Administration/Executive Committee Meeting Minutes
February 7, 2014 @ 10:00 AM
Downstairs Conference Room Building 10

Present:  Raid Amin, Judy Bense, Ted Fox, Richard Hawkins, Richard Hough, Kathy Johnson, John Platt, Martha Saunders, Pat Wentz

Guest:  Jay Clune, Joffery Gaymon

Adoption of the Agenda
The February 7, 2014 Agenda was approved as presented

Adoption of the November 1, 2013 Administration/Executive Committee Minutes
The November 1, 2013 Administration/Executive Committee Meeting Minutes were approved as distributed.

Administrative Reactions
There were no actions recorded from the January 14, 2014 Faculty Senate Meeting.

Brief Announcements

President Judy Bense

New Football Coach
UWF hired Pete Shinnick as the head coach for the first UWF football team. Shinnick is the right man for the job. He is a demonstrated leader and has built a winning team from scratch. I am pleased he will join us at UWF and carry forward our vision.

Legislature
The current political agenda is serious. The Board of Governors will select the matrix for performance based funding. The proposed Governor’s budget includes $80 million for performance funding for the state universities, of which $40 million is new money and $40 million is reallocated from the base. This is an election year so there is a lot of posturing going on that we do not normally see.

New Chancellor
Marshall Criser III is the new chancellor of the State University System of Florida. He is the former president of AT&T Florida and a longtime education leader in the state. He took office as chancellor in January of 2014, fully dedicating himself to his passion of higher education advocacy. The Board of Governors of the State University System selected him unanimously for the post.

I am hoping that he will serve as the person in between the universities and the Board of Governors and represent the universities. My mission with the Chancellor is to
explain to him and educate him about the role of a regional comprehensive university. I understand that there is a lack of understanding about universities in the state of Florida within the Senate. We need to do a better job explaining who we are and what we do.

**Provost Martha Saunders**

**Policy Proposal for Enrollment Verification**

Ms. Joffery Gaymon, Assistant Vice President Enrollment Affairs: I have distributed a proposed policy to change the way in which we verify enrollment as it relates to financial aid disbursement.

Provost Saunders: The need for the policy came about after we realized that we do not have an attendance policy in place.

Ms. Gaymon: We are not proposing an attendance policy; however, we need a mechanism to ensure that we are in compliance with federal regulations regarding financial aid.

Senator Amin: The Faculty Senate discussed a possible mandatory attendance policy; what is the status of this recommendation?

Provost Saunders: The mandatory attendance policy that was being discussed only related to freshman. This policy is different because financial aid relates to all students not just freshman.

Senator Wentz: What happens when students stay for the first week of class and get their financial aid then leave school after they have their money? Is there a mechanism for checking attendance mid-term?

Ms. Gaymon: We do that to a certain degree. However, after we verify and reconcile enrollment for the student and the student receives the money we have met with our due diligence. If a student does leave the university after receiving financial aid the Financial Aid Office works with the faculty and the Registrar’s Office to try and get the money back; however, we are not very successful. The only thing we can do is possibly hold a transcript.

Senator Hawkins: The eLearning system has a mechanism for tracking students.

Ms. Gaymon: Correct, but we need to have a policy in place for the institution with a mechanism that is compatible with Banner.

President Hough: A percentage of these students are “stopped out” and some come to UWF from PSC where the rules are different. Some students move out of state for jobs and just never withdraw then if they want to come back to a university setting they face penalty fees of 30 or 40% as well as paying back financial aid funds. I think that mandatory attendance is a positive approach.

Senator Amin: Could we use the Early Warning software to assist in retention of these students?
Ms. Gaymon: We are looking at the Early Warning software and trying to make the software as integrated as possible so that we can at least take a look at the first couple of weeks of classes.

Senator Wentz: Is there a method for distributing financial aid in separate payments?

Ms. Gaymon: We would have to distribute separate bills which could but done; however, the current system bills only once for each semester.

Senator Hawkins: The more engaged faculty will be supportive of the policy.

Provost Saunders: How would you like us to present the proposed policy to the Faculty Senate?

President Hough: Present a brief informational announcement and explain why the policy is important to help our students.

**Performance Based Funding**

We are taking performance based funding serious but when people are ranked there are winners and there are losers. We are not a failing university but we will not fare well on these rankings. Our strategic directions have been different – they have not been wrong – they have just been different. We will have to come in line; what we are hoping is that they will not take money away from us. The matrix that are being looked at are productive not quality.

**Retention Plans**

UWF has been talking about retention plans for a long time and now it is time to do something that will make a difference in retention. The deans are eager and the faculty members that I have talked to are eager to make a difference. Mandatory attendance is a best practice for retention. We can’t afford to lose enrollment so we will have to compensate by taking more transfer students.

**SACS COC Report**

The SACS COC Vice President is coming to UWF next week and will provide feedback before we write our final report.

**Banner**

Banner is moving along pretty quietly and that is because we have not added the advising component yet. Brace yourself for registration; for six months we plan to run both CICS and Banner.

Senator Hawkins: Is UWF the host university for COMPASS and ABBEY?

Provost Saunders: UWF will be the host credit institution. We will provide a presentation on both programs for the Faculty Senate in March.

**Adjournment**

The February 7, 2014 Administration/Executive Committee Meeting adjourned at 10:50 a.m.

Carol Settle, Recording Secretary.