

Meeting Between Trustees Turnbull, Moore, and Shannon
October 21, 2013
Florida A&M University
Lee Hall, 2nd Floor Conference Room
11:00 a.m.

Notes

Trustees Turnbull and Moore met in the 2nd floor Conference Room in Lee Hall. Trustee Belinda Shannon joined the call. Others attending the meeting were Ms. Barge-Miles and Ms. Jenny Bury. The meeting was not an official meeting of the Board of Trustees; however, it was noticed as a meeting to meet the requirements of the Sunshine Law.

The Trustees discussed the need for the Board to offer on-going training and an orientation, specific to the University, for new members. They discussed creating a BOT manual which could address issues such as board liability insurance, conflict of interest, the Sunshine Law, Code of Ethics, SACS requirements, the University's Performance Metrics, the University's Workplan, the University's goals, a monthly Board Calendar. They also discussed having a standard question and answer document that would be distributed to new members and address frequently asked questions.

Finally, they suggested that for the Board training in January, the following items should be considered:

- The Sunshine Law
- The State and University Codes of Ethics
- Conflicts of Interests
- Robert's Rules of Order
- F&Q for chairs re: handling meeting
- University Clery Report and Crime Logs
- Use of consultants for media relations (what should BOT do when contacted by the media, although the BOT Chair is the official spokesperson.)
- Template for BOT manual

Trustee Turnbull indicated that she would provide the template for the manual to Ms. Barge-Miles.

The meeting ended with no official action being taken.