Agenda

University of West Florida Board of Trustees Meeting
UWF Conference Center – Building 22 (Rooms A,B, and C)
11000 University Parkway, Pensacola, FL

June 7, 2011

8:15 a.m. Presidents Hall Kickoff Event

ORDER OF BUSINESS

9:00 a.m. BOT Strategic Topics
Finance, Administration & Audit Committee
Academic & Student Affairs Committee
Full Board of Trustees Meeting

The agenda will be followed in the subsequent order and items may be heard earlier than the scheduled times. There will be a brief lunch break at some time.

BOT Strategic Topics

9:00 a.m. Convene Full Board

1. FY2011/12 Budget Presentation
2. Profile of Current Student Body PowerPoint Presentation
3. Tuition and Fees Overview PowerPoint Presentation
4. Academic Visioning PowerPoint Presentation

End Full Board

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.
COMMITTEES’ AGENDAS

FINANCE, ADMINISTRATION & AUDIT COMMITTEE………………………………………………..Mr. Mort O’Sullivan Committee Chair

Action Items

1. Minutes
   March 25, 2011
   http://uwf.edu/trustees/June7_11/FA03252011MN.pdf
2. Tuition & Fees
   a. Student Activity and Service, Athletic and Health Fees
   b. Graduate Student Housing Rental Rates
   c. Parking & Traffic
      i. Parking Permit Fees and Transportation Access Fees
      ii. UWF REG 5.001 – Parking & Traffic Control
   d. Tuition Impact & UWF Emergency Regulation 4.008 Tuition and Fees PowerPoint Presentation
3. Estimated Consolidated Operating Budget for FY 2011-2012
4. FY2012-2016 Fixed Capital Outlay 5 Year Plan
5. Revise “Guidelines for Naming Opportunities” & Adopt Policy
6. 2009/10 UWF Bright Futures Scholarship Program Audit by the Auditor General
8. Internal Audits Completed This Quarter
10. UWF – Florida Equity Report
11. Authorization to Sign Checks

Informational/Discussion Items
UPDATE – FY 2010-11 Operating Budget Summary

Other Finance, Administration & Audit Items

ACADEMIC & STUDENT AFFAIRS COMMITTEE…………………………………………………..Mr. Robert ‘Bob’ Jones Committee Chair

Action Items

1. Minutes
   March 25, 2011
   http://uwf.edu/trustees/June7_11/AS03252011MN.pdf
2. UWF REG 3.017 – Release of Student Educational Records
3. UWF REG 3.001 – Admission Standards for First Time in College Applicants
4. UWF REG 3.032 – Undergraduate Admission Standards for Transfer Students
5. Request for Approval for Specialization in Excess of 120 Semester Hours-Elementary Education

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.
6. Request for Approval for Specialization in Excess of 120 Semester Hours-Exceptional Student Elementary Education
7. UWF Athletic Philosophy Statement

Informational/Discussion Items
1. NWF2UWF/Direct Admit PowerPoint Presentation
2. UPDATE - Student Health Insurance
3. Career Services Program Review
4. Athletic Highlights

Other Academic & Student Affairs Items

FULL BOARD OF TRUSTEES MEETING

Call to Order……………………………………………………………………………………..General Chuck Horner, RET Board Chair

Roll Call……………………………………………………………………………………………..Faye Bowers

Chair’s Greetings……………………………………………………………………………………..General Horner

President’s Report…………………………………………………………………………………………Dr. Judy Bense

Action Items
1. Minutes –
   March 25, 2011
   http://uwf.edu/trustees/June7_11/FBOT03252011MN.pdf

2. CONSENT AGENDA ITEMS FOR APPROVAL: Trustees may pull any individual item from the consent agenda below for further review, if they so desire.
   a. Tuition & Fees
      i. Student Activity and Service, Athletic and Health Fees
      ii. Graduate Student Housing Rental Rates
   b. Parking & Traffic
      1. Parking Permit Fees and Transportation Access Fees
      2. UWF REG 5.001 – Parking & Traffic Control
   c. Tuition Impact & UWF Emergency Regulation 4.008 Tuition and Fees Regulation Presentation
   d. Estimated Consolidated Operating Budget for FY 2011-2012
   e. FY2012-2016 Fixed Capital Outlay 5 Year Plan
   f. Revise “Guidelines for Naming Opportunities” & Adopt Policy
   g. 2009/10 UWF Bright Futures Scholarship Program Audit by the Auditor General

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.
i. Internal Audits Completed This Quarter
j. Work Plan Internal Auditing 2011/12-2012/13
k. UWF – Florida Equity Report
l. Authorization to Sign Checks
m. UWF REG 3.017 – Release of Student Educational Records
n. UWF REG 3.001 – Admission Standards for First Time in College Applicants
o. UWF REG 3.032 – Undergraduate Admission Standards for Transfer Students
p. Request for Approval for Specialization in Excess of 120 Semester Hours-Elementary Education
q. Request for Approval for Specialization in Excess of 120 Semester Hours-Exceptional Student Elementary Education
r. UWF Athletic Philosophy Statement

3. 2011 University Work Plan Update
4. Tenure Approval
5. Resolutions in Recognition and Appreciation of Distinguished Service

Informational/Discussion Items

Other Full Board Items

Events:
• Today 6:00 p.m. UWF Boards’ Appreciation Reception @ Argo Club
• Tomorrow 8:30 a.m. UWF Joint Boards Workshop Conference Center
• Between 1- 2 p.m. (Optional) Tour of Health & Wellness Facility

Adjournment

All meetings will occur in Building 22, Rooms A, B & C UWF Conference Center according to the order listed above.
UWF Board of Trustees Meeting
June 7, 2011

Issue: FY2011-12 Budget

Proposed action: Informational

Background information:

President Bense will explain the approach to developing the Fiscal Year 2011-12 UWF budget including the approach to cuts and strategic investments.

Recommendation: Adopt UWF 2011/12 Budget

Implementation Plan: The university is moving toward a strategic integrated budget and planning process. The process for FY2011-12 will be described in this presentation.

Fiscal Implications: University Budget for FY2011-12

Supporting documents:

PowerPoint Presentation forthcoming

Prepared by: Dr. Kim Brown, Chief of Staff & Assistant Corporate Secretary/BOT, 474-2200, kimbrown@uwf.edu

Presenter: Dr. Judy Bense, President
Issue: Student Body Profile

Proposed Action: Informational

Background information:

At the March 2011 Board of Trustees meeting, Dr. Tammy McGuckin and Dr. Tom Westcott provided a presentation on today’s “Millennium Generation” students. As a follow-up this educational session focuses on the profile of UWF’s current student body.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

Student Population (18 slides)
http://uwf.edu/trustees/Junе7_11/Stuｎｅ_Population.pptx

Prepared by: Dr. Sue McKinnon, Associate Vice President for Enrollment Management, 474-3358, smckinnon@uwf.edu

Presenter: Dr. Sue McKinnon
UWF Board of Trustees Meeting
June 7, 2011

Issue: Provide an overview of the history and trends in the tuition and fees paid by UWF students.

Proposed action: Informational

Background information:

In keeping with Florida statute 1009.24 and the applicable Board of Governors regulations in Chapter 7, each year the Board of Trustees considers changes to the mandatory tuition and fees at the University of West Florida. This presentation is intended to provide an overview of the history and trends in those fees paid by students attending the University of West Florida as well as provide a context for those fees compared to other institutions across the state and the nation.

Recommendation: NA

Implementation Plan: NA

Fiscal Implications: NA

Supporting documents:

Overview PPT (12 slides)
http://uwf.edu/trustees/June7_11/Tuition_Overview.pptx

Prepared by: Dr. Susan Stephenson, Chief Budget Officer,
Dr. Sue McKinnon, Associate Vice President for Enrollment Management,
Ms. Colleen Asmus, Assistant Vice President for Financial Services, and
Ms. Shelly Blake, Executive Assistant to the Provost

Presenters: Dr. Susan Stephenson, Dr. Sue McKinnon, and Ms. Colleen Asmus
UWF Board of Trustees Meeting
June 7, 2011

Issue: Academic Visioning

Proposed Action: Informational

Background Information:

Earlier this year, the Provost convened the Strategic Academic Visioning and Empowerment (SAVE) Committee charged with developing a vision, mission, goals and strategic priorities for Academic Affairs for the next 5 to 10 years.

The SAVE Committee, co-chaired by Dr. Mike Huggins and Dr. Stacie Whinnery continues its efforts of utilizing a structured, transparent process to gather input from all stakeholders (faculty, staff, students, alumni, and the community).

An update is provided to the Board of Trustees of activities to date.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

Academic Visioning (6 slides)
http://uwf.edu/trustees/June7_11/AV.pptx

Prepared by: Dr. Chula King, Provost, Academic Affairs, 474-2035, cking@uwf.edu

Presenter: Dr. Stacie Whinnery
Agenda

University of West Florida Board of Trustees Meeting
UWF Conference Center – Rooms A, B & C
11000 University Parkway, Pensacola, Florida

June 7, 2011

(Immediately following full Board Strategic Topics discussion)

Finance, Administration & Audit Committee

Call to Order..........................................................................................................................Mr. Mort O’Sullivan
Committee Chair

Roll Call..................................................................................................................................Faye Bowers

Chair’s Greetings.....................................................................................................................Mr. Mort O’Sullivan

Action Items

1. Minutes
   March 25, 2011
   http://uwf.edu/trustees/June7_11/FA03252011MN.pdf
2. Tuition & Fees
   a. Student Activity and Service, Athletic and Health Fees
   b. Graduate Student Housing Rental Rates
   c. Parking & Traffic
      i. Parking Permit Fees and Transportation Access Fees
      ii. UWF REG 5.001 – Parking & Traffic Control
   d. Tuition Impact & UWF Emergency Regulation 4.008 Tuition and Fees PowerPoint
      Presentation
3. Estimated Consolidated Operating Budget for FY 2011-2012
4. FY2012-2016 Fixed Capital Outlay 5 Year Plan
5. Revise “Guidelines for Naming Opportunities” & Adopt Policy
6. 2009/10 UWF Bright Futures Scholarship Program Audit by the Auditor General
7. State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards
   for FY 2009/10 Audit Report [Annually Federal Funds Audit By Auditor General]
8. Internal Audits Completed This Quarter
10. UWF – Florida Equity Report
11. Authorization to Sign Checks

Informational/Discussion Items

UPDATE – FY 2010-11 Operating Budget Summary

Other Finance Items

Adjournment
Draft Minutes
UWF Board of Trustees
UWF Conference Center, 11000 University Parkway, Pensacola, FL
March 25, 2011


Finance, Administration & Audit Committee
Committee Chair Mort O’Sullivan called the meeting to order at 8:33 a.m. Central Time on March 25, 2011 with the trustees present, listed below. He then asked if there were others joining by conference call. Trustee Marny Gilluly was unable to attend.

Mr. K.C. Clark*
Mr. Mort O’Sullivan
Ms. Jeanne Godwin
Ms. Bentina Terry

*conference call

Other trustees present:
General Chuck Horner, RET
Dr. Richie Platt
Mr. Bob Jones
Mr. Josh Finley

Also present:
Dr. Judy Bense, President
Dr. Chula King, Provost & Vice President for Academic Affairs
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for University Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Mrs. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT
Ms. Patti Ross, Executive Administrative Assistant/Office of the President
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

Chair’s Greeting

Chair O’Sullivan welcomed everyone to the Finance, Administration and Audit committee expressing his appreciation for their attendance. He reminded everyone that the meeting is being webcast thanks to the WUWF staff. He reported that once this committee is adjourned the Academic & Student Affairs Committee will convene.
Action Items

1. Minutes:
   Chair O’Sullivan reminded committee members that they have had the opportunity to review the minutes. If there were no corrections/changes he then called for a motion.

   A motion was made to approve the minutes of December 10, 2010 as presented.
   Motion by: Trustee Godwin
   Seconded by: Trustee Horner
   Motion passed unanimously.

2. Audit Reports –
   Ms. Betsy Bowers, Associate Vice President for Internal Auditing and Management Consulting addressed the Board saying that in accordance with the 2009/10 and 2010/11 annual work plans, Internal Auditing & Management Consulting (IAMC) completed two audits during this quarter: Auxiliaries and ARRA (American Recovery and Reinvestment Act of 2009). Below are synopses of each:

   1. **Auxiliaries-UWF-10/11-01**
      This audit was originally part of the 2009/10 internal audit work plan approved by the BOT at its June 2009 meeting. When it was not completed by June 30, 2010, the audit was carried forward to the 2010/11 fiscal year and completed. The audit period was July 1, 2008-February 28, 2010 and focused upon financial, compliance and operational issues.
      
      **Results:** The audit revealed five findings. The first finding identified a need for an Auxiliary Oversight Board with the authority to develop and enforce policies related to auxiliary operations. The second finding noted the administrative overhead rate of 3.71% (charges to auxiliary activities to cover administrative systems support) had not been formally evaluated for several years. The third finding identified the need for a formal Auxiliary policy. The fourth finding recognized that mission and purpose statements for all the auxiliary accounts were not on file. The fifth finding identified several Materials and Supplies fee accounts that had cash balances extending over several fiscal years.
      
      **Management’s Actions:** An Auxiliary Oversight Board will be created by May 1, 2011. A review of the administrative overhead rate will be evaluated and recommendations made by June 30, 2011. An auxiliary policy will be developed and implemented by September 30, 2011. Mission and purpose statements will be obtained for all auxiliary accounts by June 30, 2011. Detailed budgets that demonstrate the spending plan for Equipment Fees and Materials and Supplies Fees will be required and the cash balances in these accounts will be monitored at the end of each fiscal year to ensure balances are not accumulating inappropriately; this new process will be used during the next fee cycle which begins in Spring 2012 for fees effective Fall 2012.

   2. **ARRA (American Recovery and Reinvestment Act) –UWF-10/11-02**
      This audit was part of the 2010/11 internal audit work plan approved by the BOT at its June 2010 meeting. The audit period was July 1, 2009-June 30, 2010. The American Recovery and Reinvestment Act of 2009, commonly referred to as “Stimulus Funding,” was enacted by the federal government as part of the ongoing effort to alleviate the effects of unemployment and other financial issues resulting from a sluggish U.S. economy. Funding was distributed to each state’s department of education for further distribution.
Funding in the amount of $4,548,843.36 was provided to the University of West Florida through the Florida Department of Education’s “State Fiscal Stabilization Fund.” Of this amount, $294,798 was provided from the Governor’s “Discretionary” funding, $14,380 was awarded to the UWF radio station (WUWF), and $17,945.36 was awarded to the College Reach Out Program (CROP).

**Results:** The audit revealed no findings. We identified several notable strengths: documentation was orderly and thorough; an extremely qualified work team assembled to develop policies and procedures relating to ARRA; and when a weakness in internal controls was identified by the project team, they implemented improvements in the data-gathering procedures that minimized the risk of future errors.


**UWF-10/11-01** Internal Auditing Report on Auxiliaries  

**UWF-10/11-02** Internal Auditing Report on ARRA (American Recovery and Reinvestment Act)  

A motion was made to accept the UWF Auxiliaries Report July 1, 2008 thru February 28, 2010 and the UWF ARRA of 2009 Budget & Expenditure Reporting Audit Report July 1, 2009 – June 30, 2010 as presented by Ms. Betsy Bowers, Associate Vice President.

Motion by: Trustee Terry  
Seconded by: Trustee Clark  
Motion passed unanimously.

### 3. UWF Educational Research Center for Child Development (ERCCD) Fees for 2011-2012

Dr. Tammy McGuckin, Assistant Vice President reported that Rule 6-C7.003 (Special Fees, Fines, and Penalties) requires the Board of Trustees to establish or change child care and service fees for Educational Research Center for Child Development.

**CURRENT AND PROPOSED WEEKLY CHILD CARE FEES FOR 2011-2012**

<table>
<thead>
<tr>
<th></th>
<th>Current Fees</th>
<th>Proposed Fees</th>
<th>Amt. Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant/Toddler Student</td>
<td>$115.00</td>
<td>$117.00</td>
<td>$2.00</td>
<td>1.74%</td>
</tr>
<tr>
<td>Non-Student</td>
<td>$135.00</td>
<td>$138.00</td>
<td>$3.00</td>
<td>2.23%</td>
</tr>
<tr>
<td>Preschool I &amp; II Student</td>
<td>$100.00</td>
<td>$102.00</td>
<td>$2.00</td>
<td>2.0%</td>
</tr>
<tr>
<td>Non-Student</td>
<td>$120.00</td>
<td>$123.00</td>
<td>$3.00</td>
<td>2.5%</td>
</tr>
<tr>
<td>School Age Summer Camp</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

No increase to Registration fees


A motion was made to approve the UWF ERCCD Fees for 2011-2012 as presented by Dr. Tammy McGuckin, Assistant Vice President/Interim Dean of Students.

Motion by: Trustee Terry
Seconded by: Trustee Godwin
Motion passed unanimously.

4. **UWF REG 5.010 Educational Research Center for Child Development** –

Dr. Tammy McGuckin, Assistant Vice President addressed the proposed amendment to UWF/REG-5.010 increases the fee structure for the 2011-2012 year.

**Regulation Amendment Procedural History:** The notice of proposed amendment to UWF/REG 5.010 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of Argus Today and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.


A motion was made to approve the amendment of UWF REG 5.010 as set forth in the supporting documentation which was presented by Dr. Tammy McGuckin, also.

Motion by: Trustee Godwin
Seconded by: Trustee Terry
Motion passed unanimously.

5. **University Housing Residence Life Rental Rates** –

Dr. James Hurd, Senior Associate VP for Student Affairs and Dr. Ruth Davison, Director of Housing and Residence Life reported that the UWF Board of Trustees has authority to approve changes to the rental rates for University Housing. The rental rate increases are necessary and sufficient to pay debt service, fund reserve requirements, and maintain operating and maintenance/custodial costs. Historically, University Housing has increased system rates incrementally to manage rising costs of operations and to sustain appropriate debt service ratios as required by system bond covenants. In preparing for this rate review cycle University Housing engaged nationally recognized university housing consultants Brailsford and Dunlavey to provide a rate analysis of the current rate structure. The objective of this external review was to determine whether the current rate structure was appropriate both in terms of rates by unit type and aggregate rates as compared with UWF’s state and regional competition. The rate study suggested that while most unit type rates should be increased two rates should be reduced. Much of the information provided in the exhibits is from that study. These proposed rate increases were presented to the current residents via the Residence
Housing Association, the Student Government Association (SGA) and the SGA President. The proposed rates are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southside Village – Single Occupancy</td>
<td>$2,495</td>
<td>$2,745</td>
<td>10.02%</td>
</tr>
<tr>
<td>Southside Village – Double Occupancy</td>
<td>$1,915</td>
<td>$2,087</td>
<td>8.98%</td>
</tr>
<tr>
<td>Argo, Martin &amp; Pace – Double Occupancy</td>
<td>$2,320</td>
<td>$2,520</td>
<td>8.62%</td>
</tr>
<tr>
<td>Argo, Martin &amp; Pace – Triple Occupancy</td>
<td>$1,720</td>
<td>$1,892</td>
<td>10.00%</td>
</tr>
<tr>
<td>University Village – East 4-Bdrm</td>
<td>$2,555</td>
<td>$2,700</td>
<td>5.68%</td>
</tr>
<tr>
<td>University Village – East 2-Bdrm</td>
<td>$3,170</td>
<td>$3,100</td>
<td>-2.21%</td>
</tr>
<tr>
<td>University Village – West 4-Bdrm</td>
<td>$2,950</td>
<td>$3,100</td>
<td>5.08%</td>
</tr>
<tr>
<td>University Village – West 2-Bdrm</td>
<td>$3,620</td>
<td>$3,500</td>
<td>-3.31%</td>
</tr>
<tr>
<td>Heritage Hall – Double</td>
<td>$2,400</td>
<td>$2,575</td>
<td>7.29%</td>
</tr>
<tr>
<td>Heritage Hall – Single (3 per room)</td>
<td>$2,650</td>
<td>$2,810</td>
<td>6.04%</td>
</tr>
</tbody>
</table>

**Average Rate Change**  
5.62%


Exhibit A – Excerpts from Brailsford and Dunlavey Study  

Exhibit B – Public University Housing Rates  

A motion was made to approve the proposed University Housing Residence Life rental rate adjustment effective Fall 2011 as presented by Dr. Jim Hurd, Senior Associate Vice President for Student Affairs and Dr. Ruth Davison, Director of Housing and Residence Life.

Motion by: Trustee Terry  
Seconded by: Trustee Horner  
Motion passed unanimously.

6. **University of West Florida Annual Financial Report for 2009-2010** –  
Ms. Colleen Asmus, Assistant Vice President for Financial Services, reported that on February 11, 2011, the State of Florida Auditor General released the report on the audit of the financial statements
of the University of West Florida for the fiscal year ended June 30, 2010. The Executive Summary included in the audit report contains the following:

**Summary of Report on Financial Statements** – Our audit disclosed that the University’s basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

**Summary of Report on Internal Control and Compliance** – Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards issued by the Comptroller General of the United States.


A motion was made to approve the University’s audited financial statements, notes and management’s discussion and analysis as published in the Annual Financial Report for 2009-10 as presented by Ms. Colleen Asmus, Assistant Vice President for Financial Services.

**Motion by:** Trustee Terry  
**Seconded by:** Trustee Godwin  
**Motion passed unanimously.**

**Informational Item** –  
**FY 2010-11 Operating Budget Summary** was presented by Dr. Susan Stephenson, Chief Budget Officer said that the FY 2010-11 Operating Budget Summary provides a report at the end of the second quarter with budget-to-actual results for each fund group.

The Life-to-Date Capital Budget shows that the university is on schedule with the current Capital plan implementation. The new Wellness Center and the renovation projects for the Aquatics Center are in various construction phases. The Building 70 renovation was completed in December. The College of Business Phase I & II (FY08/09; FY10/11) of the three-phase project is in the construction document design phase. Construction start on site is planned for March 2011 with completion in July 2012.


FY 2010-11 Operating Budget Summary, including the Life-to-Date Capital Budget – 11 pages [http://uwf.edu/trustees/Mar25_11/Final_COBS.pdf](http://uwf.edu/trustees/Mar25_11/Final_COBS.pdf)

With nothing further to discuss, the meeting was adjourned at 8:55 a.m.

Respectfully submitted  
Faye H. Bowers, recording secretary
UWF Board of Trustees
Finance, Administration and Audit Committee
June 7, 2011

Issue: Student Activity and Service, Athletic and Health Fees

Proposed action: Approve the proposed fee increases effective Fall Semester, 2011

Background information:

Section 1009.24, Florida Statutes, requires each university Board of Trustees to establish separate Activity and Service, Athletic, and Health Fees. The law further provides that any increase in the fees be recommended by campus fee committees. One-half of each committee shall consist of students appointed by the student body president, with the remainder appointed by the university president. The statute further requires that the university president approve any proposed increases after consultation with the student body president with final approval by the University Board of Trustees.

BOG Regulation 7.003 Fees, Fines and Penalties specifies that “(t)he sum of the activity and service, health, and athletic fees a student is required to pay to register for a course shall not exceed 40 percent of the tuition. Within the 40 percent cap, universities may not increase the aggregate sum of activity and service, health, and athletic fees more than 5 percent per year or the same percentage increase in tuition, whichever is higher.”

A 5% aggregate increase has previously been approved by the Board of Trustees in December of 2010 for the fall 2011 semester. At the conclusion of the Legislative budget process an 8% increase in base tuition, which creates up to 3% additional capacity in the aggregate student fees, was included in the budget to go forward. Based on this information, the Student Fee Committee was assembled and presented with a proposal to approve revised fees based on the potential additional fee capacity created by the 8% base tuition increase.

The original fee structure approved by the BOT in December 2010 accounted for a 5% aggregate increase in the total fees. Whereas the advancement of Intercollegiate Athletics as a catalyst for enhancing student life is one of the University’s priorities and the number one recommendation of the Athletic Visioning Committee was to strengthen the current program, Student Affairs administration requested that the entire additional fee capacity (3%) created by the increase in base tuition be designated for the Athletic fee. The Student Fee Committee was asked to approve, pending final action of the Legislature and Governor, fee increases commensurate with the total base tuition increase. Minutes of this meeting are provided as Exhibit A. The Committee debated the proposed increase and considered the priorities of other fund others and recommends the following update to the A&S, Athletic, and Health Fee rates for 2011-12:
**Recommendation:** Approve updated A&S, Athletic, and Health Fee Increases

**Implementation Plan:** New Fees will be implemented Fall Semester 2011

**Fiscal Implication:** Approval of these fees will meet the most critical needs of the services and programs that these fees support and will enhance programs and services essential to UWF students.

**Supporting documentation:**

Minutes of Student Fee Committee – Exhibit A (2 pages)

http://uwf.edu/trustees/June7_11/ExhibitA.pdf

**Prepared by:** Dr. Jim Hurd, Senior Associate Vice President, Student Affairs, 474-2214, (jhurd@uwf.edu)

**Presenter:** Dr. Jim Hurd
UWF Board of Trustees
Finance, Administration and Audit Committee
June 7, 2011

Issue: West Florida Historic Preservation, Inc. and University Housing and Residence Life Student Rental Rates for 2011-2012

Proposed action: Approve the proposed rental rate effective Fall 2011

Background Information:

The UWF Board of Trustees has authority to approve the rental rates for University Housing. The West Florida Historic Preservation, Inc. and the University of West Florida Department of Housing and Residence Life have partnered to provide five graduate student beds at the McVoy House located at 202 Church Street in downtown Pensacola. West Florida Historic Preservation, Inc. owns the McVoy House at 202 Church Street.

The proposed rates are as follows:

2011-2012 Rental Rates for the McVoy House

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Bedroom</td>
<td>$2000 per semester</td>
</tr>
<tr>
<td>Double Bedroom</td>
<td>$1800 per semester</td>
</tr>
</tbody>
</table>

Recommendation: West Florida Historic Preservation, Inc., the Department of Housing and Residence Life, and the Vice President for Student Affairs recommend the housing rates for 2011-2012 be adopted as listed above.

Implementation: The new rates will be effective for Fall 2011, Spring 2012 and Summer 2012.

Fiscal Implications: The revenues will cover the costs of operating and maintaining the graduate student beds at the McVoy House.

Supporting documents:

None

Prepared by: Mr. Alan Brian, Executive Specialist VPSA, 474-2214, abrian@uwf.edu

Presenter: Dr. Richard Brosnaham and Dr. Ruth Davison
Action

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
June 7, 2011

Issue: Parking Permit Fees and Transportation Access Fees.

Proposed Action: Approve changes to UWF Regulation 5.001 including proposed fee increases effective Fall Semester, 2011.

Background Information: Parking permit fees and transportation access fees have not increased since 2005. The Parking and Transportation Advisory Committee (PTAC) is charged with making parking and transportation fee recommendations. On March 4th, 2011 the PTAC met and made the following parking fee recommendations for the 2011/12 academic year. The recommendations were presented to the Faculty Senate, the Staff Senate and the Student Government Association for comment. The Faculty Senate made several recommendations for alterations to the PTAC plan, most notably free parking for adjunct instructors; given various complications of implementing these recommendations and they have been deferred for consideration in a future regulation update.

Increased revenues from these fees will be used to perform critical maintenance on existing parking lots and to add a fourth campus trolley route, enabling better use of the overflow parking lots by decreasing trolley intervals from 15 minutes to 7 minutes.

Recommendation: Approve changes to Regulation 5.001 and proposed fee increases below.

PARKING PERMITS:

<table>
<thead>
<tr>
<th>Type of Permit</th>
<th>Current Fee</th>
<th>Recommended Fee</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Student - annual</td>
<td>$30.00</td>
<td>$55.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Resident Student - annual</td>
<td>$30.00</td>
<td>$70.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Faculty/staff - annual</td>
<td>$44.00</td>
<td>$70.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>Motorcycle - annual</td>
<td>$15.00</td>
<td>$35.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Reserved/Administration</td>
<td>$84.00</td>
<td>$125.00</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

CITATION FINES:

<table>
<thead>
<tr>
<th>Citation Fee Changes</th>
<th>Current Fine</th>
<th>Proposed Fine</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in resident/reserved spot</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>No parking permit</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

TRANSPORTATION ACCESS FEE:

<table>
<thead>
<tr>
<th>Transportation Access Fee:</th>
<th>Current Fee</th>
<th>Recommended Fee</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking and Transportation Fee (per credit hour)</td>
<td>$1.80</td>
<td>$3.00</td>
<td>$1.20</td>
</tr>
</tbody>
</table>

Implementation Plan: New fees will be implemented beginning Fall Semester 2011.
Fiscal Implications: These increases are necessary to maintain and improve the parking and transportation systems on campus.

Supporting documents:

Parking Fees Comparison SUS - (1 page)
http://uwf.edu/trustees/June7_11/SUS_Comparison.pdf

Notice of Proposed Regulation Amendments, with Text of Proposed Regulation Amendments, Revisions to UWF/REG 5.001, Parking - (9 pages)
http://uwf.edu/trustees/June7_11/PandT_Changes.pdf

Prepared by: Mr. Chip Chism, Manager Parking & Transportation Services, 473-7711, jchism@uwf.edu

Presented by: Mr. Dave O’Brien, Associate Vice President
Issue: UWF/REG-5.001 Parking and Traffic Control

Proposed action: Approve amendment of UWF/REG-5.001 Parking and Traffic Control

Background information: The proposed amendment to UWF Regulation 5.001 increases the parking permit fees; increases the fines for parking in a resident or reserved space to $50, increases the failure-to-register fine to $50, and increases the student transportation access fee from $1.80 to $3.00.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 5.001 was posted to the BOT website on May 6, 2011 and comment was invited. The notice was also published in the May 11, 2011 edition of Argus Today and comment was invited. No comments have been received as of May 11, 2011. The required 30 day notice period for the proposed regulation will end on June 5, 2011.

Recommendation: Approve amendment of UWF/REG-5.001 Parking and Traffic Control as set forth in the supporting documentation.

Implementation Plan: Effective immediately upon BOT action.

Fiscal Implications: Increased Revenue.

Supporting documents:

UWF/REG 5.001 Regulation Amendment Notice with Proposed Amendments (9 pages)  
http://uwf.edu/trustees/June7_11/UWFREG5.001NOPA.pdf

BOG Regulation 7.003(9),(10) – (9 pages)  
http://uwf.edu/trustees/June7_11/BOGREG7.003.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474 3420, aschonberger@uwf.edu

Presenter: Mr. David O’Brien, Associate Vice President
UWF Board of Trustees Meeting  
Finance, Administration, and Audit Committee  
June 7, 2011

Issue:  
Tuition and Fees for Fall 2011

Proposed action:  
Approve Emergency Regulation UWF/ER10-4.008 Tuition and Fees, Fines and Penalties (Fall 2011)

Background information:  
Proposed Changes to Reflected in the Emergency Tuition Regulation are as follows:

Recently, the Florida legislature approved an increase of 8% in the basic undergraduate tuition. Increases to the basic undergraduate tuition and tuition differential combined cannot exceed 15%. Increases to those fees combined, totaling 15% are reflected on the proposed Emergency Regulation.

Florida law permits an increase in graduate tuition of up to 15% each year. Increases to the graduate tuition are reflected on the proposed Emergency Regulation. A slight increase in the graduate basic tuition for the Emerald Coast cohort courses is proposed so that the charges for the MSN courses and the Emerald Coast EdD. cohort courses will be the same.

Florida law permits the University to charge a “differential out-of-state fee” to students from another state that borders the service area of the University. An increase of this fee from $40 to $100, for both undergraduate and graduate students from Alabama, is proposed.

The Board of Governors authorizes the University to collect a financial aid fee of up to 5% of the basic tuition (undergraduate or graduate) and applicable out of state fee. The Board of Governors also authorizes the University to collect a technology fee of up to 5% of the tuition charges per credit hour. The changes to the financial aid fee and technology fee are reflected on the proposed Emergency Regulation.

The Board of Governors authorizes the University to increase the Health, Athletic, and Activity and Service fees. Increases to these fees are limited, however. The sum of the three fees may not exceed 40% of the tuition. Within the 40% cap, the aggregate sum of the three fees may not be increased by more than 5% per year, or by more than the percentage the tuition is increasing, whichever is higher. Increases in these fees must be recommended by a committee, which is comprised of at least 50% students appointed by the student body president. This year, the tuition is increasing by 8%. Increases to the Health, Athletic and Activity and Service fee were recommended by a fee committee properly convened. The proposed increases are reflected on the proposed Emergency Regulation.
The Florida legislature recently passed a law that permit a $5.00 per course fee for students who take a distance learning course administered through the Florida Distance Learning Consortium. That fee has been added to the proposed Emergency Regulation.

The fee for students repeating a class for the third time is set by the Board of Governors. This fee is decreasing from $163.38 to $159.87.

The Florida legislature recently passed a law increasing the amounts charged for students who exceed, by the percentages listed, the amount of credits needed to complete a degree in their chosen field of study. The amounts applying to current students and the amounts applying to new students are both added to the proposed tuition regulation.

An increase in the transportation access fee, from $1.80 to $3.00 per credit hour is being proposed with the Parking and Traffic regulation, but is reflected in the Emergency Regulation as part of fees associated with tuition.

A change was made to the category of fees for Non-Academic Services, to clarify that the amount listed (“at cost”) applies to students only.

**Procedural History and Explanation of Emergency Process:**

In accordance with BOG regulations, all amendments to regulations must be posted for 30 days on the Board of Trustees website before the Board of Trustees may approve an amendment to a regulation. Due to the recentness of the legislative action, there was insufficient time to post the proposed regulation to the BOT website for 30 days in advance of the June 7, 2011 meeting. The Board of Governors permits the University to adopt an amendment to a regulation using an emergency procedure in cases where the welfare of the University is at issue. The emergency procedure used must be fair under the circumstances. In such cases, the University must publish to the BOT website the specific facts and reasons for concluding that the procedure is fair under the circumstances. The regulation adopted under the emergency procedures may only be effective for 90 days.

In this instance, the University will seek BOT approval for the proposed regulation at the June 7, 2011 meeting and then immediately post the emergency regulation to the BOT website although, the effective date of the regulation will not be until July 1, 2011. Students will be able to comment for three weeks prior to the effective date of the emergency regulation. The 90-day effective period for the emergency regulation will be from July 1, 2011 through September 23, 2011. Through the emergency regulation new charges go into effect for the fall, 2011 semester, so students will have ample notification of the charges that will affect them for the coming semester. For these reasons the procedures are fair under the circumstances.

In addition, the regulation will be adopted by regular procedures. This means that at least 30 days before the September 23, 2011 meeting, the regulation will be posted for comment.
**Recommendation:** Approve amendment of UWF/ER 10-4.008 as set forth in the supporting documentation.

**Implementation Plan:** This regulation is a select regulation because it concerns tuition. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

**Fiscal Implications:** Additional Revenue to help meet costs with decreased state appropriations.

**Supporting document:**

UWF/ER 10-4.008 proposed
http://uwf.edu/trustees/June7_11/UWF_ER10_4.008.pdf

**Prepared by:** Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474-3420, aschonberger@uwf.edu

**Presenter:** Dr. Susan Stephenson, Chief Budget Officer
Action

UWF Board of Trustees Meeting
Finance, Administration & Audit Committee
June 7, 2011

**Issue:** Estimated FY 2011-12 Consolidated Operating Budget

**Proposed action:** Approve and Authorize the President to make subsequent changes to the budget as needed

**Background information:**

The FY 2011-12 Consolidated Operating Budget for the University of West Florida is due to the Florida Board of Governors in August 2011. The UWF budget incorporates State budget reductions as well as local revenue growth, and overall reflects the strategic plans of the university. It contains the following fund groups: Education and General, Auxiliaries, Contracts and Grants, Athletics, Student Activity, Financial Aid, Concessions, and Technology.

As a member of the State University System of Florida, UWF operates within the policies and rules of the Legislature, the Florida Board of Governors, and the UWF Board of Trustees. The budget and funds allocated in the UWF FY 2011-12 Consolidated Operating Budget are within the authority provided by the 2011 General Appropriations Act and by Florida Statutes.

**Recommendations:**

1. **Approve** the estimated Operating Budget for the fiscal year ending June 30, 2012 for both appropriated and non-appropriated funds.

2. **Authorize** the President to make subsequent changes to the budget as needed, including the changes between the estimated budget and the budget to be submitted to the Florida Board of Governors by August 2011, and other changes during the fiscal year.

**Implementation:** N/A

**Fiscal Implications:** N/A

**Supporting documents:**

Estimated FY 2011-12 Consolidated Operating Budget (1 page)

**Prepared by:** Ms. Valerie Z. Moneyham, University Budget Director, Budget & Financial Planning, 474-2041, vmoneyha@uwf.edu

**Presenter:** Dr. Susan Stephenson
UWF Board of Trustees
Finance, Administration and Audit Committee
June 7, 2011

Issue: FY2012-2016 Fixed Capital Outlay 5 Year Plan

Proposed action: Approve

Background information: The University annually submits a Five-Year Fixed Capital Outlay (F.C.O.) Plan (also known as the Capital Improvement Plan, or CIP) to the Board of Governors. The Plan is recommended by the Facilities Planning and Advisory Committee to the University President, and approved by the President before submission to the Board of Trustees.

The proposed Plan aligns with the Campus Master Plan. The Plan will require fiscal year modification depending upon the final Legislative outcomes and Governor’s approval. Unfunded proposed project budget cost estimates will be updated. Funding comes from the Public Education Capital Outlay (PECO) fund, which uses revenues from taxes on utilities.

Significant changes in this latest Plan update are as follows:

Revised - Allied Health and Life Sciences – Phases I, II & III; Priorities 3, 4, and 5
New - Campus Drive Road Extension and Modifications, Phase I of II – Priority 8
New - Campus Drive Road Extension and Modifications, Phase II of II – Priority 9
Deleted – UWF/Eglin Higher Education Center – Previous Priority 8
Deleted – Maritime Museum, Phases I, II, & III – Previous Priorities 9, 10, 11
Deleted – C.F.P.A. Acoustical and Lighting Corrections – Previous Priority 15

The Board of Governors compiles an integrated priority list from the FCO plans of all universities, and presents their recommendation to the Florida Legislature and Governor, which is considered for funding by the Legislature along with requests from state and community colleges and public school districts. The process is pursuant to Florida Statutes 1013.64, and Sections 216.0158 and 216.043.

Recommendation: Approve

Implementation Plan: Submit to Chancellor’s Office August 1, 2011

Fiscal Implications: Determines priorities for facility projects funding.
Supporting documents:

Updated FCO Plan requested for Board approval (2 pages)
http://uwf.edu/trustees/June7_11/UPD_FCO.pdf

Current FCO Plan as approved December, 2010 (2 pages)
http://uwf.edu/trustees/June7_11/Current_FCO.pdf

Prepared by: Dr. Jim Barnett, Associate V P Facilities Development and Operations,
474-2007, jbarnett@uwf.edu

Presenter: Dr. Jim Barnett
Issue: Revision of “Guidelines for Naming Opportunities” and approval to become a UWF Policy

Proposed action: Approve revised guidelines and adopt revised guidelines as a Board of Trustees Policy.

Background information:

UWF Advancement and the UWF Foundation follow the “Guidelines for Naming Opportunities” document, last revised on June 2, 2009, in all cultivation and solicitation activities with regards to gifts that align with Naming Campus Facilities, Major Campus Units, and Renaming. As the campus has most recently experienced facility improvements and additions funded by non-philanthropic means (such as the School of Science and Engineering, and the College of Business Education Center), further revision of the current guidelines specific to new and existing facilities is warranted. The purpose of the proposed revisions is to allow greater flexibility with donors by allowing a portion of a gift to be designated in support of programs associated with the named facility. These recommended changes have been vetted and compared to other Foundation practices in the Florida SUS system and will foster greater growth of our endowment and the opportunity to name our physical campus facilities - clearly an underutilized asset in cultivating donations for UWF as the majority of our campus is numbered, not named.

In addition to these revisions, we request that the current “Guidelines” be elevated to the status of “Policy” and approved in this revised format.

Recommendation: Approve revised guidelines and adopt revised guidelines as a Board of Trustees Policy.

Implementation Plan: University Advancement and the UWF Foundation will adhere to the revised Guidelines for Naming in all future cultivations and solicitations. The policy will be posted to the UWF Policies website.

Fiscal Implications: None

Supporting documents:

Revised “Guidelines for Naming Opportunities” document (5 pages)
http://uwf.edu/trustees/June7_11/RGNO.pdf
Acceptance

UWF Board of Trustees Meeting
Finance Administration and Audit Committee
June 7, 2011

Issue: FY 2009/10 UWF Bright Futures Scholarship Program Audit by the Auditor General

Proposed action: Acceptance

Background information:
Annually, an operational audit of the university’s Bright Futures Scholarship Program is conducted by the university’s external auditors, Florida Auditor General.

This audit is of the Bright Futures Scholarship Program of the University of West Florida for the fiscal year ended June 30, 2010, 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. This audit report was issued on April 2010.

The scope of this audit included an examination of Bright Futures Scholarship Program administered by the University was included in the Auditor General’s Statewide audit of the Bright Futures Scholarship Program administered by the State of Florida. There were NO findings or recommendations for UWF.

The Florida Bright Futures Scholarship Program was established by the Florida Legislature to provide lottery-funded scholarships to reward Florida high school graduates who merit recognition of their academic achievement, and enroll in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Florida Bright Futures Scholarship Program (Program) is the umbrella program for State funded scholarships based on academic achievement of high school students. The Program consists of three types of awards, the Florida Academic Scholarship, the Florida Medallion Scholarship, and the Florida Gold Seal Vocational Scholarship. The Top Scholars Award is also funded from Program moneys, and is an additional annual award for college-related expenses that is given to the student with the highest academic ranking in each school district. For fiscal year 2009/10, statewide, disbursements to students enrolled in Florida’s public universities and colleges were $314,534,774 and $72,717,392 respectively for a total of $387,252,166.

During fiscal year 2009/10, UWF received $8,805,909 for Bright Futures, was able to award $7,904,987 to students, and made a refund of $181,872. (See page 6 of the report.) UWF Bright Futures Program figures are as follow:

<table>
<thead>
<tr>
<th>Advances</th>
<th>Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Department</td>
<td>Scholarship Awards to Students</td>
</tr>
<tr>
<td>$8,805,909</td>
<td>$7,904,987</td>
</tr>
</tbody>
</table>

Recommendation: Acceptance of the 2009/10 Bright Futures operational audit report

Implementation Plan: None
**Fiscal Implications:**  UWF’s fiscal management of the Bright Futures Scholarship awards ($8,805,909)

**Supporting documents:**

Florida Bright Futures Scholarship Program Audit (REPORT NO. 2011-180) see link on Auditor General Website: (23 pages)
http://uwf.edu/trustees/June7_11/Bright_Futures.pdf

**Prepared by:**  Ms. Betsy Bowers, Associate Vice President, 474-2636, bbowers@uwf.edu

**Presenter:**  Ms. Betsy Bowers
Action

UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
June 7, 2011


Proposed action: That the Board accept for the record the Annual Federal Funds Audit by the Auditor General for FY2009/10.

Background information:

On March 29, 2011, the State of Florida Auditor General released his report on the statewide audit of the Federal funds for fiscal year ended June 30, 2010, which includes the University of West Florida. The report includes the results of the audit of the State of Florida's financial statements with regard to compliance and internal control over financial reporting and their audit of the State’s Federal awards programs. The audit pertains to State agencies, universities, and community colleges and was conducted in accordance with applicable professional standards and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. A printed copy of the audit report and Summary Schedule of Prior Audit Findings was provided to each State Agency Inspector General, State University Inspector General (e.g. UWF AVP Internal Auditing) or designated audit liaison, and Florida Community College President.

UWF had one finding in this audit report, which was a repeat finding from the 2008/09 audit. UWF did not always perform exit counseling or provide exit counseling materials within 30 days for Federal Perkins Loan (FPL) student loan borrowers, who ceased at least half-time enrollment during the 2009/10 fiscal year. In response to the prior year finding, procedures regarding exit counseling were drafted and responsible personnel were trained on these procedures. It has subsequently been necessary to implement requirements for timely managerial follow-up to ensure compliance with prescribed exit counseling procedures. These requirements have been incorporated into the desk manuals and checklists of appropriate personnel.

Prior Audit Findings/Current Status (as included in the AG Report): As noted above, UWF did not always perform timely exit counseling or provide exit counseling materials during the 2008/09 fiscal year. UWF management drafted procedures regarding exit counseling and responsible personnel were trained; further, management follow-up would occur to ensure timely compliance with the prescribed exit counseling procedures.

Recommendation:
That the Board accept for the record the Annual Federal Funds Audit by the Auditor General for FY2009/10.

Implementation Plan: None needed.

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

Supporting documents: UWF Financial Audit (REPORT NO. 2011-167) see link on State of Florida Auditor General website (436 pages)

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

Presenter: Ms. Betsy Bowers
UWF Board of Trustees Meeting
Finance Administration and Audit Committee
June 7, 2011

Issue:  UWF Internal Auditing & Management Consulting-Audit Reports Issued

Proposed action:  Acceptance

Background information:
In accordance with the 2009/10 and 2010/11 annual work plans, Internal Auditing & Management Consulting (IAMC) completed two audits during this quarter: Treasury Management (UWF-10/11-03) and Parking and Transportation Services (UWF-10/11-04). Below are synopses of each:

1. **Treasury Management-UWF-10/11-03**
   This audit was originally part of the 2009/10 internal audit work plan approved by the BOT at its June 2009 meeting. When it was not completed by June 30, 2010, the audit was carried forward to the 2010/11 fiscal year and completed. The audit period was July 1, 2008-June 30, 2009, and focused upon financial, compliance and operational issues. The audit report was issued April 26, 2011.

   **Results:** The audit revealed one Notable Strength and three findings. The Notable Strength was existing wire transfer approval procedures prevented an attempted fraudulent wire transaction from being executed. The first finding identified an opportunity to strengthen the bank reconciliation process through additional cross-training. The second finding noted an investment policy for UWF is needed. The third finding identified two areas needing enhancements to comply with Payment Card Industry Data Security Standards (PCI DSS).

   **Management’s Actions:** Beginning in fiscal year 2011/12 additional rotation of duties will occur and one monthly reconciliation for each bank/investment account will be performed on an unannounced basis by someone other than the Accounting Coordinator, Reconciliations. UWF will work with the Board of Trustees in developing an investment management policy to be completed in 2011. Regarding the PCI DSS compliance, UWF will contract with a leading industry consulting firm to perform gap analysis, identifying specific areas of non-compliance with PCI DSS. Items identified will be remediated with the goal of having this completed in November 2011.

2. **Parking and Transportation Services –UWF-10/11-04**
   This audit was part of the 2010/11 internal audit work plan approved by the BOT at its June 2010 meeting. The audit period was July 1, 2009-December 31, 2011. This was an operational audit, which focused upon internal controls and day-to-day operations.

   **Results:**
   The audit revealed two Notable Strengths and five findings. The Notable strengths were: 1) the manager of Parking and Transportation Services possesses a great customer service-oriented mentality in carrying out his responsibilities, a benefit that serves to minimize the often stressful environment of a parking office. 2) The Student Patrollers policy and procedure manual was thorough, concise, and very well written making it an excellent tool for ensuring the parking/transportation rules are understood and carried out by a large staff of student workers. The five findings were about daily operations and strengthening internal controls. Findings one and two related to enhancing reconciliation processes regarding decal records, collections, unpaid tickets as well as improving data entry methods. Findings three and four noted the need to perform some administrative tasks in a timely manner (e.g. position description update and timesheet submission).
Finding five recognized the 2002 Memorandum of Understanding for trolley services had not been formally reviewed since its inception.

**Management’s Actions:** Beginning fiscal year 2011/12, management in Parking/Transportation Services and Financial Services will work together to enhance the reconciliation processes identified. Management has modified procedures and updated appropriate documents. The Memo of Understanding will be reviewed by UWF General Counsel and any necessary actions pursued.

**Recommendation:** Acceptance of the Internal Auditing Reports

**Implementation:** Management will implement corrective actions with implementation to be completed in fiscal year 2011/12. Internal Auditing will follow-up to determine if adequate corrective actions occurred.

**Fiscal Implications:** Fiscal oversight by the UWF Board of Trustees

**Supporting document:**

**UWF-10/11-03** Internal Auditing Report on Treasury Management (14 pages)
[http://uwf.edu/trustees/June7_11/IARTM.pdf](http://uwf.edu/trustees/June7_11/IARTM.pdf)

**UWF-10/11-04** Internal Auditing Report on Parking and Transportation Services (14 pages)
[http://uwf.edu/trustees/June7_11/IARPTS.pdf](http://uwf.edu/trustees/June7_11/IARPTS.pdf)

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

**Presenter:** Ms. Betsy Bowers
UWF Board of Trustees Meeting
Finance, Administration and Audit Committee
June 7, 2011

Issue: 2011/12-2012/13 Work Plan for UWF Internal Auditing & Management Consulting

Proposed action: Approval

Background information:

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

To comply with this standard, attached is the proposed Work Plan for UWF Internal Auditing and Management Consulting for fiscal year 2010/11. A two-year work plan is being presented. As part of the risk analysis for the 2010/11 year, UWF management and BOT members were surveyed and an assessment of current operations was conducted; the following key items are included in the Work Plan.

1. Scheduled audits of aquatic center, construction, recreation, telecommunications, student newspaper, testing center, day care center, PCard reviews, post office, camps and conferences, study abroad programs and campus police.
2. Conduct various management advisory services, such as coordinating Oil Spill financial recoveries if warranted.
3. Continued participation in the evaluation of rules/policies and procedures and any changes needed for UWF.

This work plan is a living document. It may be revisited at any point during the fiscal year and modified accordingly.

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

Implementation Plan: Audits and management advisory services will be conducted throughout fiscal year 2011/12 and 2012/13.

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

Supporting document:

Two Year Work Plan for Internal Auditing & Management Consulting

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

Presenter: Ms. Betsy Bowers
## Work Plan for 2011/12-2012/13

<table>
<thead>
<tr>
<th>Activity</th>
<th>2011/12</th>
<th>2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUDIT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquatic Center/Natatorium</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Construction: Health &amp; Wellness</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Recreation and Sports Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Telecommunications</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Voyager Student Newspaper</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Testing Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Educational Research Center for Child Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PCard reviews</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Construction: College of Business</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Post Office</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reservations: Conference Center &amp; Camp Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>University Police</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total Audits Planned each fiscal year</strong></td>
<td>8</td>
<td>6</td>
</tr>
</tbody>
</table>

| **ACCOUNTABILITY ACTIVITIES:**                |         |         |
| Follow-Up Activities                          | X       | X       |

| **MANAGEMENT ADVISORY SERVICES:**             |         |         |
| Banner Student Implementation                 | X       | X       |
| Evaluation, compliance and evaluation of Rules/Policies/Changes | X | X |
| Oil Spill Financial Recovery and Closeout     | X       |         |
| Miscellaneous Management Advisory Service     | X       | X       |

| **INVESTIGATIONS:**                           |         |         |
| Campus Referred Reviews                       | X       | X       |
| Get Lean                                      | X       | X       |
| Whistleblower                                 | X       | X       |

**NOTE:** No total is given for Management Advisory Services and Investigations because they are not quantifiable as to the volume or the magnitude of each. These are unpredictable areas.

**APPROVED:**

Judy Bense, President UWF

Mort O’Sullivan, Chairman Finance, Administration & Audit Committee
UWF Board of Trustees Meeting  
Finance, Administration, and Audit Committee  
June 7, 2011

Issue:  
2011 Florida Equity Report

Proposed action:  
Approve the 2011 Florida Equity Report

Background information:  
The Florida Equity Report is completed annually by each state public university and includes information on the university’s progress in implementing strategic initiatives and performance related to equity and access in academic services, programs, and student enrollment; equity in athletics; and equity in employment as required by Regulation 2.003 Equity and Access. Each university’s Equity Report is approved by the Board of Trustees and submitted to the Board of Governors by July 1, 2011.

The Student Enrollment and Employment reports focus on females and members of specified racial/ethnic protected classes. Prior to Summer 2010, the protected classes were Black (B), non-Hispanic; Hispanic (H); Asian/Pacific Islander (A/PI); and American Indian/Alaska Native (AI/AN). Beginning in the summer of 2010, the Board of Education revised the racial classes to mirror changes implemented by the Equal Employment Opportunity Commission. Asian/Pacific Islander (A/PI) became Asian (A). A new category of Native Hawaiian or Other Pacific Islander (NH/OPI) was added. Individuals now have the ability to designate themselves as two or more races. Individuals are counted only once per category.

Student Enrollment  
The University of West Florida excels in female representation in student enrollment. The national standard for female student representation among colleges and universities is greater than 50%. At UWF, females received 61% of all bachelor’s degrees, 63% of all master’s degrees, and 67% of all doctoral degrees.

Among Full-Time First-Time-in-College Enrollment, Fall 2010 and Early admits, diversity increased among Black students and Hispanic students, and the University met last year’s goal for increasing Hispanic students. Among Full-Time Florida College System A.A. Transfers, Fall 2010 and Summer 2010, diversity increased among female students and among Hispanic students and the University met last year’s goal for increasing Hispanic students. The Graduation Rate of Full-Time First-Time-in-College Students (Beginners and Early Admits) Entering Fall 204 or Summer 2004 and Continuing into Fall after Six Years increased among Black students and American Indian/Alaska Native students. Diversity among bachelor’s degree recipients increased among American Indian/Alaska Native students and Asian/Pacific Islander students. The University met last year’s goal of increasing Asian/Pacific Islander students receiving bachelor’s degrees. Diversity among master’s degree recipients increased among Black students, Asian/Pacific Islander students, Hispanic students, and female students, and 38 more master’s degrees were awarded in 2010 as compared with 2009. Diversity among post-master’s/specialist degree recipients increased among Black students. The university has set goals to further increase the diversity of its students.

Gender Equity in Athletics  
The University of West Florida’s gender equity in athletics program is effective. There are seven (7) sports for female students and six (6) sports for male students. An area for improvement noted in last year’s report has been corrected by providing locker rooms for female teams. No new areas for improvement were noted in this year’s assessment.

Employment
Among faculty/staff groups, increased diversity was achieved in tenured faculty among Black faculty, American Indian/Alaska Native faculty, and female faculty. Increases in diversity among tenured faculty begin with diversity among tenure-track faculty. Since tenure achievement is a multi-year process, diversity achievements in tenured faculty may be realized after they are achieved among tenure-track faculty. Diversity achievements were seen in tenure-track faculty among Black faculty and female faculty. Among non-tenure-earning faculty, diversity increased among Black faculty. Diversity among executive/administrative/managerial staff increased among Black staff, Hispanic staff, and female staff. The university is committed to increasing diversity among all faculty and staff groups.

The University of West Florida’s strategies for achieving diversity goals include the following action-oriented programs: Utilizing an online recruiting and hiring process to increase the university’s visibility to applicants for employment; encouraging hiring managers to advertise in minority periodicals and discipline-specific journals; extending application deadlines on a case-by-case basis for job searches that have not resulted in a diverse pool of applicants; instituting additional outreach programs such as job fairs targeted to diverse classes to recruit females and minorities for faculty and administrative vacancies; identifying the essential functions of positions and the skills and knowledge needed to carry out those functions before interviewing for positions; controlling for bias in the employment process by requiring that screening committees represent gender and racial diversity; monitoring selection procedures and applicant pool representation to ensure diversity in employment searches; approaching recruiting in a sensitive manner if a minority candidate declines a nomination offer (e.g., by contacting the candidate to determine if his/her reasons for declining may be addressed and resolved); continuing to fund the John C. Pace Symposium series for outstanding diverse scholars to provide seminars and lectures at UWF; listing student employment opportunities on the university’s online recruitment system; complying with requirements of the Office of Federal Contract Compliance Program’s Uniform Guidelines on Employee Selection Procedures; considering access, equal opportunity, and diversity factors in the strategic planning process; and providing tuition fee waivers to faculty and staff.

**Recommendation:** Approve the 2011 Florida Equity Report as per Regulation 3.002 and forward to the Board of Governors.

**Implementation Plan:** NA

**Fiscal Implications:** No funding required.

**Supporting documents:**

- 2011 Florida educational Equity Act Report (32 pages)

- FL Equity Regulation 2.003 (3 pages)
  [http://uwf.edu/trustees/June7_11/FL_Equity_REG2.003.pdf](http://uwf.edu/trustees/June7_11/FL_Equity_REG2.003.pdf)

**Prepared by** Ms. Cindy Faria, Assistant Director, Human Resources, OHR, 474 2602, cfaria@uwf.edu

**Preparer:** Ms. Cindy Faria
UWF Board of Trustees Meeting
Finance Administration and Audit Committee
June 7, 2011

Issue: Authorization to Sign Checks

Proposed action: That the Board adopt the resolutions concerning check signing authority set forth below to be effective July 1, 2011.

Background information:

Section 1011.42(7), Florida Statutes (2009), University depositories; deposits into and withdrawals from depositories, states in relevant part:

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

Current authorized check signers are as follows:
- Judith A. Bense, President
- Michael F. Dieckmann, Interim Vice President for Administrative Services
- Colleen M. Asmus, Assistant Vice President for Finance/Controller
- Doyle C. Pitts, Assistant Controller

The impending arrival of Matthew D. Altier, Vice President for Administrative Services, requires his authorization as a check signer of the university.

Recommendation: Approval and authorization of specified officers and employees of the university to sign checks by adopting the following resolution effective July 1, 2011:

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Coastal Bank and Trust, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:
- Judith A. Bense, President
- Matthew D. Altier, Vice President for Administrative Services
- Colleen M. Asmus, Assistant Vice President for Finance/Controller
- Doyle C. Pitts, Assistant Controller

Implementation Plan: Change becomes effective July 1, 2011.

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

Supporting documents: None

Prepared by: Ms. Colleen Asmus, Assistant Vice President, 474 2642, casmus@uwf.edu

Presenter: Ms. Colleen Asmus
UWF Board of Trustees Meeting  
Finance, Administration & Audit Committee  
June 7, 2011

Issue: FY 2010-11 Operating Budget Summary

Proposed action: Informational

Background information:

The FY 2010-11 Operating Budget Summary provides a report at the end of the third quarter with budget-to-actual results for each fund group.

The Life-to-Date Capital Budget shows that the university is on schedule with the current capital plan implementation. The Aquatic Center renovation and new Wellness Center were substantially complete for occupancy on March 31 and May 26, respectively. The College of Business Phase I & II (FY08/09; FY10/11) of the three-phase project is in the construction phase, with completion scheduled for July 2012.

Recommendation: N/A

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

FY 2010-11 Operating Budget Summary, including the Life-to-Date Capital Budget (11 pages)

Prepared by: Ms. Valerie Z. Moneyham, University Budget Director, Budget & Financial Planning, 474-2041, vmoneyha@uwf.edu

Presenter: Dr. Susan Stephenson, Chief Budget Officer
Agenda

University of West Florida Board of Trustees Meeting
UWF Conference Center – Rooms A, B & C
11000 University Parkway, Pensacola, Florida

June 7, 2011

(Immediately following Finance, Administration & Audit Committee)

Academic & Student Affairs Committee

Call to Order................................................................................................................................................Ms. Robert Jones
Committee Chair

Roll Call................................................................................................................................................................Faye Bowers

Chair’s Greetings...............................................................................................................................................Mr. Robert Jones

Action Items
1. Minutes
   March 25, 2011
   http://uwf.edu/trustees/june_11/AS03252011MN.pdf
2. UWF REG 3.017 – Release of Student Educational Records
3. UWF REG 3.001 – Admission Standards for First Time in College Applicants
4. UWF REG 3.032 – Undergraduate Admission Standards for Transfer Students
5. Request for Approval for Specialization in Excess of 120 Semester Hours-Elementary Education
6. Request for Approval for Specialization in Excess of 120 Semester Hours-Exceptional Student Elementary Education
7. UWF Athletic Philosophy Statement

Informational/Discussion Items
1. NWF2UWF/Direct Admit PowerPoint Presentation
2. UPDATE - Student Health Insurance
3. Career Services Program Review
4. Athletic Highlights

Other Academic & Student Affairs Items

Adjournment
Committee Chair Robert ‘Bob’ Jones called the meeting to order on March 25, 2011 at 8:57 a.m. with the members below in attendance. Trustee Collier Merrill was unable to attend due to a conflict.

Mr. Josh Finley  
Mr. Robert Jones  
Dr. Richie Platt

Others trustees attending:  
General Chuck Horner, RET  
Mr. Lewis Bear, Jr.  
Ms. Jeanne Godwin  
Mr. Mort O’Sullivan  
Ms. Bentina Terry  
Mr. K.C. Clark*

*conference call

Others attending:  
Dr. Judy Bense, President  
Dr. Chula King, Provost  
Dr. Kevin Bailey, Vice President for Student Affairs  
Mr. Michael Dieckmann, Interim Vice President for Administrative Services  
Dr. Kyle Marrero, Vice President for University Advancement  
Mrs. Patricia Lott, General Counsel  
Dr. Kimberly Sessions Brown, Chief of Staff/Assistant Corporate Secretary/BOT  
Ms. Patti Ross, Executive Administrative Assistant/Office of the President  
Ms. Faye Bowers, Executive Specialist/Assistant Corporate Secretary/BOT

**Action Items**

1. **Minutes:**  
Chair Jones reminded trustees that they had been given an opportunity to review the December 10, 2010 minutes. He said if there were no corrections or changes, a motion is needed.  

   Minutes December 10, 2010 - [http://uwf.edu/trustees/June7_11/ASDec10_10MN.pdf](http://uwf.edu/trustees/June7_11/ASDec10_10MN.pdf)

A motion was made to approve the minutes of December 10, 2010 as presented.  
Motion by: Trustee Platt  
Seconded by: Trustee Finley  
Motion passed unanimously.
2. **Request to Terminate Degree Program - Bachelor of Arts in Education of the Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011**

Dr. Bill Evans, Director of the UWF School for Education addressed the committee saying, the Bachelor of Arts in Education of the Mentally Handicapped was placed in inactive status in 2004 when the full range of UWF’s bachelor’s degree programs in exceptional student education was revised to accommodate changes in categories for certification of teachers by the Florida Department of Education (DOE). Owing to earlier changes in certification by the Florida DOE, the last student to graduate from this program did so in 1997, and no students have been admitted to the program since that time.

The program was kept on the books, in an inactive status, with the thought that at some point there would be interest by students in a degree specializing in the education of mentally handicapped individuals. This has proven not to be the case and there is no longer need to continue the program on the books.

A motion was made to approve the request to terminate Degree Program – Bachelor of Arts in Education of Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011 as presented by Dr. Bill Evans, Acting Director for the School of Education.

Motion by: Trustee Finley
Seconded by: Trustee Platt
Motion passed unanimously.

3. **Academic Calendar for 2012-2013**

Dr. Sue McKinnon reported that the Board of Governors Regulation 8.001 requires: “(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.” It is recommended that the Committee approve the 2012-13 Academic Calendar in compliance with BOG REG 8.001.

A motion to approve the Academic Calendar for 2012-13 as presented by Dr. Sue McKinnon, Associate Vice President for Enrollment Management.

Motion by: Trustee Platt
Seconded by: Trustee Finley
Motion passed unanimously.
4. **UWF REGULATIONS** –  
Dr. Chula King, Provost presented these regulations. *a, b and c are for approving amendments. d and e are for approving adoption of regulations.*

   a. **UWF REG 3.002** Admission to Graduate Programs & Post-Baccalaureate Professional Students  
The proposed amendment to UWF Regulation 3.002 will provide additional information to student applicants regarding application procedures, bases for denial, continuous enrollment requirements and discrimination protection.

**Regulation Amendment Procedural History:** The notice of proposed amendment to UWF/REG 3.002 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

**Regulation 3.002:** Amendment to Admission to Graduate Programs and Post Baccalaureate Professional Students that provides additional information to student applicants regarding application procedures, bases for denial, continuous enrollment requirements and discrimination protection. It provides that departmental requirements may exceed university admission requirements; that admission decisions are based on a holistic review of credentials in which multiple criteria are used, with each department selecting its own factors such as undergraduate preparation, grade point averages, performance in major related courses, standardized test scores, personal letter, letters of reference, writing ability, etc. It states that meeting the minimum departmental standards does not guarantee admission. It specifies conditions under which the admission decision may be rescinded, such as making false or misleading statements, subsequent documentation demonstrates that the applicant no longer meets the standard. The regulation speaks to applicants with prior misconduct conduct or criminal conduct. It indicates that graduate students who last enrolled more than five years ago will need to reapply for admission.

This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.


   b. **UWF REG 3.003** Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions
The amendment to UWF Regulation 3.003 clarifies the type of conduct which is required to be disclosed by an applicant on the admission application, a student’s on-going duty to disclose certain information, and the procedures that are followed when such information is disclosed.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.003 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of Argus Today and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Regulation 3.003: Amendment to Admission of Applicants with Records of Criminal Conduct or of Misconduct at an Educational Institution clarifies that students are required to disclose prior criminal conduct and prior educational misconduct on the admission application, and provides that the University determines whether such prior conduct would preclude admission. The type of misconduct that must be disclosed includes behavioral misconduct and academic misconduct whether it occurred on or off campus. Criminal conduct includes all felony and misdemeanor convictions, driver’s license revocation or suspension, cases in which the applicant pled nolo contendre, cases in which adjudication was withheld and pending criminal charges. This does not include traffic citations which resulted only in a fine. The regulation also requires a student’s on-going duty to disclose certain information, and procedures followed when the information is disclosed. The regulation allows the University to interview the applicant and other individuals and provides that the University has the right to deny admission to anyone who refuses to provide the information and anyone whom the University determines would not be in the best interest of the University. Finally, the regulation specifies an appeal process.

This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.


UWF/REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions, with notice


c. UWF REG 3.004 Academic Policies
The proposed amendment to UWF Regulation 3.004 clarifies which academic policies apply to students. The proposed amendment removes grading information from this regulation and moves it to proposed UWF Regulation 3.031.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.004 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of Argus Today and comment was invited. No
comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

**Regulation 3.004:** Amendment which removes the Grading system from this regulation, and puts it in a new regulation. It also specifies that department or program requirements at the time of initial registration apply to students who have maintained continuous enrollment. Students who do not maintain continuous enrollment are bound by the department or programs requirements in effect at the time of readmission.


A motion was made to approve amendments of UWF/REG-3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students, UWF/REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions and UWF/REG-3.004 Academic Policies as set forth in the supporting documentation.

Motion by: Trustee Finley
Seconded by: Trustee Platt
Motion passed unanimously.

Then Dr. King proceeded with these regulations.

d. **UWF REG 3.031** Grading Information
Information regarding grading was removed from UWF Regulation 3.004 and placed in proposed UWF Regulation 3.031 for purposes of clarity. The grading symbols and associated definitions were also updated.

**Regulation Adoption Procedural History:** The notice of proposed adoption of UWF/REG 3.031 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of *Argus Today* and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

**Regulation 3.031:** New Regulation that incorporates the grading scale previously in Regulation 3.004. It adds additional course grades such as WR (partial refund), TR (total refund), X (Audit), I* (late grade). It provides information about how the grade point average is computed for purposes of academic standing and conferral of a degree. It specifies when courses can be taken on a Pass/Fail basis, and specifies that coursework completed is included in the undergraduate or graduate GPA based on the level of the course.


UWF/REG-3.031 Grading Information, with notice – 3 pages

e. UWF REG 3.042 Admission of International Students
Board of Governors Regulation 6.009 requires each university in the state university system to adopt a regulation governing the admission of international students. This proposed regulation defines which students are considered International students, and sets forth requirements for English proficiency, transcript translation, academic achievement, medical insurance, and financial information for such students at the University of West Florida.

Regulation Adoption Procedural History: The notice of proposed adoption of UWF/REG 3.042 was posted to the BOT website on February 23, 2011 and comment was invited. The notice was also published in the February 25, 2011 edition of Argus Today and comment was invited. No comments were received as of March 10, 2011. The required 30 day notice period for the proposed regulation will end on March 24, 2011.

Regulation 3.042: Admission of International Students is a new regulation. It defines what is meant by an international student, specifies that meeting the minimum requirements does not guarantee admission, specifies the application information that is required, including English proficiency. It specifies how English proficiency can be satisfied. It requires a minimum 3.0 GPA equivalent for admission to graduate programs, requires that non-English transcripts be accompanied by a certified English translation. It specifies that the application fee is non-refundable. It specifies what medical information must be provided. It requires proof of medical insurance and a certification of finances, and requires that the total funds available to the student for the first academic year must be at least equal to the total of the estimated university costs and living expenses. It specifies that all required documentation must be received before admission is considered. Finally, it allows for conditional admission if all documentation except for English proficiency is received.

This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.


BOG REG 6.009 Admission of International Students to SUS Institutions – 2 pages

UWF/REG 3.042 Admission of International Students, with notice – 4 pages

A motion was made to approve adoption of UWF REG 3.031 Grading Information and UWF REG 3.042 Admission of International Students as set forth in the supporting documentation.

Motion by: Trustee Finley
Seconded by: Trustee Platt
Motion passed unanimously.
Informational Items:

1. **Academic Visioning** –
Dr. Chula King, Provost and Vice President for Academic Affairs said earlier this year an Academic Visioning Team was charged with developing a vision, mission, goals and strategic priorities for Academic Affairs for the next 5 to 10 years. The assembled team has broad representation, with faculty making up the largest constituent group. This was deliberate to ensure a true shared governance model.

The Team, co-chaired by Dr. Mike Huggins and Dr. Stacie Whinnery is hard at work developing a process for Academic Visioning that will allow for input from all stakeholders (faculty, staff, students, alumni, and the community), be transparent, and allow for the completion of its work by 10/1/2011.

Academic Visioning is a critical first step in framing UWF’s future. It will serve as an essential part of several key initiatives in the coming years. These key initiatives include the revision of the UWF Campus Master Plan, the development of the next UWF Strategic Plan, the visioning process used for the West Campus development, and the 2015 reaffirmation of SACS accreditation.


Academic Visioning -

2. **New Programs – First Year Follow-up Report** – Dr. George Ellenberg, Vice Provost said the following programs were approved by the Board of Trustees with implementation date as noted:

- Bachelor of Science in Electrical Engineering, Spring 2009
- Bachelor of Science in Computer Engineering, Spring 2009
- Bachelor of Music Education, Fall 2009
- Master of Criminal Justice, Fall 2009
- Master of Social Work, Fall 2009

Each of these programs completed its first full year of implementation during the 2009-2010 academic year. Noted below are the upper division headcount and FTE enrollment data for each of the bachelor’s degree programs and the graduate headcount and FTE enrollment data for each of the master’s degrees for the Fall Semester 2009 and Fall Semester 2010.

<table>
<thead>
<tr>
<th>Program/Implementation</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Headcount</td>
<td>FTE*</td>
</tr>
<tr>
<td>Bachelor’s Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering/Spring 2009¹</td>
<td>100</td>
<td>81.1</td>
</tr>
<tr>
<td>Computer Engineering/Spring 2009²</td>
<td>24</td>
<td>17.7</td>
</tr>
<tr>
<td>Music Education/Fall 2009³</td>
<td>33</td>
<td>35.9</td>
</tr>
<tr>
<td>General Business/Fall 2009⁴</td>
<td>21</td>
<td>26.8</td>
</tr>
</tbody>
</table>
Master's Degrees

<table>
<thead>
<tr>
<th>Program</th>
<th>Fall 2009</th>
<th>35</th>
<th>17.3</th>
<th>28</th>
<th>14.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice/Fall 2009</td>
<td>35</td>
<td></td>
<td>17.3</td>
<td>28</td>
<td>14.0</td>
</tr>
<tr>
<td>Social Work/Fall 2009</td>
<td>49</td>
<td>49</td>
<td>45.0</td>
<td>93</td>
<td>78.3</td>
</tr>
</tbody>
</table>

Data source: Institutional Research

*FTE includes lower- and upper-division credits.

Notes:

a. Prior to Spring 2009, Electrical Engineering was offered as a University of Florida degree taught by UWF faculty. Enrollment has increased about 15% as a UWF compared to when the degree was offered by UF.

b. Prior to Spring 2009, Electrical Engineering was offered as a University of Florida degree taught by UWF faculty. Enrollment has persisted at the same levels as a UWF degree as was the case when offered by UF.

c. Prior to Fall 2009, Music Education had been offered as a Performance/Teaching specialization within the Bachelor of Music degree. As expected, headcount enrollment has persisted at the same levels as a free-standing degree.

d. The BSBA was introduced as a new degree in Fall 2009. Enrollment has exceeded expectations.

e. Prior to Fall 2009, Criminal Justice was offered as a specialization in the Master of Science in Administration (MSA) program. The Fall 2009 data include 10 students who elected to complete their programs under the MSA. In Fall 2008, there were 20 students in the MSA Criminal Justice program. Removing the 10 MSA students from the Fall 2009 data would then show a progressive increase in Criminal Justice headcount enrollment as follows: Fall 2008, 20; Fall 2009, 25; and Fall 2020, 28.

f. The Master of Social Work was introduced as a new degree in Fall 2009. Enrollment has exceeded expectations.


3. **Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) 5th Year Interim Report**

   Dr. Ellenberg addressed this item, also, saying the University of West Florida has submitted its Fifth-Year Interim Report to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states, including Florida.

   SACSCOC reviewers will begin reviewing the report shortly, and will submit a response to the University upon completion of the review.


   Chair Jones said if there are no further items to discuss that the meeting was adjourned.
UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: UWF/REG 3.017 Student Educational Records

Proposed action: Approve amendment of UWF/REG 3.017 Student Educational Records

Background information:
The proposed amendment to UWF Regulation 3.017 is to comply with changes in Florida law related to student educational records and to revise the list of directory information categories.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.017 was posted to the BOT website on May 3, 2011 and comment was invited. The notice was also published in the May 6, 2011 edition of Argus Today and comment was invited. No comments have been received as of May 11, 2011. The required 30 day notice period for the proposed regulation will end on June 2, 2011.

Recommendation: Approve amendment of UWF/REG-3.017 Student Educational Records as set forth in the supporting documentation.

Implementation Plan: Effective immediately upon BOT action.

Fiscal Implications: None.

Supporting documents:
UWF/REG 3.017 Regulation Amendment Notice with Proposed Textual Changes (5 pages)
http://uwf.edu/trustees/June7_11/UWFREG3.017NOPA.pdf

UWF/REG 3.017
http://uwf.edu/trustees/June7_11/UWFREG3.017L.pdf

Section 1002.225, Florida Statutes; Education records of students in public postsecondary educational institutions (1 page)

Section 1006.52, Florida Statutes; Education records and applicant records (1 page)
http://uwf.edu/trustees/June7_11/1006.52FL_Statutes.pdf

Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474 3420, aschonberger@uwf.edu

Presenter: Ms. Ann Dziadon, Registrar
Action

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: UWF/REG-3.001 Admission Standards for First Time In College Student Applicants

Proposed action: Approve amendment of UWF/REG 3.001 Admission Standards for First Time In College Student Applicants

Background information: The proposed amendment to UWF Regulation 3.001 changes UWF admission requirements so that they comport with the BOG’s updated academic expectations.

Regulation Amendment Procedural History: The notice of proposed amendment to UWF/REG 3.001 was posted to the BOT website on May 5, 2011 and comment was invited. The notice was also published in the May 6, 2011 edition of Argus Today and comment was invited. No comments were received as of May 23, 2011. The required 30 day notice period for the proposed regulation will end on June 4, 2011.

Recommendation: Approve amendment of UWF/REG- 3.001 Admission Standards for First Time In College Student Applicants as set forth in the supporting documentation.

Implementation Plan: This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

Fiscal Implications: None.

Supporting documents:


Prepared by: Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474 3420, aschonberger@uwf.edu

Presenter: Dr. Chula King, Provost and Vice President of Academic Affairs
UWF Board of Trustees Meeting  
Academic and Student Affairs Committee  
June 7, 2011

**Issue:**  
UWF/REG-3.032 Undergraduate Admission Standards for Transfer Students

**Proposed action:**  
Approve adoption of UWF/REG-3.032 Undergraduate Admission Standards for Transfer Students

**Background information:**  
UWF Regulation 3.032 is being created to separately outline the admission standards for transfer students. This information was contained in UWF REG 3.001. Definitions are provided to clarify which students were required to meet transfer student requirements and BOG transfer admission standards are set forth.

**Regulation Amendment Procedural History:**  
The notice of proposed adoption of UWF/REG 3.032 was posted to the BOT website on May 5, 2011 and comment was invited. The notice was also published in the May 6, 2011 edition of *Argus Today* and comment was invited. No comments were received as of May 11, 2011. The required 30 day notice period for the proposed regulation will end on June 4, 2011.

**Recommendation:**  
Approve adoption of UWF/REG-3.032 Undergraduate Admission Standards for Transfer Students as set forth in the supporting documentation.

**Implementation Plan:**  
This regulation is a select regulation because it concerns admissions. Select regulations must be approved by the Florida Board of Governors before they are effective. This regulation will be forwarded to the BOG for approval upon BOT action.

**Fiscal Implications:**  
None.

**Supporting documents:**

- UWF/REG 3.032 Regulation Adoption Notice with Proposed Text (8 pages)  

- BOG REG 6.004 Admission of Undergraduate Degree Seeking Transfer Students (3 pages)  

**Prepared by:**  
Ms. Anita Schonberger, Deputy General Counsel, Office of the General Counsel, 474 3420, [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu)

**Presenter:**  
Dr. Chula King, Provost and Vice President of Academic Affairs
**UWF Board of Trustees Meeting**  
Academic and Student Affairs Committee  
June 7, 2011

**Issue:** Specialization in Excess of 120 Semester Hours – Elementary Education/ESOL/Reading

**Proposed action:** Approval of UWF’s Specialization in Elementary Education/ESOL/Reading to Require in Excess of 120 Semester Hours.

**Background information:** During the review process pursuant to the Florida Department of Education (DOE) and National Council for Accreditation of Teacher Education (NCATE) visits, we discovered that the necessary approvals for the Elementary Education/ESOL/Reading Specialization to require in excess of 120 semester hours had not been obtained from the Board of Trustees or the Board of Governors.

As currently configured and approved by the Florida Department of Education, this specialization requires completion of 36 semester hours of General Studies, 9 semester hours of Statewide Common Prerequisites, 6 semester hours of coursework with an international or diversity focus, and 68 semester hours of coursework in the major field of study including student teaching. A student who enters UWF in this major would be able to complete the required courses in 120 semester hours. The student transferring to UWF with an Associate of Arts Degree who completed the Statewide Common Prerequisites, including 6 semester hours of coursework with an international or diversity focus, as part of the degree would require 128 semester hours to earn the degree.

Following an intensive review of the required coursework along with DOE and NCATE requirements, the faculty determined that it was not possible to reduce the course requirements while still producing a highly-qualified graduate.

This request does not affect the Elementary Education – Educational Studies Specialization which requires 120 semester hours. This specialization, however, is not DOE approved and does not lead to teacher certification in the State of Florida.

**Recommendation:** That the Board approve requiring UWF’s Specialization in Elementary Education/ESOL/Reading to require 128 semester hours for completion, an amount in excess of the normal 120 Semester Hours.

**Implementation Plan:** The Board’s approval will be forwarded to the Board of Governors with a request that the BOG approve the recommendation as well.

**Fiscal Implications:** None

**Supporting documents:**

Common Prerequisites Manual for CIP 13.1202 (2 pages)  

2011-12 Curriculum Change Request (CCR) 08023F (5 pages)  

**Prepared by:** Dr. George Ellenberg, Vice Provost, Academic Affairs, 474-2035, gellenberg@uwf.edu

**Presenter:** Dr. Bill Evans, Director, School of Education
Action

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: Specialization in Excess of 120 Semester Hours – Exceptional Student/Elementary Education/ESOL/Reading

Proposed action: Approval for UWF’s Specialization in Exceptional Student/Elementary Education/ESOL/Reading to Require in Excess of 120 Semester Hours

Background information: During the review process pursuant to the Florida Department of Education (DOE) and National Council for Accreditation of Teacher Education (NCATE) visits, it was discovered that the necessary approvals for the Exceptional Student/Elementary Education/ESOL/Reading Specialization to require in excess of 120 semester hours had not been obtained from the Board of Trustees or the Board of Governors.

As currently configured and approved by the Florida Department of Education, this specialization requires completion of 36 semester hours of General Studies, 9 semester hours of Statewide Common Prerequisites, 6 semester hours of coursework with an international or diversity focus, and 72 semester hours of coursework in the major field of study including student teaching. A student who enters UWF in this major would be able to complete the required courses in 123 semester hours. The student transferring to UWF with an Associate of Arts Degree who completed the Statewide Common Prerequisites, including 6 semester hours of coursework with an international or diversity focus, as part of the degree would require 132 semester hours to earn the degree.

The Exceptional Student Education/ESOL/Reading Specialization prepares students not only for the exceptional student classroom, but also for the elementary classroom. Following an intensive review of the required coursework along with DOE and NCATE requirements, the faculty determined that it is not possible to reduce the course requirements and still produce a highly-qualified graduate. In addition, graduates from this program will help fill a critical need Area of Programmatic Strategic Emphasis as defined by the Board of Governors.

This request does not affect the Exceptional Student Education – Educational Studies Specialization which requires 120 semester hours. This specialization, however, is not DOE approved and does not lead to teacher certification in the state of Florida.

Recommendation: That the Board approve requiring UWF’s Specialization in Exceptional Student/Elementary Education/ESOL/Reading Specialization to require 132 Semester Hours for completion, an amount in excess of the normal 120 Semester Hours.

Implementation Plan: The Board’s approval will be forwarded to the Board of Governors with a request that the BOG approval the recommendation as well.
Fiscal Implications: None

Supporting documents:
Common Prerequisites Manual for CIP 13.1001 (2 pages)

2011-2012 Curriculum Change Request (CCR) 08083M (6 pages)

Prepared by: Dr. George Ellenberg, Vice Provost, Academic Affairs, 474-2035, gellenberg@uwf.edu

Presenter: Dr. Bill Evans, Director, School of Education
UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: University of West Florida Athletic Philosophy Statement

Proposed action: Approval of University of West Florida Athletic Philosophy Statement in Principle

Background information:

Proposed Philosophy Statement: “The Department of Intercollegiate Athletics at the University of West Florida provides student-athletes the opportunity to pursue academic and athletic goals in a quality educational setting. The University participates within the scope of the NCAA Division II philosophy; promoting sportsmanship, ethical conduct, student-athlete welfare and amateurism. The Athletic Department adheres to the guidelines of Title IX, the NCAA, the Gulf South Conference and the University of West Florida.”

Recommendation: Approval of UWF Athletic Philosophy Statement in Principle

Implementation Plan: It is important that each NCAA institution articulates its athletics philosophy and that the statement represents a clear understanding of the role the athletics program is expected to play in furthering the broader institutional mission.

Fiscal Implications: None at this time.

Supporting documents: None

Prepared by: Mr. Alan Brian, Executive Specialist, VPSA, 474-2214, abrian@uwf.edu

Presenter: Mr. Dave Scott, Athletic Director
UWF Board of Trustees Meeting  
Academic and Student Affairs Committee  
June 7, 2011

Issue: NWF2UWF Initiative

Proposed Action: Informational

Background information: NWF2UWF is an innovative program between Northwest Florida State College and The University of West Florida. It is designed to create a seamless transition from NWF to UWF through institutional collaboration and tailored advising. NWF2UWF creates a new path to earning both an associate’s and a bachelor’s degree for the students of NWFSC. Along the way, these students will gain access to services and amenities offered by both institutions. These services and amenities include:

- Admission to UWF with no application fee
- Convenient transfer of records and courses from NWFSC to UWF
- Expert advising to assist in satisfying degree requirements and meeting the student’s educational goals
- Library privileges at both institutions
- UWF email account
- UWF Nautilus Card

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

Pilot Program (5 slides)
http://uwf.edu/trustees/June7_11/NWF2UWF.pptx

Prepared by: Dr. Sue McKinnon, Associate Vice President Enrollment Management, 474-3358, smckinnon@uwf.edu

Presenter: Dr. Sue McKinnon
UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: Student Health Insurance Update
Proposed action: Informational

Background information: Tony Nguyen of the UWF Student Health Insurance Taskforce will provide an informational update on the outcome of the student health insurance review process and the resulting benefits to students.

The process started on July 14, 2010, initiated by the Council of Student Affairs - Student Insurance Work Group. The SUS Health Insurance Purchasing Consortium Work Group (HIPCWG) includes as final participating SUS members: FGCU, UNF, UCF, USF, & UWF.

The consortium selected Gallagher-Koster Insurance Group as the broker for the group.

United Healthcare Student Resources was selected as the insurance carrier.

Benefits to UWF Students from this process include:

1) Lower premium
2) Higher levels of coverage

Recommendation: none

Implementation Plan: none

Fiscal Implications: none

Supporting documents: none

Prepared by: Mr. Alan Brian, Executive Specialist, VPSA, 474-2214, abrian@uwf.edu

Presenter: Mr. Tony Nguyen, Assistant Athletic Director
Informational

UWF Board of Trustees Meeting
Academic and Student Affairs Committee
June 7, 2011

Issue: Career Services Program Review

Proposed action: Informational

Background information:

Career Services Director, Lauren Loeffler, will provide a summary of the Career Services Program Review process and resulting findings.

Recommendation: none

Implementation Plan: none

Fiscal Implications: none

Supporting documents: none

Prepared by: Mr. Alan Brian, Executive Specialist, VPSA, 474-2214, abrian@uwf.edu

Presenter: Ms. Lauren Loeffler, Director of Career Services
Issue: Intercollegiate Athletics Highlights 2010-11 Academic Year

Proposed action: Informational

Background information:

The Vice President for Student Affairs will provide an update on the 2010-2011 accomplishments of UWF’s Student-Athletes and sports teams.

Recommendation: none

Implementation Plan: none

Fiscal Implications: none

Supporting documents:

2010-11 Athletics Highlights (6 pages)

Prepared by:  Mr. Alan Brian, Executive Specialist, VPSA, 474-2214, abrian@uwf.edu

Presenter: Dr. Kevin Bailey, Vice President
Chair Chuck Horner called the UWF BOT Meeting to order at 9:56 a.m. on March 25, 2011 in Building 22, UWF Conference Center in Pensacola, Florida. Trustees K.C. Clark and Collier Merrill joined by conference call.

The following trustees were present.
Mr. Lewis Bear, Jr.
Mr. K.C. Clark*
Mr. Josh Finley
Ms. Jeanne Godwin
General Chuck Horner (RET)
Mr. Bob Jones
Mr. Collier Merrill*
Mr. Mort O'Sullivan
Dr. Richie Platt
Ms. Bentina Terry

*via conference call

Others attending:
Dr. Judy Bense, President
Dr. Chula King, Provost, and Vice President for Academic Affairs
Dr. Kyle Marrero, Vice President for University Advancement
Dr. Kevin Bailey, Vice President for Student Affairs
Mr. Michael Dieckmann, Interim Vice President for Administrative Services
Ms. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff & Assistant Corporate Secretary for BOT
Ms. Patti Ross, Executive Administrative Assistant, Office of the President
Ms. Faye Bowers, Executive Specialist & Assistant Corporate Secretary for BOT

Chair’s Greeting
General Horner welcomed everyone and expressed the Board’s appreciation to be web-casting the meeting, thanks to the staff of WUWF, University Commons and ITS.

He extended congratulations to the University Advancement team for their hard work in raising $39.3 million dollars for the Creating Great Futures Capital Campaign. The closing ceremony last night was
the culmination of much hard work and success. The General expressed thanks to everyone who worked tirelessly on this campaign and the many donors who gave to our great university.

Today we are breaking ground on the expansion of our College of Business at 2:00. I hope all of you will attend the event. It will require us to conclude our meeting by that time. So, let’s get started.

He then called on Dr. Bense for the President’s Report.

**Presidential Update**

**Legislative News**

- **Federal.** Continue to watch the resolutions and any reductions in Pell Grants for our students.
- **State:** As you know, the Legislative Session opened on March 8 and is scheduled to run through May 6th.
- **Budget:** Currently the budget deficit stands at $4-6 Billion due to the loss of Federal Stimulus and General Revenue.
- The latest **General Revenue Estimating Conference** concluded that the state will be another $135 Million short this year.

The President asked Janice Gilley, Director of UWF Government Relations to address the Board.

- The House and Senate have a very difficult job ahead of them this year, and right now it looks like the SUS reductions are 16% in the House and 8% in the Senate.
- The House provides a **Base Tuition increase of 5%, but the Senate is at Zero.**
- The Senate takes a portion of Education and General funding, $142 Million, for a dollar to dollar match of STEM scholarships.
- **PECO** is all but gone for the next several years. Our priorities of Phase III for the College of Business, Infrastructure and our Performance Enhancement facilities will be delayed unless the Legislature comes up with a fix.
- **Major Legislation and Conforming budget language** we are monitoring deals with issues such as Higher Education Governance and Structure, Employee Retirement and Health Care Benefits, Fee flexibility and the Concurrency Trust Fund.

**Campus News**

Some things that have happened since our December BOT meeting are below:

- **Creation of Office of Economic Development and Engagement** Led by Dr. Rick Harper, includes the Haas Center (under direction of Rod Lewis) and Florida Small Business Development Center. We created it on Jan 20 and look forward to many positive outcomes as we help our region with economic development.
  - **Hosted Board of Governors** meeting in January. They had not visited UWF since 2006. They had a great time and gave us many kudos.
- **Building 70 Renovation and Dedication** The Applied Science and Technology Building Home of the Department of Engineering and Computer Technology
• **Emerald Coast Campus** changes. Stabilization so we can move forward to better meet the needs of the EC region. We can offer six programs there and will build from that foundation, especially in the areas of military and adult learners.

• **SACS** As you heard earlier we completed our fifth year interim report for SACS. I want to say how much I appreciate the team, led by Carl Backman and George Ellenberg for their tireless efforts.

• **Town Hall** on March 10th - *Taking Control of Our Future* (Standing Room Only)
  o New Operational Model – Strategic, Measured, Prioritized
  o Conducting Academic Visioning - Trustees received an update on that earlier from the Provost. It will set the stage for our programmatic offerings for the next 5 or so years.
  o Conducting Integrating Planning/Budgeting/Strategic Finance - The team is now working to recommend a specific model for use at UWF. We expect to implement it next fiscal year. This year I am working with the VPs to identify pressure points and strategic initiatives for investment.
  o Conducting Campus Master Planning - Co-chaired by Provost King and Vice President Dieckmann. Trustee O’Sullivan is the Board’s official liaison to this project. The SGA president and faculty senate president are also members of the master plan task force, so the Board is well-represented on this effort.
  o Anticipate 3 outcomes from our current initiatives:
    • A more Strategic Operation
    • Strategic Program Offerings
    • More Collegiate Campus
  o Transparency (President’s Website)

• **West Campus Land Swap** - The West Campus Land Swap between state-owned land and Foundation-owned land is now complete, consolidating a parcel of 82 acres for development. A visioning process, co-chaired by vice presidents Marrero and Dieckmann, is underway to investigate the best and highest uses of this land to serve both the needs of the university and of the region. The local business community is quite excited.

• **Vice President Administrative Services Search** - We have 67 applicants for this position and expect to conclude the search by the end of the semester.

• **Creating Great Futures Campaign Closing** – Congratulations to the Advancement Team for brining $39.3 million to UWF. This is a real testament to our community’s support.

• **$10,874,316 in Research $ awarded** to UWF from December 2010 to March 2011. One of the major projects is the Jobs Act Grant given to the FLSBDC for $2.6 million to aid Florida small businesses in an effort to create and retain 1900 jobs in FL.

Congrats to our faculty, staff, and students who brought home some wins:

• **Dr. Keller’s Logistics team** won second place in national Operation Stimulus/Denver Transportation Club annual logistics case competition.

• **Bill Carper, professor of Management & Management Information Systems (MIS)**, received the prestigious Moving Spirit Award for his contributions to the Institute for Operations Research and the Management Sciences (INFORMS).
• **The Voyager**, the UWF student newspaper and UWF Journalism department won fourth overall in the Southeast Journalism Conference and placed fourth overall in the Best College Newspaper competition of the Southeast Journalism Conference, up from its ninth place finish in 2010. They placed second-place overall in the on-site competition.

• **Athletics**
  
  *Fall 2010 Athletics Awards*

  WON - 3 GSC Championships
  - Men's Soccer
  - Women's Soccer
  - Volleyball

**Upcoming Events**

• Groundbreaking for COB        Today at 2:00
• 11th Annual Festival on the Green  Friday, April 1st & Saturday, April 2
• Aquatic Center Re-opening     Friday, April 1, 3:00
• Budget Town Hall Meeting    Wednesday, April 27

Dr. Bense said that concludes my report. Thank you, Mr. Chair.

**Strategic Discussion** – General Horner said this is a new focus on our agenda. *I feel that we don’t spend enough time addressing the strategic issues of the university. I want us to have robust discussion and spend our time in ways that will make a difference.*

1. **BOT Chair Priorities** –

The Chair reported that he sent the trustees a letter describing things that are important to him. He said, through a coordinated effort, this BOT has much to offer as we guide UWF. We can do better at measuring our success, investing in our priorities, and fundraising. He has asked President Bense to start the discussion today on dashboard and metrics and at our next meeting, Dr. Kyle Marrero will share with us specifically what/how we can assist in fundraising.

BOT Chair Priorities - [http://uwf.edu/trustees/Mar25_11/SD1.pdf](http://uwf.edu/trustees/Mar25_11/SD1.pdf)

Feb 2011 Letter to Trustees – 3 pages  

AGB Trusteeship Article, *Making Metrics Matter* – 7 pages  

2. **Dashboard & Metrics** –

President Bense said she first wanted to thank the board for helping us get focused on dashboards and metrics. She believes it is critical that all of us have access to the data we need to ensure the health of the institution. This data will help us identify our strengths, our weaknesses, monitor progress, and be transparent in our reporting.
General Horner sent the AGB article, *Making Metrics Matter*, to all of us as a beginning place for our conversation.

Mike Dieckmann, Interim Vice President for Administrative Services (and his staff) prepared an analysis on the dashboards identified in the article. They found that we can currently produce most of these data points, with differing degrees of difficulty, of course. Some we are already producing because they are required by the Board of Governors in our annual report.

Dr. Bense said she thinks we need to work through ‘*what we want and why*’. We shouldn’t produce them for busy work. We need to understand what we are monitoring and tie our measures to our goals.

Further, Dr. Bense said she thinks our own progress is only one set of metrics. We should be measuring ourselves against our peers and especially our aspirants.

The President wants to ensure that we have the appropriate performance indicators and that we are comparing to the right set of peers/aspirants. Additionally, we will be on track for strategic finance by implementing reduction strategies and ranking of our operations and programming.

At the June BOT meeting we hope to present to the BOT our plan for measures and strategic investment.


2010 Annual Report V1

2010 Annual Report V2

*Review of current feasibility of Making Metrics Matter Dashboards*
http://uwf.edu/trustees/Mar25_11/Metrics_Analysis.pdf

_Making Metrics Matter_ Article

How do we define metrics? Financial Health of UWF? What do we specifically want and why?

3. **Block Tuition** –
Dr. Susan Stephenson, Chief Budget Officer; Dr. Sue McKinnon, Associate Vice President for Enrollment Management and Ms. Janice Gilley, Director of UWF Governmental Relations provided a PowerPoint presentation. In keeping with Florida statute 1009.24, at its January 20, 2011 meeting, the Board of Governors Amended Board Regulations 7.001 Tuition and Associated Fees to include language addressing Market Rate Tuition and Block Tuition. This presentation is intended to provide
a history of the legislative activity related to the use of block tuition in the State of Florida, provide an overview of the required steps to request block tuition and a look at next steps for the University of West Florida.


Block Tuition PPT
http://uwf.edu/trustees/Mar25_11/OVR_Block_Tuition_Options.ppt

4. Market Rate –
Dr. Chula King, Provost & Vice President for Academic Affairs addressed Market rates saying In keeping with Florida statute 1009.24, at its January 20, 2011 meeting, the Board of Governors Amended Board Regulations 7.001 Tuition and Associated Fees to include language addressing Market Rate Tuition. This presentation is intended to provide an overview of the regulation and the next steps for the University of West Florida.


Market Rate Tuition PPT
http://uwf.edu/trustees/Mar25_11/Market_Rate.pptx

5. Other

Action Items
1. Minutes
December 9, 2010 (Reception & Dinner)

December 10, 2010 (Regular Meeting)
http://uwf.edu/trustees/Mar25_11/FBOT12102010MN.pdf

January 19-20 (Chair/Vice Chair Orientation & BOG Meetings/Events)
http://uwf.edu/trustees/Mar25_11/OBOT01192011MN.pdf

February 25, 2011 (BOT Strategic Finance Workshop).
http://uwf.edu/trustees/Mar25_11/FBOT02252011MN.pdf

General Horner reminded the trustees that they had been given the opportunity to review the minutes ahead of time. If there were no corrections, the General called for a motion. A motion was made to approve the minutes of December 9, 10, 2010; January 19, 20 and February 25, 2011 as presented.

Motion by: Trustee O’Sullivan
Seconded by: Trustee Godwin
Motion passed unanimously.
(General Counsel Lott reminded the Board that this motion, also, included minutes of December 9, 2010, January 19-20 and February 25, 2011 which were provided in advance, too).

2. **CONSENT AGENDA ITEMS FOR APPROVAL:** The General reminded the Board that we are using a new consent agenda format in order to move our agenda along. We have (8) items on our consent agenda today. All were fully discussed during the committee meetings, and all of the recommendations of the committees reflect the proposed action provided with the agenda backup. Does anyone wish to pull any item from the consent agenda for additional discussion?

1. **Audit Reports**
     a. UWF Auxiliaries Report July 1, 2008 thru February 28, 2010

2. **UWF Educational Research Center for Child Development (ERCCD) Fees for 2011-2012**

3. **UWF REG 5.010 Educational Research Center for Child Development**

4. **University Housing Residence Life Rental Rates**

5. **University of West Florida Annual Financial Report for 2009-2010**

6. **Request to Terminate Degree Program - Bachelor of Arts in Education of the Mentally Handicapped (CIP Code 13.1006) effective Fall Semester 2011**

7. **Academic Calendar for 2012-2013**

8. **UWF REGULATIONS** (3.002, 3.002, 3.004, 3.031 and 3.042.)
   i. UWF REG 3.002 Admission to Graduate Programs & Post-Baccalaureate Professional Students
   ii. UWF REG 3.003 Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions
iii.  UWF REG 3.004 Academic Policies  

iv.  UWF REG 3.031 Grading Information  

v.  UWF REG 3.042 Admission of International Students  

Hearing none, the Chair called for a motion. A motion was made that the Board approve and adopt the recommendations of the Finance, Administration and Audit Committee and the Academic and Student Affairs Committee made at their meetings this morning with respect to the matters set forth on the consent agenda.

Motion by: Trustee Bear  
Seconded by: Trustees Terry & Clark  
Motion passed unanimously.

3.  Vice Admiral John H. Fetterman State of Florida Maritime Museum -  
Dr. Kyle Marrero introduced Mr. James Hackney and Mr. Clayton Bass of Alexander Haas Consulting who provided a PowerPoint presentation regarding the Study on the feasibility of UWF continuing with the Maritime Museum Project in the Community Maritime Park Association.

Per the instruction of the Board of Trustees from the October 27, 2010 conference call, University Advancement hired a national consultant to assess the fundraising feasibility of the Vice Admiral John H. Fetterman State of Florida Maritime Museum and Research Center. The findings and recommendations of the Mid-Campaign Assessment Study conducted by Alexander Haas are detailed within the written report which was provided to trustees ahead of time.

**Recommendation:** For the mutual benefit of the University of West Florida and the Vice Admiral John H. Fetterman State of Florida Maritime Museum, the following action is recommended:

*The UWF Board of Trustees takes action on this report’s recommendation that the project is no longer viable for UWF and shall be removed from the UWF Facilities Capital Improvement Plan and the Courtelis Matching Program.*

**Implementation Plan:**  
a.  The UWF Advancement and Foundation staff will follow all regulatory procedures and notify donors of this action. (Note: The University cannot legally transfer funds (gifts) directly to another entity, such as the new 501c3. Donor commitments to the independent 501c3 will be entirely their decision, without any involvement by the University. Donors have the full legal authority to redirect commitments to areas within the University, or request that their gifts be returned with accumulated interest.)
b. UWF Administrative Services and Foundation staff will update UWF Facilities Capital Improvement Plan and remove listing on State Courtelis Matching Program.

c. UWF General Counsel and Administrative Services will work with the City of Pensacola to update and execute the lease in the Community Maritime Park to include only the parcel identified for the Multicultural Center.

d. UWF Advancement will provide previously produced Museum marketing and solicitation materials to community leaders as they begin the process to establish a new 501c3. (Note: Donor information is considered confidential.)


Vice Admiral John H. Fetterman, State of Florida, Maritime Museum and Research Center, Assessment Report

Power Point Presentation

Trustees O’Sullivan and Bear commented that when the Museum was initially proposed it was a different economic outlook. Chair Horner said this was not an easy decision and that everyone was sensitive to Mrs. Fetterman’s feelings. He then called for a motion.

A motion was made that the UWF Board of Trustees take action on ‘this report’s recommendation that the project is no longer viable for UWF and shall be removed from the UWF Facilities Capital Improvement Plan and the Courtelis Matching Program.’

Motion by: Trustee O’Sullivan
Seconded by: Trustees Platt & Jones
Motion passed unanimously.

4. **Naming New Student Residence Hall** –
Dr. Kevin Bailey, Vice President for Student Affairs addressed the Board saying University of West Florida will break ground on a new 250 bed student residence hall that is scheduled to open in the Fall of 2012. The residence hall is expected to attract new students to the University and will constitute a part of the University’s plan to increase student retention.

According to the Board’s guidelines for naming opportunities, names for University facilities must be recommended by the President and approved by the Board of Trustees as a noticed, non-consent agenda item.

Student Affairs has recommended to Dr. Bense the name “Presidents’ Hall” for the student residence facility and is requesting approval from the Board of Trustees.

A motion was made to approve naming of the new resident hall for students as Presidents’ Hall.
Motion by: Trustee Jones
Seconded by: Trustee Terry
Motion passed unanimously.

5. **June 2011 BOT Meeting Dates** – It has been brought to our attention that some trustees have a conflict with our June 9-10 meeting dates because of the Fiesta of Five Flags festivities.

Faye polled the board ahead of time to move to June 7-8 and it was a split vote.


A motion was made to move the June 2011 BOT Meetings to the 7th (regular meeting) and 8th (Strategic Planning) from June 9 and 10, 2011.
Motion by: Trustee Terry
Seconded by: Trustee Godwin
Motion passed unanimously.

6. **2011 – 2012 BOT Meeting Dates** – General Horner said the trustees were provided these 2011-2012 tentative meeting dates in December as an informational item so that everyone could review calendars. The meeting schedule is set with consideration of:
   1. Trustees calendars
   2. Foundation Board as they meet the day before BOT
   3. Board of Governors meetings
   4. President & Vice Presidents’ Calendars
   5. Campus events & space availability
   6. National & Religious holidays

So, here are the proposed dates:
- September 23, 2011
- December 9, 2011 (in conjunction with Fall Commencement)
- March 9, 2012
- June 14 & 15, 2012 (Faye checked with Fiesta office and was told their 2012 calendar has not been set. Therefore we are proposing our meetings to be the third week of June as it is customary for Fiesta events to occur through the second week of June.


A motion was made to approve the 2011 – 2012 BOT meeting schedule as follows:
- September 23, 2011 @ Emerald Coast Campus
- December 9, 2011 @ UWF Conference Center [Commencement Dec 10]
March 8, 2012 @ UWF Conference Center
June 14 & 15, 2012 @ UWF Conference Center

Motion by: Trustee Terry
Seconded by: Trustee Godwin
Motion passed unanimously.

Informational/Discussion Items

1. **Millennium Generation**—
Dr. Tammy McGuckin and Dr. Tom Westcott, at the request of General Horner, provided a PowerPoint presentation on the ‘Millennium Generation’ – students of today.


Millennial Generation –

2. **UPDATE – University Advancement & Creating Great Futures Campaign** –
Dr. Kyle Marrero, Vice President for University Advancement provided a PowerPoint presentation on University Advancement including a final report on the University’s Creating Great Futures Campaign and the university’s major institutional marketing and creative services activities.


   UA Update

*Other Full Board Items*

*Upcoming Events*

Today at 2 p.m.  
College of Business Groundbreaking over between Buildings 74 and 79. There is a trolley ready to take us over.

- April 1-2  
  2011 Festival on the Green

- April 30  
  (SAT)  
  Spring Commencement  
  PNS Civic Center  
  (2 ceremonies)

- June 7  
  BOT Meeting

- June 8  
  BOT Strategic Planning

There were no other items to come before the board so adjournment occurred at 12:26 p.m. for lunch and for the trustees to attend the College of Business Groundbreaking.

Respectfully submitted,
Faye H. Bowers
Recording secretary
Action

UWF Board of Trustees Meeting
June 7, 2011

Issue: Board of Governors University of West Florida 2011 Work Plan Update

Proposed action: Approve

Background information: The University of West Florida 2011 Work Plan Update is in response to the Board of Governors (BOG) Regulation Number 2.002 University Work Plans and Annual Reports. This regulation instituted a planning and performance monitoring system that includes the submission of university work plans and annual reports. This monitoring system is designed to inform strategic planning, budgeting, and other policy decisions for the State University System. The work plan and annual report reflect the university’s distinctive mission and focus on core institutional strengths within the context of the SUS goals, as well as how the institution meets regional and statewide needs.

The initial University of West Florida Work Plan was submitted at the June 3, 2010, Board of Trustees meeting. The Regulation requires the Board of Trustees to prepare a work plan update to be submitted to the BOG each spring semester. The deadline for the 2011 Work Plan Update is May 23, 2011. Since the UWF Board of Trustees will not meet until June 7, 2011, the Board of Governors received the UWF Work Plan pending Board of Trustees approval.

The 2011 Work Plan Update outlines select university priorities, specific actions, and financial plans for achieving those priorities over the next one to three years, as well as performance expectations and outcomes on institutional and System-wide goals. The UWF Work Plan does not replace the UWF Strategic Plan nor does it include all of the priorities in the UWF Strategic Plan.

The components of the 2011 Work Plan Update include the following:

- University projected contributions on metrics related to specific strategic System-wide strategic goals identified by the BOG;
- Critical Updates to the 2010 University Work Plan;
- Programs related to the Council of Academic Vice Presidents (CAVP) Academic Coordination Project;
- Listing of possible new academic programs proposals for the next three years;
- Five-Year Enrollment Planning Proposal;
- Five Primary Institutional Goals/Metrics/ for the Next One to Three Years;
- Tuition Differential Proposal;
- University Tuition, Fees, and Housing Projections;
- Legislative Budget Request (LBR);
- Summary of the Five-Year Capital Improvement Plan (PECO and Challenge Grant) Projects; and
- Any additional information requested by the BOG.
The regulation also requires the Board of Trustees to submit a university annual report that describes progress against articulated goals in the work plan and summarizes other key data. The first University of West Florida Annual Report was submitted to the Board of Governors in December 2009; the second Annual Report was submitted in December 2010.

The BOG compiles the information from the individual annual reports into a System-wide annual report for submission to the Governor, the President of the Florida Senate, and the Speaker of the Florida House of Representatives.

**Recommendation:** Approval

The Board of Governors (BOG) required submission of 2011 Work Plans no later than May 23, 2011. Since the UWF Board of Trustees did not meet before the submission deadline, the BOG received the Work Plan pending approval of the Board of Trustees. The BOG will review for approval university work plans at its June 2011 meeting.

**Implementation Plan:** The Work Plan focuses primarily on the 2011-2012 academic year and includes goals, action plans for meeting the goals, and metrics for measuring success in achieving the goals.

**Fiscal Implications:** The Work Plan requires the University to demonstrate that appropriate resources are directed to support the priorities set out in the 2011 Work Plan Update.

**Supporting documents:**

2011 Update to the UWF Work Plan (38 pages)

**Prepared by:** Dr. George Ellenberg, Vice Provost, Academic Affairs, 474-2077, gellenberg@uwf.edu

**Presenter:** Dr. George Ellenberg, Vice Provost
Issue: Tenure

Proposed action: Approve grant of tenure for specified faculty

Background information: The University of West Florida Board of Trustees tenure approval procedure contemplates that the Board of Trustees award tenure based on the President’s recommendation. The University's current collective bargaining agreement with the faculty also requires that tenure be awarded by the Board following the specified process.

The procedure reads as follows:

*BOT Tenure Approval Process*
- The UWF BOT considers all nominations for tenure at its (June) meeting. Tenure nominations as a condition of employment will be considered as needed.
- The University President submits to the BOT a list of those faculty nominated for tenure for approval by the BOT. The President’s transmittal certifies that each nominee has met the requirements necessary to be granted tenure and will continue to contribute to the University. Any request for tenure as a condition of employment also includes a statement justifying the special circumstances including a brief summary of the nominee’s academic credentials.

Twelve individuals are nominated for tenure having fulfilled all necessary requirements. Each of these individuals were nominated for approval in accordance with the requirements of the tenure approval procedure. This recommendation constitutes the Presidents certification concerning each nominee in accordance therewith.

Recommendation: That the Board approve the grant of tenure for the following faculty:

<table>
<thead>
<tr>
<th>College of Arts &amp; Sciences</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Fink</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Kevin Kern</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Wilson Maina</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Robert Philen</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Bassam Shaer</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Joseph Spaniola</td>
<td>Asst. Professor</td>
</tr>
<tr>
<td>Pam Vaughan</td>
<td>Asst. Professor</td>
</tr>
</tbody>
</table>

English & Foreign Languages
Theatre
Philosophy/Religious Studies
Anthropology
Electrical & Computer Engineering
Music
Chemistry
College of Business

Harriette Bettis-Outland  Asst. Professor  Marketing & Economics
Felicia Morgan  Asst. Professor  Marketing & Economics

College of Professional Studies

Byron Havard  Asst. Professor  Engineering & Computer Technology
Charlie Song  Asst. Professor  Health, Leisure & Exercise Science
Xuan Tran  Asst. Professor  Health, Leisure & Exercise Science

Implementation Plan:  Tenure grant to be effective fall of 2011

Fiscal Implications:  None

Supporting documents:


Prepared by:  Ms. Patti Ross, Executive Administrative Assistant, 474 2281, pross@uwf.edu
Mr. Brian Whitney, Administrative Specialist, 474 3081, bwhitney@uwf.edu

Presenter:  Dr. Judy Bense, President
Issue: Resolutions in recognition of distinguished service

Proposed action: Adopt

Background information: Trustee Richie Platt, outgoing Faculty Senate President and Trustee Jeanne Godwin have served the students, staff and faculty as members of the Board of Trustees. This is an opportunity to recognize and commend them for going above and beyond to serve the students, staff, and faculty at UWF.

Recommendation: Adopt

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documentation:

Resolutions will be read during the meeting and spread upon the pages of the minutes.

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

Presenter: Gen. Chuck Horner, BOT Chair