

**SUMMARY MINUTES
FAMU BOARD OF TRUSTEES MEETING
Grand Ballroom
Thursday, April 5, 2012**

Chairman Solomon Badger called the meeting to order at 8:40 a.m. He recognized Attorney Fuse-Hall for the roll call. The following trustees were present: Chairman Badger, Trustee Torey Alston, Trustee Charles Langston, Trustee Breyon Love, Trustee Rufus Montgomery, Trustee Narayan Persaud, Trustee Belinda Reed Shannon, Trustee Marjorie Turnbull, and Trustee Karl White. A quorum was established.

The summary minutes for February 9, 2012, and March 3, 2012 were sent to the members of the board electronically on March 28, 2012. Trustee Alston moved approval of the minutes. They were properly seconded and the motion carried.

Chairman Badger noted that a vacancy has occurred among the membership, creating an opening for vice chair of the board. The elected person will complete the unexpired term of this position until elections occur “at the first meeting after July”(pre the board’s operating procedures) in 2013. He opened the floor for nominations for the position.

Trustee Alston nominated Trustee McWilliams and it was seconded by Trustee Turnbull. Trustee Love nominated Trustee Alston, who respectfully declined the nomination. By consensus the board elected Trustee McWilliams to serve as the board’s vice chairman.

The Chairman made several announcements, including the appointment of Trustee Montgomery to serve as chair of the Budget and Finance Committee. The chair noted that given the importance of this committee, Trustee Montgomery relinquished his position as liaison to the Foundation Board of Directors. Chairman Badger expressed his gratitude to Trustee Marjorie Turnbull for accepting the responsibility of serving as board liaison to the Board of Directors of the FAMU Foundation, Inc. He noted that she is a local Tallahassee resident and has a wealth of expertise which will benefit both boards. He directed the staff to inform the Foundation Board of this change.

He reminded the audience that the public comment sign-up sheets were in the back of the room and members of the public may sign up while the board is in closed session and they wait in the lobby.

He recognized Attorney McKnight for the statutory explanation for going into CLOSED SESSION.

Attorney McKnight cited the statutes which permitted the board to meet in closed session to discuss a matter regarding collective bargaining.

Trustee Jennings moved that the board convene in closed session and it was seconded by Trustee Shannon. The motion carried.
CLOSED SESSION

OPEN SESSION:

Upon a return to open session, **Trustee Montgomery moved approval of a 3% across the board/base salary increase for all eligible employees subject to ratification by the respective collective bargaining units. Trustee Shannon seconded the motion and it carried.**

Next, Trustee Montgomery moved that the board approve a one-time bonus of \$1500 for employees at the FAMU Developmental Research School. Trustee Shannon seconded the motion and it was approved.

PRESIDENT'S REPORT

Chairman Badger recognized President Ammons for his report. President Ammons began with an introduction of Dr. Larry Robinson, who will serve as the Provost of the University. Further, he informed the board that there was no further information regarding the Robert Champion matter since it was turned over to the State Attorney's Office.

The highlights of the presentation included:

- Update of the NOAA National Conference
- Communications
- Video of the finalist for the National Teacher of the Year
- Upcoming Events:
 - Commencement, April 28 at 9:00 a.m., 2:00 p.m., and 6:00 p.m.
 - NAA National Conference, May 17-20, 2012 in Charlotte, NC

Chairman Badger thanked Dr. Ammons for his report and noted that despite a difficult academic year, the students and faculty have bounced back with resiliency and “Rattler Pride!” The Board members offered their thanks to the students, faculty, administrators and staff for their work with the students.

RECOGNITIONS:

Chairman Badger informed the board that this was the last meeting for the student representative and he recognized Trustee Alston for a resolution honoring Trustee Breyon Love. Trustee Alston moved approval of the resolution and it was seconded by Trustee McWilliams. The motion carried. President Ammons presented Trustee Love with a gift on behalf of the University.

Trustee Shannon offered a resolution honoring Trustee Richard Dent for his service on the board. Trustee Montgomery seconded the motion and it carried.

Trustee Persaud welcomed Provost Robinson to the position on behalf of the Board of Trustees.

Chairman Badger thanked Trustee Persaud for representing the Board in a newscast at 6:30 a.m. today.

BUDGET AND FINANCE COMMITTEE

Chairman Badger recognized Trustee Montgomery for the report of the Committee on Budget and Finance. He reported that the Committee heard from Ms. Nellie Woodruff, Assistant Vice President of Human Resources, who presented the request for the university to implement a four-day work week schedule for the period beginning Friday, May 11, 2012, through Thursday, August 2, 2012. During this period, employees will work four, 10-hour days, Monday through Thursday. The university’s daily hours of operation will be from 7:30 a.m. until 6:00 p.m. Exceptions to this four-day schedule will include the following areas: the Police Department, buildings with research activities, university housing, the Student Health Clinic, and New Beginnings Child Care Center.

Trustee Montgomery moved that the Board of Trustees approve the four-day work schedule. Trustee Shannon seconded and the motion carried.

The Committee heard from Vice President Teresa Hardee, who presented two amendments to the FY 2011-12 operating budget, namely:

- \$259,674 in additional budget authority was requested in the Auxiliary Trust Fund to cover the Summer Semesters’ operating expenditures and revenues

for the On-line Distance Education programs in Public Health and the School of Business; and

- \$699,029 in additional budget authority was requested in the Tuition Differential Carry forward to cover expenditures required for Summer School sessions.

Trustee Montgomery moved that the Board of Trustees approve the two amendments to the FY 2011-12 operating budget. Trustee White seconded the motion and it carried.

The last action item involved the approval of the application service provider contract to host, manage, and support the iRattler/PeopleSoft Enterprise Applications System. The University is recommending CedarCrestone because of their expertise in delivering hosting services in the higher education environment. The annual amount for this service is \$1,036,800. This agreement will begin on or about April 6, 2012.

Trustee Montgomery moved that the Board of Trustees authorize the President to execute a contract with CedarCrestone to host, manage, and support the iRattler/PeopleSoft Enterprise Applications System. Trustee Persaud seconded the motion and it carried.

Trustee Montgomery reported several informational items. The Budget and Finance Committee elected Trustee Karl White to serve as its Vice Chairman.

Next, he noted that the committee heard that the state auditor's office recently completed the financial audit as of June 30, 2011. For the last five years, the university has received an unqualified opinion. Trustee Montgomery and Vice President Hardee commended the staff for a job well done.

Vice President Hardee presented to the committee the legislative budget recommendations for FY 12-13 which included an overview of the proposed budget reduction options and recommendations for tuition and fee increases. She noted that the budget bills will be sent to Governor Scott this week and he will have 15 days to sign them.

The Committee had a lengthy discussion about budget reduction options and commended the staff for providing options. They also expressed concern about the rising cost of tuition. The committee asked Vice President Hardee and her staff to look for additional budget reduction options that minimize the impact on students as well as maintain the financial stability of the university.

Vice President Hardee provided an overview of the Conforming Bill (HB 5201) and also noted that the University would not receive any PECO funds next year. Further, she noted that only one contract over \$100,000 had been executed since the last Board meeting.

The committee asked Director Derek Horne to provide the board an update on the Department of Athletics' budget. He talked about the circumstances that have contributed to the athletic deficit, outlined efforts to meet the department's goals, and listed some strategies to reduce the deficit. The committee asked Mr. Horne to prepare the following for an upcoming meeting:

Provide a 5-year deficit reduction plan;

- Take steps to move forward and show the impact of past issues;
- Develop strategies to increase revenues and reduce expenditures other than "Game Guarantees"; and
- Provide a quarterly report to the Budget & Finance Committee.

The Committee and other Trustees stated that they are committed to giving the Department of Athletics what they need to be successful; but, they also acknowledged that there are challenges. The Trustees asked the University to see if there are any additional resources that can be provided to the department.

AUDIT COMMITTEE

Chairman Badger recognized Trustee Alston for the committee report. Trustee White noted that the committee heard from Interim Vice President Rick Givens that the Division of Audit and Compliance's (DAC) audit charter is being changed to conform to the Institute of Internal Auditors model charter. Although the previous charter has been in place for several years, audit standards have changed and the update was necessary. The proposed charter includes terminology and provisions to more closely align the charter with current standards.

Trustee White moved that the board approve the revised audit charter. The motion was seconded by Trustee White and it carried.

Next, Trustee Alston highlighted a few of the informational items that were presented to the committee. The Committee heard an update on the report completed by Accretive Solutions performed a university-wide risk assessment and gap analysis. Key high risk areas (common to all universities) were identified as facilities management, information technology, and financial accountability.

The report included recommendations for University management to improve the effectiveness and efficiency of the internal audit activities. Mr. Givens updated the committee on the status of the recommendations: The Division has re-addressed prior audits. It is currently aligning internal activities with the university's strategic planning and performance management activities. The Division has revised the Audit Committee charter that will be presented for consideration at the June board meeting. The needs of the Division are currently being evaluated to ensure that there are sufficient resources to address the high risk areas.

The Committee heard an update on the status of the Enterprise Information Technology recommendations. The policies and procedures are being developed to address implementation of tools, periodic reviews of access, actual security, and segregation issues related to security.

The PeopleSoft disaster recovery plan applications have been implemented. Other applications will be in place by December 2012. A formal IT governance model is being developed and is to be completed by Fall 2012.

Additionally, Interim Vice President Givens provided an update on the recommendations for Internal Audit. A manual has been prepared and is being used on current projects. Performance data collection and performance reporting system will be established and implemented after the Audit Leverage software is installed. An audit firm has been retained to redo the audits determined to not be in compliance with IIA standards with expected completion in mid-May. The Division will perform a self-assessment of its activities in January 2013 and will schedule an external quality assurance review one year later.

Further, Vice President Givens presented an update on external audits. The Office of the Auditor General has both an operational audit and an audit of the Federal programs in progress with completion sometime in September. Further, the US Department of Agriculture has begun a review of two contracts at the University's Viticulture Center.

Finally, the committee was advised that the Board of Governor's has an investigation ongoing and has made two information requests, which have been fulfilled.

ACADEMIC AFFAIRS COMMITTEE

The chairman recognized Trustee Turnbull for the report of the Academic Affairs Committee. She noted that the committee had four (4) action items and two (2) informational items for the board's consideration.

First, the committee heard from Provost Larry Robinson, who presented the names of the twenty (20) faculty members that were nominated for tenure. Prior to submission to the Board, these applications were reviewed by the departments, the colleges/schools, the University Tenure and Promotion Committee, Provost Robinson and President Ammons. The Academic Affairs Committee recommends approval of the tenure nominees.

Trustee Turnbull moved that the Board of Trustees approve tenure for the 20 faculty members that were forwarded by the Provost and the President. Trustee Love seconded the motion and it carried.

The next action item was approval of an honorary doctorate degree for the Honorable Raila Amolo Odinga, Prime Minister of Kenya. The Faculty Senate supported President Ammons, and Provost Robinson's recommendation. Prime Minister Odinga will deliver the University's April 2012 commencement address.

Trustee Turnbull moved that the Board of Trustees approve the conferral of an honorary doctorate degree upon Mr. Odinga. Trustee Shannon seconded the motion and it carried.

Next, the committee heard from Assistant University Registrar, Ms. Vernese Wade, who presented the proposed academic calendar for 2012-2013. The beginning and ending dates of each semester, the holidays, and the breaks have been agreed upon by the Calendar Committee, which includes representatives from Florida A&M University, Florida State University, and Tallahassee Community College. The Calendar Committee meets annually to coordinate the calendars of the three educational institutions in Tallahassee. The University's winter break is scheduled for Monday, December 24, 2012, through Tuesday, January 1, 2013. December 25, 2012, and January 1, 2013, are official state holidays.

Trustee Turnbull moved that the Board of Trustees approve the proposed 2012-2013 academic calendar. Trustee Montgomery seconded the motion and it carried.

The Committee heard from the University's SACS Liaison, Dr. Maurice Edington, who presented the item regarding approval to notice an amendment of Regulation 4.101 "Grading Policies." This regulation was revised to provide parameters regarding when an "I" grade changes to an "F". Further, the regulation created a new "PN" grade that will only be used in the physical therapy graduate program and incorporated new guidelines for changing a recorded grade. This regulation

was reviewed by the Academic Policies Review Committee and the Faculty Senate.

The Committee recommended that the Board of Trustees approve the amendment to Regulation 4.101 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.

Trustee Turnbull moved that the Board of Trustees approve the Committee's recommendation. Trustee Alston seconded the motion and it carried.

Trustee Turnbull presented two informational items. First, Provost Robinson updated the Committee on the mutually agreed upon goals. Since there were no changes since the last board meeting, Provost Robinson informed the committee about recent accreditation visits. He informed the Board that the School of Architecture and the College of Law completed their accreditation site visits and that the College of Pharmacy and Pharmaceutical Sciences, Crestview campus, will have a site visit on May 1, 2012. He reminded the Board that the Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC) will visit the University next week.

The Committee also heard from Dr. Gita Pitter, Associate Vice President for Academic Affairs, who presented information to the Committee regarding the University's internal accreditation preparation procedure. This process provided guidance to units that are preparing for accreditation activities. It included a timeline of accreditation activities and the format for an internal accreditation audit.

Finally, Dr. Patricia Hodge, Superintendent of the FAMU DRS and her leadership team, presented the school's enthusiastic action plan to the Committee. The goals pertained to school structure, accountability, teacher development, school safety and a growth plan. Trustee Turnbull remarked, "It was very, very thorough." The growth plan addressed fiscal stability and sustainability, student recruitment, expansion of dual enrollment, implementation of the AICE program and the creation of a technology plan.

DIRECT SUPPORT ORGANIZATIONS (DSO) COMMITTEE

Chairman Badger recognized Trustee Shannon for the report of the DSO Committee, which had several items for information.

The Committee heard an update on the Board Crisis Management Plan. Board members were asked to provide their input for determining the clarifications for the independent FAMU Anti-Hazing Committee (AHC) to ensure the goals of the board are being met. Several conversations ensued amongst board members present. Board responses will be shared with the AHC at a face-to-face meeting targeted as soon as possible for the end of this month, so that a report perspectives can be provided at the June board meeting.

Vice President Thomas Haynes provided the Committee with an update on the Board of Trustees goals on fund-raising. Through this quarter, the Division has raised 2.6 million in cash compared to 3.3 million through the third quarter of FY 2010-2011. The indicators noted that the University was slightly behind the third quarter goal; however, going into the fourth quarter, the focus will be upon closing on over \$5 million worth of proposals and individual asks that remain in this year's pipeline.

The Committee heard an update on the Comprehensive Campaign's planning stage. Vice President Haynes has hired a Gift Officer and an Information Specialist for development marketing. Recruitment was underway for several other positions including an Associate Vice President, and was a top priority for the Division. Further, the "Celebrating 125 Years of Excellence" Torch Tour commenced at the Philadelphia Alumni Chapter Scholarship Luncheon on March 3rd. Alumni chapters across the country will host a number of fundraising events in support of the Torch Tour.

The Committee also heard from Vice President Haynes about University Advancement activities. These included:
Corporate visits with President James H. Ammons and corporate prospects as well as existing partners that have natural ties to the priorities and strategic direction of the University.

The purchase of an office building, located at 625 E. Tennessee Street, for \$700,000. This purchase alleviated leasing costs for the foundation office, and will serve as an alternative revenue stream. It is anticipated that the building will be ready by the beginning of the fall semester.

The FAMU Foundation Board of Directors will meet on April 25-27, 2012, in Tallahassee. At that time the change in the Administrative Fee Structure for accounts within the foundation that was discussed at the last Board of Trustees meeting will be re-addressed.

TRUSTEE-STUDENT AFFAIRS COMMITTEE

The Chairman recognized Trustee Alston for the report of the Trustee-Student Affairs Committee. The Committee recommends the Board's approval of the Student Dress Standard Guidelines. Three (3) proposals were presented for the committee's consideration. After much discussion, it was recommended to go with Proposal I presented, with two revisions, which were distributed to the members of the board.

Trustee Alston moved that with the suggested changes, the board approve the proposed Student Dress Standard Guidelines. Trustee Love seconded the motion and it carried.

Next, the committee requested Board approval of the Amendment of Regulation 2.028: Anti-Hazing Regulation. The amendment adds Items #6, #7 and 8. The highlights of these changes are:

- To require persons with knowledge to report any hazing to the FAMU Police Department within 24 hours.
- To permit a person to file a retaliation complaint for those experiencing retaliation.
- To prohibit retaliation against anyone reporting hazing.

Vice President McKnight crafted a statement regarding the anti-retaliation provisions of the Amendment and it was sent to Trustees last night for consideration. It is the legal opinion of the Office of the General Counsel that the proposed amended regulation cannot be made to retroactively apply.

Trustee Alston moved that the board approve the amendments and changes to Regulation 2.028 on Anti-Hazing. Trustee Shannon seconded the motion and it was approved.

The committee head from Trustee Breyon Love who recapped activities within the Student Government Association (SGA). Some of the highlights are:

- The SGA was successful in getting the University Commons opened twenty-four (24) hours, seven days a week.
- The new Miss FAMU is Jazmine Yate and the new Mr. FAMU is Larry Polynice.
- The SGA is continuing to register students to vote.
- About 150 students participated in the 'Trevor Martin Rally' in Sarasota.

- “BE-OUT Day” and “Relay For Life” activities will occur this weekend.

The Committee heard from Vice President William Hudson, Jr., with updates from the Division of Student Affairs.

- The Division established a Student Activities Intake Committee charged with examining the Intake process for all student clubs and organizations.
- The Intake Committee will compare what is currently in place regarding the intake process and apply “best practices” to improve this entry point for most organizations. The goal is to have a comprehensive plan for the intake process for clubs and organizations by the beginning of the fall 2012 term.
- The Committee heard about the Lesbian, Gay, Bisexual, Transgendered, and Queer (LGBTQ) Committee that is charged with providing national “best practices” with concentration on the HBCU experience to university leadership.
- Updates were made for 2012 admits based on the admission reports released March 30, 2012.
- The Office of Enrollment Management has embarked upon an aggressive strategy of statewide coverage through college fairs (such as the State University System (SUS) tour, and private visits in which our Enrollment Coaches visit key feeder high schools and community colleges.
- The committee discussed several important changes in the financial aid programs.

Vice President Hudson announced the retirement of Chief Calvin Ross, who had served as Chief of the FAMU Police Department. Major Joseph D. Kelly will chair the search committee for the next Chief of Police.

Acting Chief of Police, John Earst, was introduced and provided an update on Campus Safety, which has been elevated by the implementation of additional lighting, increasing visibility of personnel, and the use of new equipment.

Finally, there is no new information regarding the Robert Champion case. The matter was presented to the State Attorney’s Office in the 7th Judicial Circuit.

FACILITIES COMMITTEE

Chairman Badger recognized Trustee McWilliams for the report of the Facilities Planning Committee which includes one (1) action item and several updates. The Facilities Planning Committee heard a presentation from the City of Tallahassee regarding a change in the route of the extension of FAMU Way. The old route travelled west to the intersection at the corner of with Lake Bradford

Road and Jackson Bluff. The new route travels west and then southwest to join Gamble Street to intersect at Lake Bradford Road. The new route is more favorable to the University's plans.

In a matter also related to FAMU Way, Attorney Self shared that the City of Tallahassee was requesting an easement, along FAMU Way, to facilitate the beautification, expansion, and extension of FAMU Way. The easement will encroach on University leased property for the length of FAMU Way between Wahnish Way and Martin Luther King Jr. Boulevard and for widths varying between 30 feet and 49 feet.

The Trustees of the Internal Improvement Trust Fund of the State of Florida ultimately must approve the easement. Before giving its consent, the Trustees of the Internal Improvement Trust Fund require the University, as the tenant of the property, to consent to the easement. The granting of the easement will have no adverse impacts on the University's existing and long term plans.

Trustee McWilliams moved that the FAMU Board of Trustees resolved to express, to the Trustees of the Internal Improvement Trust Fund of the State of Florida, that the FAMU Board of Trustees consented to the right-of-way easement in favor of the City of Tallahassee, Florida as set forth substantially on Composite Exhibit "A" and Exhibit "B". The motion was seconded by Trustee Shannon and it carried.

The committee heard from Vice President Hardee, who stated that she shared her thoughts about new ways of financing facilities at the next Facilities Committee meeting. She then provided a status report on the 800-bed residence hall project. The abatement and demolition for the site have been completed and the Board of Governors has granted approval to move forward with issuing the bonds. The Governor and his Cabinet scheduled this item for approval at its meeting of April 24, 2012. In the meanwhile, the Housing Department will provide additional funding to start the foundation work and keep the project on schedule for occupancy in the Fall of 2013.

Mr. Samuel Houston, Director of the Facilities Planning and Construction Department, presented updates on the status of ongoing major construction projects and the Master Plan. Mr. Houston noted that no one attended the first public hearing that was held on March 29, 2012. Committee members suggested that special efforts be made to get the stakeholders to participate in the public forums.

Finally, given the challenges with traditional funding sources, I asked the staff to discuss innovative ways of funding and improving campus facilities at the next Facilities Committee meeting.

PUBLIC COMMENTS

Chairman Badger announced the process for making public comment and that Attorney Fuse-Hall has time cards to remind speakers of their time.

- Dr. Liz Davenport: Commended Trustee Love; expressed happiness to the University leaders for rectifying the contract and for their engagement; and commended the president for his communication skills “despite what the Chancellor says.”
- Dr. Clyde Ashley: Commended Trustee Love, Dent and the entire board, “Good to see an engaged board.