

**Florida Agricultural and Mechanical University
Board of Trustees**



**Student Affairs Committee
Meeting Agenda**

Thursday, December 10, 2015

1:00 p.m.

Band Rehearsal Hall – Conference Call

Committee Members: Trustee Tonette Graham, Chair
Trustee Torey Alston, Trustee Bettye Grable

AGENDA

I. Call to Order Chair Graham

ACTION ITEMS

I. Approval of July 21, 2015, Minutes Chair Graham
II. Selection of Committee Vice Chair Chair Graham
III. Approval of the Amendments to Regulation 2.030 VP William Hudson, Jr.
IV. Approval of Mandatory Medical Insurance Policy VP Hudson, Jr

INFORMATION ITEMS

V. Student Government Association (SGA) Updates Chair Graham
VI. Florida Student Association (FSA) Updates Chair Graham
VII. Division of Student Affairs VP Hudson, Jr.
 a. Update on Admissions and Enrollment Management
 b. Update on Financial Aid
 c. Update on LGBTQA
 d. Veterans' Affairs
 e. Student Activities
 f. Anti-Hazing Assistant to the VP, Bryan Smith
 g. Athletics Athletic Director, Milton Overton

VIII. Adjournment

Student Affairs Committee Minutes Trustee Tonnette Graham, Chair

**Date: Tuesday, July 21, 2015
Band Rehearsal Hall**

The Board of Trustees Student Affairs Committee meeting was convened by Trustee Tonnette Graham.

The first action item was a motion by Chairman Graham for the approval of the minutes from the May 20, 2015 meeting. The action was moved for approval by Trustee Shannon and seconded by Trustee Grable. The minutes were accepted as presented.

Vice President Hudson provided informational updates for the Division of Student Affairs which included:

Trustee Graham stated that there were no updates for the Student Government Association at this time.

Vice President Hudson provided updates for the Division of Student Affairs which included:

Enrollment Management Update: The department is reviewing data in order to increase the GPA qualifications to 2.75. Trustee Shannon asked for clarification of the GPA increase. As of July 17, 2015 we have received 4,590 FTIC applications compared to 3,674 and admitted 2,645 students compared to 2,088 last year at the same time. The application deadline for fall 2015 was May 15, 2015. Applications will not be accepted after that deadline unless there are extenuating circumstances. The average GPA is 3.44 and test scores 1440 SAT/ 21.16 ACT. The Access Opportunity Program admitted 108 students for the summer program and continues reviewing applications. New Student Orientation numbers for registered FTIC students are 1,218 compared to 1056 in 2014.

Commencement Update: Dr. Angela Coleman, Associate Vice President for Student Affairs and Dean of Students provided the update. Summer Commencement is taking place, August 7, 2015 at 4pm in the Alfred Lawson Multipurpose Center. Rehearsal will be held August 6, 2015 at 4pm. To date there are 540 graduation candidates compares to 450 graduates from summer of 2014; inclusive of 5 graduates from the College of Law, 8 Army Cadets and 5 Navy Cadets for the ROTC Officer Commission Ceremony. The commencement speaker is Ms. Pam Oliver a FAMU alumna and FOX News reporter. A formal proposal for the distribution of graduation tickets is being drafted and will be submitted to senior staff, this is due to limited space and risk management concerns.

Financial Aid Update: For the academic year of 2015-2016, 6425 students were awarded aid. This is an increase of 2470 students awarded in 2014-2015. It was previously discussed awarding students 10 days prior to the start of classes. There are a couple of issues that must be discussed and a change to the BOT regulation 3.009 which state "It is the policy of the University to disburse financial aid after the end of the drop/add period". Law School students will have access to book vouchers beginning August 1, 2015 for those that have completed financial aid files, rattler ID card, and have registered for classes. This was available for the previous year.

LGBTQA (Lesbian Gay Bisexual, Questioning, Allies) Committee: The committee has not met this summer, a space has been identified for the LGBTQA Resource Center in the Student Union.

Student Activities Update: The drafts for the Weeks of Welcome and the Homecoming week activities have been distributed to the committee.

Anti-hazing/Ombuds Report: Dr. Hudson provided the update on behalf of Bryan Smith, Assistant to the Vice President for Student Affairs, provided updates regarding Anti-hazing and activities of the Ombuds office. Mr. Smith emailed the report to the committee.

Athletics: Dr. Hudson provided the update on behalf of Interim Athletic Director, Dwayne Robinson. There are 70 incoming freshman student athletes for the 2015-2016 academic year. FAMU Men's tennis team was recognized by the Academic All American, this honor is to recognize student athletes who have an average 3.5 GPA. FAMU was one of the only two HBCUs represented. Three student athletes has been accepted in the School of Law. The Department of Athletics has received the NCAA grant to assist with academic support totaling \$675,000.

Introductions: Dr. Hudson introduced two new staff members to the Department of Student Affairs; Karen Campbell Miller in the role of Executive Assistant to the Vice President and Major Ray Spalding serving as the Director of Military and Veterans Affairs.

Chair Graham brought additional information to the committee pertaining to students and organizations at FAMU and for student affairs staff to move forward, they are as follows:

- Enhance and expand the Clubs and Organizations Review Board this board to reviews cases of organizations that violate the Student Code of Conduct
- Implementation of Org Scene
- Amend rules-allowing freshmen to be permitted to join clubs and organizations
- Ratification of Student Government Documents

The action was moved for approval by Trustee Shannon and second by Trustee Grable. The motion carried.

Submitted by:

Trustee Tonnette Graham, Chair



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date – December 10, 2015

Agenda Item

Item Origination and Authorization
Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract _____ Grant _____ Other _____

Action of Board
Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn

Subject: Student Affairs – Student Life Regulation

2.030 Student Activities

Rationale: This Amended Regulation clarifies the ability for freshmen to participate in the Office of Student Activities' "Certified" Clubs & Organizations" that require a Selection/Recruitment/Audition process after they have earned 12 credit hours and at least a 2.5 GPA. In addition, this amended regulation stipulates that ALL faculty/staff advisors for the various Clubs and Organizations have at least ONE year of full-time employment experience at the University and attend a Mandatory training offered by the Office of Student Activities. They are only REQUIRED to attend "Intake/Recruitment/Audition" activities, Annual Elections and events where the anticipated crowd is more than 50 students.

The University is requesting that the Board of Trustees approve the amendment to Regulation 2.030 for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governors' Regulation Development Procedure.

Recommendation: Approval of the University's Notice of the Intent to amend Florida A&M University Regulation 2.030

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: December 10, 2015

REGULATION CHAPTER NO.: Chapter 2

REGULATION CHAPTER TITLE: Student Affairs

REGULATION TITLE AND NUMBER: Student Activities (2.030)

SUMMARY OF REGULATION: This Amended Regulation clarifies the ability for freshmen to participate in the Office of Student Activities' "Certified" Clubs & Organizations" that require a Selection/Recruitment/Audition process after they have earned 12 credit hours and at least a 2.5 GPA. In addition, this amended regulation stipulates that ALL faculty/staff advisors for the various Clubs and Organizations have at least ONE year of full-time employment experience at the University and attend a Mandatory training offered by the Office of Student Activities. They are only REQUIRED to attend "Intake/Recruitment/Audition" activities, Annual Elections and events where the anticipated crowd is more than 50 students.

AUTHORITY FOR REGULATION: Section 7, Article IX, Florida Constitution and Board of Governors Regulations 1.001

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Dr. William Hudson, Jr., Vice President for Student Affairs.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Robert Carroll Jr., Interim Director, Office of Student Activities, Tallahassee, Florida 32307-3100, (850) 599-3400 (phone), (850) 561-2515 (fax), Robert.carroll@famuedu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of this amended regulation follows:



Regulation of Florida A&M University

(Substantial Rewording)

2.030 Student Activities.

A. Student Organizations

(1) How Student Organizations Become Recognized at Florida A&M University (University).

(a) The organization should submit annually a letter of application stating its purpose and objectives to the Director of Student Activities or his/her designee. The letter should be accompanied by:

1. Three copies of the proposed constitution and by-laws.
2. A roster of the proposed officers and faculty or staff advisor. The roster must include contact information for each person listed (student ID, telephone number and FAMU/University e-mail address).
3. A Membership roster (minimum of 5 members who are officially registered students, including officers).
4. The faculty or staff advisor and co-advisor letters of intent to serve as advisors.
5. An activities list for school year.
6. A flyer agreement form.
7. A campus mailbox address.
8. A regional or national listing, if applicable.

(b) The Student Organization Committee, comprised of the Director of Student Activities or his/her designee, faculty/staff and student-at-large representatives of Student Government, will meet to consider an organization for approval or disapproval. The Committee shall be appointed by the Vice President for Student Affairs or his/her designee. After the committee meets, the organization will be notified of the results of the decision.

(c) If the organization is approved, then it is considered to be a recognized student organization. A recognized student organization is defined as an approved, registered, and/or certified student organization, college, school, division, department, area or unit of the University, honor societies, clubs, associations, and organizations.

(d) All recognized student organizations shall follow the procedures and guidelines as set forth in the Student Handbook, the FANG, and regulations of the University. For information about recognized student organizations, contact the Office of Student Activities. In cases of conflict, the University's regulations supersede the Student Handbook.

(e) The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing recognized student organizations including Greek Letter recognized student organizations, provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. The organizations should be properly notified of the guidelines and/or procedures prior to implementation.

(f) All University recognized student organizations are required to include in their by-laws an anti-hazing section and a section fully incorporating Regulation 2.028. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a University recognized student organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

(g) The University will require all recognized student organizations to execute disclaimer forms which relieve the University of responsibility for acts committed by recognized student organizations, which might result in personal injuries or damages sustained or alleged by a complaining party.

(h) The Vice President for Student Affairs or his/her designee may summarily suspend the intake period of a recognized student organizations if they believe any provision of the University Student Code of Conduct, Regulation 2.012, Anti-Hazing Regulation 2.028, state, or federal laws have been violated.

(i) If a previously recognized student organization fails to timely submit its annual letter of application, it loses its privileges as a recognized student organization, to include being able to reserve space or host events on campus as well as apply for funding through student government, until such time the student organization submits its annual letter of application and is formally approved.

(2) Role of the Faculty or Staff Advisor.

(a) Every recognized student organization must have a faculty or staff advisor whose purpose is to assist the recognized student organization in providing an educational experience for the individual members and the University as a whole.

(b) All advisors must be in good standing with the University and must have been employed at the University for at least one year. The responsibilities of the advisor shall, without limitation, be to:

1. Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the recognized student organization.
2. Ensure the recognized student organization's adherence to University policies and guidelines.
3. Ensure the membership eligibility of each student is in accordance with the requirements of the recognized student organization.
4. Assist the recognized student organization with the formulation and implementation of all academic, service and social activities.
5. Ensure the members of the recognized student organization are made aware of regulations, policies, procedures, goals and objectives of the University.
6. Report infractions of University rules, regulations, policies or procedures to the Director of Student Activities or his/her designee. The advisor has the right to place the recognized student organization on inactive status for violating the recognized student organization's internal rules for no more than thirty (30) days. Timeframes exceeding (30) days should be in consultation with the Office of Student Activities. Inactive status means that the recognized student organization will cease and desist all operations.
7. Attend all meetings and activities of the recognized student organizations that are directly related to membership and/or conducting annual elections.
8. Any event on campus where the anticipated audience is more than 50 guests, an advisor(s) is expected to be in attendance.

(c) The advisor's foremost concern is their relationship to the student, the development of the student's self-awareness, and the increase in the student's maturity as they make decisions or assume responsibility.

(d) The advisor must be willing and free to express his ideas and attitude and always governed by a respect for the individuality of the student. The student is under equal obligation to respect the advisor's individuality.

(e) Advisors to recognized student organizations are to be selected by student groups and/or appointed by the Director of Student Activities or his/her designee. The Vice President for Student Affairs or his/her designee may remove any advisor when it is in the best interests of the University.

(f) The Director of Student Activities or his/her designee may institute additional

guidelines and/or procedures governing advisors provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. All advisors must be properly notified of the guidelines and/or procedures prior to implementation.

(g) University advisors of Greek Letter organizations must be selected from among faculty, administrators, and professional staff at FAMU, and they must have been employed by the University for at least one year. Any exceptions must be in writing, demonstrate extenuating circumstances, and be approved by the Vice President for Student Affairs or his/her designee.

(4) Organization Intake Process/Membership. The Director of Student Activities or his/her designee in consultation with the Panhellenic Council will determine the beginning and ending dates for the intake period which shall not exceed a total of twenty-eight days.

(a) Any student is eligible to join an Office of Student Activities (OSA) recognized student organization that requires a recruitment, audition, and/or selection process by earning 12 hours of credit after their high school graduation and a minimum of 2.5 grade point average.

(b) The names of all persons and their grade point averages must be submitted to the Director of Student Activities or his/her designee, seven (7) days before the intake process takes place.

(c) Recognized student organizations requesting grade averages of students from the Office of the University Registrar must adhere to the Federal Education Rights and Privacy Act (FERPA) and Section 1002.225, Florida Statutes, and must complete a form so designated by the Director of Student Activities or his/her designee on which an interested student grants his/her permission for the recognized student organization to secure the designated information. The information is processed in a format that contains each student's name and student ID number assigned by the University.

(d) All recognized student organization, which have an intake process must conform to recognized student organization regulations, procedures, guidelines and standards as set forth by the University.

(e) Hazing is prohibited by State law and University regulation. Refer to Section 1006.63, Florida Statutes, and FAMU Regulation 2.028.

(f) Greek Letter Organizations - Any student may be eligible to apply for membership into a registered social and/or service Greek Letter organization when he/she has earned at least 30 semester hours of credit (after their high school graduation) and a minimum of 2.5 grade point average. Greek letter organizations are permitted to require higher academic averages than those set by the University. Acceptance into registered social and/or service Greek Letter organizations shall be in accordance with the policies and regulations of said organizations. *Academic Greek Letter organizations are subject to

the respective organization's national guidelines and the respective school/college.

(g) No student will be accepted into any Greek Letter organization until his or her grade point average has been verified from the official grade records in the Office of the University Registrar pursuant to the guidelines established under the University's policy on access to records.

(5) Recognized Student Organization Sponsored Activities

(a) A recognized student organization shall secure a Facility Request/Event Approval Form from OSA and properly complete the form before it can sponsor any activity. Under no circumstances will any recognized student organization be permitted to sponsor any activity that has not been properly approved by OSA. OSA should be consulted regarding the submission of all facility requests.

(b) A roster of students (names, student ID numbers, local and emergency contact information) scheduled to attend out-of-town or off-campus events and a travel itinerary/agenda must be submitted to the Florida A&M University Police Department with a copy maintained on file with the recognized student organization's OSA approved advisor and/or appropriate Dean, Division Head in case of an emergency.

(c) Any recognized student organization sponsoring an activity is required to pay applicable fees at the rate specified by the person in charge of the respective building when applicable.

(d) No recognized student organization may sponsor money generating events, activities or functions such as auctions, raffles, gaming events, popularity contests, or related activities on the University campus without the approval of the Director of Student Activities or his/her designee.

(6) Recognized Student Organizations and Officially Registered Students Sponsored/Scheduled Events

(a) When recognized student organizations or officially registered students are scheduled to hold a University-wide convocation or program to which members of the general public may attend, a program of the proceedings is required to be submitted to the Director of Student Activities or his/her designee at least 10 days prior to the event. A Facility Request/Event Approval Form must also be executed ___ days prior to the event.

(b) Any officially registered student may sponsor any activity during the year as long as the activity is in keeping with the objectives of the University. The student should consult with the Office of Student Activities regarding the scheduling and approval of an activity. A brief, but complete description/proposal of the activity must accompany Facility Request/Event Approval Form at least ___ days prior to the event.

(7) Paid Events or Activities Sponsored by Recognized Student Organizations.

(a) All recognized student organizations sponsoring paid events or activities shall be responsible for securing, at a minimum, two (2) duly appointed Security Officers through the Florida A&M University Police Department to maintain order and tranquility in the designated facility and surrounding grounds.

(b) Additional duly appointed Security Officers may be required depending upon the type of facility and the expected number of persons to attend. Security Officers employed or secured must be approved by Florida A&M University Police Department's Chief of Police or his/her designee.

(c) Florida A&M University Police Department's Chief of Police or his/her designee may waive the requirement for securing Security Officers if it is determined that the nature of the event or activity does not require such.

(d) Florida A&M University Police Department will maintain overall jurisdiction and control of the University campus and will provide assistance in surrounding areas to local law enforcement pursuant to respective mutual agreements.

(8) Outside Speakers. A sponsoring recognized student organization is responsible for informing the speaker that the University is not to be used as a platform for the organization of or the incitement of lawlessness or violence and for obtaining the speaker's agreement not to use the event for such purposes.

(9) Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Activities Sponsored by Recognized Student Organizations. Tickets for all campus activities/events may be secured from the University Ticket Office and/or other processing agencies approved by the OSA.

(10) Officially registered students or recognized student organizations shall not hold themselves out as representatives of the University.

(11) Liability. University Recognized Student Organizations are responsible for their events and activities, as well as the actions or negligence of their respective membership.

(12) Insurance. The University does not have insurance covering the activities of recognized student organizations, and is unable to provide insurance that covers any recognized student organization or activity. Approval of a recognized student organization does not establish liability coverage by the University for that recognized student organization or activity.

(a) The University and/or the State of Florida cannot defend the activities of the recognized student organization under its present insurance coverage or defray the costs, including attorney's fees, of defending any lawsuit or claim against the recognized student organization, its officers, or members.

(13) Responsibility. The recognized student organizations and their respective individual members have both organizational and personal legal responsibility to adhere to all local, state, and federal laws, and the University and Florida Board of Governors' policies and regulations.

(14) Enforcement Responsibilities –The Vice President of Student Affairs or assigned designee may designate a committee, council or board to oversee disciplinary cases involving recognized student organizations.

(a) The Clubs and Organizations Review Board (CORB) shall have the power as designated by the Vice President for Student Affairs or the assigned designee to hear cases referred to it that emanates from recognized student organizations, social fraternities and sororities, except those involving allegations of hazing.

1. CORB shall be comprised of a cross-section of University students, faculty and staff. The Office of Judicial Affairs will oversee the operation, and advising of CORB.

2. CORB may levy reasonable fines and review any decision which may lead to suspension, expulsion or other appropriate disciplinary action.

3. Alleged incidents are reported to the Office of Judicial Affairs through an incident report form, a police report, or any form of written documentation submitted to the office.

4. Incidents can be referred for behavior that occurs both on and off campus. Any office, department, recognized student organization, or individual (faculty, staff, student, or individuals not affiliated with the University) can complete and submit an incident report form to the Office of Judicial Affairs.

5. The CORB Chairperson will review the incident report, determine the severity of the incident and identify any applicable violations.

6. The CORB Chairperson will notify the student organization's president and the faculty/staff advisor, in writing, of the alleged incident and the violations issued against the organization. This notice letter instructs the organization that it is necessary to schedule an information meeting with the CORB Chairperson within five (5) business days of the dated notification letter.

7. If the organization has not responded within five (5) business days, the hearing may be scheduled and appropriate notice will be provided to the organization's president and faculty/staff advisor. Should an organization not attend a scheduled hearing, the hearing will proceed as scheduled and a decision may be made in the organization's absence.

8. Information Meeting. The CORB information meeting is an opportunity for the Chairperson to discuss the incident, explain the discipline process to the student organization representative(s), and provide an opportunity for the organization to inspect evidence and to be made aware of the organization's due process rights.

9. Hearing. The student organization may have no more than two (2) members as representatives during the hearing, in addition to any selected advisor. The advisor may or may not be the student organization's faculty/staff advisor. Unless otherwise specified herein, the CORB hearing shall be conducted in accordance with FAMU Regulation 2.012(27).

10. Informal Resolution. In the event a student organization charged with an offense wishes to waive, in writing, the right to a hearing, the CORB Chairperson may make a determination of facts and, if the recognized student organization is found Responsible for the offense, make a determination of sanction(s).

a. The recognized student organization's written waiver shall be obtained after being given an explanation of the violations against the organization and of its rights to a hearing.

b. The recognized student organization shall have two (2) business days from the date of signing the waiver to rescind, in writing, the waiver and request a hearing. Only the student organization's president or designee in conjunction with the faculty staff advisor may waive the right to a hearing.

c. The CORB Chairperson may make a determination of facts and, if the recognized student organization is found responsible for the offense, make a determination of sanction(s).

d. In the absence of a rescission of waiver and after the CORB Chairperson's determination, the recognized student organization shall be informed in writing of the decision of the case within fourteen (14) business days from the date of the waiver.

e. Should the recognized student organization elect to proceed under this provision and fails to complete the process, the Dean of Students may issue an immediate cease and desist or suspension of the student organization from the University. Only the recognized student organization's president or designee in conjunction with the faculty/staff advisor may waive the right to a hearing.

11. Information pertaining to the hearing or informal resolution will be placed in the student organization's file and appropriate offices are will be notified.

12. The decisions of any committee, hearing body, or designated University official, shall be presented to the organization's president and the faculty/staff advisor, in writing, and within fourteen (14) business days following the hearing or informal resolution.

13. Appeals. Decisions of the CORB hearing panel are appealed to the Dean of

Students.

a. The organization has ten (10) business days from the date of the written notification of the decision by the hearing panel to make their appeal in writing and file same with the Dean of Students.

b. The written appeal must specify the reason(s) why reconsideration should be granted and should only pertain to matters of record, procedure, testimony, and/or information presentation presented during the hearing.

c. At the conclusion of the appeals process, the decision of the Dean of Students shall be final, and the disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.

d. Final Order. The disciplinary matter shall be disposed through a final order signed by the Vice President for Student Affairs.

(b) Allegations involving hazing will be referred to the Special Assistant to the President for Anti-Hazing by the Judicial Affairs Office.

(15) Cease and Desist Letters. The Vice President for Student Affairs or his or her designee will send

a cease and desist letter to the recognized student organization if there is an alleged CORB violation until such time that an investigation is completed. A cease and desist letter requires a recognized student organization to cease all operations. The recognized student organization will be unable to meet, have activities, select new members, elect new officers, etc. If an organization has received a cease and desist letter, the only communication from the University will be to the president on record and the advisor on record.

(16) In any case, the Vice President for Student Affairs or his or her designee reserves the right to refer any case or matter of a disciplinary nature regarding any recognized student organization including Greek letter organizations, and/or its members, to the University Judicial Affairs Office for review and/or adjudication under the University Student Code of Conduct Regulation 2.012 and/or the Anti-Hazing Regulation 2.028.

(17) Selling of Merchandise.

(a) Recognized student organizations may engage in commercial sales on campus provided the proceeds from such sales are used for organizational, charitable and philanthropic purposes. Approval for such sales must be obtained from the Director of Student Activities or his/her designee.

(b) Recognized student organizations or officially registered students seeking to sell newspapers that require vending racks must obtain approval from the Vice President for Administrative Affairs or his/her designee. The University's Permits for sale by persons or groups must be obtained from the Director of Student Activities or his/her designee.

(c) Tallahassee licensed food vendors may receive and fill specific short order food requests from students, faculty and staff members for direct delivery to campus addresses not covered by a campus food service agreement.

(d) Permits for the on-campus sales of merchandise by officially registered students or recognized student organizations must be obtained from the Director of Student Activities or his/her designee. Other sales by non-university affiliated individuals or groups must be approved in accordance with FAMU Regulation 3.011, Commercial Solicitation.

(18) Fund Raising.

(a) Any project of a recognized student organization to raise funds from sources other than general membership must be approved by the Office of Student Activities.

(b) In cases where officially registered students or recognized student organizations wish to charge admission to any event, prior approval must be secured through the Office of Student Activities.

(c) Any off-campus organizations not officially recognized by Florida A&M University are not subject to these provisions, but should check with local, county and state authorities in order to comply with the laws governing sponsorship of activities in the community.

(19) Freedom of Assembly-Demonstration Policy.

(a) No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University Community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizens, must not be abridged. This policy statement shall not be used in any way to infringe upon the legitimate freedoms of any person or group of persons, and this policy will be impartially enforced with due process afforded to all.

(b) Florida A&M University prescribes the following guidelines: demonstrations, picketing, and speeches must not be in violation of the federal, state, or local statutes, FAMU Board of Trustees, University, or Florida Board of Governors' policies, or regulations governing unlawful assemblies.

(c) Recognized student organizations, individual students, or student groups within the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 24 hours before the demonstration or protest and that the meeting does not interfere with the orderly processes of the University.

(d) Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, Stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union and Foster-Tanner Fine Arts

Building. However, demonstrations must not interfere with normal operational processes of the University.

(e) If a demonstration is impeding or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary actions. Refer to FAMU Regulation 2.012.

(f) Students who participate in protest marches, protest picketing and demonstrations are hereby notified that each student is held accountable for any actions not in keeping with the policies and regulations of the University, Florida Board of Governors' regulations, state and local laws of the State of Florida.

(20) Publicity – Representatives of the University, any departmental agency, organization of the University, students, and/or recognized student organizations shall not use the name, copyright, or trademarks of Florida A&M University while engaging in any off-campus activity unless written authorization has been granted by the University's Office of Communications.

(21) Use of Campus Bulletin Boards Policy – Florida A&M University maintains a General Information Center and bulletin boards throughout the campus for the use and benefit of students, faculty and staff. Listings on the boards include information regarding campus events and activities, general information, and classified advertisements. Such listings are limited to the Quadrangle Information Center and bulletin boards and will not be displayed, for example, on trees, buildings, or road signs, except where approval has been obtained from the Office of Student Activities or from the designated person in charge of the building or grounds.

(22) Popular Concerts and Activities – Refer to University Regulation 2.025.

(23) Commercial Solicitation on Campus – Refer to University Regulation 3.011.

(24) Use of University Vehicles by Recognized Student Organizations is prohibited.

Specific Authority 1001.74(4), FS. Law Implemented 1001.74(4)(10) FS., 6C-6.010, F.A.C. History–New 9-14-87, Amended June 29, 2006, Amended _____ 2015

~~(1) An organization shall secure a Facility Request/Event Approval Form from the Office of Student Activities and properly fill them out before it can sponsor any activity. Under no circumstances will any organization be permitted to sponsor any activity that has not been properly approved by the Office of Student Activities. The Office of Student Activities should be consulted regarding the submission of all facility requests.~~

~~(2) An organization sponsoring an activity is required to pay janitorial fees at the rate specified by the person in charge of the respective building when applicable.~~

~~(3) Any officially registered student may sponsor any activity during the year as long as the activity is in keeping with the objectives of the University. The student should consult with the Office of Student Activities regarding the scheduling and approval of an activity. A brief, but~~

complete description/proposal of the activity must accompany facility request form.

(4) A roster of students (names, student ID numbers, local and emergency contact information) scheduled to attend out-of-town or off-campus events and travel itinerary/agenda must be submitted to the Office of Student Activities and the University Law Enforcement Department with a copy maintained on file with the organization (appropriate Dean, Division Head, Advisor, etc.) in case of emergency situations.

(5) Organizations requesting grade averages of students from the Office of the University Registrar must adhere to the Federal Education Rights and Privacy Act (FERPA) and Section 1002.22, Florida Statutes, and must complete a form so designated by the Director of Student Activities or his/her designee on which an interested person grants his/her permission to secure the designated information. The information is processed in a format that contains each student's name and student ID number assigned by the University.

(6) When students are scheduled to hold a University-wide convocation or program to which members of the general public may attend, a program of the proceedings is required to be submitted to the Director of Student Activities or his/her designee at least 10 days prior to the event. A Facility Request-Event Approval Form must also be executed.

(7) All organizations which have initiation ceremonies are expected to exercise care and restraint and must conform to organization regulations, procedures, guidelines and standards as set forth by the University.

(a) Any student may be eligible to apply for membership into a Greek Letter organization when he/she has earned at least 30 semester hours of credit and a minimum of 2.5 grade point average. Greek letter organizations are permitted to require higher academic averages than those set by the University. Acceptance into Greek Letter organizations shall be in accordance with the policies and regulations of said organizations.

(b) No student will be accepted into any Greek Letter organization until his or her average has been compiled from the official grade records in the Office of the University Registrar pursuant to the guidelines established under the University's policy on access to records.

(c) The names of all persons and their averages must be submitted to the Director of Student Activities or his/her designee, seven (7) days before the intake/initiation process takes place.

(d) Hazing is prohibited by State law and University regulation. Refer to Section 1006.63, Florida Statutes, and FAMU Regulation 2.028.

(e) The Director of Student Activities or his/her designee in consultation with the Panhellenic Council will determine the beginning and ending dates for the in-take period which shall not exceed a total of twenty-eight days.

(8) During the twenty-eight day in-take period, the first fourteen days shall be used to process administrative duties (e.g. applications) only. The other fourteen days shall be used complete the remaining in-take activities. The in-take process shall commence at the same time for each Greek Letter organizations unless there are extenuating circumstances which have been approved by the Director of Student Activities or his/her designee. The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing Greek Letter

organizations provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs. All Greek Letter organizations must be notified of the guidelines and/or procedures prior to implementation.

(9) The Vice President for Student Affairs or his/her designee may summarily suspend the intake period of a Greek Letter organization if he/she believes any provision of the University Student Code of Conduct, Regulation 2.012, Anti-Hazing Regulation 2.028, state or federal laws have been violated.

(10) University advisors of Greek Letter organizations must be selected from among faculty, administrators, and professional staff at FAMU, and they must have been employed by the University for at least three years. Any exceptions must be in writing, demonstrate extenuating circumstances, and be approved by the Vice President for Student Affairs or his/her designee.

(11) The University will require all Greek Letter organizations to execute disclaimer forms which relieve the University of responsibility for acts committed by Greek Letter organizations which might result in personal injuries or damages sustained or claimed by a complaining party.

(12) Enforcement Responsibilities—The executive committee of the Pan-Hellenic Council shall have the power as designated by the Vice President for Student Affairs or assigned designee to hear cases referred to it that emanates from social fraternities and sororities, except those involving allegations of hazing. It may levy reasonable fines and review any decision which may lead to suspension, expulsion or other appropriate disciplinary action. Written notice shall be given to the offender(s) setting forth the allegation or misconduct. Five days shall be allowed for a response to the allegation(s) and a hearing shall be set within ten days after a charge is levied and the accused shall be given an opportunity to defend against or refute the charges. All procedures and decisions shall be subject to review by the Vice President for Student Affairs or his/her designee. Where the Pan-Hellenic Council fails to discharge its responsibility to hear a complaint or where a penalty is assessed that is contrary to the weight of the evidence, the Vice President for Student Affairs may impanel an administrative panel to take testimony and hear evidence and recommend its findings to the Vice President for Student Affairs who shall review and render a judgment pursuant to the recommendations. Individual cases shall be forwarded to the Office of the Vice President for review and to bring action where dictated. In any case, however, the Vice President reserves the right to refer any case or matter of a disciplinary nature regarding any Greek letter organization and/or its members to the University Judicial Affairs Office for review and/or adjudication under the University Student Code of Conduct Regulation 2.012 and/or the Anti-Hazing Regulation 2.028.

(13) All recognized student organizations must send to the Director of Student Activities or his/her designee annual reports and/or calendars of their activities and the names of the organizations officers and members.

(14) No student organization may sponsor money generating events, activities or functions such as auctions, raffles and popularity contests on the University campus without the approval of the Director of Student Activities or his/her designee.

(15) Outside Speakers:

(a) A sponsoring organization is responsible for informing the speaker that the University is not

to be used as a platform for the organization of or the incitement of lawlessness or violence and for obtaining the speaker's agreement not to use the event for such purposes.

(b) A recognized University organization is defined as an approved student organization, a college, school, division, department, area or unit of the University as well as honor societies and associations and organizations.

(16) Permits for the on-campus sales of merchandise by individuals or groups must be obtained from the Director of Student Activities or his/her designee.

(17) Freedom of Assembly-Demonstration Policy:

(a) No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University Community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizens, must not be abridged; this policy statement shall not be used in any way to infringe upon the legitimate freedoms of any person or group of persons and this policy will be impartially enforced with due process afforded to all.

(b) Florida A & M University prescribes the following guidelines: Demonstrations, picketing, and speeches must not be in violation of the state or local statutes, Board of Trustees policies or University regulations governing unlawful assemblies.

(c) Student organizations, individual students, or student groups within the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 24 hours before the demonstration or protest and that the meeting does not interfere with the orderly processes of the University.

(d) Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, Stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union and Foster-Tanner Fine Arts Building. However, demonstrations must not interfere with normal operational processes of the University.

(e) If a demonstration is impeding or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary actions. Refer to FAMU Regulation 2.012.

(f) Students who participate in protest marches, protest picketing and demonstrations are hereby notified that each student is held accountable for any actions not in keeping with the regulations of the University and laws of the State of Florida.

(18) Publicity—No representative of the University or any departmental agency or organization of the University shall use the name of Florida A & M University while engaging in any off-campus activity unless written authorization has been granted by a designated University official with the approval of the University President or his/her designee.

(19) Use of Campus Bulletin Boards Policy—Florida A & M University maintains a General Information Center and bulletin boards throughout the campus for the use and benefit of students, faculty and staff. Listings on the boards include information regarding campus events and activities, general information, and classified advertisements. Such listings are limited to the

Quadrangle Information Center and bulletin boards and will not be displayed, for example, on trees, buildings, or road signs, except where approval has been obtained from the Office of Student Activities or from the designated person in charge of the building or grounds.

(20) Fund Raising:

(a) Any project of a student organization to raise funds from sources other than general membership must be approved by the Office of Student Activities.

(b) In cases where students or recognized student organizations wish to charge admission to any event, prior approval must be secured through the Office of Student Activities.

(c) Off-campus organizations not officially approved or recognized by Florida A & M University are not subject to these provisions, but should check with local, county and state authorities in order to comply with the laws governing sponsorship of activities in the community.

(21) Role of the Faculty or Staff Advisor:

(a) Every student organization must have a faculty or staff advisor whose purpose is to assist the organization in providing an educational experience for the individual members and the University as a whole.

(b) All advisors must be in good standing with the University and must have been employed at the University for at least three years. The responsibilities of the advisor shall be to:

9. Provide counseling, leadership and direction regarding the interpretation of University policy and the mission of the organization.
10. Ensure the organization's adherence to University policies and guidelines.
11. Ensure the membership eligibility of each student is in accordance with the requirements of the organization.
12. Assist the organization with the formulation and implementation of all academic, service and social activities.
13. Ensure the members of the organization are made aware of regulations, policies, procedures, goals and objectives of the University.
14. Report infractions of University rules, policies or procedures to the Director of Student Activities or his/her designee.
15. Attend all meetings and activities of the organizations.

(c) The advisor's foremost concern is his relationship to the student, the development of self-awareness within the student, and the increase in the student's maturity as he/she makes decisions or assumes responsibility.

(d) The advisor must be willing and free to express his ideas and attitude and always governed by a respect for the individuality of the student. The student is under equal obligation to respect the advisor's individuality.

(e) Advisors to student organizations are to be selected by student groups and/or appointed by the Vice President of Student Affairs or his/her designee. The Vice President for Student Affairs or his/her designee may remove any advisor when it is in the best interests of the University.

(f) The Director of Student Activities or his/her designee may institute additional guidelines and/or procedures governing advisors provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. All advisors must be properly notified of the guidelines and/or procedures prior to implementation.

(22) How Student Organizations Become Recognized at the University:

(a) The organization should submit a letter of application stating its purpose and objectives to the Director of Student Activities or his/her designee. The letter should be accompanied by:

9. Three copies of the proposed constitution and by-laws.
10. A roster of the proposed officers and faculty or staff advisor. The roster must include contact information for each person listed (student ID, telephone number and e-mail address).
11. A Membership roster (minimum 15 members, excluding officers).
12. The faculty or staff advisor and co-advisor letters of intent to serve as advisors.
13. An activities list for school year.
14. A flyer agreement form.
15. A campus mailbox address.
16. A regional or national listing, if applicable.

(b) The Student Organization Committee, comprised of the Director of Student Activities or his/her designee, faculty/staff and student-at-large representatives of Student Government, will meet to consider an organization for approval or disapproval. The committee shall be appointed by the Vice President for Student Affairs or his/her designee. After the committee meets, the organization will be notified of the results of the decision.

(c) If the organization is approved, it shall follow the procedures and guidelines as set forth in the Student Handbook (The FANG) and regulations of the University. (For information about student organizations, contact the Office of Student Activities.)

(d) The Director of Student Activities or his/her designee may adopt additional guidelines and/or procedures governing organizations provided the guidelines and/or procedures are in writing and approved by the Vice President for Student Affairs or his/her designee. The organizations should be properly notified of the guidelines and/or procedures prior to implementation.

(23) Selling of Merchandise.

(a) Recognized student organizations may engage in commercial sales on campus provided the proceeds from such sales are used for organizational, charitable and philanthropic purposes. Approval for such sales must be obtained from the Director of Student Activities or his/her designee.

(b) Persons seeking to sell newspapers that require vending racks must obtain approval from the Vice President for Administrative Affairs or his/her designee. FAMU permits for sale by persons or groups must be obtained from the Director of Student Activities or his/her designee.

(c) Tallahassee licensed food vendors may receive and fill specific short order food requests from students, faculty and staff members for direct delivery to campus addresses not covered by a food service agreement.

(24) Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Activities Sponsored by Student Organizations.

(a) Tickets for all campus activities/events may be secured from the University Ticket Office and/or other processing agencies.

(b) Upon securing tickets, the Office of Student Activities will furnish the organization's representative with a copy of the ticket issuance and accountability report. This report lists tickets and price(s) for which the organization is responsible.

(c) Upon completion of the event, the unused tickets are to be returned to the Office of Student Activities with a copy of tickets and accountability report showing the number sold and the total number returned, as well as an accounting of cash collected for tickets sold. THIS REPORT MUST BE MADE NO LATER THAN 24 HOURS AFTER EACH EVENT.

(d) The Accountability Report will be retained on file by the Office of Student Activities for subsequent audit and review.

(25) Popular Concerts and Activities—Refer to University Regulation 2.025.

(26) Guidelines for use of State Vehicles by University Students.

(a) Any student organization requesting use of a state vehicle must be officially recognized by the University during the academic term of which the request is submitted.

(b) Each request must be submitted on a bona fide University form, must show the account number of the organization, department responsible for the charges, and bear the signature of the appropriate registered faculty member or administrator authorized to sign the account.

(c) The purpose of each request for use of state vehicle must be clearly stated on the required form. Each scheduled trip will be justified on condition of representing the University.

(27) Commercial Solicitation on Campus—Refer to University Regulation 3.011.

(28) Paid Events or Activities Sponsored by Student Organizations.

(a) All organizations sponsoring paid events or activities shall be responsible for securing, as a minimum, two (2) duly appointed Security Officers through the University Law Enforcement Department to maintain order and tranquility in the designated facility and surrounding grounds.

(b) Additional duly appointed Security Officers may be required depending upon the type of facility and the expected number of persons to attend. Security Officers employed or secured

must be approved by the Director of University Law Enforcement or his/her designee.

(e) The Director of the University Law Enforcement Department or his/her designee may waive the requirement for securing Security Officers if it is determined that the nature of the event or activity does not require such.

*Specific Authority 1001-744, F.S. Law Implemented 1001-744(10) F.S., 6C-6.010, F.A.C.
History New 9-1-87, Amended June 29, 2006.*

**Regulations of
Florida A&M University**



Specific Authority Board of Governors Regulation Development Procedure Dated July 21, 2005. Law
Implemented Article IX, Florida Constitution, Board of Governors Resolution Adopted January 7, 2003,
Florida Statutes History-New -11.



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date – December 10, 2015

Agenda Item

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract _____ Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Student Affairs – Mandatory Health Insurance

Rationale: A mandatory student health insurance program for students at Florida A&M University will be implemented in the 2016-2017 academic year. Effective Summer B (June 2016) all students who are enrolled at least half-time in a degree-granting program at any campus of Florida A&M University will be required to provide proof of adequate health insurance as a condition of enrollment. Students may satisfy this requirement with personally acquired health insurance coverage that meets benefit requirements established by the University and the Affordable Care Act. Students without appropriate coverage will be enrolled in the University-sponsored insurance program.

The University is requesting that the Board of Trustees approve the implementation of mandatory health insurance coverage for student for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governors' Regulation Development Procedure.

Recommendation: Approval of the mandatory health insurance for students attending Florida A&M University.

Student Health Insurance

Overview of Current Situation

This year the health insurance provider declined to renew our policy for student health insurance. Notice was given just days before the termination of the policy. We have been unable to find another carrier to offer a policy for our voluntary student health insurance program. The lack of a university sponsored plan has serious implications for students that are unable to access coverage through their parents, students that are required to have insurance to participate in clinical rotations and education placements, and most importantly to our graduate assistants who are provided this coverage as an employment benefit.

Historically, FAMU has had very low enrollment in our voluntary insurance plan. Health insurance is not something our students have been willing to pay for out-of-pocket. The table below provides an overview of enrollment in the student health insurance plan for the previous 6 years. Low enrollment is the primary reason why insurance companies are now unwilling to offer a policy. This year the remaining provisions of the Affordable Care Act (ACA) came into effect. Health insurance policies no longer have an annual policy maximum – e.g., \$500,000. Due to ACA benefit requirements and our low enrollment under a voluntary program, we have been unable to find an insurance company that will provide a policy.

Recent Enrollment History

Year	Enrollment*	Premium Collected	Claims Paid	Annual Premium	Carrier
2009-2010	75	52,336	11,507	856	UHC
2010-2011	80	59,137	8,762	856	UHC
2011-2012	52	33,533	16,952	856	UHC
2012-2013	59	77,798	47,614	1,647	CHP
2013-2014	68	87,236	26,688	1,734	CHP
2014-2015	88	124,410	85,547	1,732	CHP

* This number reflects enrollment of domestic graduate assistants, undergraduate, graduate and professional students.

International Student Graduate Assistants - Insurance Policies

As of 11/30/2015, I have approved policies for 26 International students (16 annual policies).

Mandatory Insurance

As an institution, our options are to not offer any insurance product for students or we may consider and elect to implement a hard waiver program that ensures students have appropriate health insurance coverage. A hard waiver program will allow students with insurance coverage through their parents, spouse or employer (that meets ACA and university requirements) to continue to carry that insurance. The remaining students will be required to purchase the university sponsored health insurance plan. Previous administrations have been reluctant to implement an insurance requirement because it would increase the cost of enrollment. If a hard waiver is implemented, the cost of insurance would be included in financial aid calculations as a cost of attendance. In the current insurance and regulatory environment, without a mandatory component, FAMU will be unable to offer a health insurance policy for students.

A significant number of our students are uninsured or underinsured. Most are unable to access health insurance through the federal insurance marketplace because they do not meet the annual income requirements (\$11,700 for a single person). These individuals would have been eligible for Medicaid, if Florida had expanded the Medicaid program as intended in the ACA.

Recommended Language for a Student Insurance Requirement

A mandatory student health insurance program for students at Florida A&M University will be implemented in the 2016-2017 academic year. Effective Summer B (June 2016) all students who are enrolled at least half-time in a degree-granting program at any campus of Florida A&M University will be required to provide proof of adequate health insurance as a condition of enrollment. Students may satisfy this requirement with personally acquired health insurance coverage that meets benefit requirements established by the University and the Affordable Care Act. Students without appropriate coverage will be enrolled in the University-sponsored insurance program.

Health Insurance Survey of Other SUS Institutions

	Insurance Carrier	Program Type	Annual Cost
FGCU	United Healthcare Insurance Company	voluntary	\$1476
UNF*	United Healthcare Insurance Company	international	\$2,067
UF	United Healthcare Insurance Company	mandatory	\$1,883
USF*	United Healthcare Insurance Company	international	\$3,578
UCF*	United Healthcare Insurance Company	international	\$1,761
FAU	Aetna Life Ins	international	\$2,961
FIU*	United Healthcare Insurance Company	international	\$2,403
NCF*	United Healthcare Insurance Company	international	\$2,584
FSU	United Healthcare Insurance Company	mandatory	\$1990-2150
UWF*	United Healthcare Insurance Company	international	\$1,482

* members of Florida SUS Student Health Insurance Consortium