

## Draft Minutes

### UWF Board of Trustees Meeting

September 21, 2012

Emerald Coast Campus, B1/R126, 1170 Martin Luther King, Jr. Blvd, Fort Walton Beach, FL

The meeting of the UWF Board of Trustees was called to order at 9:10 a.m. by Vice Chair Lewis, Bear, Jr.

#### **COMMITTEES:**

Vice Chair Bear called on each committee chair for approval of minutes as listed below.

**Audit and Operations:** Attendees: Chair Susan O'Connor, Trustees Pam Dana\* and Garrett Walton.

- Approve Minutes Aug 13, 2012 – [http://uwf.edu/trustees/Sep21\\_12/AO081312MN.pdf](http://uwf.edu/trustees/Sep21_12/AO081312MN.pdf)

A motion was made to approve the minutes of August 13, 2012 as presented.

Motion by: Trustee Walton

Seconded by: Trustee Dana

Motion passed unanimously.

- Agenda Aug 13, 2012 – [http://uwf.edu/trustees/Aug13\\_12/AO081312A.pdf](http://uwf.edu/trustees/Aug13_12/AO081312A.pdf)

\*conference call

**Academic Affairs:** Attendees: Chair Robert 'Bob' Jones

- Did not approve - Minutes Aug 13, 2012 – [http://uwf.edu/trustees/Sep21\\_12/AA081312MN.pdf](http://uwf.edu/trustees/Sep21_12/AA081312MN.pdf)

- Agenda Aug 13, 2012 - [http://uwf.edu/trustees/Aug13\\_12/AA081312A.pdf](http://uwf.edu/trustees/Aug13_12/AA081312A.pdf)

Minutes were not approved as there were no other committee members available.

**Student Affairs:** Attendees: Trustees Cora Merritt and Collier Merrill – Trustee Merrill presided over the approval of minutes in Chair Patel's absence.

- Approve Minutes Aug 13, 2012 – [http://uwf.edu/trustees/Sep21\\_12/SA081312MN.pdf](http://uwf.edu/trustees/Sep21_12/SA081312MN.pdf)

Trustee Merrill called for a motion to approve the minutes of August 13, 2012 as presented.

Motion by: Trustee Merritt

Seconded by: Trustee Merritt

Motion passed unanimously.

- Agenda Aug 13, 2012 - [http://uwf.edu/trustees/Aug13\\_12/SA081312A.pdf](http://uwf.edu/trustees/Aug13_12/SA081312A.pdf)

**Finance and Facilities:** Attendees: Chair Mort O'Sullivan, Trustees Lewis Bear, Jr. and Dave Cleveland

- Approve Minutes Aug 13, 2012 – [http://uwf.edu/trustees/Sep21\\_12/FNF081312MN.pdf](http://uwf.edu/trustees/Sep21_12/FNF081312MN.pdf)

A motion was made to approve the minutes of August 13, 2012 as presented.

Motion by: Trustee Cleveland

Seconded by: Trustee Bear

Motion passed unanimously.

- Agenda Aug 13, 2012 - [http://uwf.edu/trustees/Aug13\\_12/FNF081312A.pdf](http://uwf.edu/trustees/Aug13_12/FNF081312A.pdf)

## FULL BOARD

### 1. Vice Chair's Greeting:

Vice Chair Bear welcomed everyone and expressed his appreciation for the hard work and participation in preparing for the meeting. Trustees Jay Patel, Chris Pomory and Bentina Terry were unable to attend the meeting. General Horner\*\* and Dr. Pam Dana\* joined by conference call.

The following trustees were present: Mr. Lewis Bear, Jr., Gen. Chuck Horner\*, Mr. Dave Cleveland, Dr. Pam Dana\*, Mr. Bob Jones, Mr. Collier Merrill, Ms. Cora Merritt, Ms. Susan O'Connor, Mr. Mort O'Sullivan and Mr. Garrett Walton.

*\* conference call*

*\*\*10:30 conference call*

Others attending:

Dr. Judy Bense, President

Dr. David Marker, Interim Provost

Dr. Kevin, Bailey, VP Student Affairs

Dr. Kyle Marrero, VP University Advancement

Mr. Matt Altier, VP Administrative Services

Dr. Susan Stephenson, Chief Budget Officer

Dr. Kim Brown, Chief of Staff & Assistant Corporate Secretary/BOT

Ms. Janice Gilley, Director of Governmental Relations

Mr. Lee Gore, General Counsel

Dr. George Ellenberg, Vice Provost

Dr. Dottie Minear, Sr. Associate VP Academic Affairs

Ms. Faye Bowers, Executive Specialist & Assistant Corporate Secretary/BOT

Vice Chair Bear called on Vice President Kyle Marrero who unveiled the portrait of Collier Merrill who is now a UWF Foundation Fellow. Marrero announced that a portion of the new College of Business will be named for the family of Will and Jane Merrill. President Bense expressed her appreciation to Mr. Merrill, as well.

### 2. President's Report:

Vice Chair Bear called on Dr. Bense for her report.

#### **FEDERAL NEWS:**

**Budget Control Act** If Congress fails to head off the \$109 billion in overall cuts for 2013 before January 2 (part of \$1.2 trillion in required cuts over the next decade) federal spending relating to higher education would face reductions of either 8.2 percent (for discretionary programs) or 7.6 percent (for mandatory programs), including millions in research.

This is the “fiscal cliff” you’ve heard about -- the automatic cuts enacted into law last year in the Budget Control Act. This “sequestration” was meant to encourage Congress to compromise on deficit reduction, something that has not been done.

The law also would raise some loans and fees, including Stafford student loans and Pell Grants.

**STATE NEWS:**

**New Leadership** In November there will be new leadership in the Legislature and we look forward to the swearing in ceremonies for our own Senator Gaetz as Senate President and my nephew, Will Weatherford, as Speaker of the House. We look forward to working very closely with them on issues related to UWF and higher education.

**Statewide Task Forces** The many statewide task forces are still meeting and most will have their recommendations into either the BOG, Legislature or Governor by December. We will provide an analysis once all of the reports have been completed and reviewed.

**Facilities Task Force** My task force, the Higher Education Facilities Task Force, met for the final time face-to-face last week and we are on track to have our report written and presented to the BOG by the deadline of November 9.

I have been actively explaining the work of the Task Force over the past couple of weeks, and there is growing recognition of the challenges we face as a system in this area. Those I have met with include incoming Senate President Gaetz; also Adam Hollingsworth the Governor's new Chief of Staff, Ben Watkins, and Speaker-Designate Weatherford. These important leaders understand that the Task Force and Advisory group is very capable, and I believe the recommendations of the Task Force will be given great weight by not only the Board of Governors, but key policy makers. It is too early to say what this may mean, but it is certainly encouraging that these important policymakers are willing to take time to listen.

Key components of our solutions for the PECO issue are: Increased flexibility with the dollars we have, potential parity in regards to specific facility fees like CITF, and deregulation of existing burdensome statutes in the areas of P3s and bonding.

**State Budget**

The process of cutting \$11.9 million because of state cutbacks is now complete and the carry-forward freeze that I implemented last year is now lifted. We made strategic cuts but everyone contributed. We used carry forward funds to accomplish this process.

**CAMPUS NEWS:**

**Fall 2012 begins** This is an exciting time to be a part of the University of West Florida.

**Enrollment** Our phenomenal enrollment growth continues, with more than 12,823 students registered for the first day of class this semester, a 6.6 percent increase over last fall's record enrollment.

Largest Freshman Class in our history, 1,847 and 40% are ethnically diverse

**Housing** 107% occupancy in housing, 2,144 living on campus (1299 are freshman)

**Faculty** 47 New Faculty in classrooms. 32 are NEW positions.

**Summer Cohort** Introduction of our first summer cohort program in which 149 high school graduates experienced campus life while receiving intensive academic training to better prepare them for fall admission. More than 80% are now enrolled at UWF.

**Classroom Technology** Every classroom on campus has now been upgraded to offer electronic technology for instruction.

**College of Business** In October, we will host the grand opening of the new College of Business Education Building, please try to attend the grand opening, October 4, at 4:00.

**Presidents Hall** Our newest student residence has also just opened, and is completely full. It provides housing for 252 students, and features a Papa John's pizza restaurant and convenience store. We will hold the grand opening in December.

#### **Some of our Fall Initiatives & Projects**

- Focus on Retention and Academic Integrity
- Diversity and Inclusion initiatives
- New Budget Model
- Beginning to organize ourselves and make a plan for how we will implement our new strategic plan 2012-17.
- Comprehensive enrollment plan (this will include everything like what infrastructure do we need, what are the pressure points in student services, etc.)
- Applying for Carnegie Community Engagement
- Updating Academic Learning Compacts to ensure the highest quality in every program
- Hiring a new provost
- Program prioritization process

**Our research money looks outstanding so far** We have received 24 awards totaling \$12,112,757 this quarter.

**Oil spill research grant** Dr. Glenn Rohrer, chair of the UWF Social Work Department, has been awarded a \$5.04 million grant over five years to fund mental and behavioral health treatment to people affected by the Deepwater Horizon Oil Spill.

### **UWF researcher recognized**

Dr. Ezzat Bakhhoum, a professor of electrical engineering at UWF, was recently recognized by the American Institute of Physics' Journal of Renewable and Sustainable Energy. Because he has designed an ultra-capacitor that may one day help supply power to low-voltage electrical vehicle circuits and handheld electronics. Repeated charging and discharging chemical batteries can wear them out. An alternative energy storage device called an ultra-capacitor can be recharged hundreds of thousands of times without degrading.

### **Fundraising Current (2012-13) Fiscal Year**

--Current Campaign Total in Gifts and Pledges: \$10.5 million.

--Recent Gifts and pledges: UWF Downtown Lecture Series anonymous donor - \$45,000; Charitable Remainder Trust from the estate of Virginia Hilton-Green - \$22,000; Larry Manziek Memorial Scholarship Endowment in Chemistry - \$25,000; Mike Johnson (State Farm) College of Business Scholarship Endowment - \$25,000; Men's Basketball - \$25,000 (\$10k Bob Stinnett, \$15k Sonny Tillman)

### **Awards:**

#### **UWF named top college**

For the second consecutive year; Forbes named the University of West Florida as one of America's Top Colleges.

#### **UWF honored as Great College to Work For**

The University of West Florida is listed as one of the **Great Colleges to Work For**, according to a survey recently released by *The Chronicle of Higher Education*. We have been named to this list three out of the past 4 years.

#### **UWF public relations students excel**

University of West Florida students recently earned the 2012 Florida Public Relations Association Award of Distinction for their campaign for the Pensacola Museum of Art.

#### **Upcoming Events**

**State of University Address** Thursday, Sept. 27, in the UWF Auditorium beginning at 10 a.m. followed by a BBQ on the lawn. Please join us.

**Scenic Hills Dedication** and ribbon cutting celebrating our purchase of Scenic Hills Golf and Country Club on Friday (Sept. 28) starting at 10 a.m.

**College of Business Building Dedication** of our new College of Business Education Center on Thursday, Oct. 4, starting at 4 p.m.

#### **Program Prioritization Speaker**

We have a national speaker, Bob Dickenson who wrote: [Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance](#). coming on October 8-9 to help us begin the process or prioritizing our programs. We would like some of the trustees to attend and be a part of this dialogue. We will have more information later.

With that, Bense said, Mr. Chair I conclude my report.

### 3. Student and Faculty Recognitions: Dr. David Marker, Provost

Provost Marker introduced Susan Shaw, Director of the Emerald Coast Campus. She called on Dr. Andy Holdnak who directs the Health Leisure and Exercise Science programs there. Dr. Holdnak introduced Amanda Burke, a student and Operations Coordinator at Resort Quest by Wyndham Vacation Rentals. Ms. Burke shared why UWF and the faculty has played such an important part in completing her education.

### 4. Approval of Minutes:

- BOT – June 14, 2012 Full Board Meeting  
[http://uwf.edu/trustees/Sep21\\_12/BOT061412MN.pdf](http://uwf.edu/trustees/Sep21_12/BOT061412MN.pdf)
- BOT – June 14, 2012 Boards' Appreciation Dinner  
[http://uwf.edu/trustees/Sep21\\_12/BAD061412MN.pdf](http://uwf.edu/trustees/Sep21_12/BAD061412MN.pdf)
- BOT – June 15, 2012 Joint Boards Strategic Planning Workshop  
[http://uwf.edu/trustees/Sep21\\_12/JSPW061512MN.pdf](http://uwf.edu/trustees/Sep21_12/JSPW061512MN.pdf)
- BOT – Aug. 22, 2012 New Trustee Orientation  
[http://uwf.edu/trustees/Sep21\\_12/NTO082212MN.pdf](http://uwf.edu/trustees/Sep21_12/NTO082212MN.pdf)

*A motion was made to approve the minutes of June 14, 15 and August 22 as presented.*

*Motion by: Trustee Merrill*

*Seconded by: Trustee Jones*

*Motion passed unanimously.*

### 5. Committee Reports:

**Audit & Operations – Susan O'Connor, Chair** reported that the Audit & Operations Committee met on August 13 with one acceptance item and one informational item.

**Acceptance of the Internal Auditing PCard Audit Reports-Quarterly Update (April-June 2012) and Annual Recap of all PCard Audit Reports** – provided UWF Senior leadership a short, clear overview of the PCard audits completed during the fiscal year and highlighted results. Objective is to report the status of PCard audits and any issues/findings requiring action.

*(Internal Auditing has been charged with auditing PCard holder and approver activity as well as departmental activities and internal controls. The objectives of these audits were to determine if departments complied with UWF PCard policies and procedures, as well as to evaluate the level of understanding of PCard policies among PCard holders and approvers. UWF presently has 373 PCard holders which are distributed across 144 departments.)*

#### Informational

**Internal Auditing Update on Activities** – provided the Committee with an overview of activities within Internal Auditing and Management Consulting.

1. QAR Review: Status of required self-assessment and external quality assurance review (as required by the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing*); 2. Status of audits in process and 3. Status of advisory/consulting activities.

**Academic Affairs – Bob Jones, Chair** reported there were three action and three informational items at the August 13 committee meeting.

**1. Adoption of 2013-14 Proposed Academic Calendar** – Annually, Board of Governors Regulation 8.001 requires that: *“(4) An official copy of the annual calendar adopted by each university shall be filed with the Board.”* Adoption of the calendar is for BOG compliance.

**2. Revision of UWF REG 3.041 Religious Observances** - In 2012 UWF adopted this regulation which advises students that they will be reasonably accommodated for religious observance. The proposed amendment clarifies for students their responsibilities in seeking the accommodation and updates the website address for reviewing the University’s discrimination policy in the student handbook.

**3. Revision of UWF REG 3.030 Academic Misconduct** - The UWF Academic Misconduct Code is a UWF regulation under the jurisdiction of the Provost's office. The Office of Student Rights and Responsibilities, within the Dean of Students Office, is tasked with the facilitation of the academic misconduct process. Per the regulation, **a review and revision of the Code is to take place every three years.** In accordance with the regulation, the code was updated and approved by this Board on June 14, 2012. Upon review of the changes approved in June, the Board of Governors has requested that two provisions be clarified. They are: (1) the time period between the date the student is charged with academic misconduct and the date of the hearing on those charges, and (2) the ability of the charged student and his or her advisor to review the records that would be presented at the hearing at least three business days before the hearing.

**Informational Items:**

**1. Summary of Degree Program Changes (7/1/11-6/30/12)** - provides the Board of Trustees a summary of degree program changes approved through the University governance process during the period July 1, 2011, through June 30, 2012.

*2011-2012 degree program changes were as follows:*

*Actions requiring Board review and approval*

New programs (1), Deleted programs (7) significantly modified programs (0)

*Actions not requiring Board review and approval*

New specializations within existing degree programs (2) Modified specializations (47)

Deleted specializations within existing degree programs (28) New minors (2) Deleted minors (5)

Modified minors (1) New courses (62) Reinstated courses (3) Deleted courses (22) Modified courses (48)

Purged courses from 5 year purge process (87)

**2. Academic Programs Review for 2012-2013** - The Florida Board of Governors requires the review of all academic programs on a seven-year cycle. University of West Florida Policy AC-07.00-06/09 details the requirements of the program review process in order to provide information for assessing and improving academic programs. Where appropriate, program reviews are carried out in conjunction with accreditation reviews. The results of program reviews are expected to inform strategic planning, program development, and resource decisions. Among the key components of academic programs

reviews are: Appropriate input from external experts; Review of the mission(s) and purpose(s) of the program within the context of the UWF mission and the Board of Governors Strategic Plan; Establishment of teaching, research, service, and other program goals and objectives; Emphasis on assessing student learning outcomes, especially as related to the programs; Academic Learning Compact; Review of current strengths and challenges of the program; Summary of recommendations and/or proposed action plans made as a result of the review; and Electronic submission of a summary of each academic program review to the Board of Governors

**3. Update on Honorary Awards and Recognition Procedures** - The Honorary Awards and Recognition Committee met recently to focus on two items of responsibility: 1. Refinement of the protocol involved in nominations for honorary degrees and other presidential recognitions; and 2. Review and approval of a Commencement speaker candidate for December, 2012.

The timing of the new configuration for Board reports created some difficulties for the HARC in its examination of protocol as several of the HARC members were not on contract this summer and the committee didn't want to move forward without full participation. However, the HARC will have a recommended protocol to submit for the September Board meeting because the committee will be reconvened to finish its work once the school year is in session. The proposed protocol will provide a transparent process for submission of materials and review. The protocol will also distinguish criteria for selection among several options of honor, including the honorary degree, the president's medal, and the founder's medal.

Three categories are in development to provide a greater range of opportunity to acknowledge exemplary work that enhances UWF, the greater northwest Florida community, or the culture as a whole through artistic, cultural, and scientific contributions.

The committee approved the recommendation that Senator Don Gaetz serve as the Commencement speaker and endorses an invitation to the Senator.

**Student Affairs** – Dr. Kevin Bailey, VP provided the committee report on behalf of Chair Jay Patel who was unable to attend. There was one action item and 7 informational items.

**Action:**

**UWF REG 3.011 Student Appeals and Grievances** - The University of West Florida provides a variety of procedures and mechanisms for students to address concerns related to institutional policies, services, and decisions. The proposed amendment to the Student Grievance Regulation clarifies the overall system for student appeals, complaints, and grievances while aligning with the recently created Student Grievance Process Policy and Grade Appeal Policy. The intent is for the Regulation to provide the high level framework while including specific procedures in appropriate University policies.

**Informational Items:**

1. **Inclusion/Diversity Update** - In the wake of the noose incidents and the slurs written on the wall of Argo Hall in April 2012, an update was provided regarding initiatives that will launch in the Fall 2012 related to the University's increased attention to issues of diversity and inclusion.

**2. Retention Efforts PowerPoint Presentation** - During the 2011-2012 academic year a committee drafted a FTIC retention plan that would commence in the 2012-2013 academic year. The specific tasks to be accomplished during the 2012-2013 academic year were discussed. Through the Strategic Planning and Resource Alignment (SPARA) process in Spring 2012, elements of the retention plan received partial funding.

**3. Argo Arrival** - Argo Arrival, formerly Welcome Week, is an annual tradition and the official kick-off of the academic school year at the University of West Florida. It fosters school spirit for both new and returning students. During this time students will make new friends, learn about UWF and the surrounding Pensacola area, including Pensacola Beach, explore resources that can help them through their college career, and most of all, have fun.

**4. Housing Update** – regarding the opening of Presidents’ Hall, summer projects and occupancy for Fall 2012.

**5. Student Conduct Statistics** – Reviewed Spring 2012 semester statistics.

**6. Summer Cohort Update** - One of the recommendations of the University’s Retention Plan is to create a summer program for students who are underprepared for college level math. In summer 2012, a 7-week pilot program was launched involving 149 First Time in College students. The program is residentially based with students required to achieve a 2.0 or better in the two classes in which they enrolled in order to return to the University for Fall 2012. There was a heavy emphasis on tutoring and study skills as well as social opportunities to meet each other and get connected to the greater Pensacola community.

**7. Alumni Survey Results** - In December 2011 - UWF Advancement Division commissioned the Haas Center to gather data on the university’s alumni population to inform future strategic plans as well as answers to data requests from the State of Florida. Survey items were structured around four key areas:

- Alumni Attitudes
- Alumni Involvement
- Alumni Giving
- Alumni Demographics

The Advancement division will utilize data from survey to establish a baseline for alumni data, shape strategic decisions for alumni and development programs, and establish marketing message. Suggested implementation cycle of alumni survey every two to three years will impact budget.

**Finance & Facilities** – **Mort O’Sullivan, Chair** reported there were 2 action items and 1 informational item.

**Action**

1. **UWF REG 4.0032 Cancellation of Registration and Reinstatement** this regulation advises students that their registration will be canceled if they have not paid by the *fifth* week of classes. BOG Regulation 7.002(7) states that each university must establish procedures for the payment

of tuition by regulation. It also specifies that the university regulation must provide that a student's registration shall be cancelled if payment, or appropriate arrangements for payment, has not occurred by the end of the *second* week of classes. The proposed amendments change *fifth* week to *second* week and add a provision regarding appropriate arrangements.

2. **UWF REG 5.010 Educational Research Center for Child Development Fees** - At the June 14, 2012 Board of Trustees meeting UWF/REG 5.010 was approved. The regulation contains a fee schedule. An error was discovered in the fee schedule. The proposed amendment to the regulation corrects the error. In addition, two changes were made to in the fee schedule to improve clarity.

**Information Item:**

**Campus Development Agreement with Escambia County and UWF** - Matt Altier and Dr. Jim Barnett will bring more information during the full Board meeting on September 21.

**An additional discussion item:**

**Real Property Policy**

Trustee Cleveland noted that some universities have real property policies, particularly when DSO's like BEI are active and that the BOT would get a secondary oversight. If the Direct Support Organization gets appraisals, at a dollar amount, this is just a policy that governs real estate transactions. This is being explored at the committee level.

Vice Chair Bear moved to the full Board for consent agenda items.

6. **Consent:** *Trustees may pull any individual item from the consent agenda below for further review, if they so desire. However, 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 documentation.*

- A. Acceptance of Quarterly PCard Report
- B. Adoption of 2013-14 Academic Calendar
- C. UWF REG 3.011 Student Appeals and Grievances
- D. UWF REG 3.030 Academic Misconduct
- E. UWF REG 3.041 Religious Observances
- F. UWF REG 4.0032 Cancellation of Registration and Reinstatement
- G. UWF REG 5.010 Educational Research Center for Child Development Fees

A motion was made by Trustee O'Sullivan that the Board accept, approve and adopt the recommendations of the Finance and Facilities Committee, Audit and Operations Committee, Academic Affairs Committee and the Student Affairs Committee made at their meetings this morning with respect to the matters set forth on the consent agenda.

Seconded by: Trustee Merrill

Motion passed unanimously.

*Vice Chair Bear called for a 10 minute break at 10:20 a.m.*

**7. Presidential Evaluation and Goals** - President Bense submitted her annual self-evaluation to the Board of Trustees on July 1, 2012 as required by the BOT. She utilized the model and format established by the BOT evaluation committee in 2010.

Subsequently, Chairman Horner requested that each trustee complete a survey regarding presidential performance, as well as ideas for betterment of the institution. Twelve trustees completed the survey. General Horner summarized the evaluation responses which were provided to trustees for review at the BOT meeting.

After discussing the Presidential Goals, a motion was made to delegate authority to the BOT Chair to submit the Presidential Evaluation Summary to the Board of Governors.

Motion by: Trustee Cleveland

Seconded by: Trustee Jones

Motion passed unanimously.

Vice Chair Bear called on Dr. Bense to discuss the goals for the upcoming year. President Bense submitted suggested goals/targets for FY12/13 for discussion.

Presidential Self Evaluation 2011-12

[http://uwf.edu/trustees/Sep21\\_12/Goals\\_Expln.pdf](http://uwf.edu/trustees/Sep21_12/Goals_Expln.pdf)

Additional Accomplishments 2011-12

[http://uwf.edu/trustees/Sep21\\_12/Add\\_Accomplishments.pdf](http://uwf.edu/trustees/Sep21_12/Add_Accomplishments.pdf)

Presidential Goals 2012-13

[http://uwf.edu/trustees/Sep21\\_12/2012\\_13Goals.pdf](http://uwf.edu/trustees/Sep21_12/2012_13Goals.pdf)

Strategic Plan Matrix with Measures (2 pages)

[http://uwf.edu/trustees/Sep21\\_12/SP\\_Matrix\\_W\\_Measures\\_REV9.18.12.pdf](http://uwf.edu/trustees/Sep21_12/SP_Matrix_W_Measures_REV9.18.12.pdf)

Vice Chair appointed an ad hoc committee to review the metrics/targets of 2012-13 goals and report back to the BOT at the December meeting. The committee is comprised of Mort O'Sullivan who will chair, Lewis Bear, Jr., Jay Patel and Bentina Terry.

**8. Presidential Compensation** – Dr. Bense asked to be excused from the meeting at this time. As a result of President Bense achievement of 36 institutional goals and priorities established by the BOT, she will receive an increase in recurring salary reaching a base salary of \$295,000. A motion was made by Trustee O'Sullivan to adjust the base pay effective 9/21/12 from the current salary to \$295,000 with an additional \$40,000 non-recurring bonus, pending available funds in the Foundation to support the bonus. All present Board of Trustees approved the motion.

*Motion by: Trustee O'Sullivan*

*Seconded by: Trustee Cleveland*

*Motion passed.*

**9. Honorary Awards and Recognition Procedures** – Dr. Jane Halonen and Dr. Kyle Marrero addressed the Board saying the Honorary Awards and Recognition Committee accepted the challenge to review and revise its charter as well as explore the scope of awards currently in its purview with the possibility of expanding recognition opportunities. The challenge was issued to assist UWF to promote the University’s values and deepen commitments in the community. The HARC also clarified the nomination protocol. The HARC provides supporting documents that change the committee’s role from passive review to more active involvement in developing potential honorees.

The charter required only minor changes in language. The HARC recommends adding the President’s Medal of Honor as an opportunity to honor outstanding contributions to the university and community primarily through public service and philanthropy. The Committee also endorses the activation of the Founders’ Medallion that was approved in 2006 but did not result in any bestowed awards. The protocol clarification involved differentiating criteria for honorary degrees, the President’s Medal of Honor, and the Founder’s Medallion. The committee also designed instructions and support documents that should facilitate recognition of completed applications to trigger the review process.

Proposed Amendment to University Policy BOT-01.01-06/03

[http://uwf.edu/trustees/Sep21\\_12/BOT01.01\\_06.03.pdf](http://uwf.edu/trustees/Sep21_12/BOT01.01_06.03.pdf)

Revised Charter of the Honorary Awards and Recognitions Committee

[http://uwf.edu/trustees/Sep21\\_12/R\\_Charter.pdf](http://uwf.edu/trustees/Sep21_12/R_Charter.pdf)

A motion was made for the approval of the changes in the three reported areas of effort, as presented, (charter revision, creation of the President’s Medal of Honor, and protocol clarification). This will enable immediate action in the development of a pool of suitable candidates for the awards. Approval at this juncture should facilitate appropriate candidate selections for Spring Commencement. However, it was suggested that this item be brought back to the full Board in December.

*Motion by: Trustee Horner*

*Seconded by: Trustee O’Sullivan*

*Motion passed unanimously.*

## **10. Market Rate Tuition for Masters in Education Leadership – Pulled from agenda on 9/17/12**

### **Informational Items**

1. **FINAL FY 2011-12 Operating Budget Summary** – Dr. Susan Stephenson presented a review of the year’s activity shows that:

- As planned, total spending for the year exceeded the recurring E&G budget by 3.5% thus utilizing some of the institution’s carryforward reserves.
- 77.43% of the E&G spending was for salaried position and OPS wages down slightly from last year (\$546k).
- OCO spending accounted for only 1.08% of the E&G spending (Note: OCO definition changed to purchases of equipment over \$5,000)
- The balance of spending was for expense items which showed an increase of \$3.1M over the prior year (or a 17% increase). (Note: Possible examples that explain the

increase -- Banner Student (\$1M), strategic investment in additional marketing (\$800k), and one-time salary savings used for AEP projects (\$1M))

- Demonstrating our continued commitment to achieving efficiencies, the institution's utilities expense was slightly less than the previous year (down \$273k) representing 3.89% of the spending.
- Slicing the pie another way.....By functional category, direct instruction, academic support, student services, plant, institutional support, and research all reported increases in spending over the prior year. The only exception was a slight decrease in spending in the public service category (\$160k).
- In keeping with the institution's commitment to the core mission, 59.4% of the E&G expenses were for direct instruction and academic support. That is up from 55.3% in 2008.
- By functional category, institutional support reported the largest increase in spending in FY2011-2012, up \$879k over the prior year.
- Overall the institution is in sound financial health.

**2. E-books Update PowerPoint Presentation** – Mr. Bob Dugan, Dean of Libraries provided an update on e-books and Patron Driven acquisitions.

E-books and Patron Driven acquisitions

[http://uwf.edu/trustees/Sep21\\_12/e\\_books.pptx](http://uwf.edu/trustees/Sep21_12/e_books.pptx)

Other Items

Concluding Remarks and Adjournment

**OTHER ACTIVITIES**

|             |   |
|-------------|---|
| After Lunch | 2 Plus 2 <i>Twenty Year Anniversary Celebration UWF &amp; NWFSC</i> |
| Sept 21-23  | Family Weekend  |
| Sept 27     | State of University Address/BBQ on the Green                        |
| Sept 28     | Scenic Hills Dedication/Ribbon Cutting/Reception                    |
| Oct 1 – 6   | 2012 Argos Homecoming Week  |
| Oct 4       | College of Business Dedication/Ribbon Cutting                       |
| Nov 13      | BOT Committee Meetings  |
| Dec 13      | Holiday Dinner with FND BOD & Fellows                               |
| Dec 14      | Full BOT Meeting<br>Presidents Hall Ribbon Cutting                  |
| Dec 15      | Fall Commencement   |

Adjournment occurred at 11: 35 a.m.

Respectfully submitted,  
Faye H. Bowers, recording secretary