

**Florida A&M University
Board of Trustees Meeting
Committee of the Whole
Summarized Minutes
Grand Ballroom**

May 25, 2004

Present: Fred Gainous, President; James Corbin, Chairman; Regina Benjamin, Barney Bishop, Laura Branker (telephone), Al Cardenas, Mary Diallo, Pamela Duncan, Randall Hanna, R.B. Holmes, and Virgil Miller.

Opening Remarks

Chairman James Corbin convened the meeting of the Committee of the Whole at approximately 9:15 a.m. on May 25, 2004.

Chairman Corbin introduced Senator Al Lawson and thanked him for his assistance during this year's Legislative Session. Chairman Corbin also thanked Trustee Barney Bishop for inviting the Board, Administrators, and others to dinner the previous evening. Senator Al Lawson greeted the Board and also thanked Trustee Barney Bishop.

- *Amended Agenda*

The agenda was amended to include the following: (1) Discussion Item: FAMU Alumni Association and (2) Action Item: Resolution for former Trustee Mr. Larry O. Rivers.

Chairman Corbin acknowledged the FAMU Alumni Association's litigation in reference to its elections. Acting General Counsel Avery McKnight provided clarification of the National Alumni Constitution. Trustee Randall Hanna inquired if the Judge's decision diminished the University or the Board's power to provide regulation and procedures in relation to DSOs and requested a copy of the Judge's order. President Fred Gainous provided further clarification.

- *Academic Affairs Committee*

- *Dr. Larry Robinson, Provost and Vice President for Academic Affairs*
- *Tallahassee Community College Articulation Agreement*

President Fred Gainous informed the Board that the Tallahassee Community College Articulation Agreement would be withdrawn from the agenda in an effort to provide the Faculty Senate an opportunity to deliberate before it is returned to the Board for consideration. Trustee Randall Hanna expressed concern for the withdrawal of the Item noting the Item does not require a Faculty Senate approval. Trustee R.B. Holmes reiterated his concern for items being brought to the Faculty Senate before appearing before the Board and thanked the Administration for returning the item back to the Faculty Senate following the previous April Board Meeting. Dr. Larry Robinson expressed his efforts to answer the Faculty Senate's questions in reference to the Tallahassee Community College Articulation Agreement. President Gainous provided clarification to the Board about the effort made to provide shared governance with the Faculty Senate. Chairman Corbin requested the Item be placed on the June 17, 2004 Board Agenda with Course Offerings and Disciplines, after the Faculty Senate meet. Trustee Laura Branker requested the Committee continue to discuss the item in an effort to answer questions. President Fred Gainous informed the Board of the need for the University to increase its representation of two-year Transfer Students on its campus and enhance its Transfer process. Dr. Robinson continued to answer questions from Trustees Virgil Miller, Mary Diallo, R.B. Holmes and Al Cardenas.

- *Tenure for Faculty Members*

Dr. Robinson presented to the Board Statutory Requirements for awarding Faculty Tenure and the names of eighteen faculty members that President Gainous recommended for approval. Dr. Robinson answered Equity related questions from Trustees Branker, Barney Bishop, and R.B. Holmes.

- ***Budget and Finance Committee—Trustee Barney Bishop (Chair)***
 - ***Quarterly Report of Budget and Finance for Period Ending March 31, 2004***
 - ***Vice President Larry Reese-Administrative and Financial Services***

Trustee Barney Bishop introduced Mr. Larry Reese, Vice President for Administrative and Financial Services. Mr. Reese proceeded to share that Action Plan 4, Item 12 (producing an Interim Financial Report in preparation of completing an Annual Report September 15, 2004) was successful. Mr. Reese provided the Board with an update of the Quarterly Report of Budget and Finance for the period ending March 31, 2004. President Gainous ensured the Board that the Administration used SAMUS and other Accounting Techniques to gain as accurate financial picture possible. Trustee Barney Bishop ensured the Board that the University is in the process of improving its Accounting, noting it may take some time as he is meeting monthly with Mr. Reese. Mr. Reese provided information to the Board in reference to proactive plans to ensure Sponsored Research Accounts are closed in a timely manner. Dr. Joe Ramsey, Special Assistant, provided the Board with an update of the Athletic Department Budget by answering questions in reference to the projection of Ticket Sales from the past year. Mr. Reese ensured the Board the Administration is working on an Athletic Budget for next year with more conservative numbers. President Gainous ensured the Board the Administration is guided by its Action Plans in enhancing Business Processes. Trustee Randall Hanna requested a follow-up of his request from the Inspector General during the April 13, 2004 Board meeting. Trustee R.B. Holmes inquired about a policy for Cash Reserves and Transfers. Trustee Barney Bishop requested a meeting of the Budget and Finance Committee.

- ***Equity Accountability Program Report and Budgetary Incentive Plan***
 - ***Carrie Gavin, Director for Equal Opportunity Programs***

Carrie Gavin presented to the Board the Equity Accountability Program Report that included the Department of Education's Office of Equity and Access' added Tenure, Athletic Issues, and Student Data to Equity. Mrs. Gavin provided the Board with documentation of the Tenure Appraisal Process and Personnel Policy and Procedures as it relates to the Complaint Process. She directed the Board through policies and procedures: Part I (Equity Issues); Part II (Any Incomplete or Pending Items); Part III (Student Participation which deals with Graduate Enrollment and Under Representation); Part IV (Diversity in Athletics program Administration and Leadership). The University is in compliance. In addition, Mrs. Gavin discussed Part V (males and females of various races as it relates to Senior Level Administrative Classes, (informational purposes). Trustee Laura Branker inquired about senior level administrators. Dr. Larry Robinson outlined to the Board strategies for accomplishing goals and objectives as outlined in the report. Trustee Randall Hanna expressed concern about sports related Walk-Ons. Trustee Barney Bishop requested additional information regarding Athletic Walk-Ons. Mrs. Gavin completed her presentation of the Equity Accountability Program Report and Budgetary Incentive Plan.

- ***Enterprise Resource Planning May 2004 Status Report***
 - ***Beverly Barrington, Project Director***

Beverly Barrington introduced Consultants Al Enzweiler (Enzweiler Group) and Dr. John Busby (Cedar Enterprise Solutions). Ms. Barrington indicated that on July 1, 2004 the Purchasing Department could begin entering Requisitions and Purchase Orders for next year. She informed the Board that all milestones are met and she is currently within budget. Dr. John Busby presented Project Accomplishments, Upcoming Milestones and Status of the Project. Mrs. Barrington discussed challenges facing the ERP Project. Mr. Enzweiler provided an update of expectations once the project goes "Live." Mrs. Barrington answered questions in reference to training of staff and students and needed resources. Copies of a Certification Letter from President Fred Gainous will be forwarded to the Board before June 1, 2004. A Certification Letter from the Inspector General will be provided by June 14, 2004 with a copy forwarded to the Board.

- ***University Construction Projects Program Administration Policies***
 - ***Sam Houston, Joe Barker, Associate Vice President for***

Trustees Randall Hanna and Al Cardenas requested future Construction Projects be presented to the Board so that the Board may be apprised of the scope of projects. Trustee Barney Bishop suggested the Board discuss the Summary of Changes to Construction Policies and Procedure Items E (Advertisement for Architect/Engineer and Construction Manager and Call for Bids), F (Architect Engineer Selection Process), G (Construction Manager Selection Process) and T (Design Build Services Selection Process) of proposed amended Internal Management Memorandums during the meeting to allow Mr. Houston and Mr. Barker to proceed with advertising. Mr. Houston and Mr. Barker provided the Board clarification of the Advertising Process and Amendments that brings the University into compliance with the Chancellor's Memorandum. Mr. Barker informed the Board of a June 3, 2004 Workshop for MBE Contractors.

- ***University Housing Committee—***
 - ***Patricia Green-Powell, Vice President for Student Affairs***
 - ***Mr. Crumity, Interim Housing Director***
 - ***Mr. Kirby, Associate Vice President for Student Affairs***

Dr. Patricia Green-Powell presented the 2004-2005 Rental Rate Increase to the Board. Trustee Barney Bishop inquired about the 2004-2005 percentage each student would be charged with the Semester Rental increased rates. Trustee Cardenas inquired about the percentage of Collection Rates. Trustees R.B. Holmes inquired about how the increase in Rental Rates would affect "Hardship Students". Trustee Virgil Miller clarified that students do not resist Rental increases when improvements are evident. Trustee Miller indicated that as Rental Rates increase, Collection Rates decrease, and suggested the improvement of Collection Rates before Rental increases. Trustee Cardenas inquired about the procedure for collection of Rental Fees. Dean Kirby clarified that the University work with students on a Case-by-Case Basis. Dr. Patricia Green-Powell provided the Board with examples of Planned Improvements in Housing prior to Fall semester. Trustee R.B. Holmes inquired about a plan to increase the quality of life in the dorm and about a more flexible Collection Process to increase the collections.

- ***Student Housing Finance Committee Update – Trustee Al Cardenas (Chair)***

Trustee Al Cardenas updated the Board on recommendations and discussions derived from a May 20, 2004 Student Housing Finance Committee Teleconference Meeting. He has requested the Administration explore every possibility of Alternative Housing Financing, analyze the various different routes, and inform the Board who will in turn make a policy decision on which route to go. Trustee Cardenas suggested (1) contacting a number of Financial Advisors around the country who have had experiences in financing Student Housing in Public and Private Universities (2) talking to a number of Private Housing Developers who may finance projects, going through the process in a transparent way) (3) Evaluating the alternatives.

The meeting of the Full Board convened at approximately 3:00 p.m.

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May 25, 2004

Present: Fred Gainous, President; James Corbin, Chairman; Regina Benjamin, Barney Bishop, Laura Branker (telephone), Al Cardenas, Mary Diallo, Pamela Duncan, R.B. Holmes and Virgil Miller.

Fred Gainous, President, convened the regular meeting of the Florida A&M University Board of Trustees on May 25, 2004 at approximately 3:00 p.m. The roll was called and a quorum was present.

- ***Opening Remarks***

President Gainous began the meeting with an announcement of the Commencement of FAMU High School on May 24, 2004. President Gainous also announced the following: (1) SBI student Jocelyn Jones is visiting China and Central and Eastern Europe via the National Society of Collegiate Scholars representing FAMU (2) President Gainous will visit the University of Hawaii to review a Collaborative Agreement with the University in reference to a Ten million dollar package. President Gainous indicated he received a call from Senator Nelson (in reference to a place order of three million dollars) (4) The *Florida Trends* Magazine featured research being conducted in the School of Pharmacy and Pharmaceutical Sciences as well as other areas of the University (5) The University staff mailed a second mailing to the Alumni (29,000) to start the process of improving communication and creating a greater partnership with the Alumni (6) There is an increase in Summer Enrollment (from 5,004 to 5,621) and (7) The University Faculty is continuing to enhance research through grants and contracts with over 100 million dollars thus far along with other grants and contracts for a final estimated count of 110 million dollars.

- ***Approval of Agenda***

Trustee Barney Bishop requested an amendment to the Agenda to add two Discussion Items: (1) An Evaluation Process for the Board of Trustees (2) Moving to Quarterly Board of Trustees Meetings. Chairman Corbin amended the agenda to add Trustee Bishop's request as Discussion item VIII on the agenda. Trustee R.B. Holmes moved that the agenda be approved. The motion was seconded and approved without objection.

- ***Approval of Minutes***

Trustee Barney Bishop moved that the minutes for April 12, April 13 and April 27, 2004 be approved. The motion was approved and seconded without objection.

- ***Action Items***

Trustee R.B. Holmes moved for the adoption of items **B** (Tenure for Faculty Members), **C** (Quarterly Report of Budget and Finance for Period Ending March 31, 2004), **D** (Equity Accountability Program Report an Budgetary Incentive Plan), **E** (University Construction Projects—Program Administration Policies) and **F** (2004-2005 Housing Rental Rate Increase). The motion was seconded and approved without objection. The Tallahassee Community College Articulation Agreement was removed from the Agenda.

Trustee Al Cardenas moved that the Board adopt recommendations in accordance with the Student Housing Finance Committee report. Trustee R.B. Holmes seconded the motion. The motion was approved without objection.

Trustee Virgil Miller disagreed with the adoption of Action Item F (2004-2005 Housing Rental Rate Increase).

Trustee Barney Bishop provided the Board with information about the Association of Governing Board of Universities and Colleges located in Washington, D.C. He requested this item be included on the June 17, 2004 Meeting Agenda. Trustee Bishop also suggested that after the June 17, 2004 meeting the Board move to Quarterly Meetings considering the inability of staff to function and provided incentives (1) maintenance of the committee structure (2) scheduling emergency meetings with sufficient public notice if needed (facilitating the Board's role as policy makers) and (3) consideration of time requirements of Trustees. Chairman Corbin suggested Trustee Bishop add Quarterly Meetings as an Action Item during the June 17, 2004 meeting.

Trustee Cardenas asked the Board to consider a way to plan calendars and have meetings on an "as necessary" basis. Trustee Regina Bishop could not agree considering the extent of her calendar being set for three years. She reiterated her concern for meetings not starting at the appropriate time. Trustee Pamela Duncan agreed and also agreed to plan out Board Meetings during the next Board meeting; and moving from monthly meetings. Trustee Cardenas suggested the meetings be informant as well as shorter.

Larry O. Rivers Resolution: President Fred Gainous presented former Trustee Larry O. Rivers with a Resolution recognizing his service on the Board of Trustees representing the Student Government Association. Trustee R.B. Holmes moved that the Board adopt the resolution. The motion was seconded and approved without objection.

Public Comments: Mr. Cornelious Jones, Jr. Property Owner. Mr. Jones informed the Board of his willingness to deed his property to the University for use as University housing.

Trustee R .B. Holmes requested the Discussion Item "Alumni Association" be included on the June 17, 2004 agenda.

Dr. Bill Tucker, University United Faculty Representative discussed (1) Bargaining (2) TCC Agreement (3) Faculty Benefits in reference to technology.

The meeting was adjourned at approximately 4:45 p.m.