June 16, 2009

Edward L. Jones, Chair
Computer and Information Science
College of Arts and Sciences
Florida A&M University
Tallahassee, FL 32307

Dear Dr. Jones:

I am excited to inform you that I have approved the establishment of the FAMU Center for Secure Computing and Information Assurance (FCSCIA). I am impressed with the FCSCIA's response to the necessity of safeguarding and securing our nation's critical infrastructure of cyberspace and promoting the development of a skilled workforce of under-represented minorities, capable of positively impacting a global void.

As the Director of FCSCIA, it is your responsibility that the FCSCIA adheres to Florida A&M University's policy and procedures, specifically with new course offerings, sponsored research and any international initiatives and programs.

Additionally, you are responsible to abide by the guidelines for the Establishment, Renewal and Disbandment of University Institutes and Centers identified in the FAMU Policy on Institutes and Centers (See Attached). You will be specifically responsible for an annual report, described in the guidelines section of Annual Reporting for Centers or Institutes. Your center will also be subjected to periodic review which will assess the need for the continuation of the FCSCIA based on the original proposal criteria. A brief description for annual reporting is described below.

Annual Reporting for Centers or Institutes

All Centers and Institutes will submit an annual report to the Provost. Center and Institute Annual Reports must be submitted electronically on the Board of Governors Institutes and Centers website, as instructed indicated on that website. This submission must be 30 days in advance of the BOG deadline to allow the Provost and Vice President for Academic Affairs sufficient time to review and approve the reports.
The annual report should provide information to the University regarding directory information and budgets. Also, fiscal reports must be provided by all Centers and Institutes who expend funds, even those recommended for disbandment.

An annual report for a Center or Institute must contain, at a minimum, the following:

1. **Directory Information.** This provides the name of the director, contact information, and key word descriptors of the work of the institute/center.
2. **Current Year Budgets and Expenditures.** Total funds expended during the previous fiscal year (July 1-June 30) by funding source (State Appropriation to the State University System, Contracts and Grants, Fees for Services, and Private & Other Funds) and by entity (Education and General).
3. **Positions.** Total positions during the previous fiscal year (July 1-June 30) by funding source and type of position.
4. **Proposed Budget for the Following Year.** Include the expected commitment of FAMU and outside funding resources.

In addition to establishment of the FCSCIA, you have requested in-kind release time for the various collaborators/contributors to fulfill the objectives of the Center. The in-kind release time from the non-credit generating activity of the assignment of responsibility will have to be negotiated at the level of the Chair or and Deans of your collaborators/contributors respective departments.

In closing, I applaud your goal for FCSCIA to be the nation’s leading producer of Information Assurance Professionals. Furthermore, it will make a significant impact on the mission of Florida A&M University.

Sincerely,

Cynthia Hughes Harris, Ph.D.
Provost

CC: Ralph Turner, Dean
College of Arts and Sciences

Donald Palm, Ph.D., Chair
Committee on Institutes and Centers