

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



**MEETING MINUTES
March 3, 2017**

Chair Kelvin Lawson called the meeting to order. Attorney Barge-Miles called the roll and a quorum was established. The following trustees were present: Matthew Carter, Thomas Dortch, Bettye Grable, David Lawrence, Kelvin Lawson, Gary McCoy, Harold Mills, Belvin Perry, Nicole Washington, and Robert Woody.

Chair Lawson recognized Trustee Craig Reed for a report from the Audit and Compliance Committee meeting. Trustee Reed reported that the Committee heard a presentation from Vice-President Givens on the Performance Funding Data Integrity Audit. That report indicated that the University had four findings:

- There was inappropriate or unnecessary information technology access privileges and a user access review was not performed for seven departments who perform critical data functions related to performance funding data. Additional testing indicated that the inappropriate access privileges did not have an impact on the accuracy of the data.
- Four data submissions were not made by the due date. Late submissions ranged from 14 to 26 days.
- There was an inadequate separation of duties related to manual additions to the Graduation Report; however, results of audit indicated that the manual additions were approved by the colleges/schools.
- Improvements could be made in the degree audit process in the following areas:
 - Degree audits were not always signed
 - Exception Forms to approve a student taking another course in lieu of a required course did not always include complete information, such as justification or signatures.

Trustee Reed indicated that corrective action plans have been developed and that the audit concluded that the University's processes and internal controls for data compilation and reporting to the BOG are adequate.

Trustee Reed reported that the Audit and Compliance Committee recommended acceptance of the report. Trustee Lawson asked for a motion for approval. The report was moved for approval by Trustee Woody and seconded by Trustee Grable and the motion carried.

Next, Chair Lawson recognized Trustee Matthew Carter for a report from the Academic and Student Affairs Committee. Trustee Carter indicated that the 2015-2016 Accountability Report was presented and discussed during the meeting. He informed the Board that the Accountability Report requires the Board's approval, prior to the Board of Governors meeting on March 29-30, 2017.

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Next, Trustee Carter stated that the Committee was presented revised academic calendars for 2016-2017 and 2017-2018. He indicated that the purpose of the revisions is to align FAMU's academic calendars with FSU, TCC, and the Leon County Schools, as it relates to spring break.

Trustee Carter informed the Board that the Academic and Student Affairs Committee recommended approval of both actions. Trustee Lawson asked for a motion to approve the said actions. Trustee Reed offered a motion to approve the actions. It was seconded by Trustee Perry and the motion carried.

With no further business, the meeting adjourned.