Minutes

University of West Florida Board of Trustees Meeting
Conference Center (B & C)
11000 University Parkway
Pensacola, Florida
June 3, 2010

Board Chair K.C. Clark called the meeting to order at 11:48 a.m. Central Time on June 3, 2010. The following trustees were present:
Mr. Lewis Bear, Jr.
Mr. K.C. Clark
Ms. Nancy Fetterman
Mr. Josh Finley
Ms. Marny Gilluly
Ms. Jeanne Godwin
General Chuck Horner (RET)
Mr. Bob Jones
Mr. Collier Merrill
Mr. Mort O’Sullivan
Dr. Richie Platt
Ms. Bentina Terry

Others attending:
Dr. Judy Bense, President
Dr. Chula King, Provost, and Vice President for Academic Affairs
Dr. Hal White, Executive Vice President
Dr. Kyle Marrero, Interim Vice President for University Advancement
Dr. Jim Hurd, Interim Vice President for Student Affairs
Ms. Patricia Lott, General Counsel
Dr. Kimberly Sessions Brown, Chief of Staff & Assistant Corporate Secretary for BOT
Ms. Faye Bowers, Executive Specialist & Assistant Corporate Secretary for BOT

Web cast:  http://wuwf.org/radiotv/webarch.shtml
June 3, 2010 Part 1 (FBOT – Action Items)
June 3, 2010 Part 2 (President’s Report - Adjournment)

Chair’s Greeting
Chair Clark welcomed everyone saying we are going to move around with the agenda and start with action items.

Full Board of Trustees Items

Action Items
1. Minutes
Chair Clark reminded trustees they had the opportunity to review the minutes ahead of time.
March 5, 2010
http://uwf.edu/trustees/Jun3_10/DMar5_10/BOTMN.pdf

A motion was made to approve the minutes of March 5, 2010 as presented.
Motion by: Trustee Merrill
Seconded by: Trustee Gilluly
Motion passed unanimously.

2. Tenure
President Judy Bense reported that (13) thirteen individuals are nominated for tenure having fulfilled all necessary requirements. All eligible tenure candidates were nominated for approval in accordance with the following procedure adopted by the Board of Trustees in May 2003.

**BOT Tenure Approval Process**

- The UWF BOT considers all nominations for tenure at the June meeting. Tenure nominations as a condition of employment will be considered as needed.
- The University President submits to the BOT a list of such faculty nominated for tenure for approval by the BOT. The President’s transmittal certifies that each nominee has met the requirements necessary to be granted tenure and will continue to contribute to the university. Any request for tenure as a condition of employment also includes a statement justifying the special circumstances including a brief summary of the nominee’s academic credentials.
- During the June 15, 2005 BOT meeting the General Counsel reported that pursuant to Florida Administrative Code Rule 6C-6.940 Tenure and Promotion Status, a Board of Governors Rule. The pertinent part follows.

  i) *The recommendation of an employee for tenure shall signify that the Chief Administrative Officer is satisfied the employee will continue to make significant professional contributions to the university and the academic community. Upon recommendation by the Chief Administrative Officer and approval by the Board, tenure shall be awarded.*

  j) *With sufficient justification, tenure may also be recommended by the Chief Administrative Officer and approved by the Board at the time of initial appointment or prior to the sixth year of tenure-earning service.*

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

**Tenure Review Process**
A motion was made to approve Tenure for the above individuals as recommended by President Bense.
Motion by: Trustee Merrill
Seconded by: Trustee Platt
Motion passed unanimously.

3. **2010 University Work Plan**
Dr. George Ellenberg, Vice Provost reported that the University of West Florida 2010 Work Plan is in response to the Board of Governors Regulation Number 2.002 University Work Plans and Annual Reports. This regulation institutes 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 Regulation requires the Board of Trustees to prepare a work plan to be submitted to the BOG during the spring 2010 semester with submission of annual updates thereafter. The deadline for the 2010 Work Plan is May 27, 2010. Since the UWF Board of Trustees will not meet until June 3, 2010, the Board of Governors received the UWF Work Plan pending Board of Trustees approval.

The work plan outlines the university's top priorities, strategic directions, and specific actions and financial plans for achieving those priorities, 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 work plan include the following:

- Mission statement;
- Listing of new academic programs proposed for the next three years;
- Tuition differential proposal as outlined in BOG Regulation 7.001(13);
- University projected contributions on metrics related to specific strategic System-wide strategic goals identified by the BOG;
- A minimum of three additional institution-specific goals on which university effort will be focused within the next three years, with proposed strategies for achieving those goals, the metrics that will be used to measure success in achieving those goals, and any assumptions upon which the projected outcomes are predicated;
- Unique opportunities that have presented themselves that have not been included in prior plans; 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 components of the annual report include the following:

- Executive summary;
- Mission and values;
- Summary information on budgets, enrollments and other core resources;
- Reports on undergraduate education, graduate education, and research and economic development;
- Any additional information required by the BOG.

The first University of West Florida Annual Report was submitted to the Board of Governors in December 2009.

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

*BOG Work Plan Submission*
A motion was made to approve the UWF Work Plan as required by the Board of Governors (BOG) 2010 Work Plans submission no later than May 27, 2010. 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 2010 meeting.
Motion by: Trustee O’Sullivan
Seconded by: Trustee Fetterman
Motion passed unanimously.

4. **Additional Student Housing Resolution**

Dr. Jim Hurd said that construction and acquisition of additional student housing facilities are necessary and desirable to serve the needs and purposes of the University of West Florida (“UWF”) as determined by UWF’s master plan.

This resolution provides preliminary approval for the financing of the planned Heritage Hall II, which is intended to provide housing for approximately 250 additional students beginning with the fall, 2012 term.

The resolution contemplates that the University of West Florida Board of Trustees (the “Board”) will request the UWF Foundation, Inc. (“Foundation”), to proceed with the issuance of not exceeding $17,000,000 in housing revenue bonds to finance a portion of the cost of construction of additional housing facilities. A preliminary resolution is also being presented to the Foundation at its June meeting.

Housing staff and the Student Affairs Division have been working for over a year to identify timing and process for financing Heritage Hall II. Market study updates and financial feasibility reports are underway. It is expected that Housing revenues will be sufficient to support another housing bond issue in the fall, and that the Board will be asked to adopt a resolution approving specific terms of the financing at the September meeting, with Board of Governors approval to follow soon thereafter.

UWF staff will work with the Foundation to examine market studies and financial analyses to prepare a formal recommendation for consideration by the Board, Foundation, and the Board of Governors in the Fall.

A motion was made to adopt the resolution as presented.
Motion by: Trustee Fetterman
Seconded by: Trustee O’Sullivan
Motion passed unanimously.
5. **Resolution In Recognition and Appreciation of Distinguished Service**
Chair Clark recognized Ms. Amanda Clonts former SGA President and Trustee for her service to the University. Although Ms. Clonts was unable to attend Chair Clark read a resolution which will be included in the minutes.

Resolution Clonts 2010

A motion was made to adopt the resolution and include it in the minutes of the meeting.
Motion by: Trustee Merrill
Seconded by: Trustee O’Sullivan
Motion passed unanimously.

(Chair Clark moved to Action Item 8 Development of Addendum to President’s Employment Contract and called on Ms. Pat Lott.)

6. **Development of Addendum to President’s Employment Contract**
General Counsel Pat Lott addressed the Board saying that on June 30, 2008, the Board and Dr. Bense entered into an Employment Agreement pursuant to which Dr. Bense became President of the University on an interim appointment. On September 18, 2009, the Board voted to extend Dr. Bense’s interim appointment through her then current DROP date, being February 29, 2012. At the Board meeting on March 5, 2010, Dr. Bense advised that due to financial considerations she does not plan to enter her scheduled DROP. In order to exit the DROP program, it is necessary for an employee to work at least one day past the scheduled DROP date. Accordingly, Dr. Bense requested that the Board extend her Employment Agreement through March 1, 2012.

At the March 5, 2010 meeting, the Board was amenable to the one day extension; however, General Counsel Patricia Lott advised that she would review the President’s Employment Agreement to determine whether the one day extension was required and report back to the Board. Ms. Lott has subsequently advised that an Addendum to the Employment Agreement is advisable for a number of reasons.

First, although it is clear that the original Employment Agreement anticipated that Dr. Bense will return to a faculty role following the end of her service as President, the original Agreement and the first approved revision referred to a DROP date that is now inapplicable. Second, in reviewing the Employment Agreement, Ms. Lott discovered that Dr Bense’s approved postemployment one semester development leave would have ended in the middle of the summer semester. Dr. Bense’s professional development leave should extend at least until the commencement of the full semester beginning at least nineteen weeks after the end of her term of employment as President. Nineteen weeks is the period of time normally contemplated when a reference is made to “one semester,” according to the faculty collective bargaining agreement.
More importantly, however, the original Employment Agreement was drafted in contemplation of a one year term. It does not contain terms relating to the process for evaluation or other provisions that are standard for a presidential contract. A discussion concerning the process for Dr. Bense’s evaluation is included on the agenda for this meeting, with the expectation that a process for the evaluation will be determined and that the evaluation will be accomplished in the near future. Accordingly, it is recommended that an Addendum be developed to reflect the Board’s decisions concerning those matters and to adjust the terms of Dr. Bense’s Employment Agreement as appropriate to reflect the changed circumstances of Dr. Bense’s employment. The Board may wish to consider appointing a committee of Board members and/or staff to prepare recommendations concerning this matter.

Ms. Lott recommended the development of an appropriate Addendum to Dr. Bense’s Employment Agreement that would address all issues through a more coordinated fashion. She recommended the appointment of a committee so the Board’s input would be made available.

Chair Clark will appoint an ad hoc committee to bring a recommendation to the Board.

No action was taken by the Board.

(Chair Clark moved back to Item 7 which he had accidentally overlooked.)

7. Election of Vice Chair
Chair Clark said with the departure of Roy Smith from the board it is time to elect a vice chair. Per the BOT bylaws the normal term of election would commence in December, the vice chair would assume the post in January for a term of two years. However, since there is a vacancy mid-year, Clark suggested electing a vice chair to serve June now until December 2010 when the Board takes up the election of officers. He then asked for nominations.

Trustee Merrill nominated Trustee Lewis Bear, Jr. to serve as vice chair for the Board until December 2010 when the Board takes up the election of officers. Trustee Godwin seconded the motion which passed unanimously.

8. Union Issues
Chair Clark reported that it appears the University is very close to a settlement with the union. The University wants to ratify the agreement quickly.

A motion was made for the Board to delegate authority to the Executive Committee to ratify the agreement.

Motion by: Trustee Terry
Seconded by: Trustee O’Sullivan
Motion passed unanimously.

9. **Presidential Evaluation Process**
Chair Clark said that in December 2009 when the BOT adopted the presidential goals it asked staff to review the evaluation practices of the other SUS institutions. Dr. Kim Brown has prepared a chart for us indicating:

- Each president submits a self evaluation and goals.
- All of the universities gather input from the trustees. Four (4) use a BOT committee to guide the process, two (2) use an external consultant annually, and several use a form to collect data from the trustees.
- The timing of the evaluations differs depending on start date of the president.

So, Clark said we have two things here:

- President Bense is requesting that we change the timing of her evaluation to begin with the fiscal year. She would submit her self evaluation and goals on July 1 and we would adopt the evaluation and goals at the September 2010 meeting which coincides with the start of the academic calendar.

- Additionally, we have a recommendation to appoint an adhoc committee to foster the evaluation process, as well as, create a draft addendum for President Bense’s contract. Clark said he would determine the number of committees and said there was no need to take action at today’s meeting.

In addition Clark said that the Board would consider (1) changing the timing of the evaluation process to coincide with the fiscal and academic year, (2) he would appoint an adhoc BOT committee to oversee several outstanding issues of presidential employment such as the evaluation process and contractual issues. The committee would be charged to bring forward a draft evaluation, goals and suggested contractual amendments at the September 2010 BOT meeting.

Chart of SUS evaluation process

(12:30 p.m. adjourned for lunch)

(1:22 p.m. reconvened)

Once the meeting was back in order, Chair Clark said we are pleased to be web casting today’s meeting thanks to the WUWF staff, University Commons staff and the ITS staff. He followed saying:

- I appreciate everyone’s participation today.
- I, too, would like to welcome our newest trustees Lewis Bear, Jr., Bob Jones, Mort O’Sullivan, and Josh Finley, the newly elected SGA President. It is wonderful to have you all here and we look forward to working with you.
• Now, before we get to the President’s Report I have a couple of congratulations I would like to extend.

• President Bense received two significant awards since we last met. First, she was recognized by the Pensacola Sports Association as Sportsman of the Year. Second, just last week she was recognized by the King of Spain with induction into the Order of the Isabella la Catolica. The Counsel General of Spain, Santiago Cabanas presented the official order parchment and medal. We are very proud of our President for these wonderful accomplishments.

• Finally, I would also like to introduce Dr. Terry MacTaggart, a guest in the audience today. Dr. MacTaggart is here from the Association of Governing Boards to facilitate a workshop for our trustees tomorrow. Terry, thank you for being here. We look forward to getting to know you.

President’s Report
Dr. Bense welcomed the new trustees saying she and UWF are delighted they are here and we are looking forward to working with them.

Dr. Bense then said:
• I also want to announce that one of our finest Vice President’s is stepping down. Dr. Hal White, our Executive Vice President has served with us for eight years. He has an amazing opportunity to serve as Visiting Fellow of Earth Jurisprudence at Schumacher College in Devon, England, U.K. and so he has decided to take his sabbatical in order to pursue this opportunity.

• He will return here after one year as a professor and fellow. He has served us well and with distinction. We will miss him as Executive Vice President but I know he will return to UWF and bring valuable new experiences with him in a more professorial way.

• Thank you Hal for your service. We will host a best wishes gathering for him in August, more details to follow.

• I have asked our Senior Associate Vice President of University Affairs, Mike Dieckmann to serve as Interim Vice President for University Affairs. I know Mike will make great accomplishments and has our full support.

• I would like to thank Dr. Pete Metarko, Associate Vice President for Enrollment Services who has served at UWF for 17 years and will be missed sorely. He has been a huge help to the university.

National News
• We have no earmarks selected for FY 2011 funding because of the decision by the Republican caucus to defer earmarks until FY 2012.

• However, we have three FY2010 earmarks that have been awarded due to the generosity of Congressman Jeff Miller and Senator Mel Martinez. These awards are:
- Turnaround Business Assistance Program - $262,000, Mr. Jerry Cartwright will enable the Florida Small Business Development Center Network to assist businesses struggling in the current economic market.
- Pensacola Incentive-Based Model of Healthcare Transformation - $400,000, Dr. Rick Harper will explore best practices to enable physicians to make use of emerging health information exchanges and thereby reduce medical costs. This project is in partnership with the Pensacola Strategic Health Intelligence project sponsored by the Pensacola Chamber of Commerce and the VA, Navy, Baptist Hospital, Sacred Heart Hospital, West Florida Hospital and local physician networks.
- Hometown Heroes - $650,000, Drs. Glen Rohrer and Diane Scott will provide scholarships to veterans and their spouses to pursue UWF cohort graduate and undergraduate degrees and will train veteran service officers nationwide to better provide information about education and health benefits to returning veterans.

**Legislative News**

1. **Session Concluded April 30.** We fared much better than expected. Overall our base E&G State support was cut by just under a half million this year. General revenue was cut by much more, but they made it up in recurring Lottery dollars. However, after the tuition increase, federal stimulus, and other sources are added back in our budget which is slightly up over last year.
2. **Governor signed budget Friday 5/28/2010.**
3. **New College of Business.** Perhaps one of the most remarkable outcomes of the session is that we got PECO funding to build a new College of Business facility. This is a crowning achievement that will upgrade our facilities to match the stellar reputation of our COB programs. *(Chair Clark expressed his appreciation to Dr. Ed Ranelli, Dean for the College of Business who pulled together a strong Business Advisory Council who is so supportive.)*
   We owe a debt of gratitude to Ms. Janice Gilley, Director of Government Relations, who represents UWF so very well in Tallahassee.
4. **BOG Settlement.** The BOG reached a settlement agreement with the legislature. We are glad to see a positive end to the lawsuit matter. The major elements of the settlement include:
   1. Establishment of the Higher Education Coordinating Council to make recommendations to the BOG, the State Board of Education and the Legislature concerning articulation, consistent education policy across all delivery systems, access to higher education, and the transfer of credit;
   2. Declaration that the BOG and university BOTs may implement their constitutional powers via regulations versus the cumbersome state rule process;
3. Amendment of statute to make sure that there is sufficient authority for delegating duties to the BOTs for authority that is derived from the Legislature;
4. Amendment of sections in chapter 282, Information Technology, to specifically exempt the BOTs and the state universities from the definition of “agency” for the purposes of that chapter – and remove the references to the state universities from any section therein.
5. Substantial amendment of statute to allow for the BOG to approve flexible tuition policies as may be requested by a university BOT (block tuition strategies, etc.), and to allow for the BOG to approve a university’s request to increase an existing fee, and to allow for the BOG to approve a university’s request to establish a new fee.
5. **No Cuts.** It is wonderful not to have to make budget cuts this year. HOWEVER,

6. **Funding Cliff.** Right now there is a prediction that there could be a budget cliff in the state next year. The reasons are:

a. **Federal stimulus is going away.** That means $4.5m for UWF. We must find a way to replace these funds and to keep our visiting faculty.
b. **Maintenance of Effort.** This is a concept that was created along with the federal stimulus. It was a requirement of each state that they must keep education funding whole to 2006 levels (this means all of education from k-12 through higher education) in order to receive federal stimulus dollars.
   i. What this means is that other agencies and parts of government have been cut much more than education.
   ii. Many believe that when the federal stimulus goes away next year and the legislature no longer has to “keep us whole” that they will drastically cut us.
c. Further, the cost to continue at the state level continues to increase. This year it increased by $3.2b.
d. FL is an $880b economy and its normal rate of growth produces about $2.2b per year. That leaves a deficit every year if we were at a normal rate of growth.
e. Finally we’ve watched all the state trust funds be raided. The legislature may decide they need to restore these funds. The Governor did veto the raiding of the $160m from the Transportation trust fund just last Friday.
f. Still, all of these reasons lead to the idea of a budget cliff next FY.

7. **Budget Cliff in Graphic Form.** Slide indicates the cliff.
   a. The blue line shows our E&G funding and base tuition. You can see we have lost 25% of our base funding.
b. The red line shows our recurring expenditures, which have dropped dramatically.
c. The green line shows where our funding levels are now. The difference is growth and differential tuition.
d. Our growth is cushioning the blow. It’s working.
e. Without differential tuition and enrollment growth, we would be facing a likely $6.5 million funding cliff in FY2011-12. THIS IS WHY THE DIFFERENTIAL IS SO IMPORTANT.
f. With our efforts on growth, that deficit is closer to $700k.

Possible Budget Cliff Chart
http://uwf.edu/trustees/Jun3_10/P_B_C.ppt

8. 3 Year Budget Model. This has led us to the idea that we should be budgeting and forecasting for a three year period. The administration has had conversations regarding this and we are holding a series of retreats with the deans this summer.

9. New Normal Retreats. In addition to the strategic forecasting and budgeting we are discussing the important external factors that have and will impact our institution. Such as competition from the state colleges, the growth of private colleges, technology, changing student demographics, and the increase of accountability measures. We will be working to understand these issues and best position ourselves to take advantage of the opportunities.

On Campus News

• Spring Commencement. We had a full house with 1,160 graduates.
• BOT orientation. We held a new trustee orientation May 26.
• Chancellor visit. Let me also mention that we had a great visit by Chancellor Frank Brogan a few weeks ago. The Chancellor wanted to see first-hand how our faculty are taking an active role in the Oil Spill. I know you are seeing our scientists and researchers on the news every night and daily in the press. We are very proud of them, as they show what a regional comprehensive university is all about: helping the region.
• Alumni Congrats. 2007 Alumnae Amanda Brewer, Special Ed teacher at Pea Ridge Elementary, earned recognition as Rookie Teacher of the Year for Santa Rosa County.

Other News

• 4 Day Workweek. I want to remind you that we are going to pilot a 4 day workweek for 6 weeks this summer. It begins in July. Many other institutions do this and have seen an increase in productivity, a boost to morale, and some costs
savings. Employees will still work 40 hours but will do so in 4 days. Again this is a pilot and we will assess its effectiveness in determining any future action.

- **School for New Presidents.** The board asked me to attend new president’s training. I was accepted into the Harvard School and the American Association of Schools, Colleges, and Universities (AASCU) new president’s academy. I compared them and chose the AASCU academy which I am attending in July. I really look forward to it.

Lastly, Dr. Bense said, these are a few of the exciting things happening on campus. It is an amazing time to be a part of The University of West Florida. So, with that Mr. Chair I am happy to entertain questions.

**Faculty Recognition**
Chair Clark called on Provost Chula King who recognized two faculty members who have been named Distinguished University Professors. In addition, Dr. King recognized Dr. Pete Metarko’s outstanding leadership and applauded his services.

- Dr. Jane Halonen, Dean for the College of Arts & Sciences introduced Dr. Kuiyuan Li, math department chair, who moved the audience to tears as he expressed his love for service at UWF.
- Dr. Pam Northrup, Interim Dean for the College of Professional Studies, introduced Dr. John Smykla, chair for department of criminal justice. Dr. Smykla’s leadership has enabled UWF to realize a Mock Trial Classroom. It is obvious that Dr. Smykla is a dedicated faculty and is well-loved at UWF.

**Staff Recognition**
Chair Clark called on Dr. Hal White, Executive Vice President who recognized Ms. Janice Perkins Gilley, Director of Governmental Relations for her legislative excellence in Tallahassee. Dr. White noted that Ms. Gilley enlightened him regarding Governmental Affairs in Florida. Dr. White also recognized Ms. Colleen Asmus, Assistant Vice President and Controller for her service to UWF as well. Dr. White noted that Colleen is one of the most important people at UWF saying that she was one of the leaders in implementing the ERP system.

**Student Recognitions**
Chair Clark called on Dr. Jim Hurd, Interim Vice President for Student Affairs who introduced Ms. Dominique Boykins (Senior, Business Administration) from Houston, Texas. She shared a portion of her experiences at UWF as a student-athlete (basketball) and their impact on her life and college career. She emphasized that she is a student first and athlete second.
Committee Reports

Chair Clark, in Trustee Gilluly’s absence, chaired the Finance, and Administration & Audit Committee and presented these items for ratification by the full Board:

1. FY2011.2015 Fixed Capital Outlay 5 Yr. Plan

The University annually submits a Five-Year Fixed Capital Outlay Plan to the Board of Governors (B.O.G.). The Plan was recommended by the Facilities Planning Advisory Committee on March 25, 2010. The proposed Plan aligns with the Campus Master Plan. The Plan will require fiscal year modification depending upon the final Legislative outcome 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 are as follows:

   School of Allied Health and Life Sciences – Priority 4 in lieu of 13
   Building 54 Renovation (Phys. Educ. & Performance Ctr.) – Priority 5 in lieu of 7
   Building 58 Renovation – Priority 6 in lieu of 14
   Natatorium Renovation, Ph. II of II – Priority 7 in lieu of 4
   Building 37 Renovation – Priority 8 in lieu of 12
   University Commons (Partial Funding) – Priority 22 (new project)

The B.O.G. compiles the lists from each SUS institution, and presents their recommendation to the Legislature and Governor, along with requests from community colleges and public schools. The Legislature determines which projects are funded. The process is pursuant to Florida Statute 1013.64, and Sections 216.0158 and 216.043.

FY2011.2015 Fixed Capital Outlay 5 Yr Plan
http://uwf.edu/trustees/Jun3_10/FCO_5YR_Fixed.pdf

The committee recommended approval of the FY2011-2015 Fixed Capital Outlay 5 Yr. Plan with significant changes italicized above.

2. Estimated FY 2010-11 Consolidated Operating Budget

The FY 2010-11 Consolidated Operating Budget for the University of West Florida is due to the Florida Board of Governors in August 2010. 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: Educational 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 2010-11 Consolidated Operating Budget are within the authority provided by the 2010 General Appropriations Act and by Florida Statutes.

Estimated FY 2010-11 Consolidated Operating Budget
http://uwf.edu/trustees/Jun3_10/ESTFY_2010_11B.pdf

The committee recommended:
a. **Approval** of the estimated Operating Budget for the fiscal year ending June 30, 2011 for both appropriated and non-appropriated funds, and

b. **Authorization** of 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 2010, and other changes during the fiscal year.


UWF Regulation 2.011 provides guidelines for employees classified as career service employees. This regulation is no longer necessary because there are no longer employees classified as Career Service Employees at the University of West Florida. Employees are classified either as University Work Force employees or Faculty. Guidelines for all University employees are contained in University employment policies and in applicable collective bargaining agreements.

**Regulation Development History:** The notice of proposed repeal of UWF/REG 2.011 was posted on the BOT regulation development website on April 20, 2010, notice was published in the April 22, 2010 edition of Argus Today, and public comment was invited. The required 30-day notice period for the proposed regulation will end on May 20, 2010.

*Notice of Repeal of UWF Regulation 2.011 with the Text of Language to be repealed*


The committee recommended to Repeal UWF/REG 2.011 Career Service Work Standards, Violations of Work Standards, and Disciplinary Actions.

4. **Repeal - UWF/REG 2.013 Grievance Procedure for Career Service Employees**

This regulation is no longer necessary because there are no longer employees classified as Career Service Employees at UWF. In-unit employees can use either the grievance procedure contained in an applicable collective bargaining agreement or UWF/REG 2.029 Grievance Process for Employees not Covered by a Bargaining Unit.

**Regulation Development History:** Notice of the proposed repeal of UWF/REG 2.013 was posted on the BOT regulation development website on April 20, 2010, was published in the April 22, 2010 edition of Argus Today, and public comment was invited. The required 30-day notice period for the proposed regulation will end on May 20, 2010.

*Notice of Repeal of UWF Regulation 2.013 with Text of Language to be repealed*


*UWF Reg. 2.029 Grievance Process for Employees Not Covered by a Bargaining Unit*


The committee recommended to Repeal UWF/REG 2.013 Grievance Procedure for Career Service Employees.

5. **UWF Florida Equity Reports**
Beginning in the 2003-2004 academic year, the Florida Educational Equity reporting combined requirements of the Florida Educational Equity Act, Gender Equity in Athletics, and Equity Accountability Plans. The report is called the Florida Equity Report. The report is due to the Board of Governors on July 1, 2010.

The University of West Florida submits the Florida Equity Report that encompasses (1) student enrollment, (2) gender equity in athletics, and (3) employment, and that identifies, measures, and enhances UWF’s progress toward appropriate representation. This report focuses on females and members of four racial/ethnic classes: Black, Hispanic, Asian/Pacific Islander, and American Indian/Alaska Native.

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 last year, females received 64% of all bachelor’s degrees, 61% of all master’s degrees, and 69% of all doctoral degrees. The university has set goals to increase minority representation in student enrollment.

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. The gender equity assessment notes one area for improvement; there is a need to provide separate locker rooms for the women’s basketball and volleyball teams. Construction, funded by the UWF Capital Investment Trust Fund, is expected to begin in late May, 2010. This renovation converts the visitors’ locker room into a new locker room for the women’s volleyball team and updates the women’s basketball team locker room.

The University of West Florida’s employment representation shows improvement from 2004 to 2009 in Tenured Faculty (Female and American Indian/Alaska Native faculty), Tenure-Track Faculty (Black faculty), and Non-Tenure-Earning Faculty (Female and Hispanic faculty). During the last year, Female and Asian/Pacific Islander in Tenured Faculty and Female and Hispanic staff in Executive/Administrative/Managerial increased. As of the fall of 2009, females comprised 44% of all Tenure-Track Faculty while racial minorities comprised 23%.

An area noted for improvement is in Tenure Track Faculty. Should there be an opportunity to hire tenure-track faculty next year, efforts will be made to recruit female and Asian/Pacific Islander faculty. Another goal is to increase female and minority representation in all areas.

The University of West Florida’s strategies for achieving goals include the following action-oriented programs: Utilizing an online recruitment and hiring process to increase the university’s visibility to applicants for employment; advertising 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 specific 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 bias in the employment process by requiring screening committee make-up to include 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 the 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 university’s strategic planning process; utilizing female and minority administrators as part-time faculty; and providing tuition fee waivers to all faculty and staff.

The University of West Florida is proud to have been named by the Chronicle of Higher Education as a “Great College to Work For” for the past two years. Areas of excellence noted for UWF include Perception and Confidence in Fair Treatment, Physical Workspace Conditions, Teaching Environment, and Vacation/Paid Time Off.

2010 Florida Equity Report
http://uwf.edu/trustees/Jun3_10/FL_Equity_Rpt.pdf

The committee recommended approval of the 2010 Florida Equity Report.

6. Authorization to Sign Checks

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:

- Hal M. White, Jr., Executive Vice President
- Michael F. Dieckmann, Senior Associate Vice President
- Colleen M. Asmus, University Controller
- Doyle C. Pitts, Assistant Controller

The impending departure of Hal M. White, Executive Vice President, requires his replacement as an authorized check signer of the university.

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at 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
- Michael F. Dieckmann, Senior Associate Vice President
- Colleen M. Asmus, Assistant Vice President for Finance/Controller
- Doyle C. Pitts, Assistant Controller

The committee recommended the approval and authorization of specified officers and employees of the university to sign checks by adopting the above resolution.

On March 24, 2010, 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, 2009. 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.

**UWF Financial Audit, Report No. 2010-154 - 37 pages**

The committee recommended the approval of the University’s audited financial statements, notes, and management’s discussion and analysis as published in the Annual Financial Report.

After completing UWF Annual Financial Report for 2008-09, Report # 2010.154, Chair Clark moved to the **Informational Item - Fee Overview** and called on Dr. Susan Stephenson who provided an update on the current and proposed tuition and fees, segregating mandatory and non-mandatory charges. Details are accessible through the links below.

**Mandatory Tuition & Fees**
http://uwf.edu/trustees/Jun3_10/TandF_mandatory.pdf

**Additional**
http://uwf.edu/trustees/Jun3_10/TandF_additional.pdf

**On Campus Housing, Meals & Parking**
http://uwf.edu/trustees/Jun3_10/TandF_H_M_P.pdf

Once Dr. Stephenson completed her presentation, Chair Clark moved back to action item 9.

8. **Student Life and Services Facility Fees**

Funding for public universities comes from a variety of sources including state support, student tuition and fees, auxiliary revenue, fundraising, and a variety of other direct and indirect support mechanisms. The trend in public higher education funding in recent years has been away from significant state support to state assistance. Institutions have, therefore, worked to either reduce costs or to offset the cost of essential operations to other revenue streams.

In the State of Florida, facility development funding (planning, construction, and equipment) primarily comes from Public Education Capital Outlay (PECO) funds. PECO funds are allocated by the state to all levels of public education from K12 to state universities. In addition to PECO, facilities may be funded from private donations solicited by schools for specific facility needs. Facilities funded by private contributions may qualify for additional state matching grants, when
available. Facilities may also be funded by auxiliary enterprises. University Housing, for example, is expected to be a fully self-supporting enterprise in terms of planning, building, and operating facilities through rental revenues. An additional funding source for facilities that target student life and student services is the Capital Improvement Trust Fund (CITF) (see Exhibit A). This fund is based on a per credit hour fee collected from each student in the State University System with allocations previously coming on a 3 to 4 year cycle to institutions. These allocations, while not insignificant, are not large when considered in context with the cost of constructing large, durable, multipurpose public buildings designed to withstand high traffic and heavy activity. See Exhibit A for details of the last two allocations received by UWF. The most recent allocation was for just over $5 million but to put that in context, the construction of Heritage Hall (the newest housing facility) is projected at $15 million. Significantly, a BOG staff member recently suggested that the next CITF release may be 5 years or more away.

At the University of West Florida we operate in the context of a trend in declining state support including reductions in general revenue support to recurring operating budgets and declines in funding for facilities maintenance and expansion. In some cases, even when funding is available from other sources to support maintenance and construction, funds are not available to support recurring operational costs. Such is the situation with many student life and services facilities that are funded by CITF dollars. While a facility constructed with PECO generates additional state operating funds to provide for maintenance, utilities, custodial services, and furnishing/equipment replacement a facility constructed with CITF does not. With the continuing decline in state funding in general, the University can no longer simply accommodate the additional space within the existing POM budget and is seeking, reasonably, to pass those costs on to the program areas housed in these facilities. This means that the ERCCD (campus childcare), the Health and Wellness program, and potentially other student fee funded areas, will be billed for essential POM costs.

This emerging issue is likely to accelerate. Already the University has considerable facility needs related to student life and services. Exhibit B provides a sampling of facility usage and facility access issues related to a variety of student life and service oriented facilities at the University of West Florida.

Recently passed legislation has provided authority to the Board of Governors to approve new fees at SUS institutions:

- A university board of trustees may request and the BOG approve a new fee or an increase to an existing fee with an established cap;
- When approving a university request for a new fee, the BOG must consider the purpose to be served, whether there is a student-based need for the fee, whether alternative resources are available to meet the need, whether the financial impact on students is warranted in light of other charges assessed to them, and whether restrictions should be placed on the use of the fee; and
- When approving a fee increase, the BOG must consider the services or operations currently being funded by the fee; whether more efficiency could alleviate the need for the fee increase; the additional or enhanced services to be funded by the fee increase, whether alternative resources are available to meet the need, and whether the increase is warranted in light of other charges assessed to students.

*Cited from Florida Senate Bill Analysis and Fiscal Impact Statement, April 15, 2010*
It is therefore proposed that the University of West Florida establish and collect the following local fees:

**The Student Life and Services Facility Improvement Fee** - This fee will be assessed to all students on a per credit hour basis and will accrue toward supporting the development of student life and services facilities (new construction, renovation, and expansion). Funds may be used for planning, construction, and equipment. Funds may be used in conjunction with other fund sources in a project (PECO, private donations, state matching, auxiliary, or other).

**The Student Life and Services Facilities Management Fee** - This complementary fee will be assessed to all students as a block fee and will accrue toward unfunded POM requirements for non-PECO funded student life and service facilities.

It is proposed that the fees be implemented effective fall semester 2010 and that the initial fees be established as follows:

| Student Life and Service Facility Improvement Fee | $4.00 per credit hour |
| Student Life and Service Facilities Management Fee | $10.00 block |

**Exhibit A: Recent CITF Funded Projects**
The list below documents the projects approved and completed or in process since 2005.

**2005-2006 Allocation: $3,655,662 total**
- Health, Leisure, and Sports Facility Rock Climbing Wall $156,500.00
- Field House Building 54 Renovation Phase 1 $679,238.00
- Child Care Center $2,819,924.00

**2008-2009 Allocation: $5,160,000 total**
- Student Health, Counseling, & Wellness Center $4,600,000.00
- Bldg 54 Athletic & Sports Multi-Purpose Room $160,000.00
- Bldg 54 Renovation, Women's Sports Area $400,000.00

**Exhibit B: Student Life Facility Review**

**University Commons (campus student union)**

The University Master Plan calls for either a new student union or a radical renovation and expansion of the aging student union. Recommendations from nationally recognized consultants Brailsford & Dunlavey suggest the cost for this project will range from **$45 million** (extensive renovation and expansion) to **$65 million** (completely new facility with demolition of old facility).

Within the context of current operations the wear and tear on the facility and its furniture, fixtures, and equipment is extensive. Currently there is an ever growing deferred maintenance and equipment replacement issue.

In addition to future facility needs, this department provides all custodial services for the University Commons and has had to rely on funds from other areas of their budget to continue custodial operations at an acceptable level.

**Athletic Facilities**

The University just completed an athletic visioning process to set 5 and 10 year goals for the Intercollegiate Athletic program. One result of that effort is the decision to engage an athletic
facilities planning consultant to help develop a master plan for athletic fields and facilities. NACDA Consulting, a group engaged to assist with the initial visioning process, estimates the need for over $50 million in new construction and renovation to bring current facilities up to strong Division II and/or Division I standards without adding new sports such as football.

Recreation and Sports Services

Campus recreational activities include the campus fitness center and a variety of outdoor spaces designated for general recreational activities. This program area is currently billed for a share of the grounds maintenance associated with student recreation programs and is anticipating significant furniture, fixture, and equipment expenditures over the coming years.

Health, Counseling, and Wellness

Planning for a new facility to bring our health clinic, counseling center, and health promotion program underway has been indefinitely delayed. Efforts have already been made to move the facility described above, this facility is well overdue and the program areas housed there expect to open the new space already at capacity usage.

Currently we have been advised to expect POM costs in excess of $70,000 to be charged to the new facility when it opens in spring 2011. To fund this anticipated cost the director of UWF’s counseling, health, and wellness program has placed this item as the number two funding priority for the health fee only behind anticipated increases in health clinic management fees. For context it is important to know that $70,000 in health fee funds, if not used for POM, would provide an additional counseling psychologist that would help address the growing wait list for mental health services.

Career Services

The campus career center has been in the same facility for over 25 years despite enrollment growth and expansion of services. Currently the center does not have adequate space to facilitate the demand for onsite employer interviews, for career planning and coaching sessions, and for an adequate career resource area.

The center hosts a variety of major events designed to bring students into contact with potential employers, for example:

- Spring 2009 - hosted Career Fair with approximately 260 students and 62 employers.
- Spring 2009 - hosted Construction Career Night with 31 students and 16 employers.
- Fall 2009 - hosted Career Fair with approximately 190 students and 60 employers.
- Fall 2009 Part-Time Job Fair hosted 50 employers and approximately 562 students.

In many cases the center hosts an Interview Day (students meet for one-on-one interviews with employers) on the day immediately following these events. Because Career Services only has 2 interview rooms with space for only 3 chairs, staff often offer up their own offices so that employers have room to meet with students. Nearly 90% of interviews in the past year have been conducted in staff offices because most employers bring additional staff that cannot be accommodated in interview rooms.

Other programming includes on-campus information sessions which average 2 employers (presenters) and 14 student attendees. Often it is a struggle to find space to accommodate these sessions and frequently the career program is bumped from previously reserved spaces due to competing campus priorities.

At the end of each semester both Volunteer UWF! and Cooperative Education (programming units of the Career Services department) hold end of term reflection sessions with
students in those programs. Due to the limited space they must hold multiple (6-8) small sessions as opposed to 2 or 3 larger sessions. Also both programs hold weekly information sessions. Student attendance must be limited and multiple sessions must be added due to limited space.

**Student Disability Resource Center**

The Student Disability Resource Center (SDRC) is administratively aligned under the Dean of Students Office (DSO) and currently is housed in the DSO office suite. The SDRC lacks appropriate space for testing services required as part of providing reasonable accommodation for students with special needs. Currently the SDRC staff will schedule conference rooms around campus, reserve office spaces during staff absences, even have staff relocate their work temporarily to provide space for proctored student testing. In addition, the SDRC program partners with both state Vocational Rehabilitation staff and federal Veterans Affairs staff to have on campus office hours to serve the needs of those student populations. The space used for this service is a former storage room off a public lobby which offers little privacy for those students waiting for their appointment.

**Student Transition Programs**

The Student Transition Programs (STP) office is also administratively aligned under the Dean of Students Office (DSO) and currently is housed in the DSO office suite. The STP office is responsible for new student orientation (freshman and transfer), first year experience programming, parent programming, and other student transition issues. Currently the peer leader components of this program (student staff and leaders for New Student Orientation, for Argo Camp, and the Argo PALS associated with the living learning community program) are housed in a space that doubles as the staff lounge for the building.

ERCCD (Child Care Center)

We recently opened a new ERCCD facility but the dollar value of the allocation limited the ultimate size of the facility and therefore our ability to serve the campus childcare needs.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>76</td>
<td>76</td>
<td>76</td>
<td>80</td>
</tr>
<tr>
<td>2008</td>
<td>children served</td>
<td>children served</td>
<td>children served</td>
<td>children served*</td>
</tr>
<tr>
<td>2009</td>
<td>93</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* New building opened this term

Additionally, the ERCCD is now paying fees for POM that it was not responsible for previously. The Student Government has acted to mitigate that expense by funding $50,000 from A&S fees for student OPS which in turn frees up that amount from the center’s user funded budget. This has allowed the center to avoid passing this direct cost on to students using the center.

**Exhibit C: Fee Projections**

<table>
<thead>
<tr>
<th>Fee Projection Model</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-2009 total credit hours</td>
<td>$ 245,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour fee</td>
<td>$ 4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projected Collection</td>
<td>$ 982,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007-2008 total headcount</td>
<td>23,988</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per semester block fee</td>
<td>$ 10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projected Collection</td>
<td>$ 239,880.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The committee recommend to approve the creation and implementation of student life and services facility fees (as stated above) effective Fall Semester, 2010.

9. Student Activity and Service, Athletic and Health Fee Increase

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.

Included in HB 5201 (lines 608-621) are changes to the Local Fee increases for 2010-11. The language is as follows:

‘Notwithstanding this paragraph and subject to approval by the board of trustees, each state university is authorized to exceed the 5-percent cap on the annual increase to the aggregate sum of activity and service, health, and athletic fees for the 2010-2011 fiscal year. Any such increase shall not exceed 15 percent or the amount required to reach the 2009-2010 fiscal year statewide average for the aggregate sum of activity and service, health, and athletic fees at the main campuses, whichever is greater. The aggregate sum of the activity and service, health, and athletic fees shall not exceed 40 percent of tuition. Any increase in the activity and service fee, health fee, or athletic fee must be approved by the appropriate fee committee pursuant to subsection (10), subsection (11) or subsection (12).’

With the passage of this legislation Board of Governors staff has indicated that UWF is authorized, for the Fall 2010 term only, to increase the local fees 15% ($4.59) over the 2009-2010 fee level.

A 5% aggregate increase has previously been approved by the Board of Trustees in December of 2009 for the Fall 2010 semester, which leaves an additional 10% student fee increase availability.
The proposed increases are an additional $3.06 per credit hour, or an increase of 10 percent beyond the previously approved $1.53 increase of 5% for Fall 2010.

<table>
<thead>
<tr>
<th>Fee</th>
<th>2009-2010 Fees In Use</th>
<th>2010-2011 Approved (5% Increase over 2009-2010)</th>
<th>10% Additional Increase 2009-2010 Fees</th>
<th>New Proposed Total Fees for 2010-2011</th>
<th>Total Increase from 2009-2010 to 2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S</td>
<td>$11.20</td>
<td>$11.69</td>
<td>$0.98</td>
<td>$12.67</td>
<td>$1.47</td>
</tr>
<tr>
<td>Athletic</td>
<td>$14.22</td>
<td>$14.78</td>
<td>$1.13</td>
<td>$15.91</td>
<td>$1.69</td>
</tr>
<tr>
<td>Health</td>
<td>$5.19</td>
<td>$5.67</td>
<td>$0.95</td>
<td>$6.62</td>
<td>$1.43</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30.61</strong></td>
<td><strong>$32.14</strong></td>
<td><strong>$3.06</strong></td>
<td><strong>$35.20</strong></td>
<td><strong>$4.59</strong></td>
</tr>
</tbody>
</table>

Exhibit A—UWF Fee History and Comparison of SUS Fees for 2009-10
http://uwf.edu/trustees/Jun3_10/Fee_Comp_SUS.pdf
Exhibit B—Minutes of Student Fee Committee
http://uwf.edu/trustees/Jun3_10/MINS_Student_Fee_Cmte.pdf
Exhibit C—SUS Projection
http://uwf.edu/trustees/Jun3_10/SUS_Projection.pdf

The committee recommended approval of the Student Activity and Service, Athletic and Health Fee Increases as stated above.

10. **Amend UWF/REG 4.008 Tuition, Fees, Fines & Penalties & Tuition Differential**

The Florida Legislature established an 8% increase for in-state undergraduate basic tuition for the 2010-2011 Academic Year. The 8% tuition increase equals an increase of $7.08 per credit hour, from $88.59 to $95.67 per credit hour. The Financial Aid Fee and the Technology fee, which are each 5% of the basic tuition, will each increase from $4.42 to $4.78 per credit hour.

The Florida Legislature also authorized each University Board of Trustees to establish a Tuition Differential, which, when combined with the 8% legislative increase cannot equal more than 15% of last year’s basic tuition plus Tuition Differential. Based on this formula, the University proposes to increase the Tuition Differential from $5.74 to $12.80 per credit hour.

The University is also seeking increases in the Health, Athletic and Activity and Service fees. The BOT approved a 5% increase in these fees at its December 2009 meeting effective for the fall 2010. Subsequent to that, the Board of Governors approved a one time increase in those fees in an amount not to exceed 15% of the 2009 basic tuition. On the attached chart, we have shown the fees approved in December 2009 in blue and the new proposed fees underlined in red.

The amendments also reflect changes approved by the UWF Board of Trustees: 1) the reduction to $0 of the out-of-state fee for graduate students with graduate assistantships of .25 FTE or greater, approved at the March 5, 2010 meeting, 2) a tuition differential cost of $31.13 per credit hour for Master of Nursing courses, approved at the March 5, 2010 meeting, and 3) a tuition differential cost of $62.26 per credit hour for the EdD cohort courses at the Emerald Coast, approved at the June 2, 2009 meeting.
Summary of Changes Reflected in the Amendments to this Regulation

1. An 8% increase in undergraduate in-state basic tuition for the 2010-2011 Academic Year;
2. An increase in the Tuition Differential from $5.74 to $12.80 per credit hour;
3. A reduction to $0 of the graduate out-of-state fee for graduate assistants with 0.25 FTE or greater appointments;
4. A $31.13 per credit hour tuition differential for Master of Nursing Courses;
5. A $62.26 per credit hour tuition differential for the EdD. cohort courses at Emerald Coast;
6. A $0.36 per credit hour increase in the Financial Aid Fee;
7. A $0.036 per credit hour increase in the Technology fee;
8. Increases in the Health, Athletic and Activity and Service Fees as indicated;
9. A decrease in the third time repeat fee from $186.87 to $163.38, as determined by the BOG.

If the BOT approves adoption of the amendments to UWF/REG 4.008 Tuition Rates, Fees, Fines and Penalties by emergency procedure, the regulation will be effective for a 90 day period beginning on July 6, 2010. This same regulation will be presented to the BOT for approval through the regulation adoption procedures at the September, 2010 BOT meeting.

Text of proposed amendment to UWF Regulation 4.008 Tuition and Fees, Fines and Penalties (Fall 2010): [http://uwf.edu/trustees/Jan3_10/UWF_Reg_4_008_Tuition_and_Fees.pdf](http://uwf.edu/trustees/Jan3_10/UWF_Reg_4_008_Tuition_and_Fees.pdf)

The committee recommended the approval of the adoption of the amendments to UWF/REG 4.008 Tuition and Fees, Fines and Penalties as set forth by emergency procedures as noted in the attached supporting document.

11. UWF 2010-2011 Internal Auditing & Management Consulting Work Plan

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 one-year work plan is being presented with comparative information from the 2009/10 fiscal year. During FY 2009/10 Internal Auditing experienced significant staff turnover making it necessary to revise the 2009/10 Work Plan, which was approved by the BOT at the December 2009 meeting. We anticipate being at full staff by July 2010. 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.

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. Audits and management advisory services will be conducted throughout fiscal year 2010/11.

Work Plan for Internal Auditing & Management Consulting

The committee recommended the approval of the 2010-2011 Work Plan for Internal Auditing & Management Consulting as presented.

A motion was made by Trustee Gilluly and seconded by Trustee Terry to approve Action Items 1–11 as presented above.

Informational/Discussion Items

1.  Update - FY09-10 Consolidated Operating Budget
The FY 2009-10 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 Science and Technology project was occupied in January, and is in final stages of issue resolution. The new Wellness Center and the renovation projects for the Aquatics Center, Women’s Locker Room, Building 70 and 79 (funded as part of the Science and Technology appropriation) are in final design or construction phases. The College of Business Phase I and II of the three-phase project is in the Advanced Schematic design phase. Design completion is scheduled for October, 2010.

FY 2009-10 Operating Budget Summary, including the Life-to-Date Capital Budget
http://uwf.edu/trustees/Jun3_10/FY2009_10_3QTR.pdf

Chair Clark said if there are no further finance items, let’s move to academics and called on Trustee Nancy Fetterman, Chair of the Academic & Student Affairs Committee who asked for ratification of the following items which were approved at the committee level.

Action Items

1. Three Year Enrollment Plan 2010-2011
The FL Board of Governors requires that each university submit a three-year FTE enrollment plan. The proposed three year enrollment plan begins with Academic Year 2010-11.

Three-Year Enrollment Plan Starting with Academic Year 2010-11

The committee recommended the approval of the Three-Year Enrollment Plan starting with Academic Year 2010-2011 as presented.
2. **Amend UWF/REG 3.010 Student Code of Conduct**

The University of West Florida is seeking to amend this regulation to clarify which conduct constitutes inappropriate off campus conduct, to clarify the interim measures that the University may take when a student’s or student organization’s presence on campus adversely affects the health, safety and welfare of the University community, to clarify Article IV. section 2 of the regulation through reorganization of the provisions, to add an anti-harassment provision, to clarify that gender identity is included within the protected classes for purposes of prohibited discrimination, to clarify the drug usage policy and to clarify descriptions of unauthorized computer use.

**Regulation Development History:** The notice of proposed amendment to UWF Regulation 3.010 was posted to the BOT regulation development website on April 28, 2010, the notice was published in the April 29th edition of Argus Today, and public comment was invited. The required 30-day notice period for the proposed regulation will end on May 28, 2010.

*Notice of the Proposed Regulation Amendment with Text of UWF REG 3.010 with amendments*

http://uwf.edu/trustees/Jun3_10/Amend_UWFREG3.010.pdf

The committee recommended approving the amendment to UWF Regulation 3.010 Student code of Conduct as set forth in supporting documents.

3. **Adopt UWF/REG 3.040 Textbook Affordability Adoption**

Section 1004.085, Florida Statutes, enacted in 2008, requires the Board of Governors to promulgate a regulation implementing textbook affordability measures. On March 26, 2009 the Board of Governors promulgated BOG Regulation 8.003 implementing Section 1004.085 F.S., and requiring each University Board of Trustees to promulgate a regulation that establishes textbook adoption procedures. The proposed UWF regulation requires faculty to submit a list of the textbooks that their students are required to purchase to the university textbook manager at least 45 days prior to the first day of classes. The intent of the law is to enable students to have sufficient time to locate alternative sources for textbooks.

**Regulation Development History:** The notice of proposed regulation adoption for UWF/REG 3.040 was posted on the BOT regulation development website on May 3, 2010, the notice was published in the May 4, 2010 edition of Argus Today, and public comment was invited. The required 30-day notice period for the proposed new regulation will end on June 2, 2010.

*Notice of Proposed Regulation with Proposed Text of UWF Regulation 3.040*


*Florida Statute Section 1004.085*

http://uwf.edu/trustees/Jun3_10/FL_Statute_Section1004.085.pdf

*BOG Regulation 8.003*
The committee recommended to Adopt UWF Regulation 3.040 Textbook Adoption.

4. **UWF Honors/USF Medical Education Cooperative Program in Biology**

UWF began negotiating with the USF College of Medicine (COM) to bring this program to the UWF Campus during the 2006-2007 Academic Year. This program is modeled on the Medical Education Cooperative Programs that the USF COM has in place with its own Honors program on the USF campus and with the Programs at FIU and UNF. This program is a great benefit and a very attractive recruiting option for those top students who otherwise might choose to attend UF or FSU.

In brief, those students who meet the program’s rigorous admissions criteria are accepted into the UWF Honors program and also gain provisional acceptance into the USF Medical program. If a student completes all of the program's challenging requirements in the three-year time frame, the student is admitted early into the USF COM program and completes the fourth year of the UWF baccalaureate degree requirements and the first year of the USF COM requirements simultaneously. This accelerated medical track has proven to be quite successful and attractive at other institutions.

*UWF-USF College of Medicine Articulation Agreement:*
[http://uwf.edu/academic/botagendaitems/UWF_Honors_USF_Medical_Coop_Program.pdf](http://uwf.edu/academic/botagendaitems/UWF_Honors_USF_Medical_Coop_Program.pdf)

*Program CCR:*
[https://nautical.uwf.edu/ccr990/ccr/programPrint.cfm?CCRID=727](https://nautical.uwf.edu/ccr990/ccr/programPrint.cfm?CCRID=727)

The committee recommended approval of the UWF Honors/USF Medical Education Cooperative Program.

A motion was made by Trustee Fetterman and seconded by Trustee Merrill to approve Action Items 1 – 4 as presented above which were approved at the committee level.

**Informational Items**

1. **Update – University and Discipline-Based Accreditations**

Dr. George Ellenberg, Associate Provost reported that at the March 5, 2010, Board of Trustees meeting, Provost King provided an update on the status of the University’s regional and discipline-based accreditations. At that time, Trustee Platt requested a further update for the June 3, 2010, meeting.

With respect to regional accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC), plans are underway to convene writing teams to prepare the Fifth-Year Interim Report which includes a status report on the Quality Enhancement Plan (QEP) and responses to fifteen of the SACS/COC standards.
With respect to the reporting of substantive changes to SACS/COC, letters have been sent to SACS/COC informing SACS/COC of all changes which have taken place since the 2005 Reaffirmation visit concerning the following:

- New programs approved by the Board of Trustees and which have been implemented
- Programs approved by the Board of Trustees but not yet implemented
- Degree programs which have been terminated
- Programs for which a substantial component is offered through distance education
- Programs for which a substantial component is offered at an instructional location not previously reported to SACS/COC

In addition, the University has provided to SACS/COC a description of the procedures now in place at UWF to ensure that all substantive changes are communicated to SACS in a timely fashion.

The University is preparing prospectuses for submission to SACS/COC for the Master of Science in Nursing (new program), for the following programs offered at the Florida Research Engineering & Education Facility (REEF)—B.S. in Electrical Engineering and B.S. in Computer Engineering, and for the following programs offered at the Combs Center—B.S. in Hospitality, Tourism, and Resort Management and the M.A. in Reading.

With respect to discipline-based accreditations, the National Council for the Accreditation of Teacher Education (NCATE) has agreed to defer review of the University’s education preparation programs until 2011 given recent stresses on university budgets related to the economic recession and the change in leadership in the College of Professional Studies. The Florida Department of Education review of approved teacher education programs will continue as planned for the fall of 2010.

2. Change Name of Office of Graduate Studies to Graduate School

Dr. Richard Podemski, Dean for Research and College of Graduate Studies said UWF began offering Master’s programs in 1969, fourteen years before the first UWF freshman class was admitted. The first Education Specialist program was approved in 1989 and the Doctor of Education was authorized in 1996. Over the years, individuals who provided leadership for the graduate office have had various titles which have often combined responsibilities for research and graduate education, with the primary emphasis on the research enterprise, or been designated at the director level. However, in 2005, the graduate leadership position was elevated to that of dean, signaling a vision of the role that graduate education would play in UWF’s continuing development. Indeed, growth in graduate education is prominently identified in the new UWF strategic plan and SUS strategic priorities. Graduate enrollment at UWF continues to increase and, in fall 2009, was 18.3% of total headcount and 11.4% of total FTE.

There have been dramatic changes in the graduate infrastructure since 2005. In 2007 the Graduate Council was created as the vehicle for faculty to advise the graduate dean on
policy and related matters. The Council’s role in policy development is significant as is its responsibility for advocating for and overseeing graduate education. The Graduate Council also assists the Academic Council and Faculty Senate by conducting the initial review of graduate CCRs and academic policies. More recently, the Graduate Council established an Outstanding Thesis Award. In 2008 the graduate office began administering the graduate admission process. The Director of Graduate Recruitment and Admissions is now implementing a variety of new graduate recruitment and marketing initiatives in partnership with the graduate departments as well as document imaging and electronic workflow for the graduate admission process and an online graduate orientation for newly admitted graduate students. Last year, the graduate office, in cooperation with Enrollment Services, created a separate graduate catalog.

In addition to serving to recognize and affirm the significant changes in UWF’s graduate infrastructure, the designation of “graduate school” will help differentiate UWF from the community colleges and the emerging state colleges by highlighting UWF’s unique ability to offer graduate degrees. The “graduate school” designation is also consistent with nomenclature used in accreditation guidelines in business, education, and social work. It is important to note that, with the exception of Florida Gulf Coast University, all other SUS institutions have a graduate school or graduate college. This is also the case for the other major universities in the region. The recommendation was initiated by the Graduate Council, reviewed and approved by the Academic Council and the Faculty Senate, and approved by the provost.

3. School of Psychological & Behavioral Sciences
Dr. Jane Halonen, Dean for College of Professional Studies reported that over the past three years, the Psychology Department has implemented several initiatives that reflect activities beyond the borders of an independent academic department. The faculty and staff are engaged in a variety of ways, including the Center for Applied Psychology, Research Labs, as well as internal and external community partnerships. They have embarked on vigorous continuous education opportunities with a formal endorsement by the American Psychological Association; their military conference is now in its third successful year. Enrollment has grown to over 700 students (Spring, 2010). In addition, the department has volunteered to assume responsibility for several streams of CAS interdisciplinary programs (e.g., diversity, gender) and the Women’s Studies minor. Renaming the department as the School of Psychological and Behavioral Sciences more accurately represents the complex operations and functions of the unit. The renaming also reflects the national trend to emphasize the scientific foundations of the discipline.

The unit requests an immediate name change and will begin working on appropriate changes (e.g., signage, new brochure development). The unit will strive to use existing resources (e.g., stationery) without immediate replacement to reduce expense. The chair will become the school “director.”

New School of Psychological & Behavioral Sciences Organization Chart
4. **Success of Cooperative ED & Naval Ed and Training Professional Development & Technology Center**
Ms. Lauren Loeffler, Director of Career Services reported the Cooperative Education (Co-Op) program through Career Services offers students valuable work experience directly related to their academic field of study. Many successful partnerships have been developed with local/military/government employers. The students enrolled in the Co-Op program are often eligible for full-time conversion post graduation. Mr. William Reynolds will share some insight into one such partnership with the N-6 division of (NETPDC).

5. **Student Accomplishments**
Dr. Jim Hurd, Interim Vice President for Student Affairs provided an informational update regarding significant student accomplishments and recognitions of excellence.

*Listing of Student Accomplishments*
http://uwf.edu/trustees/Jun3_10/Students.pdf

6. **Update - Intercollegiate Athletics 2009-2010 Academic Year**
Mr. Dave Scott, UWF Athletic Director provided a PowerPoint presentation on the 2009-2010 accomplishments of UWF’s Student-Athletes and sports teams.

*2009-10 Intercollegiate Athletics*
http://uwf.edu/trustees/Jun3_10/Highlights.ppt

*2009-10 Athletics*
http://uwf.edu/trustees/Jun3_10/Athletics.pdf

Chair Clark then moved back to the full Board of Trustees.

1. **UPDATE – University Advancement/Creating Great Futures Campaign**
Dr. Kyle Marrero, Interim Vice President for University Advancement provided a PowerPoint presentation regarding the Creating Great Futures Campaign. Dr. Marrero noted that his staff is due much credit for their never-ending service.

*Update*
http://uwf.edu/trustees/Jun3_10/UA_CGF.ppt

2. **Strategic Issues**
Trustees were offered an opportunity to address items worthy of discussion and/or placed on future agendas.

Chair Clark recognized some of Dr. Hal White’s accomplishments at UWF:
• Worked closely on spin-off of Florida Institute for Human & Machine Cognition (FIHMC)
• Led development of the first comprehensive IT Strategic Plan for UWF, featured at the national Educause Conference and resulted in creation of a faculty-lead Academic Technology Center (ATC) increase support to faculty in use of IT in instruction and e-learning advancement
• Charged with designing the creation of new personnel system
• Reorganized and strengthened Office of General Counsel
• Negotiated and attended to many external relations such as the VADM John Fetterman State of Florida Maritime Museum & Research Center and National LambdaRail (high speed bandwidth)
• Reorganized and led Administrative Affairs into University Affairs
• Assisted with setting up functions of this Board of Trustees
• Served admirably as the Executive Vice President

Other Events Today
• June 3, 2010
  • 3:00 p.m. Heritage Hall Hard-Hat Tour
  • 6:00 p.m. All UWF Boards Appreciation Dinner at Argo Club @Field House
• June 4, 2010
  • 8:30 a.m. UWF BOT Workshop at the Bowden Building 120 Church Street

Clark asked all trustees to complete and return their surveys to Faye.

Adjournment occurred at 2:37 p.m.