

MINUTES

Florida Agricultural & Mechanical University

Full Board of Trustees Meeting

Grand Ballroom

Tallahassee, Florida

Trustees Present: William Jennings, Chair; R.B. Holmes, Vice Chair; Solomon Badger; Laura Branker; Richard Dent; Pamela Duncan; Monique Gillum; Maurice Holder; Spurgeon McWilliams; Daryl Parks; and Karl White

Chairman William Jennings called the meeting to order at 8:35 a.m. Roll call established that a quorum was present; the minutes and agenda were adopted.

The Chairman asked if there was any additions to the agenda. Since there were none, the board moved adoption of the agenda by acclamation.

Chairman Jennings sought approval of the minutes of the December 4, 2007, board meeting and the Executive Committee meeting on January 28, 2008. Trustee Holmes moved approval and it was properly seconded. The motion carried.

At 8:45 a.m., the meeting moved into closed session to discuss a collective bargaining issue led by the University Attorney, Avery McKnight. Attorney McKnight outlined the legal parameters for the closed session. Trustee moved to convene in closed session. The motion was properly seconded and it carried.

The public meeting re-convened at 9:30 a.m.

Ted Parker and other executives of the Ajax Construction Company presented the Eagle Award to President Ammons and Robert Carroll, Jr. Ajax Company was the general contractor for the FAMU Recreational Center, which opened last year. Trustee Parks thanked Robert Carroll for his vision of the center. Trustee Holmes complimented Ajax Construction Company for not only the completion of the project, but also for the company's support of several athletic squads.

PRESIDENT'S REPORT

Chairman Jennings recognized President Ammons for his report. President Ammons introduced several new members of the University staff:

- Dr. Cynthia Hughes-Harris, Provost and Vice President for Academic Affairs

- Mrs. Carla S. Willis, Vice President for University Relations and Executive Director of the FAMU Foundation, Inc.
- Leroy Pernell, Dean, College of Law
- Dr. Makola Abdullah, Dean, CESTA
- Mr. William Hayes, Athletic Director
- Mr. Joe Taylor, Head Football Coach
- Dr. Ronald Holmes, Superintendent, FAMU Developmental Research School

President Ammons provided an update about the progress on the SACS Monitoring Report and important future dates. The University will submit the Second Monitoring Report on March 15, 2008. The SACS Special Visiting Team will visit campus on March 25-27, 2008. Following this visit the Special Team, the Commission on Colleges will meet in June. The Commission will consider the probationary status of FAMU at that time.

The Source was one of the communication tools used to communicate the status of SACS accreditation to FAMU constituents. More than 50,000 copies were distributed to alumni, prospective students, current students and parents. Also, letters regarding FAMU's probationary status were sent to accrediting associations and members of the Florida Legislature. The *A&M Magazine* was mailed to 25,000 alumni and supporters also.

The Division of Audit and Compliance launched an investigation at the College of Law Registrar's Office. In accordance with Florida Statutes 1012.91, additional information cannot be shared at this time. In addition, the Division of Audit and Compliance launched an investigation that led to the arrest of a FAMU employee who has been charged with theft in the amount of \$55,344 from the FAMU Pharmacy Clinics.

President Ammons announced several major gifts. He congratulated Dean Henry Lewis for his role in securing a \$250,000 gift from Walgreen's for scholarships for the College of Pharmacy and Pharmaceutical Sciences.

In the Tom Joyner School of the Month campaign, supporters have donated more than \$808,000 toward its goal of \$1.5 million for scholarships. The University has until December 31, 2008, to reach its goal. As the "School of the Month" during January 2008, the Tom Joyner Foundation awarded 19 scholarships, totaling \$36,000, to FAMU students. On February 20-21, 2008, 15 students and their parents will tour the University as part of the Tom Joyner Foundation HBCU Tour. Participants will "shadow" students to class and participate in information sessions.

President Ammons informed the Trustees of several corporate visits in New York. He visited Merrill-Lynch, Barclay's Capital, Goldman Sachs, Citigroup/Smith Barney, Lehman Brothers and JP Morgan/Chase.

In the area of Finance, on January 4, 2008, FAMU replaced its Legacy payroll system and experienced a successful "go live" with Oracle's PeopleSoft Enterprise Human Capital

Management 8.9. The University now operates its own payroll system. This work was accomplished with the cooperative work between the Divisions of Information Technology and Financial and Administrative Services. Weekly training workshops are scheduled for Payroll and Accounts Payable. The Payroll office has been realigned between Human Resources and the payroll Division. Cash Management and the Student Financial Services departments have been placed in the Controller's Office, and a new Integrated Planning and Budget Division has been created.

The Division of Academic Affairs has worked diligently with discipline specific accreditation. The Accreditation Council for Pharmacy Education (ACPE) met in Tampa, FL, on January 9-13, 2008, and voted to reaffirm the College's accreditation status through June 30, 2010. A site team for the Accrediting Council for Collegiate Graphic Communications, Inc. (ACCGC) recommended FAMU's Division of Graphic Communication for re-accreditation.

Dr. Ronald Holmes, Superintendent, has met with the various constituent groups of the FAMU Developmental Research School (DRS) in order to develop a plan of action. Some of the goals include increasing faculty salaries, improving test scores, improving curriculum in accordance with DRS' focus (science, math, technology and foreign languages). The board members asked several questions about the status of the school.

In the area of Student Affairs, President Ammons noted the installation of an updated internet service in all residence halls. This provides additional security, increased capacity and more reliable service for the students. Vivian L. Hobbs, coach for the FAMU Honda Campus All-Star Challenge Team, has announced the members of the 2007-2008 team. The members include Gabrielle McMahan, Business Administration major, Springfield, VA, Daniel Sharrett, Political Science major, Xenia, OH, Cedric Knight, Pharmacy major, Live Oak, FL, Masekela Mandela, Business Administration major, Tallahassee, FL, and Trenton Johnson, Computer Engineering major, Columbia, SC. The team will compete in the National Championship Tournament on March 27-31, in Orlando, Florida.

President Ammons noted his work with members of the Florida Legislature. He has met with Senators Margolis, chair of the Joint Audit Committee, Senator Evelyn Lynn, chair of the Higher Education Appropriations Committee, and Senator Peaden, chair of the Facilities Committee. Future meetings include Representative Roy Sanson and a scheduled future meeting with House Speaker Marco Rubio on Thursday, February 14, 2008. He also will meet with the Florida Legislative Black Caucus and presentation of FAMU's Legislative Priorities for 2008-09. The University's legislative budget highlights include:

- \$ 2,960,430—University Commons Renovation
- \$2,950,000—Multi-purpose Center Teaching Gym
- \$ 7,000—Utilities/Infrastructure/Capital Renewal/Roofs
- \$2,000,000—Pharmacy Building/Phase II

President Ammons announced the following:

- City Councilman Andrew Gillum will be the speaker for the Black History Month Convocation.

- Spring Commencement is scheduled for April 27 in two (2) ceremonies:
 1. Speaker: Bishop Eddie Long at 9:00 a.m. for Arts & Sciences; Education; Architecture; Journalism and Graphic Communication; and Environmental Sciences.

 2. Speaker: Attorney Willie Gary at 2:00 p.m. for Pharmacy; Engineering Sciences, Technology and Agriculture; Business & Industry; Allied Health Sciences and Nursing

Chairman Jennings recognized the chairs of the various standing committees for their respective reports.

BUDGET AND FINANCE COMMITTEE

Trustee Richard Dent reported on the matters considered by the Budget and Finance Committee. There was one (1) action item and several informational items. The Committee discussed with Vice President Hardee the amendments to the Operating Budget for Fiscal Year 2007-2008. Changes included salary bonus reimbursement; additional funds for life insurance rate increase; a decrease in the "Carry Forward" budget; and an increase in budgeted revenues and expenditures for the following auxiliary funds: Housing, Auxiliaries, and Student Activities to cover prior year encumbrances.

Trustee Dent moved approval of the budget amendments and the motion was seconded by Trustee Holmes. The motion passed.

The committee discussed the Governor's Recommended Budget for FY 2008-2009, which included \$500,000 for Land Grant Matching for FAMU; \$667,447 for the operational cost of the Multi-Purpose Teaching Gym; funds for increasing rates for life and health insurance; restoration of the recurring funds that were cut from the Student Financial Aid budget during the Special Session in October 2007; and a lump sum distribution for salary increases effective January 1, 2009. The Governor's Office is holding back approximately 3.8% of the remaining unreleased General Revenue in anticipation of additional Legislative cuts this fiscal year. Vice President Hardee informed the committee that the declining enrollment created a \$10 million budget shortfall for the University.

Trustee Dent informed the board that two (2) contracts have been executed since the last Board of Trustees meeting:

1. Hillsborough Community College (\$106,068) will participate in the "Bridges to the Pharmaceutical Sciences" Program

2. Steve Nemphos Associates (\$170,000) for reviewing the facilities and administrative cost proposals for the Division of Sponsored Research Programs.

AUDIT COMMITTEE

Chairman Jennings recognized Trustee Karl White for the report of the Audit Committee.

The Committee heard from Vice President O'Duor regarding the revisions made to the 2007-08 Audit Plan. Vice President O'Duor noted that the newly hired auditing staff could accomplish the tasks outlined in the revised audit report.

Trustee White moved approval of the revised audit plan and it was seconded by Trustee Parks. The motion carried.

Trustee White noted that the Office of Audit and Compliance conducted a compliance review on the corrective actions taken to address twelve (12) audit findings related to the Student Financial Assistance Program for 2006-07. All of the audit findings have been corrected. Further, a compliance review for spring 2008 has been completed and will be presented at the next Audit Committee meeting.

Trustee White moved approval of the Financial Aid Compliance Review. The motion was seconded by Trustee Holmes and the motion carried.

The committee heard a report regarding the cash management at two (2) Pharmacy Clinics. Vice President O'Duor stated that the review disclosed irregularities pertaining to the operation of cash receipts. The review covered approximately two and one-half years. Trustee Karl White indicated that there are legal matters involving this issue and the committee was given examples of possible scenarios for action. Also, an outside company has been contracted to provide courier service at the two locations now.

Trustee White moved approval of the Pharmacy Clinic Report. Trustee Parks seconded the motion and it carried.

The Committee heard several informational items, including the Preliminary and Tentative findings on the review of cash management in the Department of Athletics for fall semester 2007. The completed report will be presented at the next Audit Committee meeting. During the committee meeting, Trustee Dent stated that a clear understanding of the terms of the negotiated contracts for the "classic" football games exist among all parties. Additionally, Vice President O'Duor presented an update on the NCAA Intercollegiate Athletics Financial Audit for the years ending June 30, 2006 and 2007. An independent auditing firm issued an unqualified audit opinion.

Further, President Ammons received a report from the Office of the Inspector General for the National Science Foundation (NSF), informing him that the 2007 Annual Compliance Report meets the requirements of the Compliance Agreement between NSF and the University.

Mr. Derry Harper, Inspector General and Director of Compliance in the Office of the Chancellor and for the Board of Governors, attended the Audit Committee meeting. He briefed the committee on the work of the Task Force and he provided a status report of the field work underway by Accretive Solutions, consultants hired by the Board of Governors' Task Force. The committee members asked several questions regarding the conclusion of the project, what determines success and the format of the report. Mr. Harper responded to these questions.

ACADEMIC AFFAIRS

Chairman Jennings recognized Trustee Pamela Duncan for the Academic Affairs Report. Sabbatical Leave. Applications for sabbatical leave and professional development leave were submitted in the Fall 2007 semester for the 2008-09 academic year. The Sabbatical and Professional Development Leave Committee reviewed, ranked and provided recommendations for Provost Hughes Harris. In reviewing the applications, the Committee considered the programs and activities to be followed while on leave; the expected increase in value of the employee to the university; and to the employee's academic discipline, specific results anticipated from the leave and any prior leaves that had been provided to the applicant.

Provost Hughes Harris reviewed the documents and forwarded them to President Ammons for his approval. The President and the Provost agreed with the Committee's recommendations. Eight (8) faculty members are recommended for one (1) semester sabbaticals; two (2) faculty members are recommended for two (2) semester sabbaticals; and three (3) employees are recommended for one (1) semester of professional development leave. The following were considered:

- Dr. Yassir Abdel Razig, FAMU-FSU Engineering, Spring 2009
- Mr. Vincent Blyden, Journalism and Graphic Communications, Spring 2009
- Dr. Janet Decosmo, Arts and Sciences (Visual Arts), Fall 2008
- Mrs. Valerie Goodwin, Architecture, Spring 2009
- Dr. Aretha Hill, Business and Industry, Spring 2009
- Dr. Otis Kirksey, Pharmacy, Fall 2008
- Dr. Ray O'Neal, Arts and Sciences (Physics), Fall 2008 & Spring 2009
- Dr. Arleen Pabon, Architecture, Fall 2008 & Spring 2009
- Mr. Joe Ritchie, Journalism and Graphic Communications, Fall 2008 and Spring 2009
- Ms. Kay Wilder, Journalism and Graphic Communications, Fall 2008
- Ms. Dawnette Banks, Education, Fall 2008
- Mr. Alejandro Bolques, Engineering Sciences, Technology and Agriculture, Fall 2008
- Mr. Jorge Olaves, Education, Spring 2009

The board members requested a list outlining the work of these respective leaves which was provided to the Board as a handout.

Trustee Duncan moved approval of these leave requests and it was seconded by Trustee Gillum. The motion carried.

The committee also considered a one (1) semester leave of absence for Dr. Mary Kemp Davis, who will serve as a visiting professor in the English Department at Louisiana State University. Both the President and Provost support the request.

Trustee Duncan moved approval of the leave of absence request and it was seconded by Trustee Parks. The motion was approved unanimously.

The Committee reviewed the recommendation from the Division of Academic Affairs for changes to the Board of Trustees Policy 2005-15: Separation and Return of Academic Administrators to Faculty". These amendments clarify the processes and establish rules regarding the separation from administrative duties and return to faculty status. The committee recommends approval of the amended policy.

Trustee Duncan moved approval of the amendments to the Board of Trustees Policy 2005-15 and it was seconded by Trustee McWilliams. The motion carried.

The Committee received a status report regarding an academic regulation for the "Authorization of Program Majors, Minors, Other Academic Program Offerings and Off-Campus Programs". This regulation is mandated by the Board of Governors. The Executive Committee approved the notice of intent to propose this regulation and this was presented to the Committee for information.

DIRECT SUPPORT ORGANIZATIONS

Chairman Jennings recognized Trustee Parks, who presented the Direct Support Organizations (DSO) Committee Report. The Committee heard from Interim Vice President Sharon Saunders. Ms. Saunders presented information regarding the Media Communications Policy. The policy will go into effect on March 1, 2008, and clearly outlines that the President is the official spokesperson for the University. It also requires faculty, administrators and staff should refrain from speaking to the media in crisis situations.

To ensure a consistent branding of the University, The Office of Publications must approve all publications that are distributed to external audiences; and the Public Affairs office will disseminate all press releases with the exception of sports related activities. The policy also would apply to student organizations and will provide increased leverage for protecting the University's brand. Several trustees inquired how the University will learn about this policy;

the Office of Communications will host training workshops to properly educate the campus and its constituents on the media relations policy.

The board members discussed the various aspects of the proposed policy. Trustee McWilliams inquired about infringing upon one's freedom of speech. Interim Vice President Saunders noted that faculty and staff are encouraged to speak from their areas of expertise and they are not restrained from expressing their personal opinion. Trustee Williams stressed that the educational workshops should assure employees that the University is not stifling anyone's right to freedom of expression. Interim Vice President Saunders noted that she would stress this point.

Trustee Parks moved approval of the Media Communication Policy. Trustee McWilliams seconded the motion and it carried.

The Committee reviewed the following informational items:

1. The President's Tour—"FAMU Up Close and Personal", during Spring Break week, beginning March 8, 2008. Administrators, staff and students will travel on the tour to Dothan, AL; Pensacola; Jacksonville; Daytona Beach; West Palm Beach; Miami; Sarasota and St. Petersburg. The tour provided an opportunity to recruit students, build relationships with donors, the media and alumni.
2. Mrs. Carmen Cummings, Executive Director of the Office of Alumni Affairs, provided the committee with an update on the upcoming alumni events. It is a very ambitious schedule, including an eight (8) city recruitment tour. The National Alumni Association has endorsed these activities.
3. Ms. Adriene Wright, Interim Director of Development within the Office of University Relations provided the committee with an update on the Tom Joyner Foundation "School of the Month" Campaign. The campaign will conduct a variety of fundraising initiatives throughout the year including, a direct mail campaign, a high profile concert in Tallahassee, and an online eBay auction to include a cabin on the annual Tom Joyner Cruise scheduled to sail May 18-25.

FACILITIES COMMITTEE

Chairman Jennings recognized Trustee McWilliams, who presented the Facilities Planning Committee Report. The City of Tallahassee requested that the FAMU Board of Trustees grant an easement at the northeastern corner of Wahnish Way and Orange Avenue to ensure the safe flow of traffic associated with the relocation of the FAMU Developmental Research School. The easement will permit a traffic turning lane into the school.

Trustee McWilliams moved that the Board of Trustees authorize the President to sign such documents as necessary to grant the City of Tallahassee the easement, subject to

review and approval of the Office of the General Counsel. The motion was seconded by Trustee Gillum and it carried.

The Committee heard information regarding the University's process of planning and implementing initiatives to improve environmental stewardship throughout the campus. In addition to contributing to climate change solutions these initiatives will result in energy cost savings to the University. President Ammons has directed that the University: (a) establish a FAMU Environment and Sustainability Council; (b) join the Association for the Advancement of Sustainability in Higher Education (this will improve collaboration with other institutions; (c) develop a strategic Plan to make FAMU a recognize green and sustainable campus across its various operations and activities; and (d) promote recycling. Other commitments were discussed also. Students, faculty and staff have formed an organization, "The Green Coalition," to further the environmental stewardship efforts at the University.

The Committee heard a status report on four (4) on-going construction projects:

- a. Multi-purpose Teaching Gym—33% complete; completion date 2/28/09
- b. Developmental Research School—30% complete; completion date 09/30/08
- c. University Commons—30% complete; completion date 12/31/08
- d. Electrical and Technical Upgrades—49%; completion date 02/28/09

All projects are scheduled for completion on time and within the established budgets. Trustee Holmes wanted to be assured that the construction projects were on budget and reminded the Board of Trustees that change orders are significant.

The Committee received information regarding the status of the Energy Performance contract between the University and Siemens. At the December 7, 2006, Board of Trustees meeting, the Board authorized University staff to commence negotiations with Siemens for energy performance contracting with the University. The Board also authorized the President to execute such documents as may be necessary to implement energy performance contracting, subject to the review and approval of the Office of the General Counsel.

On June 11, 2007, the University approved a guaranteed energy performance savings contract with Siemens. The highlights of the contract were:

- Siemens would institute energy savings measures such as water conservation, lighting efficiency, buildings and equipment upgrades, and steam distribution upgrades.
- The investment of up to \$14.3 million required to implement the energy savings measures would be fully paid for by energy cost savings, estimated at \$1.5 million annually.

The June 11, 2007, approval did not include approval of financing for the energy savings measures.

The University is in the process of contracting an independent engineering firm to review the contract and to verify the calculations of the energy cost savings to be accrued from the energy savings measures. Once this verification has been completed to the University's satisfaction, the University plans to prepare a justification for the financing of the project. The Justification will be presented to the Board of Trustees for approval. Subsequent to the approval by the Trustees, the University will forward the justification to the Board of Governors for approval because the financing will be repaid over a period exceeding five (5) years.

Trustee McWilliams moved acceptance of the report and was seconded by Trustee Parks. The motion carried.

TRUSTEE-STUDENT REALTIONS COMMITTEE

Chairman Jennings recognized Trustee Parks for this committee report. The committee received a report from Trustee Monique Gillum, SGA President. She offered a "Vies from the Top—an Overview of SGA." Some of the events that have occurred included:

1. "I'm Sick of SGA:--an arena for students to vent
2. Student Events included the Pink Tie Ball for breast cancer awareness
3. Blackout—a week to support Black businesses
4. Rattler Health Initiative—an arena to learn about and discuss health issues pertinent to Blacks
5. "Be-Out" Day—annual picnic-type function for students, held on the Intramural Field

Student concerns included enhanced improvement for campus lighting; more security cameras placed around campus; additional police are needed and should be more visible; and in regards to the A&S Fees, more funds are needed to continue support the *FAMUAN*, 90.5 and Student Activities.

Three businesses have agreed to grant discounts to FAMU students presenting their valid Rattler Cards; these businesses include Clippers, Orleans, and Mr. T's BBQ.

The "I Believe in FAMU" Campaign was developed and launched by FAMU students to become the premier brand for institutional pride and promote students, alumni, and stakeholder support of the University. "It is a movement that will forever change the course of FAMU history. The campaign is deeply rooted in the belief that each and every one of us is responsible for the success of our beloved institution. A strong belief in FAMU and all that it stands for is exemplified in the accomplishments of its most precious resource—

STUDENTS.” The campaign was kicked off in August 2007. To date, the campaign has raised \$3,000. The SGA will use the funds to assist students in need and toward book vouchers. Trustee Parks commended the students for their activities and the fine report delivered by Trustee Gillum.

The Committee heard introductions from Roland Gaines, Vice President for Student Affairs, of Mr. William Hayes, the new Athletic Director, who introduced Mr. Joe Taylor, the new Head Football Coach. Coach Taylor expressed his excitement at being at Florida A&M University.

Mr. Hayes reviewed the recently released 2008 Football Schedule, noting that there was only one date where Florida State University and FAMU were playing at home. Homecoming will occur the weekend of November 1, 2008, against Morgan State University. Other athletic accomplishments that Mr. Hayes shared with the committee included the Bowling Team’s third place finish out of 10 schools in recent competition. The team is comprised of four freshmen and one sophomore. The Volleyball Team won the HBCU Nationals in the fall.

Vice President Gaines announced that four (4) new police officers were hired. With this increase, the University will have a full force and the officers should become more visible around campus.

Associate Vice President for Enrollment Danielle Kennedy-Lamar briefed the committee about recent recruitment activities. The Recruitment Team has visited high schools, community colleges, community programs, and participated in college night programs. From these visits, the team has contacted more than 40,000 students and offered over \$ 4 million in scholarships to prospective students. The recruitment focus is primarily within Florida. The backbone of the 2008 entering class is Floridians. Recruiters are assigned to various regions throughout Florida. Trustee Dent inquired whether the University was recruiting internationally. Vice President Gaines noted that there is one recruiter who visited Trinidad in the fall and offered some scholarships and there are prospects to develop relationships with Jamaica. Currently, the international students face difficulty to fund the total costs of their education because they are not eligible for financial aid.

Trustee Holmes inquired about the percentage of out-of-state residents enrolled. Associate Vice President Kennedy-Lamar noted that approximately 14% of our students are out-of-state students. Further, the Committee was informed that Mr. Rudy Slaughter recruits out-of-state students.

Ms. Sandra Inge, Interim Director of Student Activities discussed the activities occurring within her office. She expounded on the educational, social and cultural experiences offered to the students.

There were no public comments.

There being no further business of the Board, the meeting adjourned.

Respectfully submitted,

Rosalind Fuse-Hall
Assistant Corporate Secretary, FAMU Board of Trustees