action: Approve the acceptance of the donation of two historic houses for restoration enabling the University to acquire Formula Funds for the maintenance and operation of the additional square footage as part of the 2008-09 LBR.

Background information: In an effort to be a leader in saving and restoring historic houses from demolition, WFHPI has contacted the owners of two houses requesting they give them to the organization for restoration. The owners accepted the offer. The houses each contain approximately 700 sq. ft. each. They would be used for University departmental offices, for historic interpretation or other uses as decided by the WFHPI Board of Directors. WFHPI applied for, and received, a \$178,000 grant from the State to restore the two houses to their original condition.

Recommendation: The restoration of the two houses would enhance WFHPI's leadership role in preserving historic properties and would benefit the growth of Historic Pensacola Village.

Implementation Plan: WFHPI plans on beginning the site work associated with the house placement in January 2007 and moving the houses in the spring of 2007. Immediately upon their placement work will begin to stabilize the structures. When the grant funds are received in summer 2007, work will begin on the restoration of the houses.

Fiscal Implications: Funding for the moves will come from Grant Funds, WFHPI Foundation funds and donated services that include architecture and contracting. Grant funds will be used to restore the houses. It is expected that no other University funds will be required for the move and restoration. WFHPI will work with the appropriate University personnel to apply for O&M funds for the 2008-09 fiscal year.

Supporting documents: Village House Moves Grant cover page in PDF format.
http://www.uwf.edu/trustees/Dec15_06/WFHPI_Village_House_Move_Grant.pdf

Prepared by: Richard Brosnaham, WFHPI Executive Director, 850 595.5985, Rbrosnaham@uwf.edu
Pat Paterson, WFHPI Facilities Manager, 850 595.5985, Hpaterso@uwf.edu

Facilitator/Presenter: Richard Brosnaham

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: Regulation Amendments – Purchasing Regulations

Proposed action: Approve

Background information:

All the former UWF rules (now regulations) related to purchasing were provided to the Procurement Services department for review and updating. The attached are proposed amendments to nine regulations and the proposed repeal of one regulation as a result of that review. As per the Board of Governor Regulation Promulgation procedure, notices of these nine amendments and one repeal were posted to the Board of Trustees website. They were posted on October 27, 2006. The 14 day comment period ended on November 10, 2006 with no comments received.

Summary of Amendments:

- Update legal citations, update text to comport with statutory changes and clarified requirements
- Change the name of the Purchasing department to the Procurement Services department
- Move text for clarification
- Clarify responsible official for procurement activities
- Clarify consequences of withdrawal of solicitations or bids
- Clarify consequences of failure of deposits to clear

Summary of Repeal:

- Repeal of regulation which provided a motor pool program. Motor pool has been abolished since 2003.

Recommendation: Approve

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.002LeasingProgram.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORRUWF_REG6.003MotorPoolProgram.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.005StatementofIntentPurchasing.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0051StandardConduct.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0053AuRpfBrdandUnivPurch.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0054CompetSolRequire.pdf
- http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0055PurchAct.pdf

http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0056MinorityBusinessCommitment.pdf **
http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0057BondRequirements.pdf
http://www.uwf.edu/trustees/Dec15_06/NORAUWF_REG6.0058Contracts.pdf

Prepared by: Anita Schonberger, General Counsel 850 474 3420
aschonberger@uwf.edu

Facilitator/Presenter: David O'Brien

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
December 15, 2006

Issue: Certification and Financial Audits of Direct Support Organizations

Proposed action: Acceptance

Background information:

Organizations affiliated or through the University of West Florida (aka Direct Support Organizations) must be certified annually by the University of West Florida. For UWF, the following three are ready to be certified for fiscal year ending June 30, 2006:

University of West Florida Foundation, Inc.
University of West Florida Research Foundation, Inc., and
West Florida Historic Preservation, Inc.

UWF/REG-5.016 Direct Support Organizations states:

(6) Each DSO shall conduct its financial operation observing a fiscal year ending on June 30 of each year and shall cause a financial audit of its accounts and records to be conducted by an independent certified public accountant within 180 days of the close of each fiscal year as follows:

(a) Audits shall be conducted pursuant to Section 1004.28, F.S., and in accordance with rules adopted by the Auditor General pursuant to Section 11.45, F.S.

(b) The President of the University shall submit the annual audit report to the UWF Board of Trustees and the Auditor General within nine months after the end of the fiscal year.

Results: To ensure compliance with the agreement, the associate vice president for Internal Auditing and Management Consulting performed a cursory review of the documents and determined each met the requirements.

- Only one audit finding was contained in these three reports. WFHPI had a finding regarding segregation of duties, which UWF Internal Auditing has been meeting and working with WFHPI to enhance their procedures.

Recommendation: Acceptance of these audit reports.

Implementation Plan: Implementation of external auditors audit recommendations will be monitored by UWF Internal Auditing and Management Consulting.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees of organizations affiliated with or through the University of West Florida.

Supporting documents: Financial Statements for each entity

UWF Foundation, Inc. .
http://uwf.edu/trustees/Dec15_06/UWFFND_2006final.pdf

UWF Research Foundation, Inc.
http://uwf.edu/trustees/Dec15_06/Research_Foundation2006.pdf

West Florida Historic Preservation, Inc.
http://uwf.edu/trustees/Dec15_06/WFHPI_Financial.pdf

Prepared by: Betsy Bowers, Associate VP, Internal Auditing, 850 474 2636
bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers and John Cavanaugh

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
December 15, 2006

Issue: Financial Audit of WUWF-FM

Proposed action: Acceptance

Background information:

Annually, a financial audit is conducted of the UWF WUWF-FM. This is to comply with the Corporation of Public Broadcasting grant requirements.

Furthermore, this is the first time in more than 10 years UWF did not have to request an extension for filing with CPB, which is attributed to the Financial Services office and the external audit firm being able to complete its work earlier.

To ensure compliance, the associate vice president for Internal Auditing and Management Consulting performed a cursory review of the documents and determined each met the requirements.

Recommendation: Acceptance

Implementation Plan: No external auditors audit recommendations were made nor was a management letter issued. Accordingly, no further actions are warranted.

Fiscal Implications: Fiscal oversight by the UWF Board of Trustees of organizations affiliated with or through the University of West Florida.

Supporting documents:

Financial Statements University of West Florida WUWF-FM for fiscal year ending June 30, 2006

http://uwf.edu/trustees/Dec15_06/WUWF_Financial_Statements.pdf

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

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting
 Finance Administration and Audit Committee
 December 15, 2006

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

Proposed action: Acceptance

Background information:

Every two years an operational audit is conducted by the university's external auditors, Florida Auditor General. Twelve findings were cited in this report (summarized below). All areas have been addressed by management and corrective actions are being implemented.

- Finding No. 1: The University had not developed comprehensive written policies and procedures pertaining to its financial operations and related activities.
- Finding No. 2: Controls over collections in the Continuing Education Department needed improvement.
- Finding No. 3: Effective January 1, 2005, the University no longer required time reports or payroll certifications for exempt employees. As such, University records did not document supervisory verification that exempt employees performed the duties for which they received payment. [Rebuttal comments by Auditor General for UWF's response.]
- Finding No. 4: The University's purchasing card procedures were not consistently followed and purchases were not adequately monitored.
- Finding No. 5: University records did not always evidence that student activity and service fees were expended for the benefit of the student body as required by Section 1009.24(9), Florida Statutes.
- Finding No. 6: University policies and procedures for acquiring and using cellular telephones (cell phones) were not consistently followed and, in some instances, did not provide for adequate monitoring of cell phone usage. Also, the University did not report to the Internal Revenue Service the value of cell phone services as income for employees who did not make an adequate accounting of the business use of their assigned cell phones.
- Finding No. 7: The University had not established written policies and procedures governing the use of campus concession funds, and supporting documentation for some campus concession funds expense payments did not evidence how the payments served an authorized University purpose.
- Finding No. 8: Controls over travel expenses were not adequate to ensure that Travel Authorization Request forms and Travel Expense Reports were approved by the traveler's supervisor.
- Finding No. 9: The University made \$75,812 of payments on behalf of the West Florida Historic Preservation, Inc., that were not supported by documentation evidencing that such payments served an authorized public purpose. In addition, the University did not, of record, notify the Florida Department of State of renovations to a building in the Historic Pensacola Village.
- Finding No. 10: The University had not developed an entity-wide security program to ensure that exposures and vulnerabilities to information technology resources had been sufficiently assessed by management and addressed through enforced user and system security controls.
- Finding No. 11: The University needs to enhance access control procedures related to the enterprise resource planning software.
- Finding No. 12: The University needs to improve certain security controls within the enterprise resource planning software and the overall supporting network environment.

Recommendation: **Acceptance of the AG Operational audit report and full Board approval as a consent agenda item.**

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).

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

Supporting documents: UWF Operational Audit (REPORT NO. 2007-047)
http://uwf.edu/trustees/Dec15_06/AG_Operational_Audit_2007-047.pdf

Prepared by: Betsy Bowers, Associate VP, Internal Auditing, 850-474-2636, bbowers@uwf.edu

Facilitator/Presenter: Betsy Bowers

UWF Board of Trustees Meeting

Full Board

December 15, 2006

Issue: The University of West Florida Research Foundation Articles of Incorporation Amendments

Proposed action: Approve

Background information: The UWF Foundation was incorporated in 2001 with Articles of Incorporation developed at that time. Modifications are needed to provide flexibility for current and future operations for the Research Foundation and to bring the Articles of Incorporation into compliance with current statutes, applicable regulations, and the change in the governance structure from the Board of Governors to the Board of Trustees.

Amendments to the Articles of Incorporation require the following procedures:

- 1.) A two-thirds (2/3rds) vote of the University of West Florida Research Foundation's membership at any regular or special meeting (note: the membership approved the amendments unanimously on November 1, 2006),
- 2.) The written concurrence of the President of the University of West Florida (see link for attachment),
- 3.) The approval of the University of West Florida Board of Trustees.

Summary of Proposed Changes:

- 1.) The procedure for amending the Articles of Incorporation and the Bylaws changed to comply with the Sunshine Law.
- 2.) The research foundation's audits are now governed by Section 1004.28, Florida Statutes, and the Florida Auditor General's rules.
- 3.) The President of the University of West Florida has the authority to monitor the research foundation's use of University resources.
- 4.) President of the University of West Florida is not restricted to appointing only University employees as directors of the corporation.
- 5.) Provisions indemnifying directors of the research foundation are removed but are addressed in the amendments to the bylaws.

Recommendation: Approval of the amendments to the Articles of Incorporation is recommended.

Implementation Plan: Upon approval

Fiscal Implications: None

Supporting documents:

1. Written Concurrence of the President of the University of West Florida
http://uwf.edu/trustees/Dec15_06/Presidents_Written_Concurrence.pdf
2. Research Foundation of the University of West Florida – amendments to Articles of Incorporation – Redlined Draft
http://uwf.edu/trustees/Dec15_06/Redlined.pdf
3. Research Foundation of the University of West Florida- amendments to Articles of Incorporation, statement for filing with Department of State
http://uwf.edu/trustees/Dec15_06/Draft111606.pdf

Prepared by: Richard S. Podemski, Associate Vice President for Research/Dean of Graduate Studies, 850-473-7712 and rpodemski@uwf.edu

Facilitator/Presenter: Dr. Sandra Flake or Dr. Richard S. Podemski

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: The University of West Florida Research Foundation Bylaws Amendments

Proposed action: Approve

Background information: The UWF Foundation was incorporated in 2001 with Bylaws developed at that time. Modifications are needed to bring the Bylaws into compliance with current statutes, applicable regulations, amendments to the Articles of Incorporation, and the change in the governance structure from the Board of Governors to the Board of Trustees, as well as to provide flexibility for the current and future functions of the Research Foundation.

Amendments to the Bylaws require the following procedures:

- 1) A majority vote of the Board of Directors at a regular or special meeting (note: the Board of Directors approved the amendments unanimously on November 1, 2006),
- 2) The written concurrence of the President of the University of West Florida (see link for attachment),
- 3) The approval of the University of West Florida Board of Trustees.

Summary of Proposed Changes:

- 1.) The amendments remove the provisions requiring that members of the Board of Directors be university employees.
- 2.) The President of the University of West Florida will now have more oversight on the research foundation's compliance with federal law, state law, and university regulations.
- 3.) Indemnity requirements are repealed and replaced with an acknowledgement of the Florida Volunteer Protection Act.
- 4.) The auditing requirements are governed by Florida Law and the Florida Auditor General's rules and standards.
- 5.) The President of the University of West Florida Research Foundation is selected by the President of the University of West Florida in order to comply with university regulations.
- 6.) The executive committee must include the President of the University of West Florida or designee, the director appointed by the Chair of the University of West Florida Board of Trustees, and the President of the University of West Florida Research Foundation.

Recommendation: Approval of the amendments to the Bylaws

Implementation Plan: Bylaws will go into effect upon approval.

Fiscal Implications: Funding is not required.

Supporting documents:

- 1.) Written concurrence of the President of the University of West Florida
http://uwf.edu/trustees/Dec15_06/RSH_FND_Pres_Written_Concurrence.pdf
- 2.) Research Foundation of the University of West Florida -- Bylaws –1995
http://uwf.edu/trustees/Dec15_06/RSH_FND_Bylaws1995.pdf
- 3.) Research Foundation of the University of West Florida – Bylaws – Revised Draft
http://uwf.edu/trustees/Dec15_06/RSHbylaws_Draft.pdf

Prepared by: Richard S. Podemski, Associate Vice President for Research/Dean of Graduate Studies (473-7712, rpodemski@uwf.edu)

Facilitator/Presenter: Dr. Sandra Flake
Dr. Richard Podemski

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
December 15, 2006

Issue: Florida Demonstration House on UWF Property

Proposed action: Action

Background information: The University of Florida/Escambia County Extension's, "Windstorm Damage Mitigation and Energy Conservation Committee," has approached the University with their goal of designing and constructing a fully donated energy efficient and sustainable compliant building on University of West Florida property. Russell Home Builders, an experienced local Pensacola firm, will be responsible to provide donated design services, materials, labor, materials, equipment, and utility connectivity. The home will provide a "class laboratory" experience to the community and is also intended to be used as part of the university's Construction Technology program within the College of Professional Studies. The Internal Improvement Trust Fund agency has been contacted to obtain approval for land use.

Recommendation: Approve the University to enter into an agreement with Russell Home Builders to design and construct the facility. All aspects of the donated facility will be reviewed and approved by a University Project Manager to assure adherence to the institution's "Building Design and Construction Standards."

Implementation Plan: Design will begin in January, 2007, with groundbreaking in May, 2007.

Fiscal Implications: No state or university funding will be required.

Supporting documents: None

Prepared by: Jim Barnett, Associate Vice President for Administrative Affairs,
850 474 2005, jbarnett@uwf.edu

Facilitator/Presenter: Bert Hartley

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
December 15, 2006

Issue: 2006/2007 Operating Budget Update

Proposed action: Informational

Background information:

- 1) 2006/2007 Operating Budget Update. This document provides an in-year forecast of the 2006/2007 financial plan for the University of West Florida. As of the first quarter of this fiscal year the university's overall operating plan is expected to remain on target.
- 2) Life-to-Date Capital Budget. This document shows that the university is making good progress on its current capital plan. The two largest projects, the new Science and Technology Building and the new Child Care Center are both underway in the programming pre-design phase. The Campus Master Plan update is on schedule with completion planned for September, 2007.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

- 1) 2006/2007 Operating Budget Summary List
http://uwf.edu/trustees/Dec15_06/1Q9302006.pdf
- 2) Life-to-Date Capital Budget as of September 30, 2006
http://uwf.edu/trustees/Dec15_06/LTD_Capital.pdf

Prepared by:

Barry Lee Brighton, Director of Budgets, 850 474 2207, bbrighton@uwf.edu

Valerie Z. Moneyham, Associate Director of Budgets 850 474 2041, vmoneyham@uwf.edu

Facilitator/Presenter: Barry Lee Brighton
Valerie Z. Moneyham

UWF Board of Trustees Meeting
Finance, Administration, and Audit Committee
December 15, 2006

Issue: 2005-2006 Annual Financial Report to the State of Florida

Proposed action: Informational

Background information:

The University of West Florida is a component unit of the State of Florida. As such, UWF's 2005/2006 financial information for incorporation into the State of Florida's Comprehensive Annual Financial Report (CAFR) is due to the Florida Department of Education by September 15, 2006. While very similar to UWF's annual published financial statements, this report to the state may not include all final audit adjustments and does not contain a Statement of Cash Flows. Additionally, information contained in the footnotes to UWF's published Annual Financial Statements is reported to the state on specifically prescribed Component Unit Forms. While financial information is available separately for the university and each of its component units, this information is presented in consolidated format to the state.

Recommendation: N/A

Implementation Plan: N/A

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

Supporting documents: Copies of financial information presented to the state will be available on an individual and consolidated basis. Copies of footnote information via component unit forms will also be provided.

Prepared by: Colleen Asmus, Controller, casmus@uwf.edu, 474-2642

Facilitator/Presenter: Colleen Asmus

DRAFT AGENDA

University of West Florida Board of Trustees
UWF Conference Center

Academic and Student Affairs Committee Meeting 8:30 a.m. (B22, Room A)

December 15, 2006

Call to Order..... Mr. Roy Smith
Committee Chair

Roll Call..... Mrs. Irene Patti

Chair's Greeting.....Mr. Roy Smith
Committee Chair

Action Items

1. Minutes of May 4, 2006
2. Honorary Degree for Dr. Alexa Canady

Informational/Discussion Items

1. SACS Reaffirmation Follow-Up
2. Status of Academic Learning Compacts
3. Update on Accreditation of Clinical Laboratory Sciences B.S. Program (PPT)
4. 05-06 Degree program Changes Approved
5. Academic Affairs Update
6. Student Affairs Update
7. Student Accomplishments

Other Academic Items

Adjournment

Draft Minutes
UWF Board of Trustees
Academic & Student Affairs Committee Meeting
Conference Center, Room A
Pensacola, Florida

Thursday, May 4, 2006

8:30 a.m.

Committee Chair Roy Smith called the meeting to order at 8:35 a.m. on Thursday, May 4, 2006, in the Conference Center, Room A. Trustee Collier Merrill had a scheduling conflict.

Committee members present:

Trustee Roy Smith
Trustee Jay Gould
Trustee Chuck Horner
Trustee Catherine Kelly
Trustee Tim Roberts

Also attending:

Mr. K. C. Clark, Chair, Board of Trustees
Dr. John Cavanaugh, President
Dr. Sandra Flake, Provost
Dr. Debbie Ford, Vice President for Student Affairs
Dr. Barbara Lyman, Associate Vice President for Academic Affairs
Dr. Richard Podemski, Associate Vice President, Dean, Research, and Graduate Studies

Dr. Don Chu, Dean, College of Professional Studies
Dr. Jane Halonen, Dean, College of Arts and Sciences
Dr. Ed Ranelli, Dean, College of Business
Dr. Dana Sally, Dean, University Library

Dr. Rick Barth, Director, Admissions
Dr. Chris Cavanaugh, Director, Research, and Sponsored Programs
Dr. Jim Hurd, Associate Vice President, Student Affairs
Dr. Ranga Rao Krothapalli, Director, Center for Environmental Diagnostics and
Bioremediation
Dr. Marilyn Lamborn, Director, Nursing
Dr. Bob Shaw, Director, Student Academic Support Services
Dr. Susan Stephenson, Executive Director, Foundation

Mr. Greg Dziadon, Director, Testing and Technology Services
Ms. Marie Glass, Coordinator for Administrative Affairs
Mr. Michael Jasek, Assistant Dean, Student Transitions, and Greek Affairs
Mr. Muhammad Rashid, Director, Electrical and Computer Engineering
Mrs. Kay-Lynne Taylor, Director, Housing, and Residence Life

Chair's Greetings

Chair Smith welcomed everyone to the meeting. He proposed to adjourn the meeting by 10:50 a.m. in order for everyone to attend the Nurses' pinning ceremony in the Commons Auditorium.

Action Items

1. **Approve Minutes of March 7, 2006:**
<http://uwf.edu/trustees/>.....

Chair Smith asked for a motion to approve the minutes of March 7, 2006. Trustee Gould stated he was not certain that the attribution made to him on page 6, paragraph 2, mid-paragraph, was correct. He suggested the statement be revised to reflect, "A Trustee remarked that sometimes the impact of an academic program review could be dramatic." An example was cited of when an outside analysis indicated that the English and Foreign Language Department should be separated to allow growth. Chair Smith asked for a second motion to adopt the minutes with the proposed revision.

Motion by: Trustee Roberts
Seconded by: Trustee Gould
It carried unanimously.

Informational/Discussion Items

1. **Nursing Accreditation Update** as presented by Dr. Barbara Lyman
Supporting documentation:

Dr. Lyman asked Dr. Jane Halonen, Dean of Arts and Sciences, to introduce the individuals who would present the updates on the purpose and process for the Nursing accreditation and the accreditation for the Electrical and Computer Engineering program.

Dr. Halonen encouraged everyone to attend the Nursing pinning ceremony. Next, she introduced Dr. Marilyn Lamborn, Director of the Nursing Program, and noted that both the Nursing and Engineering programs were in terrific shape for the upcoming re-accreditation visit.

Dr. Lamborn thanked everyone for allowing her the opportunity to share information regarding the Nursing program. She stated the Nursing department would be involved with the accreditation process this year. She referenced the PowerPoint presentation and gave an overview of the mission. Nursing is currently working on self-assessment and will continue to do so over the summer. They expect three visitors from SACS, who will meet with individuals on campus, out in the community, the hospital liaisons, and students. They will review four elements: Mission and Governance, Institutional Commitment and Resources, Curriculum, and Program Effectiveness: Performance and Outcomes. The accreditation will be valid for ten years.

Dr. Lamborn noted the Bachelor of Science in Nursing program allows only 40 admission spots annually. The Nursing program received 156 applications this past fall 2005. The program is limited due to faculty shortage and clinical space concerns. There is a 100% employment rate for graduating Nursing students. She noted that although Nursing students graduate with a BS degree, they are still required to take the state board-licensing exam, which must be renewed every other year.

Dr. Lamborn stated approximately 80% of BSN students, who after graduation, pursue their Master's degree or higher. She briefly discussed the joint cooperative RN-BSN program that UWF has with OWCC. Their faculty and adjunct faculty teaches UWF's curriculum. OWCC will graduate 15 RN-BSN students.

She continued that UWF is becoming more affiliated with Pensacola Junior College in regards to offering some Nursing courses at the PJC Warrington campus this fall. The upside is that UWF students will have access to PJC's patient simulation labs or other skill equipment that UWF does not have. This will foster a greater collaboration between the two programs and the clinical agencies in

the community. UWF and PJC act as a united front to the health agencies, particularly the hospitals, for clinical site needs. She also stated there is great potential for recruitment from PJC's AS program in transitioning from their RN program to UWF's BSN program.

Dr. Lamborn stated they established the UWF Honor Society in Nursing last spring. They are working within certain parameters in order to request chapter service from the Sigma Theta Tau International Honor Society of Nursing (STTI). They have inducted between 50-55 students and 20 community leaders. The Nursing Honor Society is a voted and selected membership.

She continued with Partnering with the Community, stating that support of the local hospitals has been significant with the Nursing program over the years. Baptist Hospital, Sacred Heart Hospital, and West Florida Hospital have contributed greatly to the program. The Nursing Program also has a close clinical relationship with the Navy Hospital. All hospitals have continued to provide excellent support of the program. She discussed the designated admission slots for the community agencies and the military.

For "Future Plans," Dr. Lamborn stated they have plans for a Master's in Nursing, in different areas: Nursing Education, Nursing Administration, and possibly Nurse Practitioner and Geriatrics. They are collaborating with the University of Florida in their PhD and DNP (Doctor of Nursing Practice) program. They formed a consortium several years ago including UWF, Florida State, Florida A&M, and the University of North Florida. Their programs will be online so the faculty at the University of Florida can mentor the students. She noted that one faculty member has been admitted to the PhD program and another faculty member is seeking admission to the program. She briefly discussed the continuing education programs that are offered to the community, as well as some programs that are in the developmental stage. She noted they are looking forward to being back on campus when the Allied Health Building has been constructed, estimated by 2008-09.

Chair Smith asked for clarification in regards to the re-accreditation and the limitations on the enrollment. Dr. Lamborn confirmed that the Nursing program is up for re-accreditation. She continued that the Florida Board of Nursing controls the enrollment, which includes 36 slots for a new program. They will be meeting with the Board sometime this summer. They have asked the Executive Director of the Board if they could allow 40. UWF's Nursing Program is still on provisional status because, until last year, they had not graduated a class that was to take the licensing exam. In the past, all of their students within the program were already licensed. With the new program, they had a 96% pass rate of the first class. They can take these statistics to the Board of Nursing to get off provisional status and ask for increased student spots, provided they have the faculty and clinical sites. Chair Smith asked her projection for seeking additional spots. Dr. Lamborn stated they would like to add 20 to make the total 60. Chair Smith asked the timetable on the Master's program. Dr. Lamborn responded a proposal is being drafted, with the hopes to have the program ready within a few years.

Dr. Gould commended Dr. Lamborn on her excellent presentation. He asked if there was another significant need of the program that she would like to bring to the attention of the Board of Trustees. Dr. Lamborn noted that within their clinical groups, there are ten students per faculty member. When they take several groups into the hospital, it can be overwhelming to the hospitals, particularly in an area such as Pediatrics at Sacred Heart Hospital, where everyone has to use the same unit. She would like to be able to facilitate faculty to attend workshops to update their qualifications. Many already do so but at their own expense. Dr. Gould asked if the program currently pays for itself. If so, would it continue to pay for itself as it grows. Dr. Lamborn replied that it does not because it is an expensive program. They would like to have a smaller ratio of one faculty member to ten students (they would prefer 1:8) for clinical studies due to safety factors and liability issues where expenses can mount up. They have hopes that alumni will become more prevalent if they stay in this area and become more involved. Chair Smith asked if UWF still drew students out of the PJC associate degree

program. Dr. Lamborn said, "Yes, these are the students that cross the RN-BSN Bridge Program." They are pushing to do more to go online for that particular program because of the competition 50 miles away. They want to keep the Nursing students in state and keep their tuition money in state.

Trustee Kelly asked about diversity and stated that, typically, it is a predominately-female profession. Dr. Lamborn stated they have a number of males who have applied to the program. When they select students, they block out the names and are not allowed to ask the gender. It is strictly based upon their admission requirements. She feels they have a healthy mix considering the overall community ethnic group. Chair Smith asked what facility was being used at West Florida Hospital. Dr. Lamborn responded their offices are located in part of the pavilion. Previously, this was the adolescent area but it had been closed and empty for some time. It has a small skills lab for the students, which is where students are taught the basics, such as injections, how to start IVs, and take blood pressure. The classes are held on campus at UWF. She emphasized the importance of wanting the students to feel they are part of the UWF experience.

Chair Smith referred to Dr. Gould's question about the underwriting. Chair Smith recalled the history of the program, how the Legislature mandated nursing but provided no money, so there was a problem of getting the funding for the program initially. He asked if they had gotten beyond that point. Dr. Flake responded that she was not familiar with the earlier years of the program. They have allocated additional lines to the program. They are working on cooperative arrangements with PJC to expand the reach of the program and to have more negotiating power for clinicals. This year, there was a request from the Board of Governors to the Legislature for the critical needs areas. She understood Nursing was one of them and that part of the request is being funded. Discussion followed regarding the number of Nursing faculty positions. Dr. Lamborn noted that all faculty have to be Master's prepared or higher, or very close to finishing a Master's degree.

2. **Electrical and Computer Engineering Program Accreditation Update** as presented by Dr. Jane Halonen and Mr. Muhammad Rashid with supporting documentation: <http://uwf.edu/>.....

Dr. Jane Halonen introduced Mr. Muhammad Rashid, Chair of Electrical and Computer Engineering. Dr. Halonen stated the department is preparing for their accreditation from ABET ([Accreditation Board for Engineering and Technology](#)). The program is currently a University of Florida program. Mr. Rashid, a University of Florida employee, has extended faculty rights to UWF to facilitate the transition. She continued that Mr. Rashid, despite catastrophic illnesses within the department, has exerted leadership for this group. In addition to meeting everything that is required for ABET, the department has emerged as a leader in relation to helping people get on board with assessment and accountability.

Mr. Rashid stated he appreciated the opportunity to share information regarding their program. He gave a PowerPoint presentation of the department's vision. He emphasized the need for graduates to be prepared for the job market. He stated that in addition to developing guidelines for technical skills, they developed some criteria that were used to measure the students and move them to the next level. He further stated the department has the ambition to be recognized. He thinks they have reached the level of excellence in the program but feels the program needs to be marketed and promoted nationwide to show that UWF has a quality undergraduate Electrical and Computer Engineering program. He gave an overview of the accreditation summary and noted they are set for the ABET review in mid-October. He briefly discussed the Capstone Design experience, which includes faculty and peer assessments, where students build and test the projects and make a public presentation.

Mr. Rashid stated the department established an Evaluation/Assessment Process for program courses, program outcomes, program objectives, measures and assesses, and changes for program improvements. The objectives measure what the students will be able to accomplish after 4-5 years after graduation.

Because the program is new, Mr. Rashid said they have been trying to establish various partnerships. Examples included the Gulf Power Educational Partnership, where UWF offers courses for engineers and non-engineers; the Gulf Power Endowment for Power Engineering Education, where a number of UWF students are working with Gulf Power; and, the Choctaw High School Engineering program, which will be expanded to include joint enrollment for their students. Other partnerships include the National Defense Industrial Association (NDIA) Scholarship Endowment, the Institute of Electrical and Electronics Engineers (IEEE), and the Society of Women Engineers (SWE), the MTI in Fort Walton Beach, and one Eta Kappa Nu (EKN) Honor Society. This year, they are trying the Peer Orientation and Mentoring Program, which is to have a connection between the juniors and seniors and the freshmen and sophomores.

Mr. Rashid gave an overview of "Future Plans". He noted the department would be separating from the University of Florida in December 2008. Beginning spring 2009, graduates will have UWF Engineering degrees. The program will continue to include evaluations and assessments; have enrollment management to include marketing, recruitment, and retention; continue to develop new educational partnerships; have an alternative mode of delivery while retaining the program quality; and, work towards achieving the vision of distinguished programs in the state and nation. Chair Smith asked how the transition to UWF would work for faculty members currently teaching in the program. Mr. Rashid stated that all faculty and requirements would stay the same; only the ownership would change. Discussion followed regarding the number of students currently enrolled in the program and the number of faculty members involved.

Dr. Gould remarked the program appears to be very successful and asked how well prepared are the students who enter the program. Mr. Rashid stated they require the students to have a strong background in math, chemistry, and physics. They also have a tutoring program and mentoring services. Dr. Flake interjected that Engineering is another one of the critical needs area programs being recommended by the Board of Governors. The issue from Engineering is different from the issue from Nursing. In Nursing, there are students who want to be nurses; however, UWF does not have the avenue to bring in the students. In Engineering, there are students who want to be engineers but some do not have the math and science background. Most of the initiatives being promoted by the Board of Governors are initiatives that would improve the pipeline so that the students would have better preparation when they arrive at the University. Discussion followed regarding the need to engage students in math and science at an earlier age, the gender distribution in the program, the need to address the female population, and the methods of involvement that could be used to measure success.

3. Academic Affairs Update as presented by Dr. Sandra Flake
Supporting documentation:

Dr. Flake stated the focus would be on one of the units of Academic Affairs, the Center for Environmental Diagnostics and Bioremediation (CEDB). The CEDB was established in 1990 and works with affiliated departments and external organizations to enhance what UWF is doing in research, teaching, and service, particularly about EHS and research and training opportunities. She introduced Dr. Ranga Rao, Director of CEDB, and described him as the linchpin of the operation. She asked him to make the presentation about the accomplishments of the program.

Dr. Rao thanked everyone for the opportunity and began with an overview of his PowerPoint presentation. He reviewed the courses that were taught within the program, as well as the total number of personnel involved in the program. He briefly discussed the funding allocations from 1990-2006, which included 91% from federal agencies and smaller percentages from state, local, and private sources.

Dr. Rao stated CEDB has focused on environmental health studies. He continued that in 1999, the Escambia County Grand Jury investigated the condition of the county and concluded the air, water, and soil were heavily polluted and required action. He briefly discussed the locations of the Toxic Release Inventory (TRI) sites. The University established a partnership called Partnership for Environmental Research and Community Health (PERCH) to collaborate with health departments in Escambia County and Santa Rosa County to look at environmental health and human health issues.

Since 2002, they have been able to get direct congressional appropriations of which those monies were channeled through the Center for Disease Control and EPA. He gave an overview of grants that were used to study fisheries, elevated blood lead levels in children, and toxicology studies at Superfund Sites. The EPA Cooperative Agreement that started in 2002 will be extended through 2008.

Dr. Rao submitted an application to receive another \$500,000 in funding that would include many other projects and will involve collaboration with many people. His department collaborated with the Electronic Resources Librarian to create an online-annotated bibliography with 2500 annotated bibliographies.

They collaborated with the University of South Florida Center for Health Organizations on a project to identify and compare mortality and morbidity models for selected health outcomes based on zip codes and comparable zip codes and demographics within other parts of Florida. On another project, they collaborated with the Georgia Institute of Technology, who established a mobile lab in Pensacola to monitor and develop a modeling and analysis approach to study air quality.

Yet, another project examined water systems for Bayou Texar, Bayou Chico, Bayou Grande, and Escambia Bay. This project included collaboration with Environmental Health, Environmental Studies, the GeoData Center, and Geographic Information Centers (GIS) centers. All data is posted on their website. The completed studies for Bayou Chico will be ready in a few months. They are starting studies in Bayou Grande and Escambia Bay, which will be complete in two years. He briefly explained the extensive monitoring of toxic chemicals on blue crab, American oysters, largemouth bass, mullet, and Pensacola Bay Finfish.

He briefly discussed the last project, the sinking of the Oriskany. They performed a baseline assessment of where it was going to be sunk in order to know the levels of PCBs 24 miles offshore. Reference and control site crews collected sediment and fish samples, with plans to collect some invertebrates, in order to perform an environmental health assessment to understand the human health implications from any of the potential environmental contaminants. Their goal is to provide a careful systemic assessment of the environmental health issues with hopes to improve it. Discussion followed regarding remediation and prevention measures. Discussion also included rumors of contaminated seafood and waters following Hurricane Katrina, and NOAA's preliminary analysis. Dr. Flake commented this presentation gives a sense of some of the research that UWF is involved in and the enormous impact it has on our students as they participate in these activities.

4. Student Affairs Update as presented by Dr. Debbie Ford

Dr. Ford shared significant student accomplishments. She remarked that these accomplishments were also included in the packet of distributed materials. She highlighted the Alternative Spring Break, where one group of students went to South Carolina to work at the Ronald McDonald House and another group went to the Florida Everglades and repaired an Everglades Outpost. She noted eight undergraduates and two faculty members from Chemistry who attended the 231st National American Chemical Society (ACS) meeting in Atlanta. The students presented posters of their research results and experiences from their labs. Two students participated in the Biological Chemistry Summer Research Program. Three Chemistry students participated in the 2005 Morelli-Quinteros Summer Research Fellowship Program. Another student was one of 14 recipients that received a travel grant from the Women's Chemist Committee of the American Chemical Society. Trustmark Bank hired students from the Finance Department. She mentioned the many College of Professional Students (COPS) students who participated in the Alternative Certification Program (ACP). One student was named Rookie Teacher of the Year and invited to present at the Just Read Florida conference. Another student was named the Cox Communications Teacher of the Quarter. One student received a \$500 scholarship in Environmental Studies. Another student received a \$35,000 in-kind equipment grant from Nortek USA and noted he was "the only student from a non-PhD granting school to receive the award". Marketing and Logistics students finished third to Ohio State and the University of Miami-Ohio and ahead of University of Arkansas and Michigan State University in the logistics case competition. Internationally, an MBA student and his unit at Camp Eggers in Kabul "developed the construction program requirements for the Afghani National Police." A female student competed in the first Arizona Ironman competition. Another student and one of our graduates won the William Wasson Awards at the National Intramural Recreation Sports conference. Dr. Ford also noted several leadership awards had been presented to students at the end of the semester.

5. Student Affairs Strategic Plan Update

Dr. Ford shared the mid-point assessment of the Student Affairs Strategic Plan through a PowerPoint presentation titled "Measuring the Ripple". In 2003, she worked with colleagues in Student Affairs to develop a strategic plan for Student Affairs. She provided background information and focused on significant accomplishments to enhance the educational experience of the students. She referenced new resources from Learning Reconsidered and Learning Reconsidered 2 and stated the focus is on how learning has changed in our organizations and institutions of higher education. She believes higher education, specifically at the University of West Florida, is leading in this area of collaboration. Student Affairs and Academic Affairs have collaborated on several initiatives because students are at the center of everything they do. She gave an overview of the Student Affairs' vision, mission, values, and facts.

Dr. Ford discussed the first division-wide retreat, where they discussed the need to enhance the educational experiences of the students. During the retreat, they generated over 175 ideas and narrowed them into eight areas of focus. They considered the need to do things differently because everything around is changing – the University is changing and the students' needs are changing. UWF needs to be able to meet their needs and help them develop into 21st century leaders. UWF needs to be flexible and adaptable.

From those eight areas of focus, Dr. Ford said they created six strategic goals for the division. She shared the six strategic goals and significant accomplishments. Their primary mission is to enhance and support the academic mission. This can be accomplished through collaboration with Academic Affairs and by working with COPS colleagues. She stated they provided campus-wide leadership with University Planning colleagues on the National Survey on Student Engagement (NSSE). Student Affairs also played a critical role in the hurricane preparation for response and recovery. She noted that students are involved with almost every University committee and that student input is valued.

She highlighted Student Learning Outcomes, which were centered on three areas: knowledge, skills, and values.

Dr. Ford feels Student Affairs has a solid foundation to create a future that not only meets the needs of the students today but also meets the needs of the students tomorrow. They believe the “ripples in action” lead to student engagement and lead to their success with UWF students. Discussion followed regarding how to measure success, retention of students, the first-year experience, the student’s level of satisfaction, and the student’s engagement in and outside the classroom. Dr. Ford said they also conduct program evaluations to determine where they need to make changes for the students. For career development, they worked with College of Business (COB) colleagues to develop a course for juniors to help them become “career ready”. Chair Smith asked if exit interviews were given to graduate students and to students who leave the program early. Dr. Ford responded that exit interviews were done, and mentioned they have conducted interviews of in-coming students to find out why they chose to attend UWF.

6. Student Code of Conduct

Dr. Ford stated the Student Code of Conduct would be coming up for Board action soon. Two committees, the Student Code of Conduct Committee and the Academic Integrity Task Force, were in the process of revising the Code of Conduct. She commented that the Academic Misconduct Task Force noted on the agenda was incorrect; it should have been listed as the Academic Integrity Task Force.

The Code of Conduct Committee is a group of students and staffs who review the current code of conduct, as it exists in the student handbook. All students are required to receive the handbook, which is also available online. One thing noted, since the devolution from the Board of Regents to the Board of Trustees, was the current Code of Conduct was intermingled with the academic misconduct process and with the behavioral misconduct issues. In order to separate into two policies, they appointed two different committees.

The Student Code of Conduct Committee has met over the past several months to provide additional clarity to the code and to make it easier to understand in terms of steps to be taken. Most importantly, the student discipline process at UWF is an educational process, but there are consequences for behaviors that do not belong in a University environment. One major change that was made was in how it was documented. An educational conference is always held with the students prior to going to a more formalized hearing. The process that will be put forth is as a regulation, which needs the Board of Trustees approval. The document was presented to the Student Government Association before they ended the semester so they could have input on this as well.

Chair Smith asked about the University’s situation, in terms of student infractions and behaviors not acceptable on college campus. Dr. Ford responded there are problems, but that students are held accountable. For serious situations, they address those problems one-on-one with those students. A very small number of students have been suspended or expelled. She noted there is an appeal process that is documented in the code, but the majority of the students do not appeal. They understand that what they did is not appropriate for the learning environment. Oftentimes, with the judicial case, it is revealed that the students are dealing with other issues. At that time, the students are referred to resources that are available on campus. Chair Smith asked Trustee Roberts for comments regarding this experience. Trustee Roberts stated that students he has known, who have gone up for judicial review, have had a learning and educational process, not just a punitive process. He believes this is unique here and that the direction of the Code of Conduct will be very beneficial for the students.

Trustee Gould asked about the Faculty Senate's involvement in the review and recommendation process for the Code of Conduct and the Academic Misconduct Policy. Dr. Ford responded that the Faculty Senate would be informed and could make those comments. She clarified that the statement on the agenda, "The Academic Misconduct Task Force has been meeting for several months", was incorrect. The statement should have read, "The Academic Integrity Task Force has been meeting for several months". She asked that the minutes reflect this correction. Discussion followed regarding the Academic Misconduct Policy, the report of the task force, and the review and comments by the Faculty Senate before the policy goes to the Board of Trustees. Trustee Gould asked if there was a timeline. Dr. Flake responded that there is no timeline but they are close to having another draft. Simultaneously, they are working on the concept of prevention that includes educating students about academic integrity and working jointly to create a campus that subscribes to values and integrity. They have sent out a survey to all faculty and students on campus regarding integrity issues, which will help to identify the nature of the issues as they move forward.

Other Academic and Student Affairs Items

Chair Smith asked for any other business. Dr. Ford stated she read the survey of the Board meeting and asked to address the comment in relation to housing growth and enrollment growth. For the past several years, they have been trying to remedy some quality issues in terms of construction of the newest buildings on campus. This summer, the contractors who built those facilities will repair two of the three residence halls buildings, Pace and Martin Halls. Three of the eight apartment buildings (Village East) will be off-line in the summer. They have focused on having the deficiencies corrected and have assured the Foundation colleagues that these issues have been addressed. They will continue to look at the south side buildings, which are the oldest residence halls on campus. Because these residence halls were built in the 1960's, there are several factors to be considered, such as, ADA accessibility requirements and electrical upgrades to meet technology needs. Sites that have been looked at previously to build additional housing on campus are in areas that do not have utility infrastructure to those sites.

Part of their next goal is the need for a comprehensive Housing Master Plan. As part of the Campus Master Plan review, a subcommittee will review the central growth and housing growth and will present their findings to the Board next year. They need to look at enrollment and financial feasibility. Currently, there is no documented need for more housing, but they do want to look at the potential aspect of it. She stated the University of North Florida had been at 110% of occupancy for about three years before they began to look at building more residence halls. She continued that a scope of work was being prepared and that a committee would be appointed to develop a comprehensive Housing Master Plan. She believes they are now in a position to be able to do that since they have those construction quality issues moving ahead. They have also refinanced the housing debt and will continue to work with their colleagues in Foundation to see what other capabilities might exist.

Concerns were expressed regarding recruitment of students from out of the area and student housing or affordable housing off-campus. Dr. Ford responded that they were reviewing a feasibility study. They know they have capacity for an additional 100 students. Later, if needed, they could do like other colleges and put three people to a room instead of two, so as not to turn away students. They will work with Dr. Rick Barth, Director of Admissions, to look at the profile of students coming in and the profile of where we are going to recruit. Good communication between Admissions and Housing and Residence Life is essential to make those decisions. She remarked, "Building a new building is not the only solution."

Discussion followed regarding residence halls capacity, growth on campus and the Emerald Coast campuses, the online environment, and retention. She continued that by refinancing the housing debt, they would set aside some monies in order to not have to borrow additional dollars. In addition to building savings to finance future housing projects, they would also look at other financing

alternative providers. They would bring these options in a comprehensive study to the Board if they feel the University needs additional residential housing on campus. Chair Smith stated he thinks the only concern the Board would have is to ensure that the University does not hit a limitation in its ability for growth because all options have been exhausted and it would be another two years before another residence hall could be built.

Trustee Kelly asked the current rate of student retention. Dr. Ford replied that it was approximately 74% the first and second years. One of the things they want to do in their division is dissect that information, compare it to the national average, and monitor it with hopes to increase our graduation rate. Trustee Kelly asked if graduation within a certain number of years is an important indicator. Dr. Flake responded that it is one indicator and they are tracking graduation rates within 4, 5, and 6-year cohorts, which was reported at the last meeting. Discussion followed regarding the different mix of students who attend UWF, concerns regarding how long it takes a student to get a degree versus the quality of the education the students receive, how the Legislature judges the University on the number of graduates, and the cost factor for facilities usage.

Chair Smith invited everyone to attend the Nurses' pinning ceremony at 11 a.m.

Adjournment

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Marie Glass, Recording Secretary
June 7, 2006

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 2006

Issue: Honorary Degree to Dr. Alexa I. Canady

Proposed action: Approve

Background information:

Dr. Alexa I. Canady age 51 is a resident of Pensacola. She retired in June 2001 as chief of neurosurgery at Children's Hospital of Michigan. Canady graduated cum laude from the University of Michigan Medical School and her training included a surgical internship at Yale-New Haven Hospital and a residency in neurosurgery at the University of Minnesota Hospital in Minneapolis. A fellowship in pediatric neurosurgery at Children's Hospital in Philadelphia followed.

Dr. Canady, a pediatric neurosurgeon with Sacred Heart Medical Group, has been honored for her work as the first female African American neurosurgeon in the United States.

Recommendation:

The UWF Honorary Awards and Recognition Committee met on November 30, 2006 to discuss the nomination of Dr. Alexa Canady for an honorary doctorate appropriately named Doctorate of Science. President John Cavanaugh reviewed the eligibility criteria and summarized the accomplishments of the nominee. Discussion ensued as to the candidate's record. A motion in favor of awarding the degree was made, seconded, and passed unanimously.

Implementation Plan: To be conferred on December 16, 2006 UWF Fall Commencement

Fiscal Implications: None

Supporting documents:

Minutes – Honorary Awards Committee Meeting

http://uwf.edu/trustees/Dec15_06/HACM113006.pdf

Biography – http://uwf.edu/trustees/Dec15_06/Biography.pdf

Curriculum Vitae – http://uwf.edu/trustees/Dec15_06/Alexa_Canady.pdf

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

Facilitator/Presenter: Sandra Flake

UWF Board of Trustees Meeting
Academic and Student Affairs Committee or Full BOT
December 15, 2006

Issue: Follow-up on UWF Reaffirmation of Accreditation by the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC)

Proposed action: Informational

Background information: When the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) reaffirmed the accreditation of the University of West Florida (UWF) through 2015 at its December 2005 annual meeting, the Commission followed up with a letter in January 2006. In the reaffirmation letter the Commission requested that UWF submit a First Monitoring Report. The report was submitted by the due date of October 6, 2006. As required, UWF's Monitoring Report addresses the Commission's requests pursuant to the Visiting Committee's recommendations, quoted below from the Commission's notification letter to UWF:

CR 2.12 (Quality Enhancement Plan), Recommendation 3

Document the actual assessment strategies employed or proposed in RFPs (Requests for Proposals) accepted in the initial phase of the QEP project. Include a description of the way the RFPs were evaluated in terms of assessment content.

While the QEP itself is acceptable, and the assessment plan for evaluating RFPs in the QEP process is much improved, it is not certain that the assessment strategies within the proposals are consistent with the QEP itself.

CS 3.3.1 (Institutional Effectiveness), Recommendation 4

Document that the institutional effectiveness system is widely utilized and effectively shows the linkage between assessment activities and program improvements as a result of assessment. There is insufficient evidence that either the online version or the newer tabular framework of the institutional effectiveness system is widely utilized.

CS 3.4.1 (All Educational Programs), Recommendation 5

Demonstrate that a broad cross-section of educational programs have appropriate means to evaluate student learning outcomes. The institution might want to examine the Business and History department proposals for examples of promising evaluation techniques. Many academic programs rely heavily on grades within individual courses and on student surveys as the primary means of assessing student learning outcomes. There is little evidence of more direct measurement of student learning.

CS 3.5.1 (Undergraduate Programs), Recommendation 6

Document the results of evaluation of general educational competencies. Include in the report examples of specific outcomes/evaluation that extend beyond course grades and student/instructor evaluations.

While the general education program has clearly defined competencies, the assessment of these competencies lacks sufficient documentation of results of assessment activities. There

is an emphasis on intra-course assessment and a heavy reliance on course grades as assessment tools. The use of common rubrics, however, shows promise.

The following First Monitoring Report addresses UWF's progress in responding to the above recommendations.

Recommendation: No action necessary.

Implementation Plan: UWF has followed up on the Commission's request for a First Monitoring Report which was submitted by the due date of October 6, 2006.

Fiscal Implications: Recurring funding has been committed to implementation of the Quality Enhancement Plan developed to enhance the quality of student learning at UWF.

Supporting documents:

1. [UWF First Monitoring Report to SACS](#) (PDF LINK)
2. [January 6, 2006, reaffirmation letter](#) (PDF LINK)
3. [UWF Accreditation Status as Displayed on the SACS Website](#) (PDF LINK)

Prepared by: Barbara G. Lyman, Associate Vice President for Academic Affairs
850-474-2035 blyman@uwf.edu

Facilitator/Presenter: Barbara G. Lyman

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 2006

Issue: Status of Academic Learning Compacts (ALCs)

Proposed action: Informational

Background information:

On January 7, 2003, the Florida Board of Governors adopted Administrative Code 6C-3.001 – System wide Uniform Procedures, promulgating the policy that “All universities, through their Boards of Trustees, shall adopt **Academic Learning Compacts** for their baccalaureate degree programs.”

On November 5, 2004, the University of West Florida Board of Trustees approved the University of West Florida’s **Action Plan for Developing Academic Learning Compacts**, required during the initial phase of implementing the Academic Learning Compacts. The plan includes

- A proposed timeline for developing policies and implementing procedures as well as making the Academic Learning Compacts readily available to students
- A description of how university personnel will certify
 - that each baccalaureate program graduate has completed a program with clearly articulated core student learning expectations in
 - content/discipline knowledge and skills
 - communication skills and
 - critical thinking skills and
 - that corresponding robust and effective assessment mechanisms have been used to ensure that graduates have met the criteria of the Compacts.

Further, the University must develop clearly defined policies and procedures (aligned with System policies and including elements required in policy guidelines) for developing, implementing and reviewing Academic Learning Compacts and associated activities.

Progress reports regarding key action items submitted to the Board of Governors Office

- ALC Status Report #1 - May 2, 2005
- ALC Status Report #2 - September 1, 2005
- ALC Status Report #3 - December 30, 2005

Overall status of UWF’s ALC development is as follows:

- Fall 2004 – ALCs established in 6 domains
- Spring 2005 – ALC assessment plans developed
- Fall 2005 – ALCs publicized to students
FTIC students’ graduation approvals will include certification of completion of programs with “clearly articulated core learning

expectations and corresponding robust and effective assessment mechanisms”

- Spring 2006 - ALC assessment data gathered and results used to improve teaching and learning
- Fall 2006 - ALC Policies and Procedures under review in preparation for presentation to BOT in March 2007.

Recommendation: Information item; no action required.

Implementation Plan: UWF is following the timeline established in its Action Plan and deadlines given by the Board of Governors.

Fiscal Implications: Potential fiscal implications in tracking and managing ALC reporting to be determined.

Supporting documents:

1. [UWF ALC Policies and Procedures Draft](#) (PDF Link)
2. [ALC Status Report #3 -- December 30, 2005](#) (PDF Link)
3. [Departmental Compacts for Undergraduate Programs](#) (This link will not be available during the meeting but can be reviewed for background or as follow up.)

Prepared by:

Barbara G. Lyman, Associate Vice President Academic Affairs, 850 474 2035
blyman@uwf.edu

Claudia Stanny, Interim Director Center for University Teaching, Learning, and Assessment, 850 474 7435 cstanny@uwf.edu

Facilitator/Presenter:

Barbara G. Lyman & Claudia Stanny

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 2006

Issue: Update on Accreditation of Clinical Laboratory Sciences B.S. Program

Proposed action: Informational

Background information: The University of West Florida's (UWF's) Clinical Laboratory Sciences Bachelor of Science Program is nationally accredited by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**.

I. Sponsorship

- Sponsoring institution must:
 - be accredited by a regional and/or national agencies
 - have affiliation agreements with clinical affiliates, showing details of responsibilities of each institution for program administration, instruction and supervision
 - hold responsibility for curriculum planning, selection of course content, coordination of classroom teaching and applied education experiences, faculty appointments, application/admission processes and offering of the degree documenting completion of the program
 - be responsible for providing assurance that the activities assigned at the clinical setting are educational
 - document ongoing communication between the sponsoring institution and its affiliates for exchange of information and coordination of the program

II. Resources

- The program must have:
 - a qualified Program Director
 - an Advisory Committee composed of individual(s) from the community of interest (pathologists, physicians, academicians, practicing clinical laboratory scientists etc). The advisory committee shall have input into any aspect of the program with regard to its current relevancy and effectiveness
 - qualified faculty, both at academic and clinical sites
 - financial resources for continued operation must be ensured by an institutionally approved budget or by a statement of continued financial support from an executive officer
 - adequate physical resources(classroom, lab space, equipment/supplies, information resources, instructional resources, and computer technology

III. Curriculum

- The curriculum must :
 - have a defined structure, with components of general education, basic sciences and professional courses including applied (clinical) education
 - Have instructional areas to include all major subject areas currently offered in a contemporary clinical laboratory
 - Properly sequence learning experiences so as to develop entry level competencies of graduates
 - Criteria for pass, fail, and progression in the program must be clearly defined and given to students at the time of entry into the program

In preparation for the accreditation review for UWF's Clinical Laboratory Sciences Program, the required self study was submitted October 2006 and the site visit has been confirmed for Spring 2007.

Recommendation: Information item; no action required.

Implementation Plan: The Clinical Laboratory Sciences Program is following the timeline for maintenance of accreditation.

Fiscal Implications: Addressed at time of program approval.

Supporting documents:

1. [National Accrediting Agency for Clinical Laboratory Sciences \(NAACLS\) website](#)
2. [UWF Clinical Laboratory Sciences Program website](#)

Prepared by:

Barbara G. Lyman, Associate Vice President Academic Affairs, 850 474 2035 blyman@uwf.edu

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

Facilitator/Presenter:

Jane S. Halonen
Swarna Krothapalli
Dr. Kristina J. Behan

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 2006

Issue: Summary of Degree Program Changes Approved during the Period July 1, 2005, through June 30, 2006

Proposed action: Informational

Background information: This item provides the Board a summary of degree program changes approved through the University governance process during the period July 1, 2005, through June 30, 2006. The Provost's staff has prepared a summary shown immediately below. A more detailed matrix is available through the hyperlink in the Supporting Documents section.

2005-2006 degree program changes were as follows.

Actions requiring Board review and approval

- A. New programs (2 during the period)
- B. Deleted programs (0 during the period)
- C. Modified programs (1 during the period – name change)

Actions not requiring Board review and approval

- D. New specializations within existing degree programs (4 during the period)
- E. Deleted specializations within existing degree programs (3 during the period)
- F. Modified specializations (0 during the period)
- G. New minors (0 during the period)
- H. Deleted minors (0 during the period)
- I. Modified minors (0 during the period)

Recommendation: Information item; no action required.

Implementation Plan: UWF follows established timelines and policies of the University governance process, Board of Trustees, and Board of Governors regarding academic program development.

Fiscal Implications: Addressed at time of approval.

Supporting documents:

1. [NEW AND DELETED PROGRAMS: Faculty Senate Actions 2005-2006](#) (PDF Link)

Prepared by: Barbara G. Lyman, Associate Vice President for Academic Affairs
850 474 2035 blyman@uwf.edu

Facilitator/Presenter: Barbara G. Lyman

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 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 the activities of the Academic Technology Center under the direction of Dr. Pamela Northrup.

Recommendation: The presentation will highlight the programs that support online education, mobile distance learning, and use of technology to support teaching and learning.

Implementation Plan: Program is implemented and on-going.

Fiscal Implications: In addition to E&G funding, the ATC is supported by grants as well as federal funding for mobile distance learning.

Supporting documents: <http://uwf.edu/atc/> (The link to the center's web site will not be available during the presentation, but can provide background and follow-up information.)

Prepared by: Sandra Flake, Provost, 474-2035, sflake@uwf.edu

Facilitator/Presenter: Sandra Flake
Pamela Northrup

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
December 15, 2006

Issue: Student Affairs Update

Proposed action: Informational

Background information:

The Vice President for Student Affairs will provide an informational update for each Academic and Student Affairs Committee Meeting.

Areas for discussion include: Housing and Residence Life, Intercollegiate Athletics, Counseling and Wellness Services, and the Dean of Students Office.

Recommendation: None

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: None

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
December 15, 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://uwf.edu/StudentAffairs/BOTinfo/index.html>

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

Facilitator/Presenter: Debbie Ford

DRAFT AGENDA

University of West Florida Board of Trustees

Executive Committee Meeting

December 15, 2006

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

Roll Call.....Faye Bowers

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

Action Items

1. Minutes of October 3, 2006
2. Continuity of Leadership Plan

Informational/Discussion Items

1. Update from Board of Governors Workshops
2. Board of Governors – Board of Trustees Communication

Other Executive Items

Adjournment

Draft Minutes

University of West Florida Board of Trustees

Executive Committee Conference Call Meeting

October 3, 2006

Board Chair K.C. Clark called the meeting to order at 11:03 a.m. on October 3, 2006 in Building 10/Room 231. Faye Bowers called roll with the following committee members in attendance by conference call.

- Mr. K.C. Clark, Chair
- Mr. Honor Bell, Vice Chair
- Mrs. Sharon Hess Herrick
- Mr. Roy Smith

Other trustee attending by conference call:

- Mrs. Marny Gilluly

Other individuals attending:

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

Action Items

- 1. 2. And 3. A motion was made to approve the minutes of May 4, 2006, July 13, 2006, and August 9, 2006.

- http://uwf.edu/trustees/Oct3_06/5.4.06Draft_Executive_Minutes.pdf
- http://uwf.edu/trustees/Oct3_06/7.13.06Draft_Executive_Minutes.pdf
- http://uwf.edu/trustees/Oct3_06/8.9.06Draft_Executive_Minutes.pdf

Motion by: Trustee Hess Herrick
 Seconded by: Trustee Smith
 It passed unanimously.

- 1. Following discussion by Provost Sandra Flake, a motion was made to approve tenure as a condition of employment for Dr. John F. "Jack" Azzaretto who will begin his appointment on November 1, 2006 as the Dean of the Emerald Coast Campuses.

	Department	Gender	Race
College of Professional Studies			
John F. "Jack" Azzaretto	Professional and Community Leadership	M	W

Motion by: Trustee Smith
 Seconded by: Trustee Bell

It passed unanimously.

2. Following discussion by Ms. Schonberger, a motion was made to ratify the supplement to the UWF/UFF Collective Bargaining 2006-07 Re-opener.

Motion by: Trustee Smith
Seconded by: Trustee Hess Herrick
It passed unanimously.

Informational/Discussion Items

University Review

Chair Clark called on Kim Spear to update the committee regarding the recent University Review. Ms. Spear reported that as of last week, Dr. Jim Fisher had gathered all information following a two day campus visit and conference calls. Dr. Fisher will submit a written report and then, at the committees request, he will present a full report at the December 15, 2006 BOT meeting.

Chair Clark commended Ms. Spear on her efforts to coordinate the University Review.

Other Executive Items

Following a thorough discussion of the appeal and withdrawal of a preliminary Auditor General's finding regarding the Dorr House (Presidential Residence), which finding resulted in a board directive to adjust the president's cash compensation to take into account an amount determined by the auditors to be the cash equivalent value of the housing provided to the President as a part of the President's salary, a motion was made to restore the President's cash compensation to the \$225,000 statutory maximum, and to repay the President the cash compensation previously withheld during the appeal of the Auditor General's preliminary finding. The BOT had increased the President's salary to the statutory maximum effective July 1, 2006, and through this action item the Executive Committee is restoring his cash compensation to that salary level retroactively to July 1, 2006 as instructed by the full Board at its June 26, 2006 meeting.

Motion by: Trustee Bell
Seconded by: Trustee Smith
It passed unanimously.

Adjournment occurred at 11:26 a.m. which was followed by a CLOSED SESSION.

UWF Board of Trustees Meeting
Executive Committee
December 15, 2006

Issue: UWF Continuity of Leadership Plan

Proposed action: Approve

Background information:

In order to provide for stability and continuity in the day to day operations of the University in the event of the inability of the President of the University of West Florida to discharge the powers and duties of the office of the President, or in the event of the President's death, resignation or removal from office, it is necessary for the Board to adopt a UWF continuity of leadership plan.

In light of the difficulty in setting times and dates for the full Board to meet and in order to put leadership in place in a timely manner in such an event, the proposal includes that the Board delegate to the Chair the authority to select an Acting President. The Acting President is a short term appointment until the President is able to return to duties or until an interim President is selected by the full Board.

Recommendation:

- 1) **The Board delegate to the BOT Chair the authority to select an Acting President in the event of inability of the President to discharge the powers and duties of the office of the President, or in the event of the President's death, resignation or removal from office.**
- 2) **The Board approve the UWF Continuity of Leadership Plan**

Implementation Plan: The plan will be effective immediately upon approval.

Fiscal Implications: N/A

Supporting documents: Plan on following page.

Prepared by: Anita Schonberger, General Counsel, 850 474 3420,
aschonberger@uwf.edu

Facilitator/Presenter: K.C. Clark

PROPOSED
UWF Continuity of Leadership Plan
Inability of President to Discharge the Powers and Duties of Office
or Death, Resignation, or Removal of President

In the event of the temporary inability of the President of the University of West Florida to discharge the powers and duties of the office of the President, the Chair of the Board of Trustees, who has been delegated such authority by the full board, will select an individual to serve as Acting President. The Acting President will serve until the President is able to resume discharging the powers and duties of his or her office or, if the President is deemed unable to do so permanently, until an interim President is selected by the Board of Trustees.

In the event of the President's death, resignation, or removal from office, the Board of Trustees will select and appoint an individual to serve as interim President. Under normal circumstances, the interim President shall be selected from individuals outside of the University. The Board of Trustees has determined that selecting an individual, preferably one who has served in the role as President, from outside the University to fill the interim appointment will assure the continuity of operations and be in the best interests of the University. The Board has determined that the individual serving as interim President may not apply for or be considered as a candidate for the position of President. The Board of Trustees shall determine the steps to be taken to select an interim President, the terms and conditions of the appointment, and the duration of the appointment.

UWF Board of Trustees Meeting
Executive Committee
December 15, 2006

Issue: Update from Board of Governors Workshops

Proposed action: Informational

Background information: Board Chair K.C. Clark will report on the Board of Governors meeting of the Board's System Coordinating Committee. This committee is examining options for ensuring greater coordination and cooperation among universities, Boards of Trustees and the BOG.

Recommendation: Review, provide comments

Implementation Plan: Guided by the BOG

Fiscal Implications: None

Supporting documents:

Agenda – http://uwf.edu/trustees/Dec15_06/BOG101806.pdf

Agenda – http://uwf.edu/trustees/Dec15_06/Workshop_2006_10_25.pdf

Prepared by: Kim Spear, Chief of Staff, kspear@uwf.edu; 850-474-2200

Facilitator/Presenter: Chair, KC Clark

UWF Board of Trustees Meeting
Executive Committee
December 15, 2006

Issue: Board of Governors – Board of Trustees Communication

Proposed action: Informational

Background information: Chairman Clark will provide an update regarding the Board of Governor's recent proposal for enhanced communication and working relationships between the Board of Governors and the local Boards of Trustees.

Recommendation: Review proposal and provide thoughts/questions

Implementation Plan: Will be guided by the BOG

Fiscal Implications: Unknown

Supporting documents:

Follows summary.

Prepared by: Kim Spear, Chief of Staff, kspear@uwf.edu; 850-474-2200

Facilitator/Presenter: Chair, KC Clark

BOG-BOT Communication: A Proposal

November 13, 2006
For Discussion and Review

It is time for the Board of Governors (BOG) to take leadership in fostering a closer working relationship with Boards of Trustees (BOTs) throughout the State University System. Closer working relations are critical if the respective Boards are to fulfill their complementary roles to enhance the State University System while ensuring that each university operates efficiently and effectively to achieve its goals and the overall goals and directions of the system.

Our students will be the primary beneficiaries of a closer working relationship and we will ensure that our limited resources will be efficiently and effectively employed for the benefit of the state of Florida.

To enhance communication, the Board of Governors and Office of the Chancellor propose several different initiatives:

From the BOG:

1. The BOG Chair and the Chair of each Board should meet at least once a year to ensure that mutual concerns are shared and acted upon.
2. The BOG Chair and/or respective Committee Chairs should meet with each BOT (in their plenary) once per year.
3. The BOG Chair should hold two planning meetings per year with all BOT members: in early August to discuss budget and legislative initiatives proposed for the next legislative session, and in early January to plan legislative strategy and to address system issues as appropriate. A legislative committee might be formed with a representative from the BOG and BOTs to ensure coordination of legislative initiatives.
4. The BOG Chair and BOT Chairs should co-sponsor at least three Board development workshops a year. These gatherings might focus on best practices relating to accountability, priority setting, audit and Board self- and presidential evaluations.
5. The BOG Chair should outline the BOTs' respective responsibilities – following the constitutional mandate and the positive benefits for the operation of the whole system. This outline could be developed in consultation with BOT Chairs.
6. The BOG should consider the development of a “compact” with each university that clearly outlines the annual deliverables in the form of a dashboard. The value here is to demonstrate that the BOG understands the role of each institution in the system within the context of the broader BOG strategic plan.

From the Office of the Chancellor:

1. Two weeks in advance of regularly scheduled Board of Governors meetings, the Chancellor and the BOG Chair should invite all BOT members to the meeting with a hotlink to the meeting agenda. BOT Chairs or their BOT delegates should be invited to pre-meeting functions offered by the hosting institution.
2. Following the BOG meeting, the Chancellor should send a summary of actions to each BOG and BOT member, as well as SUS Presidents.
3. All BOG Issues Briefs (periodic distribution) and system news (daily distribution) should be distributed to all Board (BOG and BOT) members, as well as SUS Presidents.
4. Chancellor position papers or documents should be distributed to the BOG, BOTs, and SUS Presidents.
5. All annual calendars should be distributed to all BOG and BOT members.
6. All communications from Chancellor to BOT should be co-signed by the Chair of the BOG.
7. The BOT Chairs should join the BOG and Presidents at the table during BOG meetings.

BOG-BOT Action Protocol: A Proposal

November 13, 2006
For Discussion and Review

1. No surprises: The BOG expects that all representations by BOTs to the executive and legislative branch will follow from the BOG-approved budget. There should be no surprises when it comes to the actions of the BOG and the respective BOTs and SUS Presidents.
2. All lobbyists for each institution have the obligation to coordinate their efforts through the Office of the Chancellor. Coordination and communication should be continuous through the legislative session, from start to finish.
3. The BOG expects full alignment with the BOG legislative budget request, and reserves the right to take action it deems appropriate in the event of exception from the BOG-approved budget or legislative actions or initiatives by individual universities in contradiction to this protocol.
4. The BOG expects that BOTs and their representatives, including Presidents, lobbyists or other representatives, will focus their legislative education efforts on BOG-approved system priorities and BOG-approved institutional priorities.

Draft Minutes

University of West Florida
Board of Trustees Conference Call Meeting
B12/R150
June 26, 2006

Board Chair K.C. Clark called the meeting to order at 9:00 a.m. welcoming those in attendance and those joining via conference phone. Clark then asked Faye Bowers to call roll with the following trustees in attendance. Those attending via conference call are designated with an asterisk* following their names. Sharon Hess Herrick was unable to participate.

Mr. Honor Bell
Mr. K.C. Clark*
Mrs. Nancy Fetterman
Ms. Christina Genualdi
Mrs. Marny Gilluly*
Mrs. Jeanne Godwin*
Dr. Jay Gould
Gen. Chuck Horner*, ret.
Mrs. Catherine Kelly*
Mr. Collier Merrill*
Mr. Roy Smith
Mr. J. T. Young*

Others attending:

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

Consent Action items

- 1 Approve Minutes of May 4 and 5, 2006**
- 2 Review and certify the UWF Bright Futures Scholarship Program Audit by the Auditor General**
http://uwf.edu/trustees/Jun26_06/BrightFuturesAudit2006173.pdf
- 3 Approve Revised Student Code of Conduct**
<http://uwf.edu/trustees/procedures/documents/StudentAffairsNoticeofRegStudentCodeofConduct.pdf>
- 4 Approve Depository of University Funds**
- 5 Approve Authorization to Sign UWF Checks**
- 6 Approve revised 2006/2007 Work Plan for UWF Internal Auditing and Management Consulting**
http://uwf.edu/trustees/Jun26_06/Revised200507_Time_AnalysisBudget.pdf

Chair Clark called for a motion to approve the above consent action items. A motion was made to approve the above consent items as presented by Chair Clark

Motion by: Trustee Merrill
Seconded by: Trustee Gilluly
Motion approved unanimously.

Action Items

I. Estimated 2006-07 Consolidated Operating Budget

1. A motion was made to approve the estimated 2006/07 Consolidated Operating Budget for the fiscal year July 1, 2006 to June 30, 2007 for both appropriated and non-appropriated funds and;
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 year.

http://uwf.edu/trustees/Jun26_06/Estimated2006_2007Consolidated_Operating_Budget.pdf

Mr. Barry Brighton, Director of Budgets addressed the board reviewing a roll up of all fund groups and perused through individual fund groups indicating permanent base cut, noting the utilities budget being grown to cover the next year. Although the legislature provided assistance for utilities, it was not enough. Footnote: Athletics budget does not include the NCAA Sports Festival Budget which will change significantly.

Chair Clark inquired as to whether the Finance Committee has reviewed the budget. No committee members had reviewed previously.

Motion by: Trustee Young
Seconded by: Trustee Gilluly
Motion approved unanimously.

II. Approve UWF Legislative Budget Request for 2007-2008 as presented by President Cavanaugh who gave a brief overview of the LBR focusing on the three top requests: He reminded the trustees that the Board of Governors has capped requests limits to 8% of the E and G budget 1) Recurring funding for Emerald Coast initiatives. 2) Targeted several programs: (critical need in Florida) will be a K-12 partnerships nursing, teacher Ed, alternative teacher Ed, allied health, engineering, and computer technology. 3) Student retention and transition programs.

Chair Clark added that he has had very informal discussion with the legislature who is very supportive of the UWF Emerald Coast expansion. A motion was made to approve the UWF Legislative Budget Request for 2007-2008.

http://uwf.edu/trustees/Jun26_06/LBR_20072008.pdf

Trustee Smith asked if the first priority translates into faculty lines. The President reported that it does translate into faculty lines, military programs, liaisons between military and university to work with development of educational programs.

Motion by: Trustee Smith
Seconded by: Trustee Fetterman
Motion approved unanimously.

III. Tuition and Fees

1. A motion was made to approve an increase in the undergraduate matriculation fee by 3% in accordance with legislative mandate and
Approve an increase in financial aid fees which are based upon a percentage of tuition and

2. Approve amendment of UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties effective July 17, 2006 by *emergency* adoption procedures and
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.

http://uwf.edu/trustees/Jun26_06/Proposed_EmergencyTandFFall2006Regulation_Notice.pdf

http://uwf.edu/trustees/Jun26_06/20062007Appropriations_Language.pdf

Chair Clark asked Trustee Genualdi for any input as well as welcoming her to the Board. Genualdi commented that she is pleased that the tuition increase was reduced from the initial proposal of 5% to the legislatively approved 3%.

Motion by: Trustee Horner

Seconded by: Trustee Godwin

Motion approved unanimously.

IV. **Waiver of Out-of-State Fees**

1. A motion was made to 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 and
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 and
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.

http://uwf.edu/trustees/Jun26_06/NOTICE_PROP_EmergencyFeeWaiverRegulation.pdf

http://uwf.edu/trustees/Jun26_06/Analysis.pdf

Dr. Sandra Flake and Dr. Podemski addressed the board on the need to recruit more broadly throughout the U.S. Podemski said UWF has potential to draw archaeology, public history, biology, and Ed D. program with more competitive offers. UWF currently has 53 students qualifying assistantships.

Motion by: Trustee Gilluly

Seconded by: Trustee Bell

Motion approved unanimously.

V. **Presidential Compensation**

http://uwf.edu/trustees/Jun26_06/President_Cavanaugh_Contract_Supplement_Approved_1_2.9.05.pdf

http://uwf.edu/trustees/Jun26_06/Pres_Salary_Statute.pdf

1. A motion was made to approve an amendment to the Terms of the President's Employment Contract: so 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. Trustee Kelly inquired about

bringing individual pieces of the President's contract rather than all elements. Chair Clark reported the need for this to occur is due to the Foundation making a change in its portion of the president's compensation.

2. A motion was made to address the state auditor's preliminary opinion that the cash equivalent value of the President residing in the Dorr house should be counted as state compensation for purposes of computing the application of the statutory cap of \$225,000 per year in presidential compensation. The motion was to approve the Method of Calculation of Presidential cash compensation as follows: 1) authorizing the General Counsel to work with the Executive Vice President, the Associate Vice President for Internal Auditing and Management Consulting and other appropriate staff to reduce the President's cash compensation by a value exactly equal to the estimated cash equivalent value of the Dorr house on a 12 month basis; and

3. Approve that pending further discussion regarding the state audit opinion, the cash equivalent value of the Dorr House will be treated as state income (salary) and reported in the appropriate manner as a part of the \$225,000 maximum salary previously authorized by the Board, effective July 1, 2006. This computation action with regard to the cash equivalent value of the Dorr House will be retroactive to January 1, 2006 and the appropriate catch-up reductions will be made to the president's cash salary during the remainder of 2006; and

4. Authorize a recalculation of the cash equivalent value of the Dorr house taking into account the public nature of the terms of residence, in order to ascertain the appropriate reduction by approving a new assessment, and empower the Chair to approve the results; and

5. Endorse an appeal of the state auditor's opinion 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 that has been deducted from the president's cash compensation will be replaced with cash; and

6. As may be necessary, authorize a consultation with and appeal to the State Auditor, the Attorney General, the Board of Governors, the State Legislature or other appropriate venues to seek appropriate interpretations of or amendments to this statute and/or in consultation with and by appeal to the Board of Governors, to seek appropriate interpretations of or amendments to this statute. Ms. Schonberger said as a result of this measure, the president's cash compensation will be about the same as what he began with upon employment at UWF. Trustee Fetterman noted that military quarters are not open to the public and that the President's home is open every day to public and this should be taken into consideration. Trustee Young inquired as to other presidents' compensation differentials. Executive VP Hal White noted that UWF is first in line for an operational audit since the statutory salary cap was put into effect. Trustee Kelly expressed concern regarding the necessary action and the impact on the president's cash compensation, asking if it is retroactive once determination is made on house value. Executive VP White noted that it would be retroactive to January 1 in order to avoid exceeding the salary cap. Associate Vice President Betsy Bowers noted that the Dorr House is owned by state of Florida. Ms. Schonberger said there are two other universities owned homes but they have not been audited as of now. Trustee Young said the nuance is that the State owns the home and WFHPI manages it.

Motion by: Trustee Merrill

Seconded by: Trustee Fetterman
Motion approved unanimously.

VI. A motion was made to **approve construction of a 40-space minimum parking lot on the L & N Marine Terminal lot**. Mr. Richard Brosnam, Executive Director of WFHPI reported that WFHPI is renovating the Terminal for the home of Florida Public Archaeology Network renovation. He proposed development into parking lot.

http://uwf.edu/trustees/Jun26_06/ParkingLotfromCity.pdf

Motion by: Trustee Bell
Seconded by: Trustee Gould
Motion approved 12-0.

Trustee Collier Merrill- abstained from this item due to conflict.

VII. A motion was made to **approve West Florida Historic Preservation, Inc. Property Trade with the City of Pensacola**. During the development of the parking lot on the L & N Marline Terminal Lot, Mr. Brosnam was approached by City CRA director David Bailey. The currently abandoned right of way that WFHPI inherited is part of the L & N lot and the City of PNS wants to make trade of property just to the east of L & N and Bartram Park approximately 100 X 200 ft. on Cedar St.

http://uwf.edu/trustees/Jun26_06/ParkingLotfromCity.pdf

Trustee Gould inquired as to whether Cypress is meant to be Cedar. Brosnam confirmed.
Motion by: Trustee Fetterman
Seconded by: Trustee Gould/Kelly
Motion approved unanimously.

VIII. A motion was made to **ratify Police Benevolent Association / UWF Collective Bargaining Agreement for 2006-2009**. Anita Schonberger confirmed that 11 members in union ratified the agreement. Changes are acceptance of group of SWANS (Separation with Advanced Notice) with increase in sick leave, annual leave, so officers are inline with other university staff including tuition and benefits as well and uniforms.

http://uwf.edu/trustees/Jun26_06/20062009PBAUWFagreementsignature.pdf

Trustee Smith asked for confirmation of terms. Schonberger said all were in line with university workforce staff.
Motion by: Trustee Smith /Kelly
Seconded by: Trustee Young
Motion approved unanimously.

IX A motion was made to review and approve the 2005-2006 UWF Florida Educational Equity Act Update as presented by Cindy Faria who reported this is in compliance with federal and state laws.

http://uwf.edu/OHR/2006_FEEA_GEA_EAP.pdf

Motion by: Trustee Young
Seconded by: Trustees Fetterman/Merrill
Motion approved unanimously.

Trustee Young excused himself from the meeting.

Informational Items

1. Presidential Performance Assessment as presented by Chair Clark who noted that progress is being made toward conducting a comprehensive presidential

assessment. Clark noted that experts have been contacted and references are being secured as well as work samples as progress continues.

Chair Clark said that he and Kim Spear have been working to securing the appropriate group/individual and that he anticipates completion by end of summer. Trustee Gould noted the Faculty Senate is considering an evaluation of the President and other administrators in the fall and wanted to know if this information might be used by the consultants or how the two might interact or conflict. Chair Clark said the consultant would meet with different selected members of the campus, including faculty leadership.

2. Future WFHPI projects that may require UWF BOT approval was presented by Richard Brosnaham who reported that during the West Florida Historic Preservation, Inc. Board of Directors meeting on May 13,2006 several future projects were identified and may require approval of the UWF Board of Trustees.
 - o Acceptance of two historic houses by WFHPI and relocation of these buildings to Historic Pensacola Village for restoration
 - o Possible demolition of the McCullough Building (non-historic and non-contributing) to make way for the development of the property for university related purposes
 - o Possible acquisition of the Governor E.A. Perry House (2 E. Wright Street) from the Scottish Rite
 - o Possible acquisition of the old Escambia County Court House from the Escambia County BOCC for university related purposes
 - o Possible merger of the Pensacola Historical Society under the umbrella of WFHPI

Trustee Smith commented that it was a great idea. He inquired whether the acquisition of so many historic buildings restoration would impact restoration of campus buildings. Brosnaham said no, the funding for restoration comes with the building.

Trustee Bell commended Brosnaham and WFHPI for their service to the community.

Chair Clark reported that Faye Bowers will notify trustees of the Closed Session Conference Call for Collective Bargaining Update.

Adjournment

With no further items to be brought before the Board, Chair Clark asked for a motion to adjourn the meeting at 10:04 a.m. noting that there would not be a Closed Session today. A motion was made to adjourn the meeting.

Motion by: Trustee Gilluly

Seconded by: Trustee Fetterman

Motion approved unanimously.

UWF Board of Trustees Meeting
December 15, 2006

Issue: University Review/Presidential Evaluation

Proposed action: Approve

Background information: The Board of Trustees policy on presidential evaluations calls for the Executive Committee to bring a detailed recommendation to the full Board at the meeting preceding the anniversary date of the presidential appointment. This process has been followed annually since President Cavanaugh's selection as president. This year, however, based on national best practices, which involve a more comprehensive review in the president's fourth or fifth year, the UWF Board of Trustees contracted with an outside consultant to conduct an in-depth review of the university to inform and aid the Board of Trustees in its evaluation of the president. The review addresses eleven areas of the institution including the performance of the president. The review also includes 37 recommendations primarily for consideration by the president and 11 recommendations primarily for consideration by the Board of Trustees.

It is recommended that the Board of Trustees delegate the authority to the Chair of the Board of Trustees to prepare a summary statement of the president's performance based upon the Board's discussion of the results of the comprehensive university review. These documents would then be submitted to the Board of Governors in congruence with their policy requiring presidential evaluation. Further it is recommended that the president review the recommendations of the report and work in conjunction with the board to develop the goals and objectives upon which he will be evaluated in the upcoming year.

Recommendation: Delegate authority to the BOT chair to prepare and file with the BOG a summary statement of the president's performance based upon the Board's discussion of the comprehensive university review. Also, charge the president to work with the board to develop objectives and goals for the upcoming year.

Implementation Plan: File with Board of Governors Office. Develop presidential objectives for 06/07

Fiscal Implications: None

Supporting documents: 2006 University Review
http://uwf.edu/trustees/Dec15_06/UReview.pdf

Prepared by: Kim Spear, Chief of Staff, kspear@uwf.edu; 850-474-2200

Facilitator/Presenter: Chair, K.C. Clark

UWF Board of Trustees Meeting
Full Board
December 15, 2006

Issue: Election of Officers

Proposed action: Elect chair and vice chair

Background information: The officers of the Board of Trustees are the chair, vice-chair, executive officer, /corporate secretary. The chair and vice-chair shall be elected by the Board of Trustees at its first regular meeting after January 7, 2003 and shall serve for a two-year term to begin immediately upon selection. *Thereafter, the Board of Trustees shall elect the chair and vice chair at the last regularly scheduled meeting of the calendar year for a two-year term to begin January 1. The chair and vice-chair shall be eligible for reelection for a consecutive term, after which they must not be an officer for two years before becoming eligible for election again.*

Chair/vice chair

The chair shall preside at all meetings of the Board of Trustees, call special meetings of the Board when necessary, attest to actions of the Board and appoint trustees to standing and ad hoc committees. The vice-chair shall act as chair during the absence or disability of the chair.

Recommendation: Elect officers.

Implementation Plan: January 1, 2007

Fiscal Implications: None

Supporting documents: Bylaws http://uwf.edu/trustees/Dec15_06/BOT_Bylaws.pdf

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

Facilitator/Presenter: K.C. Clark and John Cavanaugh

UWF Board of Trustees Meeting
Full Board
December 15, 2006

Issue: March 2007 Board Meeting Date

Proposed action: Approve

Background information:

The March 2007 BOT meeting which was approved by the full Board in March of 2006 falls during Spring Break. This occurred as a result of the academic calendar being changed after the BOT set its calendar. The academic calendar was changed to accommodate Spring Break falling the same week as the county schools. To no avail, a workable new date on all calendars has not been determined.

Recommendation: Leave as originally scheduled.

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

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

Facilitator/Presenter: K.C. Clark

UWF Board of Trustees Meeting
December 15, 2006

Issue: UWF Founders' Medallion

Proposed Action: Approve

Background information:

Following several months of consideration and refinement, on June 29, 2006 the Honorary Awards and Recognition Committee voted to approve and recommend to the President who is recommending to the Board of Trustees the establishment of a new honor at UWF entitled the Founders' Medallion. The vision and supporting process approved by the Committee is as follows:

Founders' Medallion

Vision for the Founders' Medallion

The Founder's Medallion is established in honor of those University of West Florida faculty, staff, and community visionaries who were leaders in establishing the University. The Medallion symbolizes the founding ideals and vision of the University and is awarded to those who have exemplified those ideals. The Founders' Medallion may be awarded at Commencement or at another appropriate time and venue. The Founders' Medallion will first be awarded in 2007 to coincide with the celebration of the University of West Florida's 40th anniversary.

Development of Criteria and the Founders' Medallion

A group of founding faculty and staff will be included in developing recommendations for the President, including:

- *Criteria that uniquely reflect the founding ideals and principles of the University of West Florida;*
- *Design options for the Founders' Medallion (UWF staff will assist with this process).*

Selection Process

Nominations for the Founders' Medallion are welcomed from any member of the UWF community (faculty, administrators, staff, students, members of UWF Boards and advisory groups). Nominations should consist of a letter of nomination and may include supporting documentation such as vitae and additional letters of support. Nominations are submitted through the President's Office to the Honorary Awards and Recognition Committee. The President will seek the advice and counsel of the University's Honorary Awards and Recognition Committee and may also consult with past recipients and faculty and staff who are among the University's founders.

Recommendation: Provide feedback/concerns.

Implementation Plan: A group of founding faculty and staff will be asked to help develop criteria and a medallion design. The first award will be made in 2007.

Fiscal Implications: Minimal (design and purchase of medallions).

Supporting documents: None

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

December 15, 2006

Issue: Division of Development and *Creating Great Futures*
Campaign Update

Proposed Action: Informational

Background information:

An updated on Division of Development activities including the *Creating Great Futures* Campaign will be provided.

Recommendation: Provide feedback/concerns.

Implementation Plan: None

Fiscal Implications: None

Supporting documents: None

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
December 15, 2006

Issue: Fall 2006 Tuition Waiver

Proposed action: Informational

Background information: At its June 26, 2006 meeting, the University of West Florida Board of Trustees adopted an employee tuition waiver program. Effective with the Fall 2006 semester, eligible employees are 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.

Recommendation: N/A

Implementation Plan: N/A

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

Supporting documents: http://uwf.edu/trustees/Dec15_06/Tuition2006_Waiver.pdf

Prepared by: Colleen Asmus, Controller, 474-2642, casmus@uwf.edu

Facilitator/Presenter: Colleen Asmus

UWF Board of Trustees Meeting

December 15, 2006

Issue: Rules to Regulations

Proposed action: Informational

Background information:

On July 21, 2005 the BOG adopted a procedure that the state universities must use in adopting or amending *regulations*. This procedure replaced a statutory *rule* making procedure that the universities were required to comply with. To further distinguish the new process, the BOG procedure provided for a change in the title of these provisions, from “*rules*” to “*regulations*.” The BOG procedure also states that all *rules* that were in existence on July 21, 2005 were, as of that date, considered validly adopted *regulations*.

This informational item is to advise the BOT that all the UWF *rules* that were published in the Florida Administrative Code have been transferred to the UWF BOT website as *regulations*.

All regulations and amendments to regulations adopted by UWF since July 21, 2005 have been promulgated by UWF through the BOG regulation making procedure.

As an item of future reference, the General Counsel’s office has provided copies of all the former rules (now regulations) to the appropriate departments for review and updating and we anticipate that the BOT will be seeing several proposed amendments in the future.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents: None

Prepared by: Anita Schonberger, General Counsel, 850 474 3420
aschonberger@uwf.edu

Facilitator/Presenter: Anita Schonberger

UWF Board of Trustees Meeting

December 15, 2006

Issue: 2007-2008 Meeting Dates

Proposed action: Informational

Background information: The UWF Board of Trustees will be scheduled to meet five (5) times annually in 2007-2008 including one trip to Tallahassee to meet with legislative and governmental leaders. The proposed meeting schedule is in line with the Board Development Plan adopted in August 2004. Conference Call meetings will be scheduled as needed.

Recommendation: Review calendar at December 2006 to March 2007 at which time the Board will be asked to approve proposed meeting dates, contingent upon reservation of the Capitol Rotunda for UWF Day. Some dates are in conjunction with other UWF events*.

Implementation Plan:

September 14, 2007	BOT Meeting at UWF Conference Center
December 14, 2007	BOT Meeting at UWF Conference Center
March 14, 2008	BOT Meeting at Emerald Coast Campus (FWB)
	BOT at UWF Day at the Capitol in Tallahassee
June 12, 2008	BOT Meeting at UWF Conference Center
June 13, 2008	BOT Joint Strategic Planning at UWF Conference Center

*Spring and Fall Commencement

Fiscal Implications: That will depend on the attendance of out-of-town trustees, number of trustees who participate in UWF Day at the Capitol and the AGB National Conference on Trusteeship.

Supporting documents: None

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

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

EVALUATION Results of the May 4, 2006 UWF Board Meeting

Eleven of thirteen trustees completed the meeting evaluation and the results are below:

- 9 of 11 trustees agreed that the degree to which this meeting successfully addressed strategic issues received a 'High' rating
- 11 of 11 trustees agreed that the quality/significance of discussions received a 'High' rating
- 10 of 11 trustees agreed that the agenda/information provided received a 'High' rating
- 10 of 11 trustees agreed that the committee meetings/time allotment/significance of issues received a 'High' rating
- 11 of 11 trustees agreed that the technology received a 'High' rating
- 10 of 11 trustees agreed that the food received a 'High' rating
- 11 of 11 trustees agreed that the meeting site(s)/setup received a 'High' rating
- 11 of 11 trustees agreed that the board meeting in general received a 'High' rating.

Issues that might be discussed at the next meeting – Subsequent meeting topics
SGA Activities

Comments or suggestions:

1. Agendas should have section headings, times and room numbers bolded for ease of finding and agendas should be in chronological order, not starting with the full-board followed by committee reports
2. Recording secretary and date of preparation for all minutes should be identified. For the March 7, 2006 BOT meeting this was only done for the Academic and Student Affairs Committee Meeting. Knowing the recording secretary facilitates feedback, e.g., praise and corrections. Knowing the date of preparation along with the date of posting permits evaluation of the timeliness of minutes.
3. For ease in locating information before and during meetings, the agendas should be page numbered.
4. Trustees should be able to access all UWF web documents during BOT meetings.
5. The Committee process appears to work well in being able to address issues in detail without long drawn meetings.
6. I always appreciate the introduction of local, popular professors. The student presentations are excellent.
7. Extremely efficient and organized. Thank you.
8. Could we please have Diet Coke during the meetings?
9. Thank you.