Chair Chuck Horner called the UWF BOT Meeting to order at 9:05 a.m. on June 7, 2011 in Building 22, UWF Conference Center in Pensacola, Florida. Trustee Garrett Walton was unable to attend due to a conflict in his schedule.

The following trustees were present.

- Mr. Lewis Bear, Jr.
- Mr. K.C. Clark
- Mr. Josh Finley
- General Chuck Horner (RET)
- Mr. Bob Jones
- Mr. Collier Merrill*
- Ms. Susan O’Connor
- Mr. Mort O’Sullivan
- Mr. Jay Patel
- Dr. Richie Platt
- Ms. Bentina Terry

* arrived after roll 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 announced a change in the order of meeting with respect to the Strategic Topics being first as they would provide background for action items later in the agenda.
BOT Strategic Topics

1. **FY2011/12 Budget PowerPoint Presentation**
Dr. Judy Bense addressed the Board regarding the approach to developing the Fiscal Year 2011-12 UWF budget which included the ‘Old Process’ and the ‘New Process as well as strategic investments in moving toward a strategic integrated budget and planning process.

UWF Budget Process – Then and Now – (18 slides)
http://uwf.edu/trustees/June7_11/11Budget12.pptx

2. **Profile of Current Student Body PowerPoint Presentation**
Dr. Sue McKinnon addressed the Board with a follow-up from the March 2011 Board of Trustees meeting where Dr. Tammy McGuckin and Dr. Tom Westcott provided a presentation on today’s “Millennium Generation” students. This educational session focuses on the profile of UWF’s current student body.

Student Population (18 slides)
http://uwf.edu/trustees/June7_11/Student_Population.pptx

3. **Tuition and Fees Overview PowerPoint Presentation**
Dr. Susan Stephenson addressed the Board saying that 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 was 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.

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

4. **Academic Visioning PowerPoint Presentation**
Dr. Stacie Whinnery addressed the Board saying that 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 (presented at March BOT meeting) and Dr. Whinnery continues its efforts of utilizing a structured, transparent process to gather input from all stakeholders (faculty, staff, students, alumni, and the community).

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

There were opportunities for trustees to ask questions, make comments and/or offer suggestions. General Horner called for adjournment at 10:35 a.m.
Trustee Mort O’Sullivan, chair of the Finance, Administration & Audit committee, called the meeting to order on June 7, 2011 at 10:45 a.m. with the following members present.

Mr. K.C. Clark
Mr. Mort O’Sullivan
Ms. Bentina Terry
Ms. Susan O’Connor

Other trustees in attendance:
Mr. Lewis Bear, Jr.
Mr. Josh Finley
General Chuck Horner (RET)
Mr. Bob Jones
Mr. Collier Merrill
Mr. Jay Patel
Dr. Richie Platt

Others in attendance:
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

Action Items
1. Minutes of March 25, 2011 – Chair O’Sullivan reminded committee members they had been given time previously to review the draft minutes. He asked if there were changes or corrections, then called for a motion.

March 25, 2011
http://uwf.edu/trustees/June7_11/FA03252011MN.pdf
A motion was made to approve the minutes of March 25 as presented.
Motion by: Trustee Terry  
Seconded by: Trustee O’Connor  
Motion passed unanimously.

2. Tuition & Fees  
a. Student Activity and Service, Athletic and Health Fees were presented by Dr. Jim Hurd. 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 (made up of ½ students and ½ faculty and staff) 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:
2011-2012 Proposed Fee Update

<table>
<thead>
<tr>
<th></th>
<th>2010/11 Fees</th>
<th>2011/12 Fees Approved [1]</th>
<th>2011/12 Fees Update Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity &amp; Service Fee</td>
<td>$ 12.67</td>
<td>$ 13.20</td>
<td>$ 13.30</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$ 15.91</td>
<td>$ 16.63</td>
<td>$ 17.49</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$ 6.62</td>
<td>$ 7.13</td>
<td>$ 7.23</td>
</tr>
<tr>
<td></td>
<td>$ 35.20</td>
<td>$ 36.96</td>
<td>$ 38.02</td>
</tr>
</tbody>
</table>

Note 1: 2011/12 Fees per BOT 12/2010 (5% Aggregate Increase Over 2010/11)

Minutes of Student Fee Committee Meeting
http://uwf.edu/trustees/June7_11/ExhibitA.pdf

A motion was made to approve the updated Student Activity and Service Fee, Athletic and Health Fees to be implemented Fall Semester 2011. 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.

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

b. **Graduate Student Housing Rental Rates** was presented by Mr. Rob Overton and Dr. Ruth Davison. 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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$2000 per semester</td>
</tr>
<tr>
<td>Double</td>
<td>$1800 per semester</td>
</tr>
</tbody>
</table>

West Florida Historic Preservation, Inc., the Department of Housing and Residence Life, and the Vice President for Student Affairs recommended the housing rates for 2011-2012 be adopted as listed above which would become effective for Fall 2011, Spring 2012 and Summer 2012. The revenues will cover the costs of operating and maintaining the graduate student beds at the McVoy House.
A motion was made to approve the proposed (graduate student) rental rate for the McVoy House for 2011-2012 as listed above to become effective for Fall 2011, Spring 2012 and Summer 2012.  
Motion by: Trustee O’Connor  
Seconded by: Trustee Terry  
Motion passed unanimously.

c. Parking & Traffic  
   i. **Parking Permit Fees and Transportation Access Fees** were presented by Mr. Dave O’Brien.  
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 third campus trolley route, enabling better use of the overflow parking lots by decreasing trolley intervals from 15 minutes to 7 minutes.

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

With the Full Board’s approval, the new fees will be implemented beginning Fall Semester 2011.
A motion was made to approve the proposed Parking and Transportation fees increase as listed above.
Motion by: Trustee O’Connor
Seconded by: Trustee Terry
Motion passed unanimously.

ii. **UWF REG 5.001 – Parking & Traffic Control** was also presented by Mr. Dave O’Brien. 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.

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

A motion was made to approve amendment of UWF/REG-5.001 Parking and Traffic Control as set forth in the supporting documentation. General Counsel Lott reminded the Board that no comments were received during the designated period.
Motion by: Trustee Clark
Seconded by: Trustee Terry
Motion passed unanimously.

d. **Tuition Impact & UWF Emergency Regulation ER 10-4.008 Tuition and Fees** was presented by Dr. Susan Stephenson, Chief Budget Officer who addressed the proposed changes 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 upcoming semester. For these reasons the procedures are fair under the circumstances.

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.

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

T and F PPT
http://uwf.edu/trustees/June7_11/Proposed_TandF.pptx

A motion was made to approve amendment of UWF/ER 10-4.008 as set forth in the supporting documentation. 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.

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

3. **Estimated Consolidated Operating Budget for FY 2011-2012** was also addressed by Dr. Stephenson. 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.

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

A motion was made to approve the estimated Operating Budget for the fiscal year ending June 30, 2012 for both appropriated and non-appropriated funds and to 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.
Motion by: Trustee Clark
Seconded by: Trustee Terry
Motion passed unanimously.

4. **FY2012-2016 Fixed Capital Outlay 5 Year Plan** was presented by Dr. Jim Barnett. 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:

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

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.

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

A motion was made to approve the FY2012-2016 Fixed Capital Outlay 5 Year Plan as presented and submit it to the Chancellor’s Office August 1, 2011.
Motion by: Trustee Terry
Seconded by: Trustee Clark
Motion passed unanimously.

5. **Revise “Guidelines for Naming Opportunities” & Adopt Policy** was presented by Dr. Kyle Marrero. 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, it was requested that the current “Guidelines” be elevated to the status of “Policy” and approved in this revised format.

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

A motion was made to approve the revised guidelines and adopt the revised guidelines as a Board of Trustees Policy - BOT 8.01-6/11. 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.
Motion by: Trustee Terry
Seconded by: Trustee O’Connor
Motion passed unanimously.

6. **2009/10 UWF Bright Futures Scholarship Program Audit by the Auditor General** was presented by Ms. Betsy Bowers. 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>

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

A motion was made to accept the 2009/10 Bright Futures Scholarship Program Audit Report # 2011-180 as presented.
Motion by: Trustee Terry
Seconded by: Trustee Clark
Motion passed unanimously.
7. State of Florida Compliance and Internal Controls over Financial Reporting and Federal Awards for FY 2009/10 Audit Report [Annual Federal Funds Audit By Auditor General] was also presented by Ms. Bowers. 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.

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

A motion was made for the Board to accept for the record the Annual Federal Funds Audit by the Auditor General for FY2009/10 as presented.

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

8. Internal Audits Completed This Quarter was presented by Ms. Bowers, also. 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.

**UWF-10/11-03** Internal Auditing Report on Treasury Management (14 pages)
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

A motion was made to accept the Internal Auditing Reports UWF-10/11-03 Treasury Management and UWF-10/11-04 Parking and Transportation Services as presented.

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

9. **2011/12-2012/13 Work Plan for UWF Internal Auditing & Management Consulting** was presented by Ms. Bowers, also. 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.

IAMC Work Plan
http://uwf.edu/trustees/June7_11/IAMCWP.pdf

A motion was made to approve the 2011/12-2012/13 Work Plan (a living document) for Internal Auditing & Management Consulting. The document may be revisited at any point during the fiscal year and modified accordingly.

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

10. **UWF – Florida Equity Report** was presented by Ms. Cindy Faria. 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 2004 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.

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

A motion was made to approve the 2011 Florida Equity Report as per Regulation 3.002 and forward to the Board of Governors by July 1, 2011.
Motion by: Trustee Clark
Seconded by: Trustee Terry
Motion passed unanimously.
11. **Authorization to Sign Checks** was presented by Ms. Colleen Asmus. 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.

A motion was made for the 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

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

Informational/Discussion Items

**UPDATE – FY 2010-11 Operating Budget Summary** was presented by Dr. Susan Stephenson who provided 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.

FY 2010-11 Operating Budget Summary, including the Life-to-Date Capital Budget (11 pages)
Committee Chair O’Sullivan adjourned the meeting at 11:26 a.m.

**DRAFT MINUTES**

**ACADEMIC & STUDENT AFFAIRS COMMITTEE**

**UWF BOARD OF TRUSTEES**

**June 7, 2011**

Committee Chair, Bob Jones called the meeting to order at 11:27 a.m. with the following members present. Trustee Garrett Walton was unable to attend due to a conflict in his schedule.

Mr. Robert Jones  
Mr. Josh Finley  
Mr. Collier Merrill  
Mr. Jay Patel  
Dr. Richie Platt

**Action Items**

1. **Minutes of March 25, 2011** – Chair Jones reminded committee members they had been given time previously to review the draft minutes. He asked if there were changes or corrections, then called for a motion.

   *March 25, 2011*
   

   A motion was made to approve the minutes of March 25 as presented.
   
   Motion by: Trustee Platt  
   Seconded by: Trustee Merrill  
   Motion passed unanimously.

2. **UWF REG 3.017 – Release of Student Educational Records** was presented by Ms. Ann Dziadon, Registrar. 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 ended on June 2, 2011.

   [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 (redlined)
A motion was made to approve amendment of UWF/REG-3. 017 Student Educational Records as set forth in the supporting documentation. This would be effective immediately upon Board action.

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

3. **UWF REG 3.001 – Admission Standards for First Time in College (FTIC) Applicants** was presented by Dr. Chula King, Provost. 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 ended on June 4, 2011. 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 3.001 Regulation Amendment Notice with Proposed Text and Current Text (14 pages)
http://uwf.edu/trustees/June7_11/UWFREG3.001A.pdf

BOG REG 6.002 Admission of Undergraduate FTIC freshman (5 pages)

A motion was made to approve amendment of UWF/REG- 3.001 Admission Standards for First Time In College (FTIC) Student Applicants as set forth in the supporting documentation. It will be forwarded to the Board of Governors for approval upon BOT action.

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

4. **UWF REG 3.032 – Undergraduate Admission Standards for Transfer Students** was presented by Provost King, as well. 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 ended on June 4, 2011.

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 3.032 Regulation Adoption Notice with Proposed Text (8 pages)  
http://uwf.edu/trustees/June7_11/UWFREG3.032AN.pdf

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

A motion was made to approve adoption of UWF/REG-3.032 Undergraduate Admission Standards for Transfer Students as set forth in the supporting documentation. This regulation will be forwarded to the BOG for approval upon BOT action.

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

5. Specialization in Excess of 120 Semester Hours-Elementary Education/ESOL/Reading was presented by Dr. Bill Evans. 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.

Common Prerequisites Manual for CIP 13.1202 (2 pages)

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

A motion was made 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. The Board’s approval will be forwarded to the Board of Governors with a request that the BOG approve the recommendation as well.

Motion by: Trustee Merrill
Seconded by: Trustee Patel
Motion passed unanimously.

6. **Specialization in Excess of 120 Semester Hours-Exceptional Student/ Elementary Education / ESOL/Reading** was presented by Dr. Evans, also. 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.

Common Prerequisites Manual for CIP 13.1001 (2 pages)

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

A motion was made that the Board approve requiring UWF’s Specialization in Exceptional Student/Elementary Education/ESOL/Reading to require 132 Semester Hours for completion, an amount in excess of the normal 120 Semester Hours. The Board’s approval will be forwarded to the Board of Governors with a request that the BOG approval the recommendation as well.

Motion by: Trustee Merrill
Seconded by: Trustee Patel
Motion passed unanimously.

7. **UWF Athletic Philosophy Statement** was presented by Mr. Tony Nguyen. The 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.”

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.

A motion was made for approval of UWF Athletic Philosophy Statement in Principle.

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

Informational Items

1. **NWF2UWF/Direct Admit** – was presented by Dr. Sue McKinnon through PowerPoint. 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

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

2. **UPDATE - Student Health Insurance** – was presented by Mr. Tony Nguyen. The process started on July 14, 10, 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

SUS Consortium benefits
http://uwf.edu/trustees/June7_11/HIPCW.pdf

3. **Career Services Program Review** was presented by Ms. Lauren Loeffler.

CSPR Review - Update
http://uwf.edu/trustees/June7_11/CSPR_U.pdf

Chair Jones adjourned the committee meeting at 11:55 a.m. and called on Board Chair, Chuck Horner.

BOT Chair Horner announced that the full Board would convene at 1 p.m. following lunch.

Coach Mike Jeffcoat was welcomed and he introduced the UWF Men’s Baseball team, 2011 NCAA Division II College World Series Champions. Many of the players addressed the Board and expressed what UWF means to them. The team received a standing ovation.

**FULL BOARD OF TRUSTEES MEETING**
Chair Horner called the meeting to order at 1:12 p.m. with the following trustees in attendance.
Mr. Lewis Bear, Jr.
Mr. K.C. Clark
Mr. Josh Finley
General Chuck Horner, RET
Mr. Bob Jones
Mr. Collier Merrill
Ms. Susan O’Connor
Mr. Mort O’Sullivan
Mr. Jay Patel
Dr. Richie Platt
Ms. Bentina Terry

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

President’s Report
Dr. Bense extended a special welcome to our new trustees, Susan O’Connor, Jay Patel, and Garrett Walton who were recently appointed by Governor Rick Scott.

State News
Dr. Bense expressed a special “thank you” to trustees Lewis Bear, Garrett Walton, and Collier Merrill who worked tirelessly this session to secure economic development funds for our region. These men worked diligently with Senator Don Gaetz to bring much needed funding to our region. In addition, UWF’s Office of Economic Development and Engagement will administer the funds. This is a great boost for our region and university.

Campus News
Spring Town Hall Meetings -
- The first was to talk about a new operational model at UWF.
- The second was to discuss the budget. Both were well attended.

Fundraising -
- Annual Fund Faculty/Staff Campaign participation is already at 47.6% with three weeks remaining in the fiscal year. Last year the record was 40% participation.
• **WUWF Spring Membership Campaign** the best in WUWF History

• **The Johnson Need Based Scholarship Challenge** is now complete with over $1 million in ‘Need Based Scholarships’ funds raised 18 months ahead of schedule. The Johnson Foundation has agreed to fund the remainder of the challenge for a total of $600,000. The entire $1.6 million will be submitted to the State Major Gifts Matching Program previous to the June 30 deadline for eligible submission.

• **College of Business Education Center** commitments from "Saltmarsh, Cleveland & Gund," "O'Sullivan Creel," "Charlie and John Switzer," "Britt Landrum,” an anonymous $25,000 need based scholarship commitment and 3 additional proposals are pending. We appreciate these commitments to our new COB.

• **Athletic Fundraising Feasibility Study** was conducted by Alexander Haas and identified approximately $2.6 - $3 million of current available support for athletics; the UWF Athletic program would be best served by a concentrated effort over the next 12 to 24 months focused on developing a comprehensive fundraising program to cultivate major gifts and growing the annual fund; a "Kitchen Cabinet" or advisory counsel to prepare for a campaign will be formed to advise the President and Athletic Director.

• **Maritime Museum Update** - Refund/Redirect process continues with over 90% of the funds having been processed.

**Academic Achievements**

• **UWF Spring Commencement** held on April 30 with more than 1,100 graduates.

**Student Achievements**

• Lauren Quinn, Narcissus Willis, and Kimberly Giles, three University of West Florida seniors will travel to Anaheim, CA in June to compete in the **National State Leadership Conference for Health Occupations Students of America (HOSA)**. They advanced after successful completions at the state and regional competitions in Jacksonville.

• **UWF holds first Student Scholars Symposium** - More than 150 University of West Florida students participated in the first-ever Student Scholars Symposium April 21 to showcase their hard work and give the public a chance to see it as well.

• **UWF student receives national award for community service** - Craig Lockhart, a junior, recently won the Newman Civic Fellow award from Campus Compact, a national coalition of more than 1,100 college and university presidents. The award recognizes students on college campuses who demonstrate a desire to find solutions to problems facing their local community. The award was presented to 135 college students from 30 states across the country.

**Facilities Achievements**

• **UWF earns first-ever “Green College” recognition by Princeton Review.** We were recognized for the first time as one of the country’s most environmentally responsible colleges by The Princeton Review, which produces “The Princeton Review’s Guide to 311 Green Colleges:
2011 Edition”. We received this in part because of our new facilities such as the School of Science and Engineering Building and Heritage Hall which are now both LEED Gold Certified. UWF’s Office of Environmental Sustainability (OES) has been charged with upgrading existing facilities to meet LEED standards.

- **Campus Master Planning** - We are working now to select a consultant regarding the Campus Master Planning process. We have established a committee to help guide us through the process and Trustee O’Sullivan is serving on that committee to represent the BOT.

- **Wayfinding** - You might have noticed some new signs going up on campus. We will be putting them up through the summer and will finally have great signage to help us all navigate the campus.

**Facilities Update** -
- COB under construction.
- Presidents Hall kickoff this morning.
- Health and Wellness tour tomorrow.
- Parking lot behind HLS being extended to add another 150 parking spaces.

**Personnel**
- **New VP** – The new Vice President for Administrative Services, Matt Altier comes to us from Richard Stockton College in New Jersey where he served as Vice President. He also served as VP at Sacramento State in CA. He brings experience in entrepreneurial activities that will be a great asset to UWF. He begins July 1.
- I also want to extend a special thanks to Mike Dieckmann who served as Interim VP and did an amazing job. He will stay with us and help us bring in our Banner Student Systems as serve as our Chief Information Officer.

The President said thank you Mr. Chair and concluded her report.

**Action Items**

1. **Minutes of March 25, 2011**
   
   [http://uwf.edu/trustees/June7_11/FBOT03252011MN.pdf](http://uwf.edu/trustees/June7_11/FBOT03252011MN.pdf)

   Chair Horner reminded the Board that each member had been given ample time to review the minutes of March 25. He asked if there were corrections or changes and then called for a motion.

   Motion by: Trustee Clark

   Seconded by: Trustee O’Sullivan

   Motion passed unanimously.

2. **CONSENT AGENDA ITEMS FOR APPROVAL:** Chair Horner reminded all trustees that they may pull any individual item from the consent agenda below for further review, if they so desire. He also said that each item was fully discussed during the committee meetings and all of the recommendations of the committees reflect the proposed action provided with the agenda backup. With no one requesting further discussion, the Chair called for a motion to approve the 22 items listed.
a. Tuition & Fees
   i. Student Activity and Service, Athletic and Health Fees
   ii. Graduate Student Housing Rental Rates
b. Parking & Traffic
   i. Parking Permit Fees and Transportation Access Fees
   ii. 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
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

A motion was made that the Board approve and adopt the recommendations of the Finance, Administration & Audit Committee and the Academic & 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: Trustee Clark
Motion passed unanimously.

3. **2011 University Work Plan Update** was presented by Dr. George Ellenberg. 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 was May 23, 2011. Since the UWF Board of Trustees did 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 describing 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.

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.

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.

2011 Update to the UWF Work Plan (38 pages)
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.

A motion was made to approve the 2011 Update to the UWF Work Plan as presented. The BOG will review for approval, all SUS work plans at its June 2011 meeting.

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

4. **Tenure Approval** was addressed by President Bense. 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 below 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.

**College of Arts & Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
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| Jonathan Fink  | Asst. Professor  
                | English & Foreign Languages         |
| Kevin Kern     | Asst. Professor  
                | Theatre                             |
| Wilson Maina   | Asst. Professor  
                | Philosophy/Religious Studies        |
| Robert Philen  | Asst. Professor  
                | Anthropology                        |
| Bassam Shaer   | Asst. Professor  
                | Electrical & Computer Engineering   |
| Joseph Spaniola| Asst. Professor  
                | Music                               |
| Pam Vaughan    | Asst. Professor  
                | Chemistry                           |

**College of Business**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
</table>
| Harriette Bettis-Outland | Asst. Professor  
                | Marketing & Economics             |
Tenure and Promotion

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

A motion was made that the Board approve the grant of tenure for the above named faculty. Tenure grant to be effective August 8, 2011.

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

5. **Resolutions in Recognition and Appreciation of Distinguished Service** was addressed by Chair Horner. 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.

Chair Horner then read the resolutions aloud and expressed his appreciation to Trustees Platt and Godwin and presented each with a small token for their services. Due to Trustee Godwin’s schedule she was unable to attend. The resolution and token will be forwarded to her.

Resolution 2011.1 - Platt


Resolution 2011.2 - Godwin


A motion was made to adopt Resolution 2011.1 and 2011.2 and to spread them upon the pages of the minutes.

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

Informational/Discussion Items

Mr. Tony Nguyen, Assistant Director of UWF Athletics presented the remaining 2010-11 Intercollegiate athletic trophies which included Women’s Tennis – 11th Gulf South Conference Championship, Women’s All-Sports Trophy, 6th straight Gulf South Conference and many individual regional and national awards.
Other Full Board Items

Events:

- **Today** 6:00 p.m.  
  UWF Boards’ Appreciation Dinner has been moved to the Commons Auditorium behind the Fire Place

- **Tomorrow** 8:30 a.m.  
  UWF Joint Boards Workshop Conference Center  
  Between 1- 2 p.m. (Optional) Tour of Health & Wellness Facility

With no further business to act upon or discuss, Chair Horner adjourned the meeting at 2:39 p.m.

Respectfully submitted,

Faye H. Bowers, recording secretary