Chairman James Corbin, Presiding

Trustees Present:

Trustee Regina Benjamin  Trustee Randy Hanna
Trustee Barney Bishop       Trustee Leerie Jenkins
Trustee Ada Burnette       Trustee Bill Jennings
Trustee James Corbin       Trustee Challis Lowe
Trustee R.B. Holmes.        Trustee Larry O. Rivers

Chairman Corbin called the meeting to order.

President Gainous called the role.

Opening Remarks

President Gainous requested that the agenda be revised to include an action request to establish a University policy on information security, to add an action request authorizing the establishment of a line of credit for Enterprise Resource Planning, and to authorize a statement by the Board of Trustees regarding governance of Innovation Park. Trustee Holmes moved that the revised agenda be approved and it was approved.

Minutes

Trustee Bishop moved the approval of the minutes and Trustee Benjamin seconded. The minutes were approved.

Mr. Avery McKnight, Interim General Counsel advised the Board, pursuant to statute, that the Board’s decision and direction regarding pending litigation was required and announced the convening of an Attorney-Client to conduct the underlying discussions with the Board of Trustees.
**Government-in-the-Sunshine Presentation**

Pat Gleason of the Office of the Attorney General gave a presentation on the provisions of the Open Government law, and requirements for compliance for members of the Board of Trustees. She indicated that the law applies not only to formal meetings but also to telephone conversations, to emails, to letters and also to informal communications between two or more public officials where the subject of the communication relates to public issues to be decided by the party (ies) involved in the discussion. The law further attaches to liaisons of public bodies when they convey messages among members of the public body. Ms. Gleason further described the legal requirements for notice and process to comply with the open government mandates and to ensure that decisions regarding public business are made in the public eye, as well as sanctions for failure to comply.

**Action Items**

- **Equity Accountability Program**

  Ms. Carrie Gavin, Director Equal Opportunity, gave a presentation on the assessment of the University's performance against goals for diversity in the University's workforce. Under the Equity Accountability Program, the diversity strategies and progress are monitored. Ms. Gavin indicated that a key finding of the performance review is that the University, like most other institutions, experiences under representation of female professionals in the departments and disciplines that focus on the sciences. Ms. Gavin described strategies recommended to address the under representation. Trustee Hanna moved that the Board approve the EAP report and Trustee Burnette seconded. The report was approved.

Chair Corbin polled the members as to their sentiments on granting authority to secure outside counsel to represent the Board of Trustees and support staff for the Board of Trustees. The decision was deferred.

- **Collective Bargaining**

  Mr. Mike Mattimore described petitions by AFSCME and PBA to represent their members in collective bargaining activities. In each instance the respective had voted to appoint the organizations as their collective bargaining agents. Mr. Mattimore recommended that the two representatives be voluntarily recognized to represent their members. Trustee Bishop moved for approval and Trustee Holmes seconded.

Trustee Hanna asked if the organizations seeking to serve as collective bargaining agents were recognized as collective bargaining agents by the former Board of Regents. Mr. Mattimore responded that they were.

The action was approved.
Consent Agenda
President Gainous requested that all items discussed and approved by the Board as a Committee of the Whole be considered as consent action items. Trustee Hanna moved to approve the request for a consent agenda and Trustee Bishop seconded. The action was approved.

The following items were approved on the consent agenda:

- **Conversion of Degree Programs Due to Changes in Classification of Instructional Program Codes**
  In order to ensure consistency with modified Classification of Instructional Coding by the National Center for Education Statistics, the Board of Trustees approved revisions to the Magazine Production curriculum (CIP 09.0410) to a track within Journalism, effective Summer, 2003. The Board also approved the conversion of the Public Relations track from a track within Journalism (CIP 09.0401) to a stand-alone degree program (CIP 09.0902)

- **Direct Support Organizations Administration**
  The Board of Trustees approved revisions to the Internal Management Memorandum reflecting additions requested by the Board. The Board, by general consensus agreed to defer final adoption of the administrative rule on DSO administration in order to allow a dialogue between Trustees and the Chairs of the respective DSO boards regarding comments on the proposed rule.

- **Process for Development and Revision of University-Wide Policies and Procedures**
  The Board of Trustees approved, as amended, a policy and procedure for developing and revising University-wide policies and procedures.

- **Resolution Honoring Andre' Hammel**
  The Board of Trustees approved a resolution honoring former Trustee and Student Body President Andre' Hammel for his service to the University.

- **Policy on Providing Security of Information in the Custody of the University**
  The Board of Trustees adopted a policy governing the University’s handling of confidential information for its constituencies.

Additional Action Items
- **Endowed Eminent Scholar**
  The Board of Trustees considered the adoption of a new policy regarding establishment of endowed eminent scholar chairs and the selection of chair holders. The Board further considered the selection two candidates to fill endowed chairs in the School of Business and Industry.

Trustee Bishop moved to authorize the repeal of Rule 6C3-5.003, Florida Administrative Code, relating to the University's Eminent Scholars Program, and to delegate to the President the authority to complete the repeal of the former administrative rule. Trustee Hanna seconded. The action was approved.
Trustee Bishop moved to approve the adoption of an internal policy and procedure to guide University-wide, the establishment of endowed eminent scholar chairs at the University, and the selection of endowed eminent scholar Chairholders. Trustee Burnette suggested that the decision to select holders of the chairs in the School of Business be deferred due to concerns over the involvement of the Faculty Senate in the selection process. After a brief discussion, Trustee Bishop moved that two endowed eminent scholar chairs be approved in the School of Business and Industry, to be grandfathered in lieu of the new internal policy and procedure, and to select Mr. Colin Benjamin, and Mr. Kenneth Gray as the Chairholders of these chairs. Trustee Burnette voted to deny the selection. Trustee Lowe abstained from the vote initially, but amended her vote to “yea.”

**Innovation Park**
Trustee Hanna described the history and recent developments in the governance of the Innovation Park Research complex. The Board engaged in a discussion which raised concerns over the impact of recent proposals regarding the Park’s governance, as they relate to the interests of the University. Trustee Bishop moved that the Board of Trustees issue a public statement establishing its support for the President in seeking equal and meaningful representation for the University in the eventual governance structure of the Leon County Development Authority or its successors in the governance of Innovation Park. Trustee Holmes seconded. The action was approved.

**Banking Agreement for Line of Credit**
President Gainous explained the proposed banking agreement to establish a line of credit in support of the Enterprise Resource Planning process. Trustee Burnette moved for approval. Trustee Bishop seconded. The action was approved.

**Attorney-Client Session**
Mr. McKnight announced the convening of the closed Attorney-Client session for purposes as previously announced, whereupon the Board of Trustees moved to the closed session.

The Board reconvened at the conclusion of the Attorney-Client session. Trustees Duncan, Cardenas and Jennings were not in attendance.

Trustee Bishop moved to approve the settlement in the Burch case. Trustee Benjamin seconded. The action was approved. Trustee Bishop moved to approve the settlement in the Dupont case. Trustee Rivers seconded. The action was approved.

New business
Chairman Corbin requested a conference call meeting for a briefing on the budget as finally enacted by the legislature. The Trustees and the President engaged in a discussion on approaches to improving the commencement ceremony. President Gainous discussed the appointment of a commencement committee to explore enhancements. Trustee Burnette offered the input and assistance of the Faculty Senate on ways to improve the process.

Adjourned 4:33 reconvened at 4:37
Mr. McKnight gave opinion that abstention is not allowed. Trustee Lowe revised vote on Endowed Eminent scholars to a vote in favor of the proposal.
Adjourned at 4:39
Date: 05/22/03

SUBJECT: University Mission Statement

UBOT Committee Review: None

Recommended Action

Information.

Background Information

President Gainous appointed a select committee of University faculty, staff and students to consider revisions to the University Mission Statement. That committee has completed its deliberations and has proposed a revised Mission Statement.

Supporting Documents Included:
Proposed Mission Statement

Other Supporting Documents Available:

Legal Review Required: Yes___ No_____
EEO Impact Studies Required: Yes___ No_____

Submitted by: Fred Gainous
DATE: August 20, 2003

TO: Dr. Dawn Holley
Assistant Corporate Secretary

FROM: Shira R. Thomas
Acting Associate General Counsel

RE: FAMU Board of Trustees May 22, 2003 Meeting
Assignments and Committee

Please correct and return to me.

As per your request.

For your information.

Please reply in your name.

Please respond by ___.

Please draft a reply for President's signature.

Please take appropriate action.

Please reply at earliest convenience.

Please reply in President's behalf with copy to us.

Please advise.

Please see me.

Please note and discuss with me.

No acknowledgment necessary.

Other.

COMMENTS:

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MEMORANDUM

TO: Mr. E. Leon Jacobs
   Assistant Corporate Secretary

FROM: Shira R. Thomas
      Acting Associate General Counsel

SUBJECT: FAMU Board of Trustees May 22, 2003 Meeting
         Assignments and Committee

DATE: May 30, 2003

The Office of the General Counsel has reviewed its notes from the May 22, 2003 Meeting of the FAMU Board of Trustees and offers the following in addition to your attached list of Assignments and Committees.

1. Committee Assignment

   Chairman Corbin appointed Trustee Holmes, Trustee Lowe, Trustee Hanna, Trustee Rivers, Trustee Bishop and Trustee Benjamin to the Committee on University Mission Statement.

2. ERP Update/Status Report

   Trustee Jennings requested a monthly status report on ERP. He also requested that a report of critical milestones between now and July 2002 be given.

   Trustee Jenkins asked that risks are identified and assessed in the monthly report so that we will be able to deal with folks who are leaving and that an organizational chart be done.

3. Audit Committee

   Trustee Bishop asked Mr. Sanders to provide a listing of different auxiliary organizations at FAMU and when their audits are due.
The University is to investigate the Student Government Association audit issue.

Trustee Lowe asked Dr. Gainous to look at how we can staff the Inspector General’s Office. Dr. Gainous is to provide a response in two weeks.

4. **Special Committee on Presidential Evaluation**

Trustee Lowe asked Dr. Gainous to provide information on the process, policies and evaluations from other universities with a similar form of governance.

5. **Budget and Finance Committee Meeting**

The Direct Support Organizations are to meet with the Budget and Finance Committee to discuss the rationale of the Direct Support Organizations’ changes.

6. **Policy Procedures Development**

Mr. O’Leary Sanders was asked to add a statement to cover faculty senate review of policies. Also, add a statement regarding the Board of Trustees’ duties not being superceded.

7. **HIPAA Issue**

The Office of the General Counsel was asked to look at HIPAA to ensure the University is in compliance. Attorney McKnight is to check with Trustee Benjamin and Lowe to see what they have done in their companies in regards to HIPAA.

8. **Housing/Finance Committee Report**

Trustee Bishop asked Dr. Gainous to put together a time-line and what needs to be done regarding the women’s dorms.

Trustee Rivers wants the issue of fire extinguishers addressed for the women’s dorms.

9. **Mission Statement**

Trustee Corbin asked Trustees’ Holmes, Lowe, Hanna, Rivers, Bishop and Jacobs to look at the mission statement and give the Board of Trustees a time in which we need to get this done. *(Blank)*

SRT/ar

Copy: Mr. Kent Taylor