FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES

June 8, 2018
8:30 am

Augustus B. Turnbull III
Florida State University Conference Center
555 West Pensacola Street
Tallahassee FL

Members Present: Todd Adams, Kathryn Ballard, Ed Burr, Billy Buzzett, June
Duda, Jorge Gonzalez, Jim Henderson, Stacey Pierre, Mark Hillis, Craig Mateer,
Bob Sasser and Brent Sembler

I. CALL TO ORDER AND WELCOME
Mr. Ed Burr, Chair

Chair Burr called the meeting to order at 8:30 am. Lynna Sands conducted
the roll call and confirmed a quorum.

II. APPROVAL OF MINUTES (ACTION)
The February 23, 2018, meeting minutes were approved as presented.

III. PUBLIC COMMENTS
Jessica Barloga, President of Panhellenic Association, provided comments to
the Trustees regarding recent events surrounding Greek Life. She indicated
that the problems are not exclusive to just one council - hazing, alcohol abuse
and pressure to conformity is system wide. The recent incidents have provided
an opportunity for the four councils to reflect together. Culture doesn’t change
overnight. Proud to be a part of the new normal.

Kelan Green, Interfraternity Executive Board, read a statement on behalf of
Nick Waldman, IFC President. Peers recognize the need for change of
awareness, oversight, risk reduction and accountability to ensure the longevity
of all four councils. We want the experience to be safer and stronger. The
executive board, presidents and member to high standards. We will continue
to work together moving forward to our our new normal. Each chapter will be held
to the national office expectations.

Christopher Pinago, President of Multicultural Greek Council, provided a
statement on behalf of the multicultural greek council. The proposed fee of $15
is supported by the council. These fees can bring about the needed resources
to move forward such as new member educator seminar and leadership development opportunity, among many others. As students they have been working really hard for the past seven months.

Renee Dixon, National Panhellenic Council President, provided comments regarding how the recent ban provided time to communicate and restructure. The Council would like more opportunities of education and development, opportunities for engagement such as travel to nationals and regional conferences, exposure and belonging. They would like a space of their own to come together.

IV. PRESIDENT'S COMMENTS

Mr. John Thrasher, President

President Thrasher provided an update and welcomed Stacey Pierre to the Board. He also congratulated the Coach Lonnie Alameda and the softball team on a winning the national championship.

President Thrasher welcomed winners and guests to Ruby Diamond for the Prudential Productivity Awards Ceremony. FSU was recognized by Florida TaxWatch and the Council of 100 including the “Take 15” initiative which has saved taxpayers nearly $86,000,000.

Recent retirements include Julia Zimmerman, Dean of Libraries and Marcy Driscoll, Dean of College of Education. Damon Andrews, an FSU alumnus, has been selected to succeed Marcy Driscoll. Julia Zimmerman’s successor is forthcoming. A national search is in process for Scott Atwell’s replacement at the Alumni Association.

The Advisory Panel on University Naming’s and Recognitions recently concluded its work with a focus on areas of most interest – the BK Roberts Hall, Francis Eppes statue and Eppes Hall. President Thrasher is awaiting the panel’s final report and will give careful consideration to their recommendations. He expects to take the necessary time to issue a response in the upcoming weeks.

President Thrasher commended Trustee Todd Adams and Kris Harper for beginning discussions with Chief David Perry about providing classroom safety training to faculty members. The safety of our faculty, staff & students are our number one priority.

For the first time ever, Spring Commencement included four ceremonies due to the growing number of students – 5,400 graduates and 26,000 guests. The speakers included Julie Dunn Eichenberg, John Rivers and Jim Jenkins. The upcoming summer commencement will be expanded to two ceremonies.
The average GPA for incoming freshman class is 4.3. Freshman were selected from 51,000 applicants.

President Thrasher concluded his remarks by introducing Michael Blachly, Director of Opening Nights. Mr. Blachly provided comments to the board regarding the excitement of the upcoming season.

V. CONSENT ITEMS
A. Requesting Approval of Amendment of Regulation FSU-3.004 Student Conduct Code
B. Requesting Approval of Amendment of Regulation FSU-3.0041 Student Organization Conduct Code
C. Requesting Approval of FSU Board of Trustees Policy on Public Comment at Meetings
D. Requesting Approval of the DSO Board Nominees
E. Requesting Approval of the SGA Bills and Resolutions
F. Requesting Approval of the 2018 Annual Accountability Plan
G. Requesting Approval of Reimbursement Resolution for Student Union Project
H. Requesting Approval of Audit Charter
I. Requesting Approval of the Compliance and Ethics Charter
J. Requesting Approval of the Audit and Compliance Committee Charter

Trustee Sembler moved to approve Consent Items A-J. Trustee Duda seconded the motion and was approved unanimously.

VI. NEW BUSINESS

A. University Advancement
Dr. Thomas W. Jennings, Vice President for University Advancement

Vice President Jennings updated the Board on the Alumni Association’s search for a new president/CEO, following Scott Atwell’s departure on May 30. A search committee, led by former FSU Alumni Association National Board of Directors’ chairman, Steve Pattison, has been established to conduct a national search for the position, and the Committee has met and begun its work. Trustee Mark Hillis is on the search committee. The executive search firm of Storbeck Pimentel & Associates will assist with the search. David Overstreet will serve as Interim President/CEO until the position is filled.
The FSU Foundation’s move to its new building, at the southwest corner of College Ave. and Bronough St., is on track to occur in late July, following the building renovations underway now. The FSU Foundation has engaged the consulting firm EAB to assist FSU in benchmarking its fundraising and alumni engagement activities against peer institutions. The goal of this benchmarking is to use the data to drive best-in-class performance at FSU.

Fundraising will continue apace following the conclusion of the Raise the Torch Campaign, which will exceed its goal on June 30, 2018. Athletics fundraising by Seminole Boosters will focus on athletics facilities improvements, and academic and co-curricular fundraising through the FSU Foundation will focus on endowment and programmatic initiatives supporting faculty and students. The deans and VPs will meet to discuss post-campaign fundraising priorities later in June, focusing on areas that will align fundraising and alumni engagement activities with the University’s strategic plan and with efforts that support our goal of being recognized as a top-25 public university. Plans are continuing for a Campaign Closing Celebration on September 21, 2018.

**Action Items**

1. Requesting Approval of the FSU Foundation Bylaw Revisions
   
   Trustee Henderson moved to approve the FSU Foundation Bylaw Revisions. Trustee Sembler seconded the motion and was approve unanimously.

2. Requesting Approval of the Ringling Museum Bylaw Revisions
   
   Trustee Henderson moved to approve the Ringling Museum Bylaw Revisions. Trustee Sembler seconded the motion and was approve unanimously.

**B. Academic Affairs**

*Dr. Sally McRorie, Provost*

Provost Sally McRorie provided an Academic Affairs update. The update covered several topics and new initiatives, including: Faculty Hiring, Dean Searches, and Tenured Faculty; FSU Center for the Advancement of Teaching; Teaching and Research Labs; New Scholarship Application System; Prudential Productivity Awards; and a Strategic Plan Update.

**Faculty Hiring Initiative**

FSU is middle of the largest faculty hiring effort in the history of the university. 125 new faculty lines were authorized, and the university has been recruiting some of the top faculty members in the country. Over 80% of the positions have signed offer letters, and are working to complete
recruitment and offers for the remaining positions. FSU also continues to attract preeminent faculty from around the country.

One example of a recent hire is Dr. Fang Pang, who is currently a “University Distinguished Professor” at Michigan State University and Director of MSU’s Power Electronics and Motor Drives Laboratory. Dr. Pang will be moving his lab to FSU’s Center for Advanced Power Systems and joining the faculty in Electrical and Computer Engineering. His research focuses on power systems and renewable energy and he has been awarded over $20 million in grants. He averages over $1 million in research expenditures annually.

Deans Search and Faculty Promotions
FSU has several deans’ searches going on right now and some new deans to announce. Our long-time Dean of the College of Education, Marcy Driscoll, is retiring. Dr. Damon Andrew has been hired as our incoming dean of our College of Education. Dr. Andrew is currently the Dean of College of Human Sciences and Education at LSU.

Our long-time Dean of the Library, Julia Zimmerman, is also retiring, and we have a national search underway right now. We have a new dean of the Graduate School, Dr. Mark Riley. Dr. Riley is a Robert O. Lawton Professor of Physics at FSU. We also have an ongoing, national search for the Dean of the College of Fine Arts.

Our faculty continue earn tenure and promotions. We have 34 of our faculty who have earned tenure this year and 27 faculty members who were promoted to Professor.

Chief Information Officer Search
We have also begun a national search to replace our retiring Chief Information Officer (CIO), Michael Barrett. The CIO overseas the Information Technology Services department of the university, a critical role for the functioning of FSU.

Enhancing Student Learning
We are continuing our work to enhance the learning environment for students. We are hiring additional faculty and instructors to decrease undergraduate class sizes, facilitating an environment for greater student learning. One example in math is hiring several postdocs who will help reduce several large calculus courses.
We are working to reduce class sizes of all kinds, but one target is to increase the number of our on-campus class sections with fewer than 20 students. Our 2019 target there is to have a majority (greater than 50%) of FSU on-campus class sections to be under 20 students. For reference, last fall we reported 40.1% of our on-campus course sections were under 20 students.

FSU's new Center for the Advancement of Teaching (CAT) is now established and is working to provide support to faculty across campus. One of the Center's recent projects has been to launch a Course Design Seminar. Through the first seminar this summer, 25 faculty members signed up to work with CAT to design or redesign key courses to elevate student learning.

Some of the faculty who are re-designing their course through the Seminar will also participate in our pilot of a "Learning Assistants" program. Even though we are reducing many classes, we will still have some large classes. The "Learning Assistants" pilot program will launch this fall for larger, key classes that are critical for student success, often in Math and Sciences. In this "Learning Assistants" model, senior undergraduates work in partnership with faculty/instructors to support students in the course.

Teaching and Research Lab Improvement
We are also working to improve our teaching and research labs on campus. This includes renovations to Hoffman Teaching Lab building. This renovation will help increase the capacity of our undergraduate teaching labs and address the growing demands for STEM majors.

We are also working to repair and replace scientific equipment in labs across several departments, and to renovate the Biology Unit 1 Building. This renovation will update and expand faculty research labs and make room for some of the new faculty hires we are making.

Scholarship Application System
We are also working with the Foundation to improve our scholarship administration. To do this, we are launching a product "Academic Works," which is the leading software in the U.S. to manage student scholarship applications. The software creates a central list and application process for all available university scholarships. This is designed to make it easier and faster for students to find FSU scholarships and for departments to award funds to students. The implementation of the software is underway and is scheduled to launch for student use in Spring 2019.
Strategic Plan
FSU’s strategic plan has six main goals. As we work to implement the plan, the teams working on the goals have been asked to identify several initiatives to help reach each goal. We are close to finishing action plans for each initiative. These action plans outline the tactics, metrics, and resources needed to accomplish each initiative.

One example initiative is to support Goal V (preparing our students for 21st century careers) by enhancing student career advising. In this action plan, the names of the people working to support the initiative, and how the initiative will reach across the university, is articulated. The action plan also includes sample tactics. For instance, the first sample tactic is to increase the use of career/ePortfolios in courses. In career and ePortfolios, students document and reflect on their learning and how their efforts are building their career competencies. In a second example, there will be an effort to increase student career advising for graduate and professional school. This effort will entail working with several academic units, especially the Graduate School and Undergraduate Studies, in expanding the events, fairs, and programming to support more students. As part of this, the initiative would bolster our current career advising efforts by establishing a “Graduate Ambassadors” program. This “Graduate Ambassadors” program would leverage peer and graduate student mentors to increase outreach to undergraduate students. Each action plan has specific data needs, and tracking the data will help measure the participation, use, and effectiveness of the programing and our investments.

C. Athletics
Mr. Stan Wilcox, Vice President and Director of Athletics

Vice President Wilcox provided an Athletic Report which included Academic Performance. The Athletic Department cumulative GPA from Fall 2017 – 2.974 to Spring 2018 – 3.014. The team with the highest GPA for the fall semester was Men’s Cross Country – 3.223 and women’s Golf – 3.625. 59% of the student athletes were above a 3.0 GPA.

The FSU Softball team were congratulated for winning the 2018 College World Series.

D. Student Government Association
Mr. Brandon Brown, Vice President of Student Government Association
Mr. Brown provided an SGA update in regards to the new Pierre, Brown, Pimentel administration. The core values for this administration are to be reliable to the students, adaptable to situations and dedicated to the school and students. Due to demolition of the Student Union, SGA has been relocated to Thagard Building.

Stacey Pierre has been elected as External Vice Chair of the Florida Student’s Association. Jayne McLaughlin attended the SUS Hazing Prevention Summit.

Spring 2018 Events and Upcoming Events:
- The Longest Table initiative
- Voter Registration Drive
- Tallahassee Bus Boycott 62nd Anniversary
- CARE Move-In
- Seminole Sensation Week – August 22-28, 2018

Trustee Sembler applauded the voter registration initiative. Trustee Duda asked if SGA members go into the FSU community ask students how they are doing. Trustee Pierre said there is a lot of programming in partnership with the mental health counselling to make sure new students know how to get involved in a healthy way.

E. Faculty Senate
Dr. Kris Harper, Faculty Senate Steering Committee

Dr. Harper provided the Faculty Senate Steering Committee update including Dr. Todd Adams was reelected as Faculty Senate President. During the March meeting, the Committee voted unanimously to support the decision of the Library to cut ties with SUS Elsevier package and subscribe to the most used journals.

F. Research
Dr. Gary Ostrander, Vice President for Research

Vice President Ostrander began by presenting an overview of research funding through the first 11 months of the fiscal year. We are presently ~$26.7M ahead of last year with over $200M in awarded grants and contracts in place. Through 11 months 1,144 proposals have been submitted. This is about 7% lower than last year and is not unexpected owing to the high number of awards and dollars received last year.

A summary was provided of the recent visit of the Group of Senior Officials for Global Infrastructures from the G-7 in late May. Representatives from 11 nations spent the better part of a week at FSU.
It proved to be an excellent opportunity to highlight much of what we do at FSU for key policy makers across the globe.

Five FSU faculty that recently learned they were receiving NSF Career Awards were highlighted. This is a prestigious award from the NSF that is focused on faculty at the early stages of their career. The next closest university to FSU in Florida had 3 awardees. It is noteworthy that the faculty were from a diverse group of departments including Chemistry & Biochemistry, Scientific Computing, Earth Ocean and Atmospheric Sciences, and Chemical Engineering. This provides further evidence that FSU continues to hire exceptional faculty across the campus.

A brief update on the plans for the Interdisciplinary Research and Commercialization Building was provided. The original program assumptions, developed over 4 years ago at the inception of this project, are being re-evaluated prior to an anticipated ground breaking during the first quarter of 2019.

Vice President Ostrander also provided an overview of our Laboratory Animal Resources and Human Subjects program. Last year FSU had 2,308 active Human Subjects protocols and 133 protocols involving vertebrate animals. With new leadership in both units we have been working on updating both policies and standard operating procedures. This is in response to and in anticipation of changes from the federal government. At no point was FSU out of compliance.

Finally, Dr. Ostrander described an experiment developed by one of our chemistry faculty members that will be conducted on the International Space Station in June.

G. Student Affairs
Dr. Amy Hecht, Vice President for Student Affairs

Vice President Amy Hecht provided an update regarding Student Affairs. She focused on the health and wellness of students. Our work with health and wellness is guided by the Wellness Wheel. The Wellness Wheel highlights seven intermingling dimensions that can assist in developing a healthy experience for students. The eight dimensions include Emotional, Environment, Financial, Intellectual, Occupational, Physical, Social, and Spiritual wellness. This framework comes in the form of FSU's Healthy Campus initiative which is charged with combining intellectual, emotional, physical and spiritual development and prioritizes a collective, strategic approach by identifying specific objectives; evaluating student data; identifying best practices and evidence-based methods; and evaluating outcomes. The socio-ecological approach to prevention was
explained. The presentation centered on the areas of mental health, alcohol, tobacco, and other drugs, power based violence, physical health, and hazing prevention. Each area highlighted challenges our student are facing and programs and initiatives currently in place to address those issues.

*During the presentation, there was discussion regarding the Greek organizations. Trustee Sasser made a motion on behalf of the Finance and Business Committee to authorize student life enrichment dues for recognized student organizations not eligible for activity and service fee revenues. The assessment would begin with the 2019-2020 fiscal year. This will allow administration to anticipate the revenue for the program for planning purposed as well as sufficient notice to students. The revenue would be used to supplement the new University expenditures already included in this year’s budget to pay for increases in staff and programming necessary for better oversight of and coordination with those student organizations. For the purposes of this motion, the authorized dues for the 2019-2020 would be no more than $50 per a student and such an organization per a semester. The motion was seconded by Trustee Ballard. A vote was taken by raised hands and passed 9-3 (Yays – Burr, Buzzett, Hillis, Adams, Pierre, Ballard, Sasser, Gonzalez & Henderson. Nays – Mateer, Duda & Sembler)*

Clarification was made that the organization would pay no more than $50 per student based on the number of members in their organizations.

Dr. Hecht stated that the students/organizations would be notified as soon as the motion passes.

Trustee Mateer and Duda asked for clarification on which organizations would be included. Ms. Carolyn Egan clarified that statutory restrictions indicate how the activity and service fees can be spent. The statute reads “For the benefit of the student body in general and cannot be used for any organization that is not open to all students without regard to race, sex or religion.” Also, cannot be used if the organization charges dues.

Trustee Gonzalez asking for clarification on the motion including the fee doesn’t apply to all students, applies to organizations that are not eligible for the Activity & Service fee, this coming budget cycle the university is putting in approximately $1M into this program. The motion is for the next budget year the fee is not to exceed $100 per year per a member for organizations where the A&S fee doesn’t apply. Mr. Clark clarified that this is actually an assessment since we are billing the organization not the individual student. If the student chooses not to join the organizations they won’t be paying any additional fees.
Trustee Mateer asked who would be making the decision of who would be paying the fee and what groups would be impacted. Dr. Hecht indicated that staff will evaluate and work to decide what organizations would need to pay the fee and what amount.

Trustee Buzzett asked what the alternative would be if the motion is not moved forward. We’re putting a million dollars into the university’s effort. If we were not to do that we wouldn’t have the money for the programs we hope to implement. It’s a tough issue, but we are in a hard place in trying to react in a very proactive way in trying to get everybody to pull in the same way for a very big problem. Concerned that if we don’t step up and figure out ways to provide the right tools and resources then we will be back to the same problems we have.

Jessica Barloga, Kelan Green and Christopher Pinango each spoke on behalf of their organizations in support of the assessment.

H. Finance and Business

_Mr. Kyle Clark, Vice President for Finance & Administration_

**Action Items**

1. Requesting Approval of the FY 2018-2019 Operating Budget including Florida Medical Practice Plan
   a. Requesting Approval of the University President to Prepare the Operating Budget as prescribed by laws and rules of the State of Florida
   b. Requesting Approval of Operating Budget
   c. Requesting Approval of Delegated Authority to the President or Designee to make any changes to the budget within available resources
   d. Requesting Approval of continuation of existing Student Tuition and Fees for next academic year and appropriate amendment of Regulation
   e. Requesting Approval of FY 2018-2019 DSO Operating Budget

2. Requesting Approval of FY 2018-2019 Fixed Capital Outlay Budget Request

_The original action items were revised in the Finance & Business Committee. The below are the action items that were brought to the board for individual approval._
1. Requesting to grant approval for the President to prepare and implement the operating budget of the University as prescribed by law, rules of the Board of Governors, Policies of the University Board of Trustees and provisions of the General Appropriations Act.

_Trustee Duda moved to grant approval for the President to prepare and implement the operating budget of the University as prescribed by law, rules of the Board of Governors, Policies of the University Board of Trustees and provisions of the General Appropriations Act. Trustee Sasser seconded the motion and was approved unanimously._

2. Requesting approval for the University’s 2018-2019 Operating Budget at $1,712,841,231 for the July 1, 2018 to June 30, 2019 fiscal year.

_Trustee Duda moved to approve the University’s 2018-2019 Operating Budget at $1,712,841,231 for the July 1, 2018 to June 30, 2019 fiscal year. Trustee Sembler seconded the motion and was approved unanimously._

3. Requesting approval for the University’s 2018-2019 Florida Medical Practice Plan Operating Budget at $6,027,854 for the July 1, 2018 to July 30, 2019 fiscal year.

_Trustee Duda moved to approve the University’s 2018-2019 Florida Medical Practice Plan Operating Budget at $6,027,854 for the July 1, 2018 to July 30, 2019 fiscal year. Trustee Sembler seconded the motion and was approved unanimously._

4. Requesting approval for the University’s 2018-2019 Direct Support Organizations Operating Budget at $81,556,662 for the July 1, 2018 to June 30, 2019 fiscal year.

_Trustee Sembler moved to approve the University’s 2018-2019 Direct Support Organizations Operating Budget at $81,556,662 for the July 1, 2018 to June 30, 2019 fiscal year Trustee Henderson seconded the motion and was approved unanimously._

5. Requesting to grant approval for the President to make subsequent changes to the budgets (motions 2, 3 and 4) as needed during the fiscal year, within available resources and fund balances.

_Trustee Duda moved to grant approval for the President to make subsequent changes to the budgets (motions 2, 3 and 4) as needed during the fiscal year, within available resources and fund balances. Trustee Adams seconded the motion and was approved unanimously._
6. Requesting approval to continue the existing Tuition and Fee Regulation at current rate for fiscal year 2018-2019 and approve amendment of current regulation to that effect.

Trustee Adams moved to continue the existing Tuition and Fee Regulation at current rate for fiscal year 2018-2019 and approve amendment of current regulation to that effect. Trustee Pierre seconded the motion and was approved unanimously.

I. General Counsel
Ms. Carolyn Egan, General Counsel

Ms. Egan provided an update on regarding an update on the University’s liability claim reports, workers compensation, federal civil rights and employment claims and auto liability into comparison with other Florida schools.

VII. CHAIR ED BURR

Action Item
1. Requesting Approval of Building Naming

President Thrasher introduced the building naming item recommending the naming of Health and Wellness Center as the Mary B. Coburn Health and Wellness Center.

The Trustees unanimously moved, seconded and approved to naming of the Health and Wellness Center as the Mary B. Coburn Health & Wellness Center.

VIII. ADJOURNMENT

Chair Burr adjourned the meeting at 1:15 pm.
SUMMARY OF PROPOSED AMENDMENT TO UNIVERSITY REGULATION

FSU-2.007 Use of Campus Land and Facilities

The proposed amendment to the current regulation edits language for clarity and consistency with current laws and other governing authorities.

This proposed revision makes a number of changes, primarily relating to use of outdoor campus areas including:

- Amending Regulation title to include “lands”;

- A statement that the regulation be interpreted consistent with the First Amendment and the Campus Free Expression Act;

- Including Panama City Campus as specifically governed by the Regulation;

- Providing that Panama City Facilities must be scheduled through Panama City Director of Finance and Administration;

- Providing allowed circumstances for unscheduled use of outdoor areas of campus;

- Extending control of amplification to also include Chief of Police;

AUTHORITY FOR THE PROPOSED UNIVERSITY REGULATION

The authority for the proposed regulation is as follows: Board of Governors Regulations 1.001(3) (j), (7) (g).

UNIVERSITY OFFICIAL INITIATING THE REGULATION

Proposed adoption of Regulation FSU-3.004 has been initiated by Kyle Clark, Vice President for Finance and Administration

PROCEDURE FOR PROVIDING COMMENTS ON THE PROPOSED UNIVERSITY REGULATION

Any person may submit written comments concerning the proposed regulation within 14 days of the date of this notice to:
Robert Large
Office of General Counsel
424 Westcott Building
Florida State University
Tallahassee, FL 32306-1400
Electronic address: rlarge@fsu.edu
850-644-8973 (fax)
850-644-4440 (phone)
FSU-2.007 Use of Campus-University Lands and Facilities.

(1) Introduction. The Florida State University is a public institution. This regulation sets forth the guidelines for use of University facilities for events other than the normal University functions of teaching, research, service and administration. Use of campus facilities is administered by various University units; however, final authority for use of all campus facilities lies with the President or designee.

(2) Scope. University space, including University lands and facilities, will be used first for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community or to the general public subject to the provisions outlined within this regulation. This regulation shall be interpreted and implemented in a manner consistent with the First Amendment to the United States Constitution, Art. I of the State Constitution, and the Campus Free Expression Act, section 1004.097, F.S. Nothing in this regulation is intended to or shall be used to prohibit free expression based on viewpoint, or to prohibit spontaneous expressive activity in outdoor areas of campus subject to this regulation and other reasonable time, place, and manner restrictions.

(3) Definitions.

(a) "University Persons, Groups and Organizations." University persons, groups and organizations are defined as one of the following: individual members of the University community (students, faculty, and employees acting in an official University capacity); all Student Government Association (SGA) entities; student organizations officially recognized by the University; officially constituted colleges, schools, divisions, departments, agencies; the University Board of Trustees or other corporate organizational units which are a part of, or operate on behalf of, the University, such as Direct Support Organizations, (DSO's).

(b) "University Related Groups and Organizations." Groups and organizations not officially recognized by or affiliated with the University, or otherwise failing to meet the definition in paragraph (a) above, but which are related to the University because of the promotion of interests of the University community, the academic professions, and other related interests of the faculty, staff, or students, or which perform other service to the University and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions, and the like.
(c) "Non-University Persons, Groups and Organizations." Persons, groups or organizations which do not meet the definitions of persons, groups, or organizations as defined in paragraph (a) or (b) above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

(d) "Private Events." A private event held on the University campus that is open to attendance only by members and invited guests of the host organization or person.

(e) "Public Events." A public event held on the University campus that is open to attendance by all members of the University community and/or to the general public in accordance with the provisions of this regulation.

(f) "Continuing Education Programs." Continuing Education programs are those conferences, meetings, and other events registered with the Center for Professional Development & Public Services that have as their purpose the providing of instructional, training and other educational programs to persons outside the University community. For regulation(s) pertaining to continuing education programs and events registered with the Center for Academic and Professional Development, and Public Services please refer to Regulation FSU-5.090, Center for Professional Development and Public Service, a subset of FSU Regulations, Chapter 5, Academic Matters.

(g) "Outdoor Areas of the Campus-Subject to Regulation." Outdoor areas on or of the campus are classified as follows and are subject to use only in accordance with this regulation:

1. Academic areas. Outdoor areas immediately adjacent to classrooms, libraries, laboratories, auditoria, and research facilities.
2. Oglesby Union, Student Services Building, Askew Student Life Center, and Health and Wellness Center areas. Outdoor areas immediately adjacent to these facilities, as well as Woodward Street Plaza and Landis Green.
3. Residential areas. Outdoor areas immediately adjacent to residence halls on the University campus.
4. Campus Recreation areas. Outdoor areas of campus under the purview of Campus Recreation including the Seminole Reservation, Intramural Fields, Sportsplex, and Westside Courts.
5. University Relations areas. Outdoor areas of campus under the purview of University Relations including Langford Green, areas immediately adjacent to the Westcott Building including Westcott Plaza, and Mina Jo Powell Green.

6. Athletics areas. Outdoor areas of campus under the purview of Athletics including Doak S. Campbell Stadium, Dick Howser Baseball Stadium, the Seminole Soccer Complex, the JoAnne Graf Softball Stadium, Speicher Tennis Complex, Mike Long Track, Basketball Facility, Morcom Aquatic Center, Sand Volleyball Courts, Sportsmanship Plaza (Gate G), University Center Gates Plaza (Gate K) and sports practice areas established for special uses. The Seminole Golf Course is under the purview of the Business Services Office.

7. College of Music. Outdoor areas of campus under the purview of the College of Music including the Owen Sellars Amphitheatre and the Marching Chiefs Practice Field.

8. Donald L. Tucker Center. Outdoor areas of campus immediately surrounding and under the purview of the Tucker Center.

9. Open Platform Areas provided in Regulation FSU-3.003 Panama City Campus. Outdoor areas of campus under the purview of the Office of Finance and Administration in Panama City.

10. Other areas of the campus established for special uses or purposes not otherwise designated in this section. The scheduling or use of these areas for meetings or events contemplated by this regulation shall be through the President’s office, depending on entity assigned responsibility and control.

(h). “Camping”. Camping is defined as use of a vehicle, tent, or other shelter, and/or bedding with the intent to stay overnight.

(4) Scheduling of Facilities and Outdoor Areas of the Campus

(a) The following facilities and outdoor areas of campus are subject to this regulation. Scheduling of facilities and outdoor areas of campus is subject to oversight and policies determined by the following University units:

1. Academic areas. Non-academic use of these facilities and outdoor areas are requested through the Guest Services and Public Functions Office in the Oglesby Union subject to approval by the University Registrar or designee.

2. Oglesby Union, Student Services Building and the Askew Student Life Center areas. The scheduling of events or meetings in these facilities and outdoor areas is through the Guest Services and Public Functions Office in the Oglesby Union.
3. Residential areas. The scheduling of meetings or events in these facilities and outdoor areas is scheduled through the Director of University Housing Office or designee.

4. Campus Recreation areas. Facilities and outdoor areas are scheduled through the Director of Campus Recreation or designee.

5. University Relations areas. Facilities, including Miller Hall, Board Room UCC 5301, Beth Moor Lounge, and outdoor areas are scheduled through the Vice President of University Relations or designee.

6. Athletics areas. Facilities and outdoor areas are scheduled through the Director of Athletics or designee.

7. College of Music. Facilities and outdoor areas are scheduled through the Dean of the College of Music or designee.

8. Center for Global Engagement. Facilities are scheduled through the Director of Center for Global Engagement or designee.

9. Dunlap Student Success Center. Facilities are scheduled through the Director of Dunlap Student Success Center (Center for Civic Education and Service and Career Center) or designee.

10. Center for Professional Development. Facilities are scheduled through the Director of the Center for Professional Development or designee.

11. Donald L. Tucker Center. Facilities and outdoor areas are scheduled through the Director of the Center or designee.

12. Campus Dining and Business Services facilities are scheduled through the Director of Business Services or designee.

13. Panama City Campus facilities and outdoor spaces are scheduled through the Director of Finance and Administration for the Panama City campus, or his or her designee, in consultation with the Dean.

14. Other areas of the campus established for special uses or purposes. The scheduling or use of these facilities for meetings or events contemplated by this regulation shall be through the President’s Office, depending on entity assigned responsibility and control.

(b) Outdoor areas of campus may be used on an unscheduled basis for spontaneous expressive activities, provided that:

1. The University has not reserved or restricted the use of an outdoor area for individuals or groups pursuant to this regulation or for other official University purposes:
2. The unscheduled use of the outdoor area does not materially and substantially disrupt the functioning of the University or the expressive rights of other individuals or groups; and
3. The use of the outdoor area is otherwise in compliance with applicable laws, University regulations, and other reasonable time, place, and manner restrictions.

(c) Requests for space by University and University Related Persons, Groups, and Organizations must be made per any policies set by the respective University units which oversee scheduling as outlined in this regulation. Said University unit policies must be consistent with this regulation.

(e)(d) Non-university requests for use of facilities or outdoor areas must be made per the policies set by the respective University unit which oversees scheduling as outlined in this regulation at least fourteen days in advance of the event. Requests for any continuing or permanent use of University facilities by a non-university user, for a certain time each week for a number of weeks, shall not be permitted under this regulation.

(e)(c) Meetings or activities scheduled in accordance with this regulation that contemplate the charging of admission or other fees shall be subject to policies as approved by the University President or designee.

(e)(f) All instructional space of the University, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is considered academic space and is under the assignment and control of the University Registrar. Any use of such facilities under this regulation shall be on a space-available basis. Requests for said space shall be made through the Oglesby Union Guest Services Office.

(5) Facilities and Space Use other than for Official University Purposes established in (2) by Category of User.

(a) Priority for Use of University Facilities.

1. Priority for the use of University facilities shall be awarded in the following order:
   a. University persons, groups, and organizations.
   b. University Related persons, groups, and organizations.
   c. Non-University persons, groups, and organizations.

2. When in the best interest of the University, such as the unforeseen need of facilities for major athletic events, priority of use may be reassigned with the approval of the President or designee.

(b) Use of University Facilities by University Persons, Groups, and Organizations.
1. University persons, groups, and organizations may use University facilities for the purpose of hosting events. A license agreement to secure use of facilities for private events may be issued by the Public Functions Office in Oglesby Union Guest Services. Events may be subject to the registration requirements of the respective University units outlined in (4), which include rental payment, certificate of insurance and other registration requirements when deemed necessary by the University for the protection of the facility and the group participants and in the best legal and financial interest of the University.

2. Within the provisions of this section, private events shall not be accorded priority over public events. Any priority will be determined at the time of the scheduling of the event.

3. No University person, organization, or group shall sponsor an event, for any Non-University person, group, or organization for the commercial or private benefit of said non-University person, group or organization that has not sought and received permission on its own to use University facilities. (c) Use of University Facilities by University Related Persons, Groups, or Organizations.

1. University Related persons, groups or organizations may use University facilities subject to the following conditions:

a. All use of University facilities by University related persons, groups, or organizations shall be conditional upon the execution of a written agreement between the University and the individual, group, or organization desiring to use the facilities. Said agreement shall provide for, but is not limited to the following, that such individual, group, or organization:

   i. Shall pay to the University the established rental fee as provided in (4)(d) plus any additional out-of-pocket costs incurred by the University in the scheduling and holding of the activity, including but not limited to security, parking, and physical services.

   ii. Shall supervise the event and accept full responsibility for any loss and/or damage to University facilities and/or equipment and shall hold the University harmless from any claims arising from any personal injuries in the use of the premises.

   iii. Shall be responsible for reporting and paying all applicable Federal and State taxes.

   iv. Shall assume all responsibility for the promotion and advertising of the meeting or event utilizing the University's Policy for Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses as adopted in Regulation FSU-2.0131, F.A.C. The
University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

v. Shall provide the equipment of any type required for the event unless otherwise agreed to between the University and the individual, group, or organization. The University’s name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.

vi. Shall provide evidence of insurance required for the event as determined by the University Environmental Health and Safety department.

(d) Use of University facilities by Non-University Persons, Groups, and Organizations.

1. Use of University Facilities by Non-University Persons, Groups, and Organizations.

Generally, groups in this category will not enjoy the use of campus facilities. However, it is possible that special conditions might permit the use of University facilities by some organizations in this group, such as educational programs that may be attended by members of corporate organizations.

2. Non-University persons, groups or organizations who are permitted use of University facilities may shall use University facilities subject to the conditions outlined in (5) (c.).

(6) General Conditions Applicable to All Uses of University Areas and Campus Facilities.

(a) All uses of the University areas and facilities in accordance with this regulation are subject to the laws of the State of Florida and the rules, regulations, and policies of the Board of Trustees and the Florida State University and other applicable laws and rules.

(b) The University reserves the right to reasonably determine the time, place, and manner of all events held in University areas and facilities subject to this regulation.

(c) The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval by the Director of the Oglesby Union or designee, or the Chief of Police or designee. Approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this regulation and shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.
(d) All users of University areas and facilities shall take adequate precautions to avoid endangering the safety of persons in the area of the facilities used.
(e) The Florida State University does not allow the use of its facilities by groups or organizations whose practices are in conflict with the University’s Non-Discrimination Policy.
(f) Cooperative arrangements with State Agencies for the use of University Facilities shall be permitted under this regulation.
(g) All persons, groups, and organizations must adhere to the University’s policy on the use of alcoholic beverages at events, Regulation FSU-6.012, F.A.C., and the Posting Regulation FSU-2.0131, F.A.C.
(h) Persons, groups, and organizations using a University facility or outdoor area shall clearly state the identity of the sponsoring group in its request, signage at the event, and in news releases, placards, tickets, etc.
(i) Use of University Facilities by Private Individuals and Commercial Organizations. University space shall not be provided for private individuals or commercial organizations except when specifically determined by the University that such use is in the best interest of the University and not in conflict with other University uses.
(j) Use of University Facilities for Political Campaign Events. It is recognized that the University, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Therefore, all political campaign events shall be limited to meetings or events sponsored by recognized organizations of the University and consistent with applicable laws, regulations and rules. Costs associated with the use of university facilities for campaign events shall be the responsibility of the sponsoring organization or political campaign.
(k) Issues regarding Open Platform Areas and freedom of expression rights and responsibilities are referenced in FSU-3.003 Individuals or groups who occupy university facilities or outdoor areas of campus are responsible for removing all equipment and debris following use of the space. Individuals or groups may be held financially responsible for the university’s cost for removal of any debris or equipment or any other damage to university property.
(7). Use of Campus Lands; Camping.
(a) Tents or other temporary structures are prohibited on lands of the Florida State University campus except when used in connection with activities of academic or administrative units of the University, or as otherwise approved pursuant to this subsection.

(b) Tents or other temporary structures may be erected on University property by academic or administrative units only for activities directly related to the mission of the unit and only after first obtaining written approval of the Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(c) Student Government and recognized student organizations may secure approval for use of tents or temporary structures for activities described above by request to the Vice President for Finance and Administration or designee, who shall consider time period, space, traffic, and other safety and aesthetic factors.

(d) Camping is prohibited on lands of the Florida State University campus except when such camping is in connection with an official activity of the University, such as an activity of an academic or administrative unit. Prior written approval for such camping must be granted by the Vice President for Finance and Administration or designee taking into consideration time period, space, traffic, and other safety and aesthetic factors, along with the health, safety and welfare of the participants, the University community, and guests of the University. However, the Florida State University Chief of Police may authorize the use of vehicles, mobile homes, camping trailers, gazebos, tarps and similar structures in pre-designated areas in conjunction with or furtherance of an official one-day university event.

Specific Authority Board of Governors Regulations 1.001 (3) (j) and (7) (g). History—New 9-30-75, Formerly 6C2-2.07, Amended 5-11-04, 9-24-10, 1-13-2012, 3-8-2013
SUMMARY OF PROPOSED AMENDMENT TO UNIVERSITY REGULATION

FSU-2.0131 Posting, Chalking Advertising and Active Distribution of Materials on FSU Campuses

The proposed amendment to the current regulation edits language for clarity and consistency with current laws and other governing authorities.

Significant specific changes include:

Expansion of allowed areas for distribution of non-commercial literature to include all outdoor areas with restriction for entrances to buildings and inside facilities.

AUTHORITY FOR THE PROPOSED UNIVERSITY REGULATION

The authority for the proposed regulation is as follows: Board of Governors Regulations 1.001(3) (j), (7) (g).

UNIVERSITY OFFICIAL INITIATING THE REGULATION

Proposed adoption of Regulation FSU-3.004 has been initiated by Dr. Amy Hecht, Vice President for Student Affairs.

PROCEDURE FOR PROVIDING COMMENTS ON THE PROPOSED UNIVERSITY REGULATION

Any person may submit written comments concerning the proposed regulation within 14 days of the date of this notice to:

Robert Large
Office of General Counsel
424 Westcott Building
Florida State University
Tallahassee, FL 32306-1400
Electronic address: rlarge@fsu.edu
850-644-8973 (fax)
850-644-4440 (phone)
FSU-2.0131 Posting, Chalking Advertising and Active Distribution of Materials on FSU Campuses.

(1) Overview. Any FSU entity, defined as any division, department, office, academic unit, program, center, faculty, staff, enrolled student or student organization officially recognized, owned, operated, regulated, or supervised by FSU, may publicly post on university property in designated areas consistent with these terms and the applicable provisions of the Florida State University Board of Trustees Rules and Regulations and Policies, and all applicable state and federal laws. Any Non- FSU entity is eligible for distribution of materials through the FSU rack program managed by Business Services and must meet all provisions of this regulation. This FSU Posting Regulation is promulgated by the Board of Trustees pursuant to s. 1001.74(6)(b). Nothing stated in this regulation is intended to modify or supersede the provisions set forth by the Commercial Solicitation Policy (FSU-2.013) governing commercial solicitation and use of FSU facilities for commercial purposes.

(2) Purpose. The FSU Posting Regulation has been adopted for the purposes described below:

(a). Creation of an educational campus culture, FSU is committed to creating a campus which supports the academic mission of the university, provides a campus culture conducive to learning, and is free from obscene materials and hostile workplace environments.

(b). Information and Promotion. To provide information and a means for FSU entities to promote activities, events, and services as well as allow for the announcement of matters directly related to the health, safety, security, or welfare of the university community.

(c) Regulation of Commercial Material. To protect the campus from commercial and promotional materials and activities sponsored by non- FSU entities and to protect the health, safety and welfare of the students entrusted to the university.

(d) Appearance of the Physical Environment. To maintain and improve the appearance of the physical environment of the campus such that it be aesthetically pleasing and welcoming for students, faculty, staff, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking, and litter which defaces and depreciates the value of the grounds and facilities of the campus.

(e). Sustainability. To cultivate a campus atmosphere that supports a sustainable environment by means of reducing the amount of paper used for posting, eliminating use of products that have a
negative impact on the environment, and encouraging recycling of materials. Thus electronic
distribution of materials and Oglesby Union tabling shall be encouraged over paper postings.
(f) Provide Notice. To provide all entities with information and terms of this regulation so they
are well informed of the terms and the consequences should the regulation be broken.
(3) General Provisions,
(a) The university has the right to deny or remove any posting, material, individual or entity not
in adherence with terms of this regulation, regardless of promotional, commercial or
informational in nature.
(b) All materials advertising events, or which invite any transaction involving a fee or other
monetary charge, must be clear and legible, bear the name of the sponsoring FSU entity and
provide event and current contact information.
(c) Campus entities are responsible for immediate clean up and/or removal of materials that are
in violation of terms of this regulation; otherwise, materials are to be removed within 24-hours of
completion of an event.
(d) Any entity that posts, chalks, displays, or distributes materials in a way that damages
university property is financially responsible for the damage.
(e) Materials posted or distributed may not glorify, edify, promote or support the use or sale of
alcohol and/or illegal drugs; display trademarks and or brand names of alcohol or illegal drug
products; contain material that is obscene or defamatory; be directed to incite or produce
imminent lawless action; or violate any University policy or regulation, or local, state, or federal
law.
(f) Posted or distributed material by FSU entities does not necessarily reflect the opinions, beliefs
or practices of The Florida State University.
(g) Bulletin or posting boards maintained and monitored by university offices or departments do
not fall under this posting regulation. Permission to post materials on these posting boards must
be obtained through the appropriate university department.
(h) FSU departments, offices or units may impose area-specific procedures for posting and
promotions on their posting boards and/or facilities so long as the minimum requirements of this
regulation are upheld.
(i) The placement of any material and/or free-standing signs on vehicles, sidewalks, walkways
or any paved areas is prohibited, except for emergency, safety, warning or directional signs
placed by university officials acting on behalf of the university to announce a matter directly related to the health, safety or welfare of the university community.

(j) Exceptions to the terms of this regulation may be granted by the university President or designee in cases where the materials intended to be posted/distributed are directly related to the mission or goals of the university or to protect the safety and welfare of the university community.

(k) FSU Branch Campuses will develop area-specific procedures in addition to these General Provisions to suit appropriate campus needs.

(4) Active Distribution of Materials

(a) The Active distribution or passing/handling out of materials shall be limited to the designated locations on the maps located at www.posting.fsu.edu by FSU entities, as defined in this regulation, may occur on paved sidewalks on campus provided that such distribution does not unreasonably interfere with the movement of traffic, classes, or other university activities.

(b) Active distribution of literature outside a university facility, including athletic and recreational venues and fields, shall not occur within 30 feet of any entrance or exit way of the facility. Active distribution of literature that is consistent with the educational mission of the university may occur inside a university facility with approval from the director or manager of the facility.

(c) Materials may not be placed on vehicles in parking lots or parking garages.

(5) Posting of Materials

(a) Posting of materials is limited to the posted portion of designated outdoor posting kiosks per the maps located at www.posting.fsu.edu.

(b) No more than one (1) flier per event, maximum size of 8.5"X11", may be posted on the same kiosk at any time.

(c) Posting in or on an FSU facility is prohibited without approval of manager or director of the facility.

(6) Chalking

(a) Chalking on campus is permitted only on the designated concrete-paved sidewalks on the maps located at www.posting.fsu.edu. Chalking on brick surfaces is prohibited.

(b) Chalking must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.
(7) Free-Standing Signs

(a) The placement of Free-Standing signs on campus is limited to the promotion of events or activities for up to 7 days prior to its occurrence and must be removed within 24-hours upon completion of the event/activity.

(b) Up to Five (5) A-Frames/Sandwich Boards/Tee Pees, (no larger than 4'X3') and Ten (10) Stake Signs (no larger than 24"X18") may be placed on campus at one time for a single event/activity.

(c) The placement of free-standing signs must be in accordance with terms in the Americans with Disabilities Act (ADA) and are not to block sidewalks or walkways per the maps located at www.posting.fsu.edu.

(d) Signs may be removed or special requests denied due to: harm posed to the university community; damage or deterioration by inclement weather; excessive postings; or space constraints.

(8) Banners

The placement of any banner on or inside a building or any other structure must be approved by the Director of Facilities or designee with the exception of banners hung at the Oglesby Union or at any residence hall, which must be approved via their respective departmental procedures. Visit www.posting.fsu.edu for contact information regarding banner display.

(9) University Special Events

(a) Additional posting provisions are extended to Student Government Association elections and any other university-wide events as endorsed by the University President or designee beginning seven (7) calendar days prior to the event and ending within 24-hours of completion of the event.

(b) Materials for posting on outdoor kiosks may be up to 16"X20" in size.

(c) Up to Ten (10) A-Frames/Sandwich Boards/Tee Pees, (no larger than 4'X3') and Twenty (20) Stake Signs (no larger than 24"X18") may be placed on campus at locations designated at www.posting.fsu.edu.

(d) The placement of balloons or other material on any object or the distribution/placement of materials outside of the provisions in this regulation for designated special events only is subject to the approval of the Director of the Oglesby Union or designee at least 7 days prior to desired occurrence. Visit www.posting.fsu.edu for contact information regarding special requests under this provision.
(10) Political Elections.

(a) The active distribution and/or posting of material, and the placement of free-standing signs during federal, state and local elections is limited to candidates running for office and their representatives pursuant to the locations designated at www.posting.fsu.edu, and shall be consistent with all applicable laws and policies governing campaign activity on campus.

(b) Materials are not to be posted or distributed inside of or at the entrance or exit ways to buildings or facilities including athletic/recreational venues and fields.

(11) Sanctions and Enforcement.

(a) University officials and members of the university community are to take the appropriate action to uphold a positive campus culture by educating the citizens of the community, encouraging positive participation in campus activities, and addressing any improper posting, chalking, or distribution of materials on FSU campuses.

(b) Any entity whose postings, promotions or actions violate any terms of this regulation are subject to sanctions that may include but are not limited to warnings, restitution, loss or suspension of privileges, trespass or expulsion from campus, and or disciplinary/legal action.

(c) Enforcement of this regulation and assignment of sanctions shall reside in the Division of Student Affairs for individual student and student organization cases; the Dean of Faculties for faculty related violations; the Office of Human Resources for staff related violations and the Vice President for Finance and Administration for all other groups, including outside groups, organizations, and individuals.

(d) Updates to locations for postings, chalking, and free-standing signs, and distribution of materials (that do not change terms of this regulation) are to be recommended and approved by a committee appointed by the University President or designee on an annual basis.

Specific Authority BOG Regulation 1.001(3)(j) Law Implemented 1001.74(6) FS. History—New 5-9-02, Amended 6-13-2008
SUMMARY OF PROPOSED AMENDMENT TO UNIVERSITY REGULATION

FSU-3.003 Freedom of Expression Rights and Responsibilities, Open Platform Areas

The proposed amendment to the current regulation edits language for clarity and consistency with current laws and other governing authorities.

Significant changes include:

- Elimination of open platform areas;

- Deletion of current provisions for Planned Outdoor Assemblies and Meetings;

- Revision of provisions for Speaker Invitations, providing that University related persons, groups, and organizations may invite speakers and reserve space as otherwise provide in FSU-2.007;

- Revising provision for costs and providing that university may impose reasonable security costs;

- Stating the President’s authority to move an event location based on material or substantial disruption;

- Stating the President’s authority to cancel an event if posing an imminent threat;

- Prohibiting the carrying of certain items during a public rally or similar public assembly.

AUTHORITY FOR THE PROPOSED UNIVERSITY REGULATION

The authority for the proposed regulation is as follows: Board of Governors Regulations 1.001 (2) (e), (3) (j), (l), (7) (g).

UNIVERSITY OFFICIAL INITIATING THE REGULATION

Proposed adoption of Regulation FSU-3.004 has been initiated by Dr. Amy Hecht, Vice President for Student Affairs.

PROCEDURE FOR PROVIDING COMMENTS ON THE PROPOSED UNIVERSITY REGULATION

Any person may submit written comments concerning the proposed regulation within 14 days of the date of this notice to:
Robert Large
Office of General Counsel
424 Westcott Building
Florida State University
Tallahassee, FL 32306-1400
Electronic address: rlarge@fsu.edu
850-644-8973 (fax)
850-644-4440 (phone)
FSU-3.003 Freedom of Expression Rights and Responsibilities, Open Platform Areas

(1) Policy Statement Concerning Freedom of Speech. The right of all students and individuals to seek knowledge, debate ideas, form opinions and freely express their views is recognized, both as an individual right and an important part of the University culture. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures, including lawful imposition of time, place, and manner restrictions that are consistent with the University’s mission and the intent of this regulation.

(2) Policy Statement Concerning Freedom of Assembly. The right or freedom of peaceful assembly is recognized and shall be protected. Meetings, assemblies, picketing activities, protests, and gatherings that do not disrupt the orderly functioning of the University and related activities qualify as peaceful and are therefore protected.

(3) Designation of Open Platform Areas. The University recognizes the entire campus as open for debate and discussion. The University also recognizes that some debates, discussions, or gatherings may take place in a spontaneous manner and therefore has identified the following areas as highly visible, highly trafficked areas traditionally used and well suited for unplanned gatherings. In Tallahassee, Florida, the green area on the east side of Moore Auditorium, pavilion on the south side of Moore Auditorium and north of the Legacy Walk sidewalk, and the grassy area between Gate K of the football stadium and the Heritage Fountain are designated “open-platforms” for this purpose. In Panama City, Florida, the Community Campfire Circle on the east side of the Holley Academic Center and the Four Crossed Logs patio on the North Bay side of the Holley Academic Center are designated as “open-platforms” for this purpose. Any student or other individual who desires to be heard publicly on any issue of concern may use these areas subject to the provisions of this regulation at any time when previous scheduling does not preclude such use but only from 8:00 a.m. to 10:00 p.m. local time. Amplification equipment is not allowed except as otherwise specifically permitted and may be subject to the same restrictions as in Section 6 herein. Temporary changes to location boundaries and—any other necessary adjustments due to current construction or other
unavoidable circumstances or conditions may be made by the University on an as-needed basis. In addition, the University may temporarily designate any space on campus as an open platform space to ensure that students have the ability to be meaningfully heard. Speech is not limited to open-platform areas; students may reserve space pursuant to this and other University regulations and policies. — Planned Outdoor Assemblies. Certain outdoor areas of campus may be reserved by individuals or groups or otherwise may be restricted for official University use. Open-platform areas can be reserveable space. Groups planning outdoor assemblies should provide advance notice per applicable event permitting processes to ensure space availability and the adequate provision of security; however, lawful, spontaneous assemblies may occur provided that they are in compliance with applicable time, place, and manner restrictions, do not materially and substantially disrupt university operations or the expressive activities of other individuals or groups, and do not present a threat to the health, safety, or welfare of the university community. Individuals and groups holding reservations may receive priority over spontaneous activities. Planned use of campus areas and facilities by groups and individuals is generally governed by FSU-Regulation FSU-2.007, Use of Campus Facilities.

(4) — Planned Outdoor Assemblies. — Organized or prearranged outdoor assemblies shall be registered at least twenty-four hours in advance in the Oglesby Union Guest Services Office in Tallahassee or through the Office of Finance in Administration in Panama City, depending on the location of the assembly. Exceptions to the twenty-four hour notice requirement and amplification permission consistent with Section 6 herein may be granted by the Union Director (Tallahassee) or the Director of Finance and Administration (Panama City), or their designees. These offices may refer requests out to other University offices for approval, as appropriate.

(5) — Meetings (Indoor, Reserveable Space). — The Student Government Association (Tallahassee), Student Government Council (Panama City), recognized student organizations, or other student groups may hold meetings inside University buildings, provided prior approval is granted by the Guest Services Office (Tallahassee) or the Office of Finance and Administration (Panama City) and subject to University policy and space availability. See https://union.fsu.edu/guestservices/ for details. These offices may refer requests out to other University offices for approval, as appropriate.
a) Space Requests, Members of the Public. Absent exigent circumstances, members of the public may only rent University facilities during scheduled academic breaks (e.g., spring, holiday, and summer breaks).

(6) Amplification. Public address systems and other electrical amplification equipment may be utilized for events, subject to the provisions of Regulation FSU-2.007, permitted events by the Student Government Association (Tallahassee), Student Government Council (Panama City), recognized student organizations, and other student groups subject to venue availability and scheduling approval by the Guest Services Office (Tallahassee) or the Office of Finance and Administration (Panama City), and subject to approval by the Osceola Union's Event Permitting Office (Tallahassee) or the Dean (Panama City). All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(7) Circulation of Literature (Non-Commercial). Students' right to write and distribute literature and to express thoughts and beliefs is acknowledged. Individual students, recognized student organizations, and other student groups may circulate non-commercial literature, provided it is identified by authorship and sponsorship, subject to applicable provisions of FSU Regulation FSU-2.0131 Posting, Chalking Advertising and Active Distribution of Materials on FSU Campuses.

(8) Circulation of Literature (Commercial). Commercial solicitations are governed by FSU Regulation FSU-2.013.

(7) Speaker Invitations; Speaker Contracts; Security.

The Student Government Association (Tallahassee), the Student Government Council (Panama City), recognized student organizations, other student groups, academic departments, alumni groups, and other University-affiliated groups(a) University and University related persons, groups, and organizations, as defined in Regulation FSU-2.007, may invite persons from outside the University to speak to their memberships and the public. If University facilities are to be used for holding the meeting, prior scheduling and space reservations approval shall be obtained from the Guest Services Office (Tallahassee), the Office of Finance and Administration (Panama City) or other University departments, as appropriate pursuant to Regulation FSU-2.007. Speakers wishing to express all varieties of opinions and viewpoints are welcome at the University.
Speaker Invitations by Non-University Groups. Absent exigent circumstances, members of the public may only rent University facilities for speaker events during scheduled academic breaks (e.g., spring, holiday, and summer breaks).

(b) Speaker Contracts, Security. It is the responsibility of the group extending the invitation to negotiate speaker fees, riders, and any other requests or demands from the speaker. It is also the responsibility of the group extending the invitation to arrange for, and cover costs of, any security plans that exceed what the University would normally provide, and to coordinate security plans with University law enforcement prior to the event. Reasonable notice of the event shall be given to the University in order to plan and coordinate for security and safety concerns. The university may impose reasonable costs for security required for any sponsored event held on campus, based on constitutionally permissible criteria.

(9)(8) Political Activity. The Student Government Association (Tallahassee), Student Government Council (Panama City), recognized student organizations, and other student groups may sponsor speeches, rallies, or other events by or for political candidates for federal, state or local office, subject to availability of suitable location based on size of crowd and time of speech, and subject to Regulation FSU-2.007 and applicable FSU policies on political activity.

(10)(9) Recordings. Recordings of speeches, gatherings, rallies, or other activities in open platform and reserved space at the University may be restricted by copyright protection. Additionally, despite the open nature of some gatherings, participants may still enjoy the expectation of privacy in certain conversations. Any person who records an event or conversation is expected to understand and accept the civil and criminal risks associated with the recording, and/or to take steps to reduce those risks prior to making the recording.

(11)—

(12)—(10) Authority of the President, Time, Place, and Manner Restrictions, Campus Safety. The President or his or her designee retains the authority to determine whether or not activities materially and substantially disrupt the functioning of the University or infringe upon the rights of other individuals or organizations to engage in expressive activities, as provided in section 1004.097, F.S., and more specifically as follows:

(a) If the President has reasonable grounds to believe that a planned speech, demonstration, or other event is likely to;

(13)—draw a large number of persons who are not Florida State University students, faculty,
or staff;

(14)—obstruct ingress or egress to or from University classrooms or other facilities or travel across campus; or

(15)—interfere with the ability of students or faculty to study and enjoy a secure and peaceful academic atmosphere,

(10) the President is authorized to designate an area on University property, or secure an area off University property, that would mitigate such effects and is reasonably accessible to University students and faculty, and to limit the event to such location. Nothing in this section is intended to, nor shall be read to, imply an obligation on the part of the President or the University to secure or rent property for any speech, demonstration, or event, nor is it intended to indicate that any and all speeches, demonstrations, or events can be accommodated.

(b) If the President has reasonable grounds to believe that any event presents an imminent threat to the health, safety, and welfare of campus, the President may cancel the event provided that the threat cannot be mitigated using reasonable alternative means.

(c) No person, while participating in any demonstration, rally, picket line, or other public assembly shall carry or possess any of the following:

1. Signs exceeding the size restriction of 24” by 36”. Only signs constructed of foam, cardboard, or paper shall be permitted to be carried. Signs may be mounted on sticks or posts provided that the sticks or posts are constructed of wood, foam, or plastic and their dimensions do not exceed one-half inch in diameter (if round in shape) or one-fourth inch thick by two inches wide (if rectangular in shape).

2. Mace or pepper spray.

3. Bats or other club-like objects.

4. Face shields or gas masks.

5. Other masks or disguises that are worn with the intent of threatening the safety of others or of evading or escaping discovery, recognition, or identification in the commission of violations of University regulations or policies, or other applicable laws or ordinances.

6. Flammable liquids.

7. Torches or other open flames, except as authorized by University officials.

8. Wagons, carts, or ladders, except as authorized by University officials, or other items that could be used to barricade or to push or manipulate crowds.
9. Any other items reasonably determined by the President to be a public safety hazard.

Specific Authority BOG Regulations 1.001(3) (j), (7) (g). History—New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86, 6-17-2009, 3-8-2013, 2-22-2017, 1-18-2018
August 17, 2018

MEMORANDUM

TO: John Thrasher, University President

FROM: Robyn Jackson, Chief Compliance and Ethics Officer

SUBJECT: Agenda Item for the September 4, 2018, BOT Meeting:

1. Requesting Approval of Program Plan for the Office of Compliance and Ethics

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the Program Plan for the Office of Compliance and Ethics. I respectfully request this item to be included on the BOT Consent Agenda for the September 4, 2018, BOT meeting. The item will be heard and voted upon in the Audit and Compliance Committee meeting, to be held the morning before the BOT meeting.

Please feel free to contact me if there are any questions. Thank you.

Attachments

Cc: Ed Burr, Chairman, FSU Board of Trustees

Jorge Gonzalez, Chair, Audit and Compliance Committee
FSU COMPLIANCE AND ETHICS PROGRAM—SEPTEMBER 2018

INTRODUCTION

Higher Education is one of the most highly regulated industries in the country. At the federal level alone, there are over 200 laws regulating some aspect of our operations. Regulatory activity is directed at issues including accessibility programs, services, and activities; accreditation; alcohol and drug prevention; athletics; campus safety and security; college cost and affordability; conflicts of interest; disability accommodation; distance learning; export control; financial management; hazardous waste and environmental concerns; human subjects protocols; IT security; lending; privacy, and records management. As a public entity, we also face regulation from the state Legislature, the Board of Governors, and city and county governing boards, to say nothing of the standards we set for ourselves via internal regulations and policies. Regulatory compliance is a major university challenge and a source of financial, legal, and reputational risk.

Florida State University's (FSU or University) mission, vision, and values set forth the ethical principles under which all members of the University community are expected to conduct themselves. They also form the basis, along with the State of Florida Code of Conduct and Ethics, the Federal Sentencing Guidelines and Board of Governors Regulation 4.003 (SUS Compliance and Ethics Programs), for the development of the University's Compliance and Ethics Program (the Program).

- **Mission** - Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

- **Vision** - Florida State University will be among the nation’s most entrepreneurial and innovative universities, transforming the lives of our students and shaping the future of our state and society through exceptional teaching, research, creative activity, and service. We will amplify these efforts through our distinctive climate—one that places a premium on interdisciplinary inquiry and draws from the rich intellectual and personal diversity of our students, faculty, staff, and alumni. These three forces—entrepreneurship, interdisciplinarity, and diversity—deepen FSU’s impact and result in a powerful return to our students and the people of Florida for their continued support and trust.

- **Core Values**

  --Transformative Daring: We support thoughtful risk-taking that leads to successes that improve our world dramatically. And when we face challenges, we confront them with resilience, curiosity, and renewed desire to overcome hurdles to our goals.

  --Inspired Excellence: We achieve the highest levels of success by drawing strength and understanding from the talents of those around us and from our interactions with them.

  --Dynamic Inclusiveness: We believe the benefits of a richly varied community arise not only from the diversity of people it includes, but more importantly from intentional efforts to create a strong sense of belonging that encourages deep and high-quality connections.
--Responsible Stewardship: We transform the resources we are given and the public's trust in us into powerful impact that betters the lives of those around us, near and far.

--Engaged Community: We uphold the traditions and history that create a small-college culture within a large university. This makes FSU a welcoming place where people discover others like themselves—while also connecting to and learning from classmates and colleagues of vastly different backgrounds and experiences.

A comprehensive compliance and ethics program promotes an organizational culture that encourages ethical conduct, a commitment to compliance with the laws and regulations, and detection of criminal conduct. Chapter 8 of the Federal Sentencing Guidelines outlines elements for an effective compliance program, including:

- Executive Oversight;
- Standards of Conduct/Policies and Procedures;
- Effective Lines of Communication;
- Education and Training;
- Audit and Monitoring;
- Enforcement and Discipline; and
- Response and Prevention.

Experts in the field of compliance and ethics suggest a culture of compliance and ethics can be distilled from the following three simple questions:

- Is it legal?
- Do these actions comply with university policy?
- Do these actions seem fair, honest, and ethical?

The benefits of a comprehensive Compliance and Ethics Program are significant, including a campus environment which is open, honest, and accountable. Additionally, a comprehensive Compliance and Ethics Program:

- Fosters a culture which encourages and supports ethical decision-making and does not tolerate illegal or unethical behavior;
- Addresses problems through collaboration, cooperation, and communication;
- Reduces risks of non-compliance while increasing the likelihood of early detection and correction;
- Enhances decision-making at all levels by raising awareness of requirements/expectations;
- Enhances employee engagement to report actual or perceived violations of law or policy; and
• Protects FSU's reputation by reducing the likelihood that damaging or negative events will happen and minimizing the consequences of such events if they do.

The consequences of non-compliance are similarly significant and can include:

• Loss of accreditation;
• Loss of federal funding, including student financial aid;
• Fines and penalties;
• Federal and/or State monitoring activities;
• Litigation; and/or
• Reputational risk and negative press.

FSU's mission, vision, and values speak to a level of employee engagement which extends beyond mere compliance with laws, rules and policies. FSU's commitment, supported by the Program, is to the highest standards of integrity, accountability, and ethical conduct.

Our challenge is not only to make compliance but ethical behavior relevant to each employee. The Program, along with policies to be developed through the Office of Compliance and Ethics, will establish the tone for ethical decision-making and accountability in all University operations and will reinforce FSU's commitment to doing the right thing. The Office of Compliance and Ethics' motto, "Integrity and Excellence Always, In All Ways," reflects the University's overarching commitment to the highest standards of education, while consistently also maintaining the highest standards of ethics. The Program elements detailed below, informed by the Federal Sentencing Guidelines, outline strategies to help ensure integrity, accountability, and ethical conduct become embedded in all elements of our day-to-day operations.

COMPLIANCE AND ETHICS PROGRAM STRUCTURE

1) Executive Oversight

Primary oversight and direction for the Program rests with the Board of Trustees Audit and Compliance Committee. The Committee's primary focus is to provide assurances to the Board of Trustees regarding University risk management, control, and governance processes, thereby assisting the Board of Trustees in fulfilling its statutory, fiduciary, and oversight responsibilities. The Committee or its staff (which includes the Chief Compliance and Ethics Officer and the Chief Audit Officer) will regularly report to the Board on Committee activities and issues with respect to matters related to audit, compliance, and related concerns such as potential fraud or conflicts of interest. With specific regard to the Office of Compliance and Ethics, the Committee is responsible for review of the Program and any revisions, the effectiveness of the University’s compliance efforts at all levels, and the controls and policies that govern the University’s compliance obligations.

The University has hired a Chief Compliance and Ethics Officer (CCEO), who is responsible for the implementation and administration of the Program. The CCEO serves as the central point for coordination, collaboration, and oversight of activities and initiatives to promote and encourage a culture of compliance and ethical behavior. The CCEO also serves as a resource to the President's
leadership team and to departmental compliance partners in making compliance management decisions. The CCEO is responsible for the implementation of the Program, providing oversight and monitoring of its implementation, and periodic review, and serves as the chief ethics officer for the University. The CCEO is a direct report to the President and the Chair of the Board of Trustees and, as such, can escalate critical and/or time-sensitive compliance issues as appropriate and necessary.

The University's Compliance Alliance (the Alliance) shall be established to advise the President on significant compliance and ethics issues and to provide leadership and oversight in the implementation and continuous improvement of the Program. The Alliance is key to ensuring the University's compliance activities and programs are reasonably designed, implemented, and enforced. The Alliance's focus includes: promoting excellence in all University compliance, ethics and risk activities; providing leadership to ensure integrity and compliance with legal, regulatory, policy and ethics responsibilities; providing leadership and oversight to reduce and mitigate University risks; and overseeing the policy development and review process. In recognition of the importance of the University's compliance obligations and its dedication to compliance at all levels, the Alliance will be comprised of the President's Cabinet (or their designees, as appropriate). Those individuals are:

- Provost and Executive Vice President for Academic Affairs
- University Counsel
- Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President of University Advancement
- Vice President for Faculty Development and Advancement
- Vice President for Research
- Vice President and Director of Intercollegiate Athletics
- Assistant Vice President for University Communications
- Associate Vice President for University Relations
- Chief Legislative Affairs Officer
- Chief of Staff

In addition to the Alliance, the Office of Compliance and Ethics will be aided by the Compliance Partners Committee, a group of subject matter experts from across campus who will meet regularly to discuss emerging compliance issues and address areas of potential non-compliance. The Compliance Partners Committee members shall include:

- Chief Compliance and Ethics Officer (Chair)
- Chief Audit Officer
- Associate Vice President for Human Resources
• Director, Research Compliance Programs
• Senior Associate Athletics Director for Governance and Compliance
• Director, Information Security and Privacy
• Director, University Health Services
• Director, Environmental Health and Safety
• Director, Title IX Office
• Lieutenant for Professional Standards and Compliance, FSUPD
• International Travel, Safety, and Risk Officer (Position in development)
• Director, Office of Distance Learning
• Assistant Vice President for Enrollment Management
• Assistant Vice President and SACS Liaison
• Associate Vice President for Student Affairs
• Faculty Representative

Additional compliance experts in individual departments provide leadership in addressing compliance issues within their scope of responsibility. The CCEO will work closely with these experts, either directly or as part of the Compliance Partnership Committee, to identify and implement efficient methods of communication, enforcement, and monitoring with regard to compliance matters.

At this time, the establishment of the Alliance and the Compliance Partnership Committee provides an effective framework for the Office of Compliance and Ethics to operate within the University, giving proper support, input, and oversight. During the Program’s first year, the CCEO will work closely with members of the Alliance and the Compliance Partnership Committee to accomplish the Program’s objectives. After the first year, the CCEO will provide feedback and recommendations on the need for direct or indirect reporting relationships.

Although compliance is a responsibility of each member of the FSU community, proactive engaged leadership by members of the Board of Trustees and University administration is critical to maintaining a strong culture of compliance and ethical conduct. The structure for Executive Oversight of the Program as outlined in this Plan provides a solid foundation for success.

Strategic Resources related to Element 1, Executive Oversight: BOG Regulation 4.003, BOT Audit and Compliance Committee Charter, Presidential Delegations of Authority, Bylaws of the Compliance Partnership Committee,* Compliance Officer Charter, Chief Compliance Officer Position Description, Compliance Accountability Matrix*

*in development
2) Standards of Conduct/Policies and Procedures

The University's Code of Conduct and Ethics (the Code) is the foundation of the Program. The Code sets forth the expectation all employees perform their duties and responsibilities with integrity and accountability to the highest ethical standards. It also serves as a guide for employees to support day-to-day decision making, and can be used as a benchmark against which performance, both individual and organizational, can be evaluated.

In addition to the Code, other policies and procedures provide evidence to confirm an effective compliance and ethics program. This is the case for regulations and policies which are required to meet compliance and/or regulatory requirements, and to promote or enhance risk reduction and mitigation efforts.

Regular review of University regulations, policies and procedures is suggested as a best practice. A review of the FSU policy library indicates that many policies are in need of revision, and FSU's methods of distribution of policies and policy revision are in need of improvement. With the adoption of this Program, the CCEO, with the support and leadership of the Alliance, will initiate a comprehensive review of University policies and procedures, the policy review process and make recommendations for changes.

Strategic Resources related to Element 2, Standards of Conduct/Policies and Procedures: FSU Policy Library, FSU Code of Conduct and Ethics,* Presidential Delegations of Authority and Organizational Charts

3) Effective Lines of Communication (Reporting)

Open lines of communication are critical to early detection and identification of issues. Issue identification also points to areas or topics requiring additional monitoring or education. To those ends, employees are encouraged to share concerns and issues with their supervisor or other higher level administrators. Facilitating personal/face-to-face interactions is a priority for FSU as demonstrated by the training and awareness programs available through the Office of Human Resources. Continued support for, and enhancement and expansion of, these programs is critical to ensuring open and effective lines of communication and thus an effective compliance and ethics program.

There are, however, situations when employees are not comfortable sharing a concern with their supervisor. In those cases, employees are encouraged to raise the issue through use of FSU's EthicsPoint Hotline. The Hotline allows employees and any others to make anonymous reports at any time. The CCEO, Chief Audit Officer, and the Associate Vice President for Human Resources share responsibility for oversight of the Hotline, monitoring incoming reports and assigning them as appropriate. The CCEO plans to utilize existing relationships, meeting opportunities, and scheduled trainings to increase awareness of the Hotline and answer questions or comments faculty, staff, and students may have regarding this communications tool, enhancing existing educational and marketing efforts regarding the Hotline. Research confirms when a Hotline is available the detection and identification of issues of concern are enhanced. Continued highlighting and support of the Hotline are required if an effective compliance and ethics program is to become a reality.

Additionally, information regarding specific reporting requirements on issues such as Clery Act, abuse of children/vulnerable persons, Title IX incidents, and discrimination are made available to the campus
community through a variety of measures, including face-to-face and online training, targeted e-mails, and a variety of creative marketing approaches. Continued use of these communications tools helps foster an environment of open, honest, and effective communications; in other words, a culture of compliance.

Other initiatives to encourage and facilitate communications across campus are in various stages of planning or development including a compliance e-mail to allow employees and others to submit questions and comments directly to the CCEO (compliance@fsu.edu), a Compliance and Ethics Newsletter, tabling at appropriate University events to promote the Program, and programming for November’s Compliance and Ethics Week (November 4-10).

Strategic Resources related to Element 3, Effective Lines of Communication: Duty to Report Requirements, including Form 1 filings, EthicsPoint Hotline

4) Education and Training

Compliance and ethics training is a foundational element of an effective compliance and ethics program. A university’s commitment to general and specific compliance education and training programs cannot be overstated. Describing what constitutes “Integrity and Excellence Always, In All Ways” and communicating those expectations to employees and others in the FSU community is a function of our education and training program.

Currently, FSU offers a range of compliance and ethics-related education and training workshops and seminars, which will expand with the growth of the Office of Compliance and Ethics. Those individual programs form a good nucleus for the development of a comprehensive Compliance and Ethics Education and Training Program. In the short term, the CCEO will coordinate with the Office of Human Resources’ Training and Organizational Development Section, Environmental Health and Safety, and the Office of Faculty Development and Advancement to develop an inventory of programs falling under the compliance and ethics umbrella. The long-term goal is the development and implementation of an integrated, coordinated program of employee training and development on compliance and ethics issues and topics. The CCEO will also focus specific efforts on the development of education and awareness programs regarding the Program, the FSU Code of Ethics, and Conflicts of interest-related matters, including outside employment.

Compliance and ethics training is not limited to our employees. More specifically, the CCEO, in collaboration with the Chief of Staff, Chief Audit Officer, and General Counsel, provides training for FSU’s Board of Trustees on compliance and ethics issues, including the Code of Ethics for Public Employees, Conflicts of Interest, and Gifts and Honoraria. The first of these trainings by the new CCEO occurred in May 2018. A regular schedule of BOT training on compliance and ethics issues is critical to our success in implementing the Program, as the tone at the top sets the tone for all.

Strategic Resources related to Element 4, Education and Training: Training and Organizational Development Section, Office of Faculty Development and Enhancement, University Communications
5) Audit and Monitoring

Regular, rigorous review of University programs and operations allow issues to be identified early and remedied quickly. The University engages in frequent self-assessment, beginning with the continuous improvement processes required to meet accreditation standards through the Southern Association of Colleges and Schools, to departmental program reviews, to campus culture and satisfaction surveys. Continuous assessment of this nature is critical to ensuring an efficient, effective, and compliant work environment.

Additionally, the Office of Inspector General Services (OIGS) provides independent, objective assurance and consulting activities to improve University operations and promote accountability. Whether through regularly scheduled audits or ad hoc management accountability reviews, OIGS staff serve to assist and coach administrators and employees in areas needing attention. An active, engaged audit function contributes to the overall health of the compliance and ethics culture.

The University also enters into contracts with third parties for the assessment of programs which require greater scrutiny due to the complexity and/or nature of the issue, or when there is no in-house expertise for the initiative. Use of third parties for such purposes should continue to be embraced as a best business practice.

The Alliance is charged with the responsibility for providing leadership and oversight to assess and mitigate (as appropriate) University risks. The Alliance's review of University risk assessments, internal and external audit reports, and other management reviews will be an integral element to improving University operations and enhancing compliance and accountability across campus.

- Strategic Resources related to Element 5, Audit and Monitoring: Internal Audit and Management Consulting Services, Compliance Accountability Matrix, Conflicts of Interest Reporting

6) Enforcement and Discipline

An effective compliance and ethics program is one which provides incentives for employees to engage in conduct in accordance with laws, rules, and policies, and, conversely, applies appropriate disciplinary measures when employees engage in conduct which is non-compliant. The Federal Sentencing Guidelines specifically state that "adequate discipline of individuals responsible for an offense is a necessary component of enforcement" with the form of discipline determined on a case-by-case basis.

The University's preferred approach is to engage programs and processes which incentivize employees to do the right thing. The University has several awards programs that provide opportunity to recognize employee contributions and services consistent with specified criteria. Examples include the Max Carraway Employee of the Year Award, Student Employee of the Year Award, and Prudential Productivity Awards, as well as a variety of awards given at the office and departmental levels. Whether these programs are an appropriate vehicle by which to recognize employees for compliance-related acts and actions is a question the Alliance should explore in consultation with the Office of Human Resources. Other means by which to incentivize employees should also be explored to support and enhance this element of the Program, with adequate funding for publicity and awards.
With respect to situations in which allegations of non-compliance are substantiated, it is contemplated that the CCEO will review, at least annually, reports of confirmed non-compliance and the University’s response to ensure the University’s approach to enforcement and discipline is consistent and defensible. This review should also include information regarding instances when employees were found to have known of an act of non-compliance but failed to report.

Strategic Resources related to Element 6, Enforcement and Discipline: Office of the Provost, Office of Human Resources, Policy Library, Code of Conduct and Ethics

7) Response and Prevention

Ensuring reasonable steps are taken to respond to complaints, especially complaints of compliance violations and/or unethical conduct, is critical to fostering an environment of integrity, trust, and accountability. Corrective action also helps prevent similar issues from occurring in the future. Failure to respond creates doubt about the University’s commitment to addressing misconduct, which has the effect of reducing employee morale and engagement. The University has multiple processes by which to investigate and address reports of questionable actions or behaviors. However, decentralized departmental decision-making can have University-wide implications which can create substantial institutional risk. To limit such risk, the CCEO will coordinate with those persons responsible for investigations to compile an annual report of such activity for review by the Alliance. The Alliance’s oversight helps ensure a cohesive approach to addressing complaints across the campus, which is critical to an effective centralized compliance function.

Strategic Resources related to Element 7, Response and Prevention: New and/or changes to education/training and awareness programs, internal investigations, background checks

PROGRAM EVALUATION

A rigorous process of evaluation answers basic questions about a program’s effectiveness and is a critical management tool for program improvement. The Alliance will be responsible for overseeing the Program evaluation process and for determining the evaluation cycle (annual, biennial, or other). Metrics available for assessing the Program include: helpline statistics, compliance training statistics, policy attestation rates, investigation reports, risk assessment reports, culture surveys, and timely implementation of important changes or rulings in compliance law.

Additionally, Board of Governors Regulation 4.003 requires the University President and the Board of Trustees to engage "an external review of the Program's design and effectiveness" at least once every five (5) years and make recommendations for improvement. The first such external review will be engaged in FY 2022-2023, the fifth year of the Program.

[Approvals on following page]
Approved:

__________________________
University President

Date

__________________________
Chairman, Board of Trustees

Date

__________________________
Chairman, Audit and Compliance Committee

Date
MEMORANDUM

TO: President John Thrasher

FROM: Sam M. McCall, Chief Audit Officer

Date: August 17, 2018

SUBJECT: Agenda Items for the September 4, 2018 BOT Meeting:

Approval of the Office of Inspector General Services 2018-19 Annual Audit Plan

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the Office of Inspector General Services 2018-19 Annual Audit Plan. I respectfully request this item to be included on the BOT Consent Agenda for the September 4, 2018 BOT meeting.

Thank you

Attachment
The Florida State University

Office of Inspector General Services

Work Plan 2018-19
# Audit Work Plan 2018-19

## A. Audit Projects Carried Forward from 2017-18 Work Plan

<table>
<thead>
<tr>
<th>Project</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Compliance</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Chemical Inventories</td>
<td>315</td>
<td></td>
</tr>
<tr>
<td>Business Practices Enhancement Program (BPEP) – Ringling</td>
<td>298</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Student Tuition and Fees Waivers</td>
<td>407</td>
<td></td>
</tr>
<tr>
<td>Center for Leadership and Social Change - Operational Audit including Cash Handling</td>
<td>758</td>
<td></td>
</tr>
<tr>
<td>College of Engineering</td>
<td>840</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours for Audit Projects Carried Forward from 2017-18 Work Plan**

2,718

## B. New Audit Projects for 2018-19

<table>
<thead>
<tr>
<th>Project</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>State University System Performance-Based Funding (Mandatory)</td>
<td>902</td>
<td></td>
</tr>
<tr>
<td>Review of Major Construction Project Pay Application – Earth, Ocean, and Atmospheric Sciences (EOAS) Building</td>
<td>255</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistant Fee Waivers</td>
<td>867</td>
<td></td>
</tr>
<tr>
<td>Business Services – Contracts Management</td>
<td>1,080</td>
<td></td>
</tr>
<tr>
<td>Network Security – Device Configuration</td>
<td>925</td>
<td></td>
</tr>
<tr>
<td>Seminole Boosters – Financial Reporting and Collection of Booster Pledges Internal Controls*</td>
<td>787</td>
<td></td>
</tr>
<tr>
<td>College of Law</td>
<td>820</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Republic of Panama Campus</td>
<td>330</td>
<td></td>
</tr>
<tr>
<td>University Disaster Recovery and Business Continuity Plan*1</td>
<td>435</td>
<td></td>
</tr>
<tr>
<td>Concur Travel System*</td>
<td>382</td>
<td></td>
</tr>
<tr>
<td>College of Medicine*</td>
<td>475</td>
<td></td>
</tr>
<tr>
<td>National High Magnetic Field Laboratory*</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

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1 We have planned that these four audit projects indicated by an asterisk (*) will be carried over with additional hours and completed in the next fiscal year, 2019-20.
### Audit Work Plan 2018-19

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Support Organizations (DSOs) External Audits -- Financial Report Reviews (Required)</td>
<td>40</td>
</tr>
<tr>
<td>DSOs IRS Form 990 Reviews (Required)</td>
<td>20</td>
</tr>
<tr>
<td>Management of RSM Construction Consulting Project -- University Housing Replacement Phase II (Required)</td>
<td>50</td>
</tr>
<tr>
<td>Management of RSM Construction Consulting Project -- Doak Campbell Stadium Renovations (Required)</td>
<td>50</td>
</tr>
<tr>
<td>Fraud and Internal Controls Training to University Entities (Required)</td>
<td>40</td>
</tr>
<tr>
<td>Review of College Town Financial Statements</td>
<td>40</td>
</tr>
</tbody>
</table>

**Total Hours for New Audit Projects Begun in 2018-19**: 8,583

<table>
<thead>
<tr>
<th>Follow-Up Projects for 2018-19</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up activities for previously completed audits</td>
<td>495</td>
</tr>
</tbody>
</table>

**Total Hours for Follow-Up Projects for 2018-19**: 495

<table>
<thead>
<tr>
<th>Contingency for 2018-19</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>These hours are for new, unplanned projects given priority during the fiscal year</td>
<td>0</td>
</tr>
<tr>
<td>Sponsored Research Services – Post Award and Scquest/Jaggaer (FSU SpearMart) Electronic Procurement System are two audits having priority status to begin during fiscal year 2018-19, provided we have unforeseen available hours for them.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours for Contingency for 2018-19**: 0

<table>
<thead>
<tr>
<th>Investigations for 2018-19</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This includes ongoing and new investigations that may result from faculty and/or staff requests, Whistleblower complaints, and complaints received from the Ethics Point hotline.</td>
<td>2,025</td>
</tr>
</tbody>
</table>

**Total hours for Investigations for 2018-19**: 2,025

**Total Direct Service Hours for 2018-19**: 13,821

<table>
<thead>
<tr>
<th>Audit Management and Administration for 2018-19</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit management and administration includes administrative</td>
<td>6,459</td>
</tr>
</tbody>
</table>
Audit Work Plan 2018-19

meetings, continuing professional development, and approved employee leave and holidays. It also, for this fiscal year, includes maintenance of audit software and efforts towards continued accreditation in investigations.

Total Audit Management and Administration 6,459

Total Hours for 2018-19 20,280
## A. Audit Projects Carried Forward from 2017-18 Work Plan

<table>
<thead>
<tr>
<th>Title IX Compliance</th>
<th>The purpose of this audit is to evaluate the University’s current practices for investigating and resolving reports of sexual misconduct and to determine if the University complies with Title IX laws, rules, regulations, guidance, and University policies and procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Inventories</td>
<td>The purpose of this audit is to assess the University’s current policies and procedures for identifying hazardous chemicals and other chemicals that may pose a risk to the University community, and accounting for the presence of these chemicals on campus.</td>
</tr>
<tr>
<td><strong>Business Practices Enhancement Program – John and Mable Ringling Museum of Art</strong></td>
<td>This audit is part of the OIGS’ Business Practices Enhancement Program. The primary purpose of this audit is to provide University administrators with assistance in strengthening procedures over cash handling, payroll, purchasing, human resources, inventory, and other facets of the John and Mable Ringling Museum of Art’s business operations.</td>
</tr>
<tr>
<td>Undergraduate Student Tuition and Fees Waivers</td>
<td>The purpose of this audit is to evaluate the University’s administration and oversight of undergraduate tuition and fees waivers, in accordance with applicable laws, rules, and regulations, as well as University policies. From preliminary data we received from Student Business Services, undergraduate student tuition and fee waivers for the most recent semester, Spring 2017, totaled approximately $14 million.</td>
</tr>
<tr>
<td>Center for Leadership and Social Change - Operational Audit including Cash Handling</td>
<td>The Center for Leadership and Social Change is organizationally located under the Vice President for Student Affairs. The Center focuses on leadership education, identity development, and community engagement. The primary purpose of this audit will be to provide University administrators with assistance in strengthening procedures over cash handling, and to evaluate other financial activities of the Center.</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>This audit will be conducted jointly with the FAMU Division of Audit and Compliance. The purpose of this audit will be to evaluate the dual systems of internal control for this jointly operated academic program, to identify potential weaknesses in internal controls and inconsistencies in processes, and to recommend improvements where needed.</td>
</tr>
</tbody>
</table>

## B. New Audit Projects for 2018-19

| State University System Performance-Based Funding (Mandatory) | The purpose of this audit, mandated by the State University System of Florida, Board of Governors, is to assess controls that address the topic of data integrity, including a detailed analysis of the processes, procedures, system-based controls, and other data verification measures in place to support the integrity of |
### Audit Work Plan 2018-19

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Major Construction Pay Application – EOAS Building</td>
<td>The purpose of this audit is to perform an interim audit to validate the reimbursable nature of costs to the University incurred by the Construction Manager for a major construction project. This audit will include a review of an application for payment for compliance with the Earth, Ocean, and Atmospheric Sciences (EOAS) Building contract between the University and the construction manager.</td>
</tr>
<tr>
<td>Graduate Assistant Fee Waivers</td>
<td>The purpose of this audit will be to evaluate the University’s administration and oversight of graduate assistant fee waivers, in accordance with applicable laws, rules, and regulations, as well as University policies. According to The Graduate School, total graduate assistant fee waivers for the Fall 2017 term were $12,808,282 in Matriculation Waivers and $6,622,803 in Out-of-State Waivers, for a total dollar amount of $19,431,085.</td>
</tr>
<tr>
<td>Business Services – Contract Management</td>
<td>The Office of Business Services (OBS) offers a wide range of services across the FSU campus in the following 11 areas: 1) Banking, 2) Departmental Copier Services, 3) Departmental Postal Services, 4) Departmental Print Services, 5) FSU Bookstore, 6) FSUCard Program, 7) Laundry, 8) Seminole Dining, 9) Seminole Golf Course, 10) Student Copy, Print, and Mail, and 11) Vending. The purpose of this audit is to review business services contracts in selected areas and their management.</td>
</tr>
<tr>
<td>Network Security – Device Configuration</td>
<td>Network control devices, when effectively managed, help protect internal network resources from external risks. The purpose of this audit is to assess the University’s current policies, procedures and processes to provide assurance that network device configuration weaknesses are identified and remediated in a timely manner.</td>
</tr>
<tr>
<td>Seminole Boosters – Financial Reporting and Collection of Booster Pledges Internal Controls</td>
<td>The purpose of this audit is to evaluate the effectiveness of Seminole Booster’s internal controls, specifically as they relate to Financial Reporting and Collection of Booster Pledges.</td>
</tr>
</tbody>
</table>
| College of Law                                    | *U.S. News & World Report* (2018) rates Florida State as the 47th best law school in the nation. Florida State’s environmental law program is ranked 10th best nationally.  

Our Office previously conducted a broad-scope Business Practices Enhancement Program (BPEP) assessment of the College of Law in 12 operational areas, which was published March 26, 2013. For the planned project, we intend to reassess risk and controls and identify areas in need of further review. |
<p>| Athletics                                          | At many universities, athletics expenses outpace athletics |
| Republic of Panama Campus | Of all of the University’s international programs, the Panama City, Panama campus is the largest. The University recently renovated building boasts classrooms, science laboratories, computer labs, administrative offices, and a student lounge. This audit would include a review of campus internal controls, risk, and identified program issues. In addition, training would be provided on the establishment of internal controls and how to reduce the likelihood of fraud. The FSU Director of International Programs agreed an on-campus audit would be beneficial. |
| University Disaster Recovery and Business Continuity Plan* | The primary purpose of this audit is to determine whether the University has adequately provided for continuity, restoration, and recovery of critical data and systems. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2019-20. |
| Concur Travel System* | The purpose of this audit will be to evaluate internal controls over travel expenditures in the Concur Travel System. The audit will also include a review of travel agency services provided under the contract with World Travel Services, Inc. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2019-20. |
| College of Medicine* | Our Office previously conducted a broad-scope Business Practices Enhancement Program (BPEP) assessment in 19 operational areas, which was published November 17, 2003. Additionally, the Office published its Audit of the College’s Florida Medical Practice Plan on April 14, 2017. For the planned project, we intend to reassess risk and controls and identify areas in need of further review. The beginning operating budget for College of Medicine for 2016-17 was $46.6 million. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2019-20. |
| National High Magnetic Field Laboratory* | The National High Magnetic Field Laboratory (MagLab), is the largest and highest powered magnet lab in the world. The Mag Lab is funded by the National Science Foundation and offers scientists from across the globe access to unique instruments and expertise. The scope of this audit will be determined through discussion with Mag Lab management and a review of risk and controls related to revenue sources, expenditures, and cost allocations, and may include auditing one or more major contracts. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2019-20. |</p>
<table>
<thead>
<tr>
<th><strong>Audit Work Plan 2018-19</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSOs External Audits – Financial Reviews (Required)</strong></td>
</tr>
<tr>
<td><strong>DSOs IRS Form 990 Reviews (Required)</strong></td>
</tr>
<tr>
<td><strong>Management of RSM Construction Consulting Project of University Housing Replacement Phase II (Required)</strong></td>
</tr>
<tr>
<td><strong>Management of RSM Construction Audit of Doak Campbell Stadium Renovations (Required)</strong></td>
</tr>
<tr>
<td><strong>Fraud and Internal Controls Training to University Entities (Required)</strong></td>
</tr>
</tbody>
</table>
## Audit Work Plan 2018-19

<table>
<thead>
<tr>
<th>Review of College Town Financial Statements</th>
<th>College Town, LLC was formed as a limited liability company in December 2011, to develop, maintain, manage, and operate a mixed-use project consisting of approximately 34,000 square feet of commercial space, 71 residential units, and an entertainment and food service venue. Initial construction was completed in July 2013 and the company continues to develop. At December 31, 2017, assets were $25.2 million, with liabilities exceeding assets by $3.88 million. Total operating income for 2017 was $2.54 million, operating expenses were 1.31 million, and after other expenses to include interest expense, depreciation, management fees, and other items, the net loss for the year was $596,484. This consulting engagement will include continued review and summary reporting on financial statements issued to date and additional inquiries and audit work considered necessary.</th>
</tr>
</thead>
</table>

## C. Follow-up Projects for 2018-19

| Audit Follow-Up | Follow-up activities on management recommendations are conducted on previously completed audits. Follow-ups are conducted every six months - in February and August. |
MEMORANDUM

TO: President John Thrasher

FROM: Sam M. McCall, Chief Audit Officer

Date: August 17, 2018

SUBJECT: Agenda Item for the September 4, 2018 BOT Meeting:

Approval of James Moore & Company to audit the FSU International Programs Association, Inc. as required by BOT Regulation 2.025

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the request for approval for the above audit firm to audit the FSU International Programs Association, Inc., a Direct Support Organization. I respectfully request this item to be included on the BOT Consent Agenda for the September 4, 2018 BOT meeting.

Thank you

Attachment
MEMORANDUM

TO:       Sam McCall, Chief Audit Officer
FROM:     James E. Pitts, Director/Treasurer Florida State University International Programs Association, Inc.
DATE:     July 9, 2018
SUBJECT:  Request BOT Approval of Audit Firm Selection

In accordance with FSU Policy 2.025, I request BOT approval to enter into a five-year contract with the firm of James Moore & Company as the selected audit firm to perform the DSO financial statement audit of Florida State University International Programs Association, Inc. (FSUIPA, Inc.) with an option to renew for an additional five years with a new lead partner for the second term.

FSUIPA, Inc. sent RFPs to twelve audit firms. Three responded. One of the three did not have the requisite experience with colleges and universities. After hearing oral presentations from the remaining two firms on June 14, 2018, the audit committee selected James Moore & Company to perform the financial statement audits of FSUIPA, Inc. James Moore & Company had more experience with colleges and universities, received positive references regarding their ability to meet deadlines, and provided a lower fee than the other firm. The audit committee’s selection was approved by the Board of FSUIPA, Inc. at the July 6, 2018 meeting.
MEMORANDUM

TO: President John Thrasher
FROM: Sam M. McCall, Chief Audit Officer
Date: August 17, 2018
SUBJECT: Agenda Items for the September 4, 2018 BOT Meeting:

Approval of Thomas, Howell, Ferguson to audit the FSU Athletic Association, Inc., as required by BOT Regulation 2.025

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the request for approval for the above audit firm to audit the FSU Athletic Association, Inc., a Direct Support Organization. I respectfully request this item to be included on the BOT Consent Agenda for the September 4, 2018 BOT meeting.

Thank you

Attachment
MEMORANDUM

TO: John Thrasher, President

FROM: Sam M. McCall, Chief Audit Officer

DATE: August 17, 2018

SUBJECT: Request for BOT Approval of the Firm to Audit the FSU Athletics Association, Inc.

In accordance with FSU Regulation 2.025, the FSU Athletics Association, Inc. has requested BOT approval of a one-year contract with the firm of Thomas Howell Ferguson to perform the DSO financial statement audit of the Florida State University Athletics Association, Inc.

Initially, the Department of Athletics believed the Association’s financial statements would be a consolidated entity within the Department of Athletics financial statements and could be most economically and efficiently audited by the above firm which also audits the Department of Athletics. Subsequently, the Department learned that the Athletics Association financial statements must be shown with other DSO’s and not included with the Department of Athletics financial statements.

Therefore, the request for approval is for Thomas Howell Ferguson to perform the DSO audit for the 2017-2018 fiscal year, one-year, and to then issue a request for proposal going forward to coincide with the remainder of the term of the audit contract for the Department of Athletics.

The above approach is logical and continues the requirement for BOT approval of audit firms and oversight of DSO’s.
MEMORANDUM

TO: John Thrasher, President
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: August 20, 2018
SUBJECT: Request for Approval
Status Report on Purchase Orders Over $1.0 million and 5+ Years’ Service Contracts

In accordance with the January 24, 2003 FSU Board of Trustee Meeting, I am providing a listing of all purchases and service contracts made from July 2017 through June 2018 in excess of $1.0 million as well as contracts or agreements that exceed 5 years in length.

I recommend approval of the Status Report on Purchase Orders over $1.0 million and 5+ Years’ Service Contracts.

KC/rkg

Attachment
### Suppliers with orders over $1,000,000.00 and Service Contracts over five years (July, 2017 through June, 2018)

**Purchase Orders**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax Building</td>
<td>$13,966,751.62 Various projects — continuing services for minor/major projects.</td>
</tr>
<tr>
<td>Albritton Williams</td>
<td>$1,406,870.00 Furnished construction management services to reroof DCV Magnet Building. Construction Project #1800348.</td>
</tr>
<tr>
<td>Albritton Williams</td>
<td>$7,158,024.60 Various projects — continuing services for minor/major projects.</td>
</tr>
<tr>
<td>Anixter Inc.</td>
<td>$1,330,477.00 Direct Owner Purchase for Light fixtures, controls, switchgear, etc. for the FSU EOAS Building. Construction project #01627.</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$1,982,427.00 McColum Hall Lobby Renovation. Construction Project #1700040.</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$10,083,268.00 Childers Design Portion on PO#CP18R26401. CP18R26402. Hoffman 0035, FS 264, Teaching Lab Renovations</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$1,391,663.00 CP18R26411 – Biology Unit I Third Floor renovation</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$3,500,000.00 CP18R26412 – Biology Unit I Third Floor Renovation</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$1,750,000.00 CP18R26501 – Tucker Center, 4546 Lighting Replacement</td>
</tr>
<tr>
<td>City of Tallahassee (StarMetro)</td>
<td>$3,631,107.00 for StarMetro bus service for students, faculty, and staff which includes the FSU campus and the entire Tallahassee metro area. Exempt Service in accordance with FSU-2.015 (9)(d)</td>
</tr>
<tr>
<td>Cook Brothers</td>
<td>$1,583,481.07 Parking Garage Retail Dining Renovation. Project #1800181.</td>
</tr>
<tr>
<td>Culpepper Construction</td>
<td>$4,953,790.22 CP18R27402 – Campus Dining &amp; Kitchen Renovations</td>
</tr>
<tr>
<td>Delta Airlines</td>
<td>$1,100,600.00 for 2018 Football Air Charter. Per ITN 5887-A.</td>
</tr>
</tbody>
</table>
Fisher Scientific  
$1,605,597.00 for Helios G4 Equipment. State of Florida Contract #41120000-15-ACS.

Gatan, Inc.  
$1,295,500.00 for BioQuantum/K3 state of the art image recording device. This is an add-on to an existing FEI Titan Krios electron microscope. Sole Source.

Goody, Clancy & Associates Inc.  
$3,743,450.00 College of Business, Legacy Hall. CP18R20601.

Graybar Electric  
$1,200,000.00 GS and US4 Switchgear Retrofits for DC Magnet Building, Project #1800291.

Huron Consulting  
$3,790,663.00 for Integrated Research Software Solution System that will standardize the proposal, development, routing and approval process, integrate fiscal and non-fiscal regulatory compliance information, and track proposal and award activity to manage the administration of grant related activities. Per ITN 5853-0.

Hyland Software  
$1,745,671.55 for OnBase Installation, Document Management Solution, and Conversion from Nolij for 16 Departments. TCPN/NIPA Contract #R140404.

Johnson Lancaster Sales LLC  
$1,260,072.32 Direct Owner Purchase for Campus Dining & Kitchen Renovation. Construction Project #1827400.

Kewanee Scientific  
$1,006,662.00 Direct Owner Purchase for Laboratory Wood casework for EOAS Building. Project #1303685.

Mad Dog Construction  
$1,999,999.96 Construction for the Toddler Center. Project #1700282.

Mad Dog Construction  
$1,130,481.11 Thagard 4th floor renovations, Project #1800048.

Mad Dog Construction  
$1,900,000.00 Kleman Plaza Space – Interior Renovations/ Tenant Improvements Project #1800385.

Oracle America, Inc.  
$1,392,013.66 for software maintenance (Oracle renewal Year 4 of 5 for Oracle database enterprise – Licensing and support). Exempt service in accordance with FSU 2.015(9)(d)(14).

Siemens Building  
$1,509,303.00 Building Automation System. Project #1800373.

Sciberus, Inc.  
$1,507,948.23 for Software development for the CPalms project. GSA Contract: GS-35F-0438X.
SHI Government $1,350,000.00 for Cloud Professional Services (145 post duplication TB at Site NWRDC-TLH, NWRDC-ATL Back up as a service for DOE). State of Florida Contract #252-001-09-1 for Microsoft License Maintenance & Services and Contract #43230000-15-02 for Licensing Solutions Providers (LSP) of Microsoft Software and services.

Sun Coast Electric & Networking, Inc. $1,650,000.00 Campus 15KV Cable Replacement Circuits. Project #1700304.

Trane of Tallahassee $1,792,137.55 Mag Lab Chillers and Refrigerant Monitor. Project #1800361. GSA Contract GS-07F-0248K.

Willis A. Smith Construction Inc. $1,900,000.00 Ringling Maintenance & Storm Water Repairs. Project #18000294.

Five Year + Service Contracts - Expense


Alpha Video and Audio (formerly Videotech) $165,186.82 expense FYE 2018. Term: 10/5/2015 – 6/30/2018 (plus two 1-year renewal options – however Athletics has decided not to renew). Provides audio/visual engineering services for FSU Athletics. ITN5777-A

Archie Weatherspoon $0 for expense FYE 2018. Term: 7/1/2013 – 6/30/2016 (plus two 1-year renewal options). Provides custodial services for the Department of Anthropology. ITB5641-A

American Servco Inc. (ASI) $487,332.08 for expense FYE 2018. Term: 7/15/2015 – 6/30/18 (plus two 1-year renewal options). Provides custodial services for the Department of Athletics. Per ITN5760-A

Astro Travel and Annette Buses $804,866.30 expense FYE 2018 for Astro Travel and $144,817.00 expense FYE 2018 for Annette Buses. Term: 6/11/2013 – 6/30/2016 (plus two 1-year renewal options). Provides bus charter services. ITN6622-A

Audienceview Ticketing Corporation $37,721.40 expense FYE 2018. Term: 7/1/2016 – 6/30/2021 (plus two
1-year renewal options). Provides subscription services to Fine Arts Ticket Office System. ITN5795-9

Baer Air

$988,725.13 expense FYE 2018. Term: 07/01/2014 – 06/30/2017 (plus two 1-year renewal options). Provide private air charter services to the University and Athletics. ITN5690-A

Blackboard Transact (software for OBS only) $151,614 expense FYE 2018. Term 12/12/2004 – 6/30/2020. Blackboard is the software application that handles the cash transactions for the FSU Card Dining, Vending, Laundry Services, and Pay-4-Print ($6,855).

Blackboard Inc.


Booster Lease for Sports Shop

$375,000 expense FYE 2017. Term: 5/1/1998 – 2/1/2018 (Expired on 2/1/18 – payments made during the period “fully satisfy the Business Services obligation to the Boosters”). The Seminole Boosters provide space for the Bookstore Sports Shop in University Center B for annual rent of $265,000 plus a commission on sales of clothing & gifts in Sports Shop

Brightview Tree Care Service

$49,405 expense FYE 2018. Term: 10/20/16 - 6/30/19 (plus two 1-year renewal options). Provide all materials, equipment and labor for Tree Care Maintenance Services for the estate at The Ringling located in Sarasota, FL. ITB 5812-A

CDW-G


Cyxtera (formerly CenturyLink/Embarq)

$600,921.14 expense FYE 2018. Term: 10/25/2014 – 6/30/2016 (plus three 1-year renewal options). Provides Disaster recovery and remote backup site hosting services. ITN5638-A

Clark/Nikdel Inc. (CNP)


Clean All, LLC

$191,560 expense FYE 2018. Term: 7/1/2013 – 6/30/2016 (plus two 1-year renewal options). Provides custodial services for Recreation Center and Wellness Center. RFP5630-A

Contemporary Services Corp.

Dial Communications

$399,297.04 expense FYI 2018. Term: 8/15/15 - 7/2/18 (plus two 1-year renewal options). Provides information technology services and labor to install wiring and cabling for all FSU campuses. ITN5766-A and ITB 5816-A

Digital Measures LLC

$8,971 expense FYE 2018. Term 2/15/2016 - 2/14/2021. Data Service to assist College of Business with its accreditation for the AASCB and SACS

EvaluationKit LLC

$63,000 expense FYE 2018. Term: 9/1/2015 - 8/31/2018 (plus three 1-year renewal options). Provides for online course evaluation system. ITN5747-4

Fisher Scientific Company LLC


Framing Concepts, Inc. dba Paradigm, Inc.


Global Spectrum, LP


Grainger


GroupOne Health Source, Inc.

$203,793.40 expense FYE 2018. Term: 10/19/2015 - 6/30/2018 (plus two 1-year renewal options). Provides health services/medial claims management services. ITN5779-A

Hip Science, LLC


Huron Consulting

Hyland


Instructure (Canvass)


International Fire Protection


Jostens, Inc.

$145,330.95 expense FYE 2018. Term: 9/1/2016 – 8/31/2019 (plus two 1-year renewal options to 8/31/2021). Provides multiple sports award and championship rings, for the Athletic Department. ITN 5803-9

Kerigan Marketing Associates Inc

$165,870.31 expense FYE 2018. 07/01/2014 – 6/30/2017 (plus two 1-year renewal options). Provides advertising services for the Panama City campus. ITN5688-A

Konica Minolta Business Solutions

$601,063 expense FYE 2018. Term: 10/6/2011 – 9/30/2015 (plus two 1-year renewal options to 9/30/2017). Contract was extended month to month until 9/30/18 until new contract is in place, which is currently in being solicited/negotiated. Provides leased copiers, which are sub-leased to departments and used to provide print and copy services to students for a fee. ITN5443-4

Labor Ready


Localist

$86,919 expense covers a three year term – FY16 - 18. Term: 6/20/16 – 6/19/2019 (plus three 1-year renewal options). Provides event and information communication system. ITN5778-4

Matheson Tri-Gas, Inc.


Medline

$0 expense FYE 2018. Term: 5/4/18 – 6/30/2020 (plus one 5-year renewal option). Provides Medical Supplies for Campus Departments/Labs. E&I Contract #CNRO1385

Modo Labs / Grey Heller

$118,916 expense FYE 2018. Term 9/15/2015 –
9/14/2018 (plus three 1-year renewal options). Provides base mobile platform services. ITN5716-4

Nalco Company

$48,442.27 expense FYE 2018. Term 7/1/16 – 6/30/2021 (plus three 1-year renewal options). Provides water treatment chemicals, equipment and service. ITN5806-3

Network Cable Service

$3520 expense FYE 2018. Term 9/14/17-6/30/20 (plus two 1-year renewal options). Provides information technology services and labor to install wiring and cabling for all FSU campuses. ITB 5816-A

Nuventive


Office Depot

$1,050,862.15 expense FYE 2018. Term: 02/13/2012 – 02/12/2019 (plus two 1-year renewal options). Provides Office Supplies, paper, toner and accessories for the University. FIU ITN12-004

Oglesby Union

$476,442 expense FYE 2018. Term 7/1/2012-7/1/2014 (plus three 1-year renewal options to 7/1/2017), plus a 4th extension month-to-month for up to an additional year. Business Services leased 33,933 square feet of dining space from the Union at $14.74 per square foot through May 2018. Due to construction of the new Student Union, beginning May 2018 dining services space allocation is now 20,267.

Oracle (PeopleSoft)


Paciolan


Pittman Law Group

$40,000 expense FYE 2018. Term: 10/19/2017 – 6/30/2019 (plus two 1-year renewal options). Provides governmental legal consulting services. ITN5864-A

Premise Network Solutions

$157,293.85 expense FYI 2018. Term: 9/14/17-6/30/20 (plus two 1-year renewal options). Provides information technology services and labor to install wiring and cabling for all FSU campuses. ITB 5816-A

Rideshark

$10,000 FYE 2018. Term 10/9/17 – 6/30/20 (plus two 1-year renewals. Provides FSU Transportation rideshare and ride matching services.

Rogers Gunter Vaughn Insurance

$133,846.94 expense FYE 2018. Term: 11/1/2017 –
<table>
<thead>
<tr>
<th>Vendor/Service Provider</th>
<th>Description</th>
<th>Contract Dates</th>
<th>Terms and Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super Lube</td>
<td>$7,552.00 expense FYE 2018. Term: 10/26/2015 – 6/30/2019 (plus two 1-year renewal options). Provides for fleet maintenance services. ITN5764-0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SurveyMonkey</td>
<td>$90,000 expense FYE 2018. Term: 6/15/2016 – 6/18/2018 (plus three 1-year renewal options). Provides submission management software system services. ITN5727-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tallahassee Car Care</td>
<td>$60,107.95 expense FYE 2018. Term: 10/26/2015 – 6/30/2019 (plus two 1-year renewal options). Provides fleet maintenance services. ITN5764-0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TransLoc</td>
<td>$82,243 expense FYE 2018. Term: Month – to – Month until new bus contract. Provides a mobile GPS service for the busses serving the campus and surrounding area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triumvirate</td>
<td>$101,452.21 expense FYE 2018 Term: 07/01/2014 – 6/30/2017 (plus two 1-year renewal options). Provides FSU with chemical waste pick-up, transportation, and disposal services. ITN5674-A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Wells Fargo Term: 1/1/18 – 12/31/23 (plus one 5-year renewal option). Provides for general banking Services and procurement card services. ITN 5824-A

World Class Athletic Surfaces $34,375 expense FYE 2018: Term 07/07/2014 – 06/30/2017 (plus three 1-year renewal options). Field marking paint for Athletics. RFP5690-0

Yellow Cab (dba Capital Transportation) $9,364 expense FYE 2018. Term: 6/28/2012 – 6/30/2015 (plus two 1-year renewal options and a month-to-month for up to one year thereafter to 6/30/2018). Yellow Cab provides late night taxi service to students for a fixed fee in an agreed upon geographical area. Students share 50% of the cost. Student Government pays 25% of the cost, and the Transportation Access Fee pays 25% of the cost. ITN5517-A

Collection Services (Multi-Award) Term: 7/1/2009 – 6/30/2014 (plus two 2-year (10 vendors) renewal options extending to 6/30/2018). Provides unpaid account collection services for state university system. Discounts of 20-33% as negotiated. POs are not issued. RFP5299-A (FSU utilized General Revenue Corp; Williams and Fudge; and Conserve). This contract was just rebid and new contract starts 7/1/2018.

**Five Year + Service Contracts - Revenue**

America to Go $-0 revenue FYE 2018. Term 4/29/2015 – 12/31/2018 (plus one 2-year renewal option). America to Go provides catering services to the University and FSU receives a 2% fee “on the amount of the orders invoiced”, payable quarterly. E&I Contract # CNR01458

AT&T $50,400 annual revenue; 2011 – 2021; Space lease for
<table>
<thead>
<tr>
<th>Company</th>
<th>Revenue FYE 2018</th>
<th>Term</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams Building distributed antenna system (DAS)</td>
<td>$50,400</td>
<td>5/19/2015 – 5/19/2025</td>
<td>$50,400 annual revenue; 2015 – 2025; Space lease for Williams Building distributed antenna system (DAS). Initial term: 5/19/2015 – 5/19/2025 with two 5-year extension options.</td>
</tr>
<tr>
<td>Bank Remote, LLC</td>
<td>$8,713</td>
<td>1/12/16 – 6/30/19</td>
<td>$8,713 revenue FYE 2018. Term: 1/12/16 – 6/30/19 (includes one two year renewal). Provides campus wide ATM machines, including equipment cash, security, and cash loading services.</td>
</tr>
<tr>
<td>Coca-Cola, Inc.</td>
<td>$685,538</td>
<td>8/01/2017 – 7/31/2027</td>
<td>$685,538 revenue FYE 2018. Term: 8/01/2017 – 7/31/2027. Coca-Cola operates the beverage vending machines and has exclusive pouring rights on campus and pays a commission of 50% of sales, $2,522,757 sponsorship, and excess commissions over the $315,000 guaranteed commissions. ITN #5546-2</td>
</tr>
<tr>
<td>Follett Higher Education</td>
<td>$1,336,304</td>
<td>7/17/2003 – 6/30/2018</td>
<td>$1,336,304 revenue FYE 201. Term: 7/17/2003 – 6/30/2018 (includes the 5-year renewal option). Follett operates the campus bookstore, the Sport Shops at the stadium and Civic Center and the Panama City campus bookstore. Revenue includes 11% commission on first $12 million in sales plus 12% of sales over $12 million and two $1,000 student scholarships. New contract effective 7/1/2018 - Solicitation of Competition SOC 5881-2</td>
</tr>
</tbody>
</table>
spaces in PG4 on Call/Macomb streets for $725 per month.

**FSView**

$12,000 revenue FYE 2018. Term 7/1/2001 - 6/30/2015 (plus two 1-year renewal options). FSView is a newspaper distributed free on campus and pays FSU a commission the greater of 30% of advertising revenues or $12,000 per year.

**Gainesville-Miami Bus Corporation**

$25,000 revenue FYE 2018. Term: 4/15/2014 – 4/14/2018 (plus a 2-year renewal option to 4/14/2020). Provides point-to-point bus service at students’ expense outside the Tallahassee area. Fee paid to Transportation Department is a flat $25,000 per year.

**Gilly National**

$157,792 revenue FYE 2018. Term: 1/1/2016 – 12/31/2022 (plus three 1-year renewals to 12/31/2025). Gilly provides snack vending on the FSU campus. Gilly pays 26% commission on revenues with an annual guarantee of $92,000, plus a 10% of sales above $400,000. The commission is reduced by the 7.5% sales tax Gilly National pays on behalf of FSU. ITN #6769-2

**Global Spectrum, LP**


**GOTCHA**

$0 - revenue FYE 2017. Term 4/30/2015 - 6/30/2020 (plus a 5-year renewal option). GOTCHA provides 150 bikes on campus. FSU receives 5% of the late fee charged for late returns. BIKE SERVICE NOT PROVIDED TO-DATE.

**Konica Minolta Business Solutions**

$28,969 rebate revenue FYE 2018. Term: 10/6/2011–9/30/2016 (plus two 1-year renewal options to 9/30/2018). Provides leased copiers to OBS Copier Program, which are sub-leased to FSU departments and also used to provide print and copy services to students for a fee. Rebates are (1) 10% for paid invoices for maintenance (per copy charges) and (2) 4% for paid invoices on new business. This contract is currently being solicited/negotiated.

**Mako Consulting (Mako Valet)**

$4,260 revenue FYE 2018. Term: 7/31/2014 – 6/30/2017 (plus two 1-year renewal options to 6/30/2019, plus month-to-month for up to one year thereafter). Mako Valet provides valet service to students, employees and visitors to campus. OBS Parking is paid a 12% commission on gross revenues on a monthly basis.

**Seminole Golf Partners**

$45,625 revenue FYE 2018. Term August 1, 2014 – July 31, 2019 (plus one 5-year renewal to 2024). FSU leased Don Veller Seminole Golf Course operations and right of
use of the assets thereon to Seminole Golf Partners for a commission on gross revenues ranging from 2% and 3% the first two years, respectively, and 4% for revenue over $2,350,000 each year.

**Sodexo Operations, LLC**

$2,396,630 Term: 5/31/17 – 5/30/2027 Vendor oversees all Seminole Dining operations; contract provides for a quality and affordable food service program in all aspects of the operation. Contract includes capital investments, annual equipment, marketing, scholarships, In-Kind and other funding; and, annual guaranteed commissions ranging from $3.1m (first year) to $8.8m (year 10). ITN #5807-1

**Sprint-Nextel**


**SunTrust Bank**

$198,918 revenue FYE 2018. Term: 7/1/2010 – 6/30/2018 (plus a 2-year renewal option to 6/30/2020). SunTrust provides banking and FSU card services to students for a flat fee of $170,000 plus 35 cents per foreign ATM transaction on campus. (A “foreign ATM transaction” is generated when a non-SunTrust customer uses a SunTrust ATM machine on campus).

**SunTrust Bank (Office Lease)**

$42,245 revenue FYE 2018. Term: July 1, 2010 – June 30, 2020 (plus a 5-year renewal option to June 30, 2025). SunTrust leases 1,472 square feet of space in the Woodward Street garage (PG#1) for $20 per square foot. SunTrust also pays FSU Facilities for allocated share of utilities each month.

**T-Mobile**


**UPS Store (Millenium Eagle Enterprises) - 1**

$147,940 revenue FYE 2018. Term: 7/10/2009 - 7/8/2019 (plus a 5-year renewal option to 7/8/2024). The UPS Store provides mailbox services & package mailing and printing services for students and pays OBS Postal Services 10% of agreed upon sales.

**UPS Store (Millenium Eagle Enterprises) - 2**

$7,618 revenue (net of sales tax) FYE 2018 Term: July 8, 2010 – July 31, 2016, plus renewals extending to 9/30/2018. UPS Store rents 819 square feet for $10 per square foot payable to Postal Services, plus proportional share of utilities paid to Facilities for space in the E&G building on Madison Street not included in revenue.

**Verizon**

$60,480 annual revenue: 2016 – 2021; Space lease for University Center A (UCA) cell site. Initial Term:


$19,200 annual revenue; 2018 – 2027; Space lease for Med School Monopole cell site. Initial Term: 6/16/2017 – 6/16/2027 with three 5-year extension options.

$19,200 annual revenue; 2018 – 2028; Space lease for Fine Arts Monopole cell site. Initial Term: 6/16/2017 – 6/16/2027 with three 5-year extension options.

$440 revenue FYE 2018. Term: 8/11/2011 – 7/31/2017 as amended (plus two 1-year renewal options and a one-year month-to-month extension to 7/31/2020). Zipcar provides hourly and daily car rental rates for employees and students with cars provided and parked on campus. Zipcar pays a biannual commission of gross revenues of 1% on June 30 and December 31 each year.
MEMORANDUM

TO: John Thrasher, President
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: August 20, 2018
SUBJECT: Request for Approval
          Major Construction Projects Summary Report

Enclosed please find our Major Construction Project Status Report that identifies all of our active project contracts valued over $2.0 Million. This report includes an active major project summary report, an overall major project status report, and a change order summary report for FY 2017-18. These reports fulfill our annual reporting obligation to our UBOT.

I recommend your approval of this report.

KC/rg

Attachments
<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>PROJECT NAME/PHASE</th>
<th>MANAGER</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmospheric Sciences Building Construction</td>
<td>Ball</td>
<td>The project is in construction and is approximately 50% complete and progressing nicely. The project will be substantially complete in November 2019.</td>
</tr>
<tr>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Building (IRCB) Design</td>
<td>Spector</td>
<td>This project is in design. Design documents will be completed in February 2019 and construction is expected to commence in July 2019 if funding is in place.</td>
</tr>
<tr>
<td>FS-263</td>
<td>Student Union Expansion Design/Construction</td>
<td>Ball</td>
<td>Abatement is complete and demolition of the existing building continues. Utilities are being installed. Substantial Completion is expected in July 2020.</td>
</tr>
<tr>
<td>FS-206</td>
<td>College of Business Design</td>
<td>Rubin</td>
<td>The College of Business consists of approximately 210,000 GSF of Academic and Administrative spaces on the site south of the Civic Center. The design team has submitted advanced schematics and they are being reviewed.</td>
</tr>
<tr>
<td>FS-265</td>
<td>Chieftan Way Realignment Construction</td>
<td>Rubin</td>
<td>Construction is progressing nicely and the intersection at Call Street/Chieftan Way is now open. Traffic can flow north along the old Chieftan roadway as the new section is being built. Substantial Completion is expected December 2019.</td>
</tr>
<tr>
<td>FS-268</td>
<td>STEAM Classroom Building &amp; Auditorium Design</td>
<td>Feldman</td>
<td>The design team has been selected and the conceptual design is under way.</td>
</tr>
<tr>
<td>FS-240</td>
<td>Technology Services Building Renovation Construction</td>
<td>Quarles</td>
<td>The occupants have all been relocated for the duration of the renovation. Construction is progressing nicely and Substantial Completion is expected April 2019.</td>
</tr>
</tbody>
</table>
## Project Status Report
8/16/2018

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>PROJECT NAME/PHASE</th>
<th>MANAGER</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-274</td>
<td><strong>Campus Dining &amp; Kitchen Renovations</strong></td>
<td>Adams</td>
<td>Substantial Completion was achieved on June 15, 2018. The facility is now occupied and being used to feed students.</td>
</tr>
<tr>
<td></td>
<td>Final Completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-264</td>
<td><strong>Hoffman Teaching Labs Renovations</strong></td>
<td>Spector</td>
<td>100% construction documents for the infrastructure, and fourth/fifth floors are expected September 1, 2019. Construction will take place over five semesters in five phases, starting January 2019 with overall completion expected August 2020.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-264A</td>
<td><strong>Bio Unit One Renovations</strong></td>
<td>Spector</td>
<td>The study has been completed and the project has moved into Design. Occupants are to be moved out later this fall so abatement can begin early next year. Construction will follow.</td>
</tr>
<tr>
<td></td>
<td>Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-288</td>
<td><strong>Don Veller Golf Course Renovation</strong></td>
<td>Rubin</td>
<td>The golf course closed on August 12, 2018. Spraying began on August 20, 2018. Construction will commence in September and be substantially complete by October 1, 2019.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ACTIVE MAJOR PROJECTS

**Updated 8/15/2018**

### Projects Underway

<table>
<thead>
<tr>
<th>#</th>
<th>Project Number</th>
<th>Description</th>
<th>FSM / PM</th>
<th>Architect / Engineer</th>
<th>Const Mgr / Contractor</th>
<th>SCHEDULE</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FS-229</td>
<td>Earth Ocean, &amp; Atmos. Sci. (EOAS)</td>
<td>KB</td>
<td>BCI</td>
<td>Alex</td>
<td>09/04/13</td>
<td>02/10/17</td>
</tr>
<tr>
<td>2</td>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Bldg (IRC)</td>
<td>MJS</td>
<td>WHKim</td>
<td>WT</td>
<td>04/01/15</td>
<td>03/14/19</td>
</tr>
<tr>
<td>3</td>
<td>FS-263</td>
<td>Student Union Expansion</td>
<td>KB</td>
<td>WHalp</td>
<td>Alex</td>
<td>01/17/17</td>
<td>08/15/18</td>
</tr>
<tr>
<td>4</td>
<td>FS-206</td>
<td>College of Business Building</td>
<td>LR</td>
<td>GC</td>
<td>CCC</td>
<td>02/03/16</td>
<td>TBD</td>
</tr>
<tr>
<td>5</td>
<td>FS-285</td>
<td>Chaffin Way Realignment</td>
<td>LR</td>
<td>Chaffin/LW</td>
<td>02/15/17</td>
<td>04/16/16</td>
<td>07/07/16</td>
</tr>
<tr>
<td>6</td>
<td>FS-268</td>
<td>STEAM Classroom Building &amp; Auditorium</td>
<td>GF</td>
<td>BFS</td>
<td>TBD</td>
<td>07/18/18</td>
<td>02/15/19</td>
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<tr>
<td>7</td>
<td>FS-230</td>
<td>Technology-Enabled Building Renovation</td>
<td>SQ</td>
<td>AUVROCA</td>
<td>06/07/17</td>
<td>06/28/17</td>
<td>02/23/18</td>
</tr>
<tr>
<td>8</td>
<td>FS-274</td>
<td>Campus Dining &amp; Kitchen Renov. (Gusmanee)</td>
<td>BA</td>
<td>CCG/GCA</td>
<td>10/21/17</td>
<td>11/07/18</td>
<td>01/15/18</td>
</tr>
<tr>
<td>9</td>
<td>FS-264</td>
<td>Hoffman Teaching Lab Renovations</td>
<td>MJS</td>
<td>Chaffin/NIH</td>
<td>11/11/17</td>
<td>11/02/18</td>
<td>01/01/19</td>
</tr>
<tr>
<td>10</td>
<td>FS-245A</td>
<td>BGU Uni Cine Renovations</td>
<td>SUS</td>
<td>Chaffin/NIH</td>
<td>10/16/17</td>
<td>12/14/18</td>
<td>04/12/19</td>
</tr>
<tr>
<td>11</td>
<td>FS-288</td>
<td>Con Veller Golf Course Renovation</td>
<td>LR</td>
<td>Children/Con/lander</td>
<td>06/15/17</td>
<td>05/16/17</td>
<td>08/15/16</td>
</tr>
</tbody>
</table>

**Projects Underway**

$457,300,000

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**FSU PM (Project Manager) Abbreviations**
- BL = Bill Lamb (644-3504)
- GF = Gary Feldman (645-4900)
- KB = Kim Ball (644-1260)
- SQ = Biff Quaries (644-0478)
- LR = Larry Rubin (644-3901)
- BA = Brad Adams (644-0981)
- MS = Mark Bartoli (644-8458)
- BC = Brian Carnady (408-9438)
- JS = Justin Shaffer (644-3902)
- JK = Jay Lueddecke (645-5685)
- MJS = Mary Jo Spector (644-8313)
- KM = Kent Malik (619-3987)
- GM = Gary Metzfl (691-8413)

**Architect/Engineer Abbreviations**
- AEI = Affiliated Engineering
- ALW = Architects: Lewis+Whitlock
- BCJ = Bohlin Cywinski Jackson
- BPM = Barnett, Frenczak Barlowe Architects
- EMI = Elliott, Marshall, Innes
- GC = Goody Clancy
- GNCA = Glrchist Ross Crowe Architects
- HNI = Hicks Nation
- WHalp = Workshop Architects
- BFS = B.F. Studios

**Construction Manager Abbreviations**
- WS = Willis A. Smith Construction
- WT = Whiting-Turner Contracting Company
- ACA = Ajax Building Corporation
- CCC = Culppepper Construction Company

DB = Design/Build
TBD = To Be Determined

## CONSTRUCTION CHANGE ORDER SUMMARY

**FY 2017-18**

The amounts shown in this report are actual current contract amounts. They do not include unexpended contingency, in-house costs (OTC, maintenance work orders), or purchase orders for direct purchase materials, and other items included in the overall construction budget.

### MAIN CAMPUS

**Project Name & No.**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-218-B North and South End Zone Scoreboard Replacement</td>
<td>GMP</td>
<td>13,636,852.00</td>
<td>Org</td>
</tr>
<tr>
<td>included in prior year reports</td>
<td></td>
<td>(1,509,588.60)</td>
<td>CO 11</td>
</tr>
<tr>
<td>Return Project Savings</td>
<td>(34,547.81)</td>
<td>CO 12</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>12,022,315.59</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name &amp; No.</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-221, University Housing Replacement Phase 2</td>
<td>GMP</td>
<td>1,857,520.00</td>
<td>Org</td>
</tr>
<tr>
<td>included in prior year reports</td>
<td></td>
<td>16,061.00</td>
<td>CO 1</td>
</tr>
<tr>
<td>Amd 2: GMP for Site, Shell &amp; Interiors</td>
<td></td>
<td>55,091,624.00</td>
<td>CO 2</td>
</tr>
<tr>
<td>included in prior year reports</td>
<td>(12,423,038.57)</td>
<td>CO 2-16</td>
<td>Total</td>
</tr>
<tr>
<td>Unspent Direct Purchase Funds</td>
<td>130,732.15</td>
<td>CO 17</td>
<td>Total</td>
</tr>
<tr>
<td>Hardscape &amp; landscape changes, LVT flooring</td>
<td>597,622.70</td>
<td>CO 18</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>9,838.29</td>
<td>CO 19</td>
<td></td>
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<td></td>
<td>49,271,385.17</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Project Name &amp; No.</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-266, Earth Ocean &amp; Atmospheric Sciences Building</td>
<td>GMP</td>
<td>300,973.54</td>
<td>Org</td>
</tr>
<tr>
<td>Amd 1: Gunter Building Demolition</td>
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<td>356,250.00</td>
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<tr>
<td>Amd 2: Shell and Envelope</td>
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<td>31,692,704.00</td>
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<td></td>
<td>(1,730,456.00)</td>
<td>CO 1</td>
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<td></td>
<td>(726,406.80)</td>
<td>CO 2</td>
<td>*</td>
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<tr>
<td>Amd 3: Additional Scope Elevators, HVAC, and Electrical Systems</td>
<td>6,000,000.00</td>
<td>CO 3</td>
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<tr>
<td>Amd 4: GMP</td>
<td>21,429,892.00</td>
<td>CO 4</td>
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<tr>
<td></td>
<td>(2,274,188.12)</td>
<td>CO 5</td>
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<tr>
<td></td>
<td>(885,927.63)</td>
<td>CO 6</td>
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<tr>
<td>Water main relocation</td>
<td>439,055.00</td>
<td>CO 7</td>
<td></td>
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<tr>
<td></td>
<td>(1,172,358.66)</td>
<td>CO 8</td>
<td>*</td>
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<tr>
<td>allowance to incorporate future renovations at Collins, Love Carney &amp; Rogers Bldgs.</td>
<td>8,000,000.00</td>
<td>CO 9</td>
<td></td>
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<tr>
<td></td>
<td>(2,148,062.34)</td>
<td>CO 10</td>
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<tr>
<td></td>
<td>59,568,465.79</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Project Name &amp; No.</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-264, Hoffman Teaching Lab Renovations</td>
<td>GMP</td>
<td>10,083,268.00</td>
<td>Org</td>
</tr>
<tr>
<td></td>
<td>10,083,268.00</td>
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<table>
<thead>
<tr>
<th>Project Name &amp; No.</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-265, Chieflan Way Realignment</td>
<td>GMP</td>
<td>3,590,308.00</td>
<td>Org</td>
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<td></td>
<td>3,590,308.00</td>
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<table>
<thead>
<tr>
<th>Project Name &amp; No.</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-274, Campus Dining &amp; Kitchen Upgrades</td>
<td>GMP</td>
<td>4,295,275.00</td>
<td>Org</td>
</tr>
<tr>
<td>Amd: GMP Sequence 2</td>
<td></td>
<td>2,340,221.00</td>
<td>CO 1</td>
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<td>(286,488.00)</td>
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<td>(75,652.37)</td>
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<td>(146,736.99)</td>
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<td>(10,854.39)</td>
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<td></td>
<td>(1,260,072.32)</td>
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<td>50,076.53</td>
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<tr>
<td></td>
<td>12,255.76</td>
<td>CO 8</td>
<td>*</td>
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<tr>
<td></td>
<td>(50,542.00)</td>
<td>CO 9</td>
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<td></td>
<td>4,855,185.22</td>
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<td>Total</td>
</tr>
</tbody>
</table>

*DOP (Direct Owner Purchase)*
### 1700182. Jim Moran Institute for Global Entrepreneurship

<table>
<thead>
<tr>
<th>Item</th>
<th>GMP/CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amd 1: Building Demolition and Site Utilities</td>
<td>767,146.00</td>
<td>Org</td>
</tr>
<tr>
<td>Amd 2: Construction Build Out</td>
<td>5,610,297.00</td>
<td></td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>(368,774.50) CO 1-12</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>(555,300.71) CO 13</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>(44,544.33) CO 14</td>
<td>*</td>
</tr>
<tr>
<td>Adjustment of Contract for bids greater than GMP allowance</td>
<td>188,653.27</td>
<td>CO 15</td>
</tr>
<tr>
<td></td>
<td>20,616.36</td>
<td>CO 16</td>
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<td>45,782.83</td>
<td>CO 17</td>
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<td>44,754.26</td>
<td>CO 18</td>
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<td>14,897.67</td>
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<td>2,965.00</td>
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<td>6,263,617.82</td>
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### INNOVATION PARK

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<th>Dir. Own. purchase</th>
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<tr>
<td>FS-240/1700274. Technology Services Building</td>
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<td>Org</td>
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<tr>
<td>GMP</td>
<td></td>
<td></td>
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<tr>
<td>Return of Owner's Contingency and funds designated for Shaw Building Renovations</td>
<td>(1,280,000.00) CO 1</td>
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<tr>
<td>Return funds for renovations at UCC and Stinger Bldg. &amp; adjust cost of Constr. for final GMP costs</td>
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*DOP (Direct Owner Purchase)
MEMORANDUM

TO: John Thrasher, President

FROM: Kyle Clark, Vice President for Finance and Administration

DATE: August 20, 2018

SUBJECT: Request Approval of Amendment to Regulation
FSU-4.0015 Attendance and Leave, Hours of Work Requirements

The proposed amendment includes a number of changes, primarily relating to Administrative Leave:

- Emergency Closure – Administrative Leave hours awarded shall be based on the employee’s established work schedule. Employees previously scheduled off on leave shall not be required to use earned leave. Compensatory time will remain as currently administered, which is similar to compensatory time during a holiday week.

- Presidential Closure – As outlined in the policy, the President will have the authority to grant administrative leave for the closure of University operations and eligibility guidelines will be outlined when the President approves the Administrative Leave.

- Voting (Effective January 1, 2019) – Removed the two hours of Administrative Leave due to the expansion of voting by mail and early voting.

I recommend your approval of this request.

KC/rg

Attachment
FSU-4.0015 Attendance and Leave, Hours of Work Requirements.

(1) The President or designee shall have the authority to determine the use of administrative or other leave for official closings or needs of the University as deemed appropriate.

(2) Faculty, A&P, AEX, and USPS employees are eligible for paid and unpaid leave and holidays. If determined to be eligible under the FMLA, OPS employees are eligible for unpaid leave.

(3) Each employee is expected to work the number of hours in the employee’s established workweek unless on approved leave.

(4) The minimum workweek is 40 hours for full-time employees. Holiday pay and paid leave are not considered overtime and are paid at the employee’s regular pay rate. Approved leave will be adjusted to ensure an employee’s workweek does not exceed 40 hours.

(5) Compensatory leave shall consist of the following types and will be earned, transferred or paid in accordance with the Florida State University Attendance and Leave Policy (4-OP-C-7-E Attendance and Leave Policy):

(a) Overtime compensatory leave is provided instead of payment for overtime for nonexempt employees at the rate of one-and-one-half times the total hours worked beyond 40 in a workweek.

(b) Straight-time compensatory leave is provided to employees as follows:

1. Straight-time compensatory leave is provided to a USPS exempt employee for work beyond 40 hours in a workweek on an hour-for-hour basis. Extra hours worked beyond 40 hours shall be paid on an hour-for-hour basis no later than the end of the following pay period unless accrued as straight-time compensatory leave.

2. Straight-time compensatory leave is provided on an hour-for-hour basis to compensate nonexempt employees for working more than their scheduled hours during holiday weeks or when certain administrative leaves are taken.

3. Straight-time compensatory leave is provided to exempt A&P and AEX employees when the employee physically worked on a holiday and worked more hours than required in the workweek with a maximum of 8 hours.

(6) An employee shall be paid proportionately for all holidays designated for University employees up to a maximum of 8 hours per holiday day.

(7) Leave shall be accrued while in pay status and shall be credited on the last day of
one-eighth of all unused sick leave accrued prior to October 1, 1973, and 2) for one-fourth of unused sick leave up to a life-time maximum of 480 hours accrued after October 1, 1973. Upon reemployment by the University within 100 days of separation or upon recall by the University within one year after layoff, all unpaid sick leave shall be restored and any sick leave paid at time of separation shall be restored upon repayment. Faculty hired after May 6, 2011 shall not be paid for any unused sick leave. A&P, AEX, and USPS employees hired after October 1, 2015 with less than 10 years of Florida State University Service shall not be paid for any unused sick leave. If an employee separates from University employment due to disability retirement, the employee shall not receive a payout of sick leave.

(11) Annual leave for full-time employees shall be as follows with proportionate accrual for less than full-time. Academic year faculty employees (9-month) and Developmental Research School faculty employees (10-month) shall not accrue annual leave.

<table>
<thead>
<tr>
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<th>Biweekly</th>
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<th>Lifetime Payout</th>
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<tr>
<td>A&amp;P</td>
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<td>352</td>
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<tr>
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<td>480</td>
<td>480</td>
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</tr>
<tr>
<td>0 – 6</td>
<td>4</td>
<td>240</td>
<td>0</td>
</tr>
<tr>
<td>7 – 60</td>
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<td>61 to 120</td>
<td>5</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>Over 120</td>
<td>6</td>
<td>240</td>
<td>240</td>
</tr>
</tbody>
</table>

(a) Annual leave shall be accrued prior to use unless annual leave is advanced by the Chief Human Resources Officer or designee.

(b) Employees may accrue annual leave in excess of the year-end maximum during a calendar year. Employees with accrued annual leave in excess of the year-end maximum as of the last pay period of the calendar year, shall have any excess converted to post October 1, 1973 sick leave on an hour-for-hour basis.

(c) An individual who resigns from a State of Florida governmental entity and is thereafter employed by the University may transfer up to 80 hours of accrued, unused, and unpaid annual leave with department approval.

(d) An employee who separates from employment with the University shall be paid for all unused annual leave hours up to the lifetime maximum payout allowed
event coinciding with their FMLA entitlement.

(14) Employees shall be provided with up to six months' unpaid parental leave during which time the employee may use paid leave when the employee becomes a biological or adoptive parent. Parental leave shall begin no sooner than two weeks before the expected date of the child's arrival or upon the child's arrival unless otherwise approved by the Chief Human Resources Officer or designee.

(15) Employees are provided paid administrative leave as follows, which shall not cause the full-time employee to exceed 40 hours during the workweek. Administrative leave is not accrued.

(a) Administrative leave shall be provided to an employee summoned or voluntarily produced by the University as a witness in a matter involving or related to the University. Administrative leave shall not be provided to an employee serving as an expert witness. Witness pay shall be retained by the employee.

(b) Administrative leave for athletic competition in Olympic events shall be provided in accordance with Section 110.118, F.S.

(c) Administrative leave up to two days shall be provided to an employee upon the death of an immediate family member (spouse, grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the employee's spouse).

(d) With the approval of the University President or designee, administrative leave up to 15 days per year may be provided to a certified Florida Disaster Volunteers of the American Red Cross called to duty in accordance with Section 110.120, F.S.

(e) With the approval of the University President or designee, up to two days of administrative leave will be granted for civil disorder or disaster for an employee who is a member of a volunteer emergency response team called to duty.

(f) With the approval of the Chief Human Resources Officer or designee and the employee's supervisor, up to two hours of administrative leave will be granted for voting in public elections. [(f) deleted effective January 1, 2019]

(g) With the approval of the Chief Human Resources Officer or designee, an employee on administrative leave if the employee is under investigation, will be placed on administrative leave up to the length of the investigation, when in the best interest of the University.

(h) The Chief Human Resources Officer or designee may place an employee on administrative leave between the notice of reduction in pay, suspension, or dismissal and the effective date of such action.

(i) The Chief Human Resources Officer or designee will place an employee on
the University the amount of the benefits. Such reimbursement shall not include payments for expenses related to medical, surgical, hospital, or nursing treatment or payments of disability losses.

(b) An employee may elect to use paid leave to supplement Workers' Compensation payments up to the employee's regular salary.

(c) The period of paid or unpaid job-related disability leave shall be in accordance with Chapter 440, F.S.

(d) An employee who was injured in the workplace, may be returned to alternate duty consistent with established University policies and procedures.

(e) At the end of the leave period if an employee is unable to return from leave to work full-time and perform the duties of the position, the Chief Human Resources Officer or designee may place the employee on unpaid leave or extend the leave status, request the employee's resignation, or terminate the employee from employment.

(20) Each full-time USPS employee is entitled to one 8-hour personal holiday each year with proportionate accrual for less than full-time. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken by June 30 of the following year. An employee hired after July 1 will receive the personal holiday upon hire. If the personal holiday is not used by June 30, it will be forfeited. A&P and AEX employees are not eligible for this benefit. Personal holidays may not be transferred to or from the University. Unused personal holidays may not be paid out upon separation from the University.

(21) Leave without pay (LWOP) may be used as necessary on a limited basis. Extended use of LWOP for four to eight consecutive weeks may be subject to evaluation and approval by the Chief Human Resources Officer. Leave without pay lasting for eight weeks or more will require approval of the Chief Human Resources Officer.

Specific Authority BOG Regulation 1.001(3)(j), 1.001(5)(a) History-New 4-16-03, Amended 11-20-09, 6-26-2015, 10-28-2016, ____
TO: President John Thrasher
FROM: Provost Sally McRorie
DATE: August 13, 2018
SUBJECT: FSU College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2017-2018)

Request for Approval

The College of Medicine requests approval of the attached Graduate Medical Education Annual Institutional Review Executive Summary.
FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

GRADUATE MEDICAL EDUCATION
ANNUAL INSTITUTIONAL REVIEW
EXECUTIVE SUMMARY

ACADEMIC YEAR
JULY 1, 2017 - JUNE 30, 2018

Florida State University College of Medicine
ANNUAL INSTITUTIONAL REVIEW EXECUTIVE SUMMARY
Florida State University College of Medicine Graduate Medical Education Division
Academic Year July 1, 2017-June 30, 2018

Submitted by
Joan Younger Meek, MD, MS
Associate Dean for Graduate Medical Education
Designated Institutional Official

The DIO must submit a written annual executive summary of the Annual Institutional Review (AIR) to the Sponsoring Institution’s Governing Body. The written executive summary must include: a summary of institutional performance on indicators for the AIR; and, action plans and performance monitoring procedures resulting from the AIR. (Accreditation Council on Graduate Medical Education Institutional Requirements, 2018; Section I.B.5.b))

Overview:

Accreditation Status:

The Florida State University College of Medicine (FSU COM) received continued accreditation as a provider of Graduate Medical Education by the Accreditation Council for Graduate Medical Education (ACGME) effective January 24, 2018, with no current citations and commendation for its demonstrated substantial compliance with the ACGME’s Institutional Requirements. The next institutional site visit date is projected for approximately April 1, 2019.

Administration:

The Florida State University College of Medicine Graduate Medical Education (GME) Division consists of Joan Younger Meek, MD, MS, Associate Dean for Graduate Medical Education and Designated Institutional Official (DIO); Connie Donohoe, MPH, GME Program Manager; and, Jesse Graham, Program Associate. Dawn M. Snyder, CPA, Chief Financial Officer of the Florida Medical Practice Plan, oversees the budget planning process and monitors financial reports and reconciliations to support the GME Division. The GME Division and Dr. Meek report to Alma B. Littles, MD, the Senior Associate Dean for Medical Education and Academic Affairs. Dr. Meek also provides regular updates to the FSU COM Executive Committee and the Dean’s Council.

Program Improvement:

The ACGME Institutional Requirements emphasize the role of the sponsoring institution in providing oversight for the educational environment of the trainees and the quality of the programs it sponsors. There is particular emphasis on engagement in quality improvement, ensuring standardized transitions of care, providing adequate supervision of trainees, monitoring trainee clinical experience, training residents in fatigue management, and ensuring the well-being and professional development of residents and faculty. The ACGME assesses compliance through annual electronic confidential surveys and web-based updates, as well as through the CLER (Clinical Learning Environment Reviews), which occur at the training sites. The FSU COM had a CLER review at the Lee Health campus in January of 2018. A written report was provided after
the two-day visit. This report was shared previously with the GMEC, the COM Executive Committee, and with the Lee Health administration.

One of the major roles of the GME Division is to monitor the overall quality and outcomes of the residency training programs. The Graduate Medical Education Committee (GMEC) is tasked with oversight and monitoring of each program. The GMEC meets via videoconference on a quarterly basis. Dr. Meek chairs the committee, which includes all program directors, peer-selected residents, and representative hospital administrators, as well as patient safety and/or quality improvement leaders from the major GME clinical partners: Dermatology Associates of Tallahassee, Lee Health in Fort Myers, Sarasota Memorial Hospital in Sarasota, and Tallahassee Memorial HealthCare in Tallahassee. The newest partner is Winter Haven Hospital, part of BayCare, in Winter Haven, FL. The GMEC monitors outcomes for each program and aggregate. Aggregate reports from the residents and faculty confidential ACGME surveys are attached to this summary.

Residents document clinical experience and education time in the residency software management system. Violations of established ACGME requirements trigger a notice to the program administration, with notification to the DIO. The GMEC reviews quarterly reports of the resident clinical experience. Areas of noncompliance are identified, with careful review of resident scheduling and rotation assignments to enhance compliance. All residents receive education in fatigue mitigation.

The GMEC requires completion of the American Medical Association Graduate Medical Education (AMA GME) Competency Education Program, interactive online training modules, to address core content in patient safety, quality improvement, fatigue mitigation and sleep deprivation, professionalism, and practice management, as appropriate for level of resident training. In addition, the GME Division conducts an annual centralized orientation for new incoming residents at the College of Medicine. The most recent orientation occurred in Tallahassee in June 2018. This orientation included topics on resident wellness, response to medical errors, risk management, and residents as teachers. Residents also received training in use of the FSU medical library. The trainees completed standardized scenarios in the Clinical Learning Center at the COM to address teamwork, patient safety, and medical errors during orientation.

The GME office performs the following administrative duties: providing assistance with information technology and library resources; development of budgets and financial planning, ensuring that all residency programs are registered with the appropriate accreditation (ACGME) and residency recruitment management programs; managing the residency management software program; facilitating faculty appointments and promotions, in conjunction with the COM department chairs; tracking and providing faculty development; facilitating residency forums; and participating in program activities as requested. Annual program evaluations are reviewed through the GME office. The program directors provide a summary of their action plans for program improvement and responses to previous program citations to the GMEC.

During this academic year, Dr. Joan Meek gave two presentations on wellness in graduate medical education at the national American Medical Women’s Association meeting in March 2018. Ms. Connie Donohoe received certification through the National Board for Certification Training Administrators of Graduate Medical Education (TAGME). Ms. Donohoe was selected to serve on the national TAGME Institutional Certification Review Board.
Program Changes:

The FSU COM collaborated with Sarasota Memorial Health System in developing an emergency medicine residency program. Dr. Kelly O’Keefe, the emergency medicine program director, submitted the new program application to the ACGME in 2018. A site visit was held in November of 2018, and the program received notification of initial accreditation, effective 4/25/2018. The program will recruit its first residents through the 2019 National Resident Matching Program. Those residents will begin training in July of 2019.

The internal medicine program at Sarasota Memorial Hospital also had an accreditation site visit in April 2018, with findings anticipated in September 2018. The initial cohort of internal medicine residents began training in July of 2018. The program leadership received the Sarasota Magazine Unity Award in Healthcare for its efforts in bridging the healthcare disparities gap in Newtown in February 2018.

The FSU COM signed an affiliation agreement to begin a family medicine residency program at Winter Haven Hospital, part of BayCare, a system of 15 hospitals throughout the Tampa Bay and central Florida areas. A program director search was conducted in the spring of 2018. Dr. Nathan Falk, the successful candidate, will begin in this new role in September 2018. This program will be a mission fit for the COM, with primary care residents training in an underserved, non-urban part of the state. President Thrasher and Dean Fogarty attended the media event announcing the program in February 2018. The site for the family medicine center is under renovation. The new program application is expected to be submitted during the 2018-2019 academic year.

New program directors also were selected for two programs, after the planned retirement of the founding program directors. Drs. Gregory Todd and Gary Goforth, each of whom began their service in these roles in 2012, voluntarily left their program director roles at the internal medicine program at Tallahassee Memorial HealthCare and the family medicine program at Lee Health, respectively. Drs. Claudia Kroker-Bode and Alfred Gitu succeeded these directors. Dr. Kroker-Bode previously served as a program director in internal medicine, and Dr. Gitu had been the associate program director for family medicine program at Lee Health.

Follow-up from Prior Annual Institutional Review:

Parallel to the emphasis of faculty, student, and staff wellness at the FSU COM, the GME Division developed a GMEC wellness subcommittee. Dr. RoseAnne Illes, clinical psychologist and faculty member of the family medicine program at Lee Health, chairs the subcommittee. The subcommittee is on the standing agenda of the GMEC quarterly meetings and provides updates and programmatic suggestions. The committee reviewed the GME policy on wellness and also developed a survey to be administered to all residents in the FSU sponsored GME programs. Dr. Meek represents graduate medical education to the FSU COM wellness committee.

In order to enhance resident background and preparation in quality improvement and patient safety, the GME implemented the requirement that all incoming residents complete the Institute for Healthcare Improvement (IHI) Basic Certificate in Quality and Safety, in addition to the AMA GME modules. The IHI modules provide foundational training in the areas of quality improvement, patient safety, patient-centered care, and health care leadership. Similarly, graduating students from the FSU COM complete this training as part of their Residency Preparation Boot Camp course at the end of their medical education at
the COM. These skills will help the incoming residents to be prepared to serve as active participants in efforts to enhance quality improvement and patient safety in the clinical organizations in which they train.

Research support is an area of need for the programs, as well as streamlining the process for obtaining Institutional Review Board approvals from both FSU and the clinical training institution. Strategies to accomplish this include working with the Clinical Research Network, the Biomedical Sciences and Behavioral Sciences and Social Medicine Departments, and embedding research champions within each program. Most of the GME programs participate in the FSU COM Research Day held annually at the COM.

Information in the individual program reports were developed by the program directors, with assistance of program coordinators.
1/28/2018

Joan Y Meek, MD, MS
Former PD, General Pediatrics Attending
Florida State University College of Medicine
1115 West Call Street
Tallahassee, FL 32306-4300

Dear Dr. Meek,

The Institutional Review Committee (IRC), functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following institution:

   Florida State University College of Medicine
   Tallahassee, FL

Institution: 8001101088

Based on the information available at its recent meeting, the Review Committee accredited the institution as follows:

   Status: Continued Accreditation
   Effective Date: 01/24/2018

The Review Committee commended the institution for its demonstrated substantial compliance with the ACGME's Institutional Requirements without any new citations.

The ACGME must be notified of any major changes in the organization of the institution. When corresponding with the ACGME, please identify the institution by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

[Signature]

Paul Foster Johnson, MFA
Executive Director, Institutional Review Committee (IRC)
Institutional Review Committee
312.755.5005
pjohnson@acgme.org

Participating Site(s):
- Dermatology Associates of Tallahassee
- HealthPark Medical Center
- Lee Memorial Hospital
- Sarasota Memorial Health Care Clinic at Newtown
- Sarasota Memorial Hospital
- Tallahassee Memorial Healthcare
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<th>Clinical Institution/Program</th>
<th>Program Director</th>
<th>Program Coordinator</th>
<th>ACGME Accreditation Status</th>
<th>Next Accreditation Action Date</th>
<th># of Residents Approved</th>
<th># of Residents Enrolled</th>
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<td>Micrographic surgery and dermatologic oncology fellowship</td>
<td>Armand B. Cognetta, Jr., MD</td>
<td>Faith Stoutamire</td>
<td>Continued Accreditation</td>
<td>Self Study 01/01/2025</td>
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<td>Katelyn Caldwell</td>
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<td>Wilhelmine Wiese-Rometsch, MD</td>
<td>Katie Axiotis</td>
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<td>Jean Dunn</td>
<td>Initial Accreditation</td>
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<td>Internal medicine</td>
<td>Gregory K. Todd, MD</td>
<td>Inez R. Hudlow</td>
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<td>Wade G. Douglas, MD</td>
<td>Kathleen Mattis</td>
<td>Continued Accreditation without Outcomes</td>
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<td>Nat Med</td>
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<tr>
<td>Family medicine (Lee)</td>
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<td>59%</td>
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<tr>
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<td>70%</td>
<td>73%</td>
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<td>In-training Examination</td>
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<td>70%</td>
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<td>General surgery (SMH)</td>
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<td>68%</td>
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<tr>
<td>Internal medicine (SMH)</td>
<td>PGY-3</td>
<td>59%</td>
<td>74%</td>
<td>74%</td>
<td>59%</td>
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</tr>
</tbody>
</table>

**Micrographic surgery and dermatologic oncology fellowship (DATFL)**

- 12/12 taken and passed, 100%
- 5-year average: 90%
- 2017: Program mean score: 513
- National mean score: 513
- 3-year rolling average: 77%
- 2016: Program: 89% pass
- National: 92% pass

**Programs listed include accredited programs with residents enrolled during the 2017-2018 academic year.**
Institution Means at-a-glance

Faculty Supervision and Teaching
- Sufficient time to supervise residents/fellows: 98%
- Residents/fellows seek supervisory guidance: 98%
- Interest of faculty and Program Director in education: 93%
- Rotation and educational assignment evaluation*: 100%
- Faculty performance evaluated*: 100%
- Faculty satisfied with personal performance feedback: 90%

Educational Content
- Worked on scholarly project with residents/fellows*: 64%
- Residents/fellows see patients across a variety of settings*: 55%
- Residents/fellows receive education to manage fatigue*: 98%
- Effectiveness of graduating residents/fellows: 88%
- Outcome achievement of graduating residents/fellows: 94%

Resources
- Program provides a way for residents/fellows to transition care when fatigued*: 100%
- Residents/fellows workload exceeds capacity to do the work: 100%
- Satisfied with faculty development to supervise and educate residents/fellows: 93%
- Satisfied with process to deal with residents/fellows' problems and concerns: 90%
- Prevent excessive reliance on residents/fellows to fulfill non-physician obligations: 100%

Patient Safety
- Information not lost during shift changes or patient transfers: 95%
- Tell patients of respective roles of faculty and residents/fellows: 56%
- Culture reinforces patient safety responsibility: 95%
- Residents/fellows participate in quality improvement or patient safety activities: 95%

Teamwork
- Residents/fellows communicate effectively when transferring clinical care: 100%
- Residents/fellows effectively work in interprofessional teams: 98%
- Program effective in teaching teamwork skills: 98%

Faculty's overall evaluation of the program
- Very negative: 2%
- Negative: 0%
- Neutral: 71%
- Positive: 12%
- Very positive: 7%

Total Percentage of Compliance by Category

*Responses options are Yes or No. These responses are not included in the Program Means and are not considered non-compliant responses. Percentages may not add to 100% due to rounding.
In July 2017, the ACGME implemented the revised Section VI of the Common Program Requirements. At the heart of the new requirements is the philosophy that residency education must occur in a learning and working environment that fosters excellence in the safety and quality of care delivered to patients both today and in the future. An important corollary is that physician well-being is crucial to deliver the safest, best possible care to patients. This year of data collection, which will serve as a baseline measure, aggregate reports will be provided to the program and sponsoring institution. These data will not be provided to the Review Committees to make accreditation decisions.

Please rate how often you have done or experienced each of the following items in the past 3 weeks:

<table>
<thead>
<tr>
<th>Item</th>
<th>Never (1)</th>
<th>Rarely (2)</th>
<th>Sometimes (3)</th>
<th>Often (4)</th>
<th>Very Often (5)</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflected on how your work helps make the world a better place</td>
<td>4.5%</td>
<td>6.0%</td>
<td>26.9%</td>
<td>31.3%</td>
<td>31.3%</td>
<td>3.6</td>
</tr>
<tr>
<td>Felt the vitality to do your work</td>
<td>0.0%</td>
<td>7.5%</td>
<td>17.9%</td>
<td>38.8%</td>
<td>35.8%</td>
<td>4.0</td>
</tr>
<tr>
<td>Felt supported by your co-workers</td>
<td>1.5%</td>
<td>4.5%</td>
<td>16.4%</td>
<td>32.8%</td>
<td>44.6%</td>
<td>4.4</td>
</tr>
<tr>
<td>Was proud of the work you did</td>
<td>1.5%</td>
<td>0.0%</td>
<td>14.9%</td>
<td>37.3%</td>
<td>46.3%</td>
<td>4.2</td>
</tr>
<tr>
<td>Was eager to come back to work the next day</td>
<td>4.5%</td>
<td>6.0%</td>
<td>25.4%</td>
<td>25.4%</td>
<td>35.8%</td>
<td>3.8</td>
</tr>
<tr>
<td>You felt your basic needs are met</td>
<td>0.0%</td>
<td>4.5%</td>
<td>11.9%</td>
<td>43.3%</td>
<td>43.3%</td>
<td>4.2</td>
</tr>
<tr>
<td>You ate well</td>
<td>0.0%</td>
<td>3.0%</td>
<td>14.9%</td>
<td>37.3%</td>
<td>44.8%</td>
<td>4.0</td>
</tr>
<tr>
<td>You felt connected to your work in a deep sense</td>
<td>3.0%</td>
<td>4.5%</td>
<td>22.4%</td>
<td>41.0%</td>
<td>26.4%</td>
<td>3.9</td>
</tr>
<tr>
<td>Felt the amount of work you were expected to complete in a day was reasonable</td>
<td>0.0%</td>
<td>0.0%</td>
<td>16.4%</td>
<td>40.3%</td>
<td>43.3%</td>
<td>4.1</td>
</tr>
<tr>
<td>Participated in decisions that affected your work</td>
<td>1.5%</td>
<td>9.0%</td>
<td>14.9%</td>
<td>35.8%</td>
<td>38.6%</td>
<td>4.1</td>
</tr>
</tbody>
</table>

Please rate how often you have done or experienced each of the following items in the past 3 weeks:

<table>
<thead>
<tr>
<th>Item</th>
<th>Never (1)</th>
<th>Rarely (2)</th>
<th>Sometimes (3)</th>
<th>Often (4)</th>
<th>Very Often (5)</th>
<th>N/A</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had an enjoyable interaction with a patient</td>
<td>0.0%</td>
<td>4.5%</td>
<td>9.0%</td>
<td>26.9%</td>
<td>59.7%</td>
<td>0.0%</td>
<td>4.5</td>
</tr>
<tr>
<td>Knew who to call when something tragic happened at work</td>
<td>0.0%</td>
<td>0.0%</td>
<td>10.4%</td>
<td>16.4%</td>
<td>61.2%</td>
<td>11.9%</td>
<td>4.5</td>
</tr>
</tbody>
</table>

© 2018 Accreditation Council for Graduate Medical Education (ACGME)  Percentages may not add to 100% due to rounding.
In July 2017, the ACGME implemented the revised Section VI of the Common Program Requirements. At the heart of the new requirements is the philosophy that residency education must occur in a learning and working environment that fosters excellence in the safety and quality of care delivered to patients both today and in the future. An important corollary is that physician well-being is crucial to deliver the safest, best possible care to patients. This year of data collection, which will serve as a baseline measure, aggregate reports will be provided to the program and sponsoring institution. These data will not be provided to the Review Committees to make accreditation decisions.

Please rate how often you have done or experienced each of the following items in the past 3 months:

<table>
<thead>
<tr>
<th>Item</th>
<th>Never (1)</th>
<th>Rarely (2)</th>
<th>Sometimes (3)</th>
<th>Often (4)</th>
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<tbody>
<tr>
<td>Reflected on how your work helps make the world a better place</td>
<td>0.0%</td>
<td>0.0%</td>
<td>16.7%</td>
<td>28.6%</td>
<td>54.8%</td>
<td>4.0</td>
</tr>
<tr>
<td>Felt the vitality to do your work</td>
<td>0.0%</td>
<td>0.0%</td>
<td>4.8%</td>
<td>28.6%</td>
<td>66.7%</td>
<td>4.3</td>
</tr>
<tr>
<td>Felt supported by your co-workers</td>
<td>0.0%</td>
<td>2.4%</td>
<td>4.8%</td>
<td>14.3%</td>
<td>78.6%</td>
<td>4.4</td>
</tr>
<tr>
<td>Was proud of the work you did</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>21.4%</td>
<td>78.6%</td>
<td>4.6</td>
</tr>
<tr>
<td>Was eager to come back to work the next day</td>
<td>0.0%</td>
<td>0.0%</td>
<td>9.5%</td>
<td>19.0%</td>
<td>71.4%</td>
<td>4.2</td>
</tr>
<tr>
<td>You felt your basic needs are met</td>
<td>0.0%</td>
<td>4.8%</td>
<td>2.4%</td>
<td>23.8%</td>
<td>60.0%</td>
<td>4.3</td>
</tr>
<tr>
<td>You ate well</td>
<td>0.0%</td>
<td>7.1%</td>
<td>7.1%</td>
<td>16.7%</td>
<td>60.0%</td>
<td>4.3</td>
</tr>
<tr>
<td>You felt connected to your work in a deep sense</td>
<td>0.0%</td>
<td>4.8%</td>
<td>4.8%</td>
<td>21.4%</td>
<td>69.0%</td>
<td>4.3</td>
</tr>
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<td>Felt the amount of work you were expected to complete in a day was reasonable</td>
<td>0.0%</td>
<td>7.1%</td>
<td>11.9%</td>
<td>28.6%</td>
<td>52.4%</td>
<td>4.0</td>
</tr>
<tr>
<td>Participated in decisions that affected your work</td>
<td>2.4%</td>
<td>0.0%</td>
<td>9.5%</td>
<td>14.3%</td>
<td>73.8%</td>
<td>4.2</td>
</tr>
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<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>14.3%</td>
<td>83.3%</td>
<td>2.4%</td>
<td>4.7</td>
</tr>
<tr>
<td>Knew who to call when something tragic happened at work</td>
<td>2.4%</td>
<td>0.0%</td>
<td>2.4%</td>
<td>4.8%</td>
<td>66.7%</td>
<td>23.8%</td>
<td>4.5</td>
</tr>
</tbody>
</table>
1/29/2018

Armand B Cognetta, MD
Program Director
Dermatology Associates of Tallahassee
1707 Riggins Road
Tallahassee, FL 32308

Dear Dr. Cognetta,

The Review Committee for Dermatology, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

- Micrographic surgery and dermatologic oncology
- Florida State University College of Medicine Program
  - Florida State University College of Medicine
  - Tallahassee, FL

Program 0811100068

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

- Status: Continued Accreditation
- Maximum Number of Residents: 2
- Effective Date: 01/05/2018

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME’s Program Requirements and/or Institutional Requirements without any new citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

Eileen Anthony, MJ
Executive Director
Review Committee for Dermatology
312.755.5047
eanthony@acgme.org

CC:
   Joan Y. Meek, MD, MS

Participating Site(s):
Faculty development activities:

Dr. Meredith McKinney conducted an anatomy dissection for faculty and staff with Dr. Chris Leadem at the FSU COM in August 2017.

Faculty additions:

Dr. Andras Schaffer, Dermatopathologist

Patient Safety:

The fellow is constantly monitored by faculty during procedures to ensure care is being properly provided. Medical charts are reviewed. The majority of surgical cases are done as a team and ample real time review of histology specimens provide an opportunity for the fellow to review slides with two faculty dermatopathologists, Dr. David J. Dolson and Dr. Andras Schaffer.

Transitions in Care:

The fellow is constantly monitored by the program director, Dr. Armand Cognetta, and other faculty members to ensure care is completed properly from beginning to end. In addition, all medical charts completed by the fellow are reviewed and signed off on by faculty members.

Access to Care/Care of the Underserved:

Outreach clinics in Carrabelle, FL, Albany, GA, and Valdosta, GA, provide care to the underserved.

Scholarly Activity:

Drs. Green and Hyder attended the American College of Mohs (ACMS), the American Board of Dermatology (ABD), and American Academy of Dermatology (AAD) Annual Meeting.

Dr. Hyder presented a lecture on the "Physics of Radiation Therapy" at Superficial Radiation Therapy: Back to the Future Forum at AAD.

An article on hydrochlorothiazide has been submitted for publication, and there is continuing research on Grenz ray therapy for psoriasis and actinic keratosis/sun damage.

Dr. Cognetta was a keynote speaker at the South Beach Symposium forum on radiation therapy for skin cancer in February 2018.

Publications:

1/29/2018

George Cohen, MD
Dermatology Program Director
Dermatology Associates of Tallahassee
1707 Riggins Road
Tallahassee, FL 32308

Dear Dr. Cohen,

The Review Committee for Dermatology, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Dermatology

Florida State University College of Medicine Program
Florida State University College of Medicine
Tallahassee, FL

Program 0801100137

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

Status: Continued Accreditation
Maximum Number of Residents: 6
Effective Date: 01/05/2018

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

[Signature]

Eileen Anthony, MJ
Executive Director
Review Committee for Dermatology
312.755.5047
eanthony@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
Dermatology Associates of Tallahassee
Florida State University College of Medicine
McIntosh Clinic PC
Southeastern Plastic Surgery
Tallahassee Memorial Healthcare
Dermatology Residency at Dermatology Associates
2017-2018 Academic Year

Major Changes:

An additional clinical building was constructed with six additional examination rooms. Two additional lasers were acquired for training purposes.

Faculty Additions:

An additional dermatopathologist was added and two additional teaching general dermatologists were added. Dr Kaisa Van de Kooi finished her Mohs fellowship, and she remained on staff and is now on the teaching faculty. She brings expertise in the areas of cosmetic procedures and Mohs surgery.

Quality Improvement Activities:

There is ongoing codifying of best practices for use of systemic drugs. Standard prescribing practices and monitoring practices decrease medication related errors.

Patient Safety:

The use of two nursing/clinical assistants to administer ultraviolet light has resulted in no UV related errors.

Transitions in Care:

The call schedule is prepared 1 year in advance, and the residents have access to it on google drive. This decreases errors in identifying to whom to transfer care. There is no overnight call, but there are changes in the on call resident.

Access to Care/Care of the Underserved:

We have six outpatient clinics that serve patients in remote geographic locations. Included are clinics for the aged at Adventist Christian Community in Dowling Park. Many of these people are unable to travel and greatly appreciate our making the trip to care for them.

Wellness Activities:

We have identified a resident wellness chairperson who coordinates activities to increase wellness, fitness and a sense of wellbeing and community. We have had formal didactic training and lectures on wellness.

Scholarly Activity:

Faculty and residents presented grand rounds in April 2018 at the FSU COM. Following live patient viewing and patient discussion by the residents was a lecture on ultraviolet light by Dr Armand Cognetta.
Publications:


2/9/2018

Gary A Goforth, MD
Program Director
Family Medicine Residency Program
2750 Cleveland Ave
Suite 709
Ft Myers, FL 33901

Dear Dr. Goforth,

The Review Committee for Family Medicine, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Family medicine

Florida State University College of Medicine/Lee Memorial Health System Program
Florida State University College of Medicine
Tallahassee, FL

Program 1201100728

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

Status: Continued Accreditation
Maximum Number of Residents: 24
Effective Date: 01/31/2018

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME’s Program Requirements and/or Institutional Requirements without any new citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

Eileen Anthony, MJ
Executive Director
Review Committee for Family Medicine
312.755.5047
eanthony@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
Florida State University College of Medicine
HealthPark Medical Center
Lee Memorial Hospital
Family Medicine at Lee Health
2017-2018 Academic Year

Program Highlights:

- Graduated third full class on June 29, 2018
- Graduated first two Global Health Fellows on June 29, 2018
- 100% pass rate on first attempt of all graduates on the American Board of Family Medicine board certification exam
- Completed renovations to the clinic and office space to accommodate larger resident complement

Leadership Changes in the Program:

- Dr. Gary Goforth retired as program director on 6/30/2018
- Dr. Alfred Gitu was appointed as the new program director
- Dr. Christina Cavanagh appointed new associate program director

Faculty Additions:

Dr. Lee Coghill, residency program graduate 2017, and global health fellowship graduate 2018, added to full-time core faculty. Dr. Banafshey Kiankhooy was added as a part time pediatrician in June 2018.

Honors, Recognition, or Special Achievements for Faculty, Residents, Program, or Students:

Faculty:

Cavanagh, Christina: Doctor of the Day, Tallahassee State Capitol

Goforth, Gary: Appointed by the Florida Senate as a member of the Florida Physicians Workforce Advisory Council; met with Florida Surgeon General and council members

Breen, James: Family Physicians Inquiries Network (FPIN) Champion, 2017

Selius, Brian: Appointed to the President's Circle, Lee Health, 2017
# Family Medicine at Lee Health
## 2017-2018 Academic Year

### Faculty development activities:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Faculty Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2017</td>
<td>Colposcopy Skills</td>
<td>Drs. Selius, Breen, Morrow, Dalrymple, Coghill, Illes, Cavanagh</td>
</tr>
<tr>
<td>7/21/2017-7/23/2017</td>
<td>FAFP Summer Meeting, Board of Directors</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>8/8/2017</td>
<td>GME Finance</td>
<td>Drs. Goforth, Morrow, Cavanagh, Selius, Breen, Gitu, Coghill, Illes</td>
</tr>
<tr>
<td>9/12/2017</td>
<td>Recruitment Update</td>
<td>Drs. Goforth, Gitu, Dalrymple, Breen Morrow, Coghill, Cavanagh, Illes, Skiff</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>New Innovations</td>
<td>Drs. Goforth, Selius, Breen, Dalrymple, Morrow, Gitu, Cavanagh, Coghill, Skiff, Illes</td>
</tr>
<tr>
<td>10/25/2017</td>
<td>Doctoring 3: First Trimester Bleeding</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>11/7/2017</td>
<td>Researching and Writing HDA’s for Publication</td>
<td>Drs. Gitu, Breen, Goforth, Cavanagh, Heiland, Dalrymple, Illes, Skiff</td>
</tr>
<tr>
<td>11/28/2017-12/5/2017</td>
<td>Faculty co-lead, Fuertes Solamente Unidos Global Health Trip</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>12/8/2017</td>
<td>FAFP Winter Summit, Board of Director’s Meeting</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Crucial Conversations</td>
<td>Drs. Dalrymple, Goforth, Morrow, Breen, Cavanagh, Gitu, Selius, Heiland, Illes, Hidalgo, Skiff</td>
</tr>
<tr>
<td>1/8/2018</td>
<td>CLER Visit Prep</td>
<td>Drs. Goforth, Gitu, Breen, Cavanagh, Selius, Dalrymple, Illes, Hidalgo, Skiff</td>
</tr>
</tbody>
</table>
Family Medicine at Lee Health  
2017-2018 Academic Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Facilitators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/30/2018</td>
<td>TeamSTEPPS</td>
<td>Drs. Breen, Gitu, Selius, Goforth, Skiff, Morrow, Dalrymple, Hidalgo, Illes, Cavanagh</td>
</tr>
<tr>
<td>3/2018</td>
<td>Completion of Lifestyle Medicine Core Competencies Program</td>
<td>Dr. Dalrymple</td>
</tr>
<tr>
<td>3/13/2018</td>
<td>Advocacy</td>
<td>Drs. Cavanagh, Goforth, Gitu, Selius, Breen, Morrow, Dalrymple, Selius, Illes, Hidalgo</td>
</tr>
<tr>
<td>4/10/2018</td>
<td>Documentation: Note Sharing w/ Patients</td>
<td>Drs. Dalrymple, Breen, Cavanagh, Gitu, Selius, Illes, Hidalgo</td>
</tr>
<tr>
<td>4/2018</td>
<td>Regional Symposium in Integrated Primary Care and Spirituality</td>
<td>Dr. Illes</td>
</tr>
<tr>
<td>4/2018</td>
<td>AAFP Physician Health and Wellbeing</td>
<td>Dr. Illes</td>
</tr>
<tr>
<td>5/4/2018</td>
<td>FAFP Spring Symposium, Board of Director’s Meeting</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>5/17/2018</td>
<td>STFM Residency Faculty Fundamentals Certificate Program</td>
<td>Dr. Dalrymple</td>
</tr>
<tr>
<td>5/21/2018- 5/22/2018</td>
<td>AAFP Advocacy Summit</td>
<td>Dr. Cavanagh</td>
</tr>
<tr>
<td>6/12/2018</td>
<td>Leading Self/Leading Others</td>
<td>Drs. Dalrymple, Cavanagh, Selius, Heiland, Skiff, Breen, Illes, Gitu, Morrow</td>
</tr>
</tbody>
</table>

Quality Improvement Activities:

- Team Strategies & Tools to Enhance Performance & Patient Safety (TeamSTEPPS) training in January, 2019.
  - Drs. Selius and Gitu: TeamSTEPPS Master Trainer Course in 7/6/2017-7/7/ 2017.
  - TeamSTEPPS Instructor training for select residents, faculty and staff 11/15/2017
  - TeamSTEPPS Training for all staff, residents and faculty by instructors 01/30/2018
- Monthly TeamSTEPPS Action Council meetings including residents, faculty and staff with several quality improvement issues already identified and PDCA cycles ongoing or completed.
- All residents have been updated on Lee Health safety and quality initiatives as well as quality improvement methodology
- All residents and faculty complete required Learn@Lee online modules each year on updated quality and safety requirements.
Family Medicine at Lee Health
2017-2018 Academic Year

- All residents participate in safety and quality committee meetings and have the opportunity to participate in Root Cause Analysis activities involving our patient cases (none to date).
- Drs. Alim Karim, Ashley Clark (PGY-3) and Shayna Smallwood (PGY-1) worked with Dr. Christy Cavanagh in reviewing and presenting cases to the Lee Physician Group Quality and Peer Review Committee.
- All residents and faculty completed an AAFP METRIC quality improvement project on diabetic patients during Academic Afternoon (one QI project annually).
- Dr. Alfred Gitu serves on the Best Care Collaborative (BCC) accountable care organization as a member of the Managing Board of Directors and Co-Chair of the Physician Advisory Council.
- Dr. Christina Cavanagh serves as a member of the Physician Advisory Council of the BCC.
- Dr. James Breen serves as a clinical committee member of the Lee Physician-Hospital Organization
- Dr. Amy Skiff worked with Lee Health Pharmacy Resident, Elizabeth Faville, PharmD, to develop an antimicrobial stewardship initiative within the Family Medicine Clinic. Dr. Faville presented research at the Florida Residency Conference in Tampa, Florida in May 2018.
- Dr. Jennifer Dalrymple is the Medical Champion of Reach out and Read in our GME clinic.

Patient Safety:

- All residents and faculty were educated on patient safety and system approaches to quality through several didactic sessions during academic afternoon in December and January, leading up to our Clinical Learning Environment Review (CLER) visit by the ACGME.
- All residents were updated on Lee Health safety and quality initiatives as well as quality improvement methodology during academic afternoon in July (intern orientation block).
- All residents and faculty complete required Learn@Lee online modules each year on updated quality and safety requirements.
- Residents are encouraged to report safety issues to the faculty, program director, and via the PAVISSE online incident reporting system for Lee Health. This online site also allows follow up on reported incidents that are discussed with the involved residents and faculty. Quality and safety issues are also discussed during monthly grand rounds for the medicine, pediatric, and OB/GYN services.
- All residents participate in safety and quality committee meetings and have the opportunity to participate in Root Cause Analysis activities involving our patient cases (none to date).
- Our residency program has not been involved in any major safety issues to date.

Transitions in Care:

We have daily live check-out rounds at 5 PM attended by the inpatient medicine service residents, faculty preceptor, and faculty assigned to night call. One resident on the inpatient medicine service assigned to late duty (5-6 PM) stays to handle floor calls and new admissions until 6 PM, then he/she signs out in person to the upper-level resident on night float/call duty (6 PM to 7 AM). The residents also prepare a written check-out report on each patient on the inpatient medicine service in the Epic EHR showing the current situation, a shift report, and tasks to do; this report is available to the on call faculty and resident. The night float/call resident makes rounds in the ER and on each nursing unit where our patients are admitted after coming on call; the resident sees each patient and discusses each patient
with the assigned nurse. At 7:00 am each day, the night float/call resident signs out to the inpatient medicine service chief(s) and faculty attending.

**Access to Care/Care of the Underserved:**

- Our GME Clinic provides comprehensive care to patients in nearly all payer groups.
- Our GME Clinic offers care to patients without insurance who qualify for financial assistance based on their income.
- Our GME Clinic was successfully re-certified as an NCQA Level 3 Patient Centered Medical Home last year.
- We offer extended hours (5-6 PM) on Monday to Thursdays and 9 AM to 1 PM on Saturdays.
- Our quarterly Diabetes Group Visit organized by Drs. Rose Anne Illes and the third year residents have improved access of care and improved quality improvement parameters for our diabetic patients attending these sessions.
- The residency also provides physicians to perform high school pre-participation sports physicals at Immokalee High School each spring, a high school with a large number of underserved students who would not be able to play sports without the ability to obtain a free physical.

**Resident Wellness:**

- We have established a Program Resident Wellness Committee comprised of Drs. Jennifer Dalrymple, James Breen, Rose Anne Illes and Kristen Dimas. They meet regularly and recommend interventions to enhance resident wellness.
- We have established a new mentorship program for our incoming class of interns, each of whom are paired with a resident from each of the PGY-2 and PGY-3 classes to serve as a mentor and support even before they arrive in June to begin their orientation.
- Dr. Rose Anne Illes does a presentation annually for all residents on recognizing and managing resident fatigue, as well as promoting personal and professional wellness.
- Each residency class meets with a facilitator (clinical psychologists not on our core faculty) each month for their monthly support group meetings. Once a quarter, these meetings are restructured to allow for residents in different classes to interact. The residents discuss issues of concern with their facilitator confidentially and report a positive experience with these sessions.
- We have instituted a residency wellness series for academic afternoon coordinated by the wellness committee but involving all faculty. The faculty presented lectures emphasizing strategies to promote physician wellness and prevent burnout.
- The program funds a quarterly Team Building Event for all residents on a Friday afternoon in which they participate in an enjoyable group activity designed to build rapport and team work among the residents.
- During our annual Immokalee High School pre-participation sports physical event, Dr. Gary Goforth and other faculty and residents enjoyed an airboat ride on Lake Trafford and enjoy a meal together at a local Mexican restaurant.

The residency also sponsors an annual Resident Retreat (this year held at Universal Park in Orlando) for all residents. Each resident class meets separately to develop ideas to improve the residency program, and then two class representatives met with Drs. Gitu and Goforth to share their ideas. These ideas
were presented at the Annual Program Evaluation meeting and action plans developed to address each issue.

Scholarly Activity:

Publications:


Peer Review of FPIN Evidence-Based Practice Articles:

Cavanagh C: "Does vitamin D supplementation in adults with mild to moderate asthma decrease incidence of exacerbations requiring systemic corticosteroids?" Evidence Based Practice. October 9, 2017.

Gitu AC: “What non-pharmacological interventions are effective for patients with osteoarthritis of the hands?” Evidence Based Practice.
Family Medicine at Lee Health
2017-2018 Academic Year

Gitu AC: "Do individuals with neurofibromatosis type 1 benefit from colon cancer screening at an earlier age?" Evidence Based Practice.

Gitu AC: "What are the Cutaneous Manifestations of Eating Disorders?" Evidence Based Practice.

FPIN Evidence-Based Practice Articles (now in peer review):

Skiff AE, Norton C, Noud K, Illes R, Selius B. “Does Omega-3 fatty acid supplementation help reduce muscle soreness after exercising?”

Dalrymple J, O’Dell K, Carrion J: “What non-pharmacological interventions are effective for patients with osteoarthritis of the hands?”

FPIN Evidence-Based Practice Articles (now accepted for publication):

Gitu AC, Stepp G: Are rear-facing seats safer than front-facing seats for children under the age of two? Evidence Based Practice.

Gitu AC: Is poor sleep a risk factor for type 2 diabetes? Evidence Based Practice.

Gitu AC, Karim A: Is casting in plantar flexion as effective as surgical repair for complete Achilles tendon rupture? Evidence Based Practice.

Grants:

Cavanagh C, Project Director for getLARC, a grant received to support family medicine resident training in Long Action Reversible Contraception. February 2015 to January 2019.

Selius, B. Site co-lead physician, HRSA grant for North and Central Florida Geriatrics Enhancement Partnership with the FSU College of Medicine Department of Geriatrics.

Regional Presentations:


National Presentations:
Family Medicine at Lee Health
2017-2018 Academic Year


Leadership Roles in National Organizations:

Cavanagh, Christina:

Society of Teachers of Family Medicine: Council of Academic Family Medicine, Advocacy Network Representative
American Academy of Family Physicians: Advanced Life Support in Obstetrics National Advisory Faculty

Illes, Rose Anne:

Chair of the Disparity and Diversity Committee for the Association of Psychologists in Academic Health Centers.
Board Member: Association of Psychologists in Academic Health Centers

Institutional Improvement:

- The FSU College of Medicine offers excellent support and guidance in helping us meet the mission and vision of our residency program.
- The intern orientation in Tallahassee is a long drive, and we appreciated the discussion about making it more regional.

Other:

Cavanagh, Christina: Appointed to State Surgeon General Technical Advisory Panel for Children and Youth with Special Health Care Needs, January 2018 – December 2018

Goforth, Gary and Gitu, Alfred: Have expanded the Global Health Fellowship overseas sites to include Aswan, Egypt and Kazakhstan

Goforth, Gary: Outgoing Chair, Florida Academy of Family Physicians Residency Director’s Council
Global Health at Lee Health
2017-2018 Academic Year

Highlights:

The FSU College of Medicine Family Medicine Residency Program at Lee Health in Fort Myers started a one-year global health fellowship with two fellows on July 1, 2017. Drs. Lee Coghill and Michael Heiland were the inaugural fellows. The basic design of the fellowship is to have one fellow serving as a junior faculty member in the residency program while the other fellow works overseas for 3-month blocks. As a junior faculty member, the fellow serves as a preceptor for the residents alongside another core faculty members for two half-days per week, conducted their own continuity clinic two half-days per week, and spent the remaining time in an educational activity. These activities included HIV clinic, medical Spanish elective, travel medicine clinic and refugee clinic at the Lee County Health Department, online tropical medicine course, and faculty development online course provided by the Society of Teachers of Family Medicine.

The fellows’ work overseas was in the Nazarene Hospital in Papua New Guinea, the Hope Family Medicine Egypt Family Medicine Residency Program in Aswan, Egypt and the Loma de Luz Hospital in Honduras for 2-3 month blocks. Both fellows reported a very positive experience that resulted in improved confidence and skill serving as core faculty members in a residency program and serving in the global community. Their experiences have already paid dividends to the program, as we have added new services and curriculum areas we did not have before, such as Point of Care Ultrasound and a Pre-Exposure Prophylaxis (PrEP) clinic to prevent HIV in high-risk individuals.

Dr. Lee Coghill is now working as a core faculty members in our residency program. Dr. Michael Heiland accepted a core faculty position at the Halifax Medical Center Family Medicine Residency Program in Daytona Beach, Florida. We recruited two additional outstanding global health fellows for the 2018-19 academic year, Dr. Christy Caceres and Heidi Lee from Louisiana and Oklahoma respectively.
4/13/2016

Wilhelmine Wiese-Rometsch, MD
Program Director
1700 South Tamiami Trail
Sarasota, FL 34239

Dear Dr. Wiese-Rometsch,

The Residency Review Committee for Internal Medicine, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the application for accreditation submitted by the following program:

Internal medicine

Florida State University College of Medicine Program
Florida State University College of Medicine
Tallahassee, FL

Program 1401100947

Based on all of the information available at its recent meeting, the Review Committee conferred the following action:

Status: Initial Accreditation
Maximum Number of Residents: 39
Effective Date: 04/08/2016
Approximate Next Site Visit: 04/01/2018

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Institutional and/or Program Requirements for Graduate Medical Education without citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

William Hart
Associate Executive Director
Residency Review Committee for Internal Medicine
3127555002
whart@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
Florida Cancer Specialists and Research Institute
Florida State University College of Medicine
Intercoastal Medical Group
Pines of Sarasota
Sarasota Arthritis Center & Drug Research Center
Sarasota Memorial Health Care Clinic at Newtown
Sarasota Memorial Hospital
Program Highlights:

The program received initial accreditation status with commendation from the ACGME in April 2016. There were no citations at that time. Subsequently, the program had its second ACGME Site Visit in April 2018, and we are awaiting accreditation outcome. The site visitor did not identify any areas of concern while highlighting various areas of excellence, including format and structure of the clinical competency and program evaluation committees, as well as the wellness curriculum. Structured Interdisciplinary Bedside Rounds (SIBR) were identified as a best practice. In February 2018, the program was recognized with the Sarasota Magazine Unity Award in Healthcare for its efforts in bridging the healthcare disparities gap in the Newtown community.

The 2017-2018 ACGME resident survey and annual program evaluation identified the ambulatory electronic health record (EHR) as an area for improvement. Although the inpatient and outpatient EHR are integrated, the several areas of optimization were identified. In order to address this, the program had proactively created an Information Technology (IT) Resident Liaison Group to work along with IT in implementing solutions. This facilitated resident input in the various enhancements.

The ACGME faculty survey suggests that not all faculty have participated in scholarly projects with residents. This is attributed to the fact that there are more faculty in core and/ or specialty coordinator roles than there are residents during this time period.

Summary of Annual Program Evaluation:

The program evaluation committee conducted its annual program evaluation on March 21, 2018. All residents, core faculty, and subspecialty coordinators for year 1 rotations were in attendance. All approved the minutes and action plan. Relevant findings and status include: adjustments to didactic series based on group’s feedback and formal evaluation of individual (completed), improving the ambulatory clinic electronic medical record (on-going—significant progress has been made), developing a presentation boot camp for incoming residents (completed); providing outcomes data for Newtown for residents (on-going); further development of wellness curriculum, among others (SeeAttachment).

Faculty Development Activities: Program Level Faculty Development Activities:

Sept. 2017: Mock Clinical Competency Committee (CCC) & CMS Guidelines for Faculty Documentation of Teaching

Dec. 2017: Review of CCC duties and responsibilities

Mar. 2018: ACGME Site Visit Preparation

Jun. 2018: Suicide in Medical Education
Faculty Development Activities:

Program Sponsored Meeting Attendances:

The program sponsors selected faculty and program coordinator to attend a yearly educational conference.

2018 ACGME Annual Educational Conference (W. Wiese-Rometsch & K. Hamad-faculty; K. Axiotis-Coordinator)

2018 Florida ACP Annual Medical Residents and Students Meeting (W. Wiese-Rometsch & Upali Ranasinghe-Faculty)

2018 AHME Institute (W. Wiese-Rometsch & K. Hamad-Faculty)

2018 ACGME Developing Faculty Competencies in Assessment (F. Keen-Faculty)

2018 AAIM: Chief Resident Meeting (E. Idrisov-Chief Medical Resident 2018-2019)

2018 Harvard Medical School Continuing Medical Education Course: Advanced Teaching Skills (J. Baker-Faculty)

Faculty Development Activities: Fall 2017 FSU GME and Clerkship Directors Workshops:


Faculty Additions:

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<thead>
<tr>
<th>Name</th>
<th>Degree</th>
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<tr>
<td>Gruman, Alla</td>
<td>MD</td>
<td>Dermatology</td>
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<td>Idrisov, Evgeny</td>
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<td>Johnson, Kevin</td>
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<td>Ranasinghe, Upali</td>
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<td>Roth, Amy</td>
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<td>Veloz, Pedro</td>
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</tr>
<tr>
<td>Yenari, Jon</td>
<td>MD</td>
<td>Gynecology</td>
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</tbody>
</table>
Honors, Recognition, or Special Achievements for Faculty, Residents, Program, or Students:

Program:

The program was the recipient of the 2018 Sarasota Unity Awards for its efforts to eliminate health care disparities in the community of Newtown, Sarasota. Drs. Karen Hamad, Vida Farhangi, and Wilhelmine Wiese-Rometsch were recognized. Please refer to section “Access to Care/Care of the Underserved”.

Faculty:

Wilhelmine Wiese-Rometsch, MD was promoted to Professor of Clinical Sciences in August 2017.

Karen Hamad, MD was the “2018 Women in Power Honoree” from the National Council of Jewish Women Sarasota Chapter.

Karen Hamad, MD, Associate Program Director, served as Member at Large, Medical Executive Committee, Sarasota Memorial Hospital, 2017-2018

Bradd Kaplan, MD, Academic Hospitalist, served as Medicine Chair-Elect, Medical Executive Committee, Sarasota Memorial Hospital, 2017-2018

Rabih Loutfi, MD, Critical Care Medicine Subspecialty Coordinator, served as Medicine Chair, Medical Executive Committee, Sarasota Memorial Hospital, 2017-2018

Ashok Sastry, MD, Nephrology Subspecialty Coordinator, served as Treasurer, Executive Committee, Florida Society of Nephrology, 2017-2018

Joseph Seaman, MD Pulmonology Subspecialty Coordinator, served as Chief of Staff Elect, Sarasota Memorial Hospital, 2017-2018

Jon Yenari, MD Gynecology Teaching Faculty, served as Secretary/ Treasurer, Sarasota Memorial Hospital, 2017-2018

Quality Improvement (QI) Activities:

All residents are involved in QI activities. IRBs have been submitted and approved for the following projects:

1. **Title:** Accountable Care Units with Structured Interdisciplinary Bedside Rounds (SIBR): Optimizing SIBR Bundle Implementation with Improvement Science (*SIBR Bundle Implementation*)

   **Principal Investigator:** Karen Hamad MD (faculty)
Sub-investigators: Wilhelmine Wiese-Rometsch MD, FACP; Faisal Keen MD (faculty); Caitlin Bass MD; Mallory Kimsey DO (residents); Blerina Bruns; Jacquelyn Zaleski MPP, MHI, RN; Mary E. Geary PhD, RN; and Robert A. Smith PhD, FCCM

2. Title: Phenotyping of Hospitalized Patients with Heart Failure (HF) and Multiple Chronic Conditions (MCC): A Learning Health System Initiative using Electronic Medical Records (HF-MCC Cohort Study)

Multi-Principal Investigators: Wilhelmine Wiese-Rometsch MD, FACP and Karen M. Hamad MD (faculty)

Co-Investigators: Alena Gerasimova MD; Christopher Jenkins MD (residents); Mary E. Geary PhD, RN; Jacquelyn Zaleski MPP, MHI, RN; Carlos Arias MS; Erin Craig MS; David Gillman PhD; Patrick T. McDonald PhD; and Robert A. Smith PhD, FCCM

3. Title: SMHCS/FSU Newtown Resident's Continuity Clinic: Patient-Centric Primary Care Continuously Improved Guided by STEPSforward® and Choosing Wisely® Initiatives Integrated with Kaufman's Mega Thinking and Planning Model

Principal Investigator: Wilhelmine Wiese-Rometsch MD, FACP (faculty)

Sub-Investigators: Vida Farhangi MD; Alan D. King DO, MPH; Kathleen M. Kennedy MD; Karen M. Hamad MD (faculty); Bahaa Amer MD; Ijeoma Eccles-James MD; Alena Gerasimova MD; Mallory Kimsey DO; Marilyn Mosquera MD; Olesia Petrenko DO (residents); Jacquelyn Zaleski MPP, MHI, RN; Mary E. Geary PhD, RN; and Robert A. Smith PhD, FCCM

4. Title: Implementation of Handoffs in High Risk Patients: A Resident-Physician Driven Quality Improvement Initiative

Principal Investigator: Karen Hamad MD

Sub-Investigators: Wilhelmine Wiese-Rometsch MD; FCCP; Kenneth Hurwitz MD; Faisal Keen MD; Upali Ranasinghe DO (faculty); Derek Calkins DO; Mallory Kimsey DO; Caitlin Bass MD; Christopher Jenkins MD (residents); Mary E. Geary PhD, RN; Jacquelyn Zaleski MPP, MHI, RN; Carlos Arias MS; and Robert A Smith, PhD, FCCM

Patient Safety:

In anticipation of the residency program, the hospital instituted geographic Structured Interdisciplinary Bedside Rounds (SIBR). While interdisciplinary rounds occur daily in the intensive care units, the process did not include general medicine wards. These rounds include the patient and/or family, pharmacist, nurse, discharge planner.
Internal Medicine at Sarasota Memorial Health Care System
2017-2018 Academic Year

The program provides yearly didactic sessions on the following topics: risk management, infection control, and incident reporting.

Risk management is also covered during the FSU COM Orientation for its new residents.

Transitions in Care:

The program uses I-PASS for supervision of transitions of care. Residents, chief resident, and attending physicians attend the morning and evening handoff sessions. Residents are assessed using published I-PASS evaluation tools.

Access to Care/Care of the Underserved:

To decrease health disparities in the community, our hospital and program leadership identified and engaged key community stakeholders from the city’s most underserved area (including the mayor, city officials, community leaders, local high school principal and other professionals with similar societal goals of addressing the needs of the underserved) in designing the resident’s continuity clinic.

The resident’s continuity clinic is housed in the Sarasota Memorial Health Care Internal Medicine Practice at Newtown. Newtown is a community of Sarasota where 38% of the population is below the poverty level, according to the U.S. Census American Community Survey 2007-2013. In addition to primary care providers, this multidisciplinary primary care clinic is staffed with nutritionists, pharmacists, social workers and provides legal and financial counseling as it relates to healthcare needs of the patients.

The practice opened on July 6, 2017. As of June 1, 2018 there were a total of 2225 encounters for 667 individual patients. Through its partnership with Good Samaritan Pharmacy, the practice has provided over $330,000.00 in medication assistance.

The Program was the recipient of the 2018 Sarasota Unity Awards for its efforts to eliminate health care disparities in the community of Newtown, Sarasota.

Resident Wellness Activities:

To develop a culture of wellness, the program identified a content expert, devoted financial resources, and provided protected time for curricular development and implementation. Our content expert regularly observes, participates in and debriefs critical programmatic elements such as the clinical competency and program evaluation committees.

We developed a roadmap “Beyond Wellness” that aims to provide residents with an emotional toolkit, empowering them to embrace the “light” of their careers, while learning to face the challenges inherent in the profession of medicine.
The curriculum incorporates didactics, workshops, retreats, panel discussions, resident confidential feedback, and journaling activities that promote self-reflection. The program assigns scheduled reflection journaling activities and incorporates these themes in the longitudinal curriculum. Other activities acknowledge cultural differences both within the program and in terms of patient care. One specific area of concern is dealing with end of life issues from personal and professional stand points. One of our most successful retreats focuses on gratitude as a form of resilience. In this activity, participants go off site and reflect on those most important to them and share their reflections.

When possible, throughout the curriculum, sessions will include experiences of known residents or attending physicians discussing personal work-related challenges (death of a patient, depression, ethical dilemma, moral distress, personal conflict, etc.). The purpose of this is to reduce stigma, build a culture of support and appropriate sharing and remind residents that these are commonly occurring challenges. (This work has been accepted for workshop at the 2019 National AHME meeting.)
Scholarly Activity:

Publications:

Faculty Publications—Journals

Fam MD\textsuperscript{1}, Zeineddine HA\textsuperscript{1}, Eliyas JK\textsuperscript{1}, Concha M, et al. CSF inflammatory response after intraventricular hemorrhage. \textit{Neurology}. 2017; 89: 1553-1560.


Resident Publications- Journals


Resident Publications- Abstract


National/ International Presentations- Faculty


Casey B, O’Handley, Wiese-Rometsch W: "Preparing GME Leaders and Learners to Eliminate Healthcare Disparities; AHME Webinar, Jun. 2018
Internal Medicine at Sarasota Memorial Health Care System
2017-2018 Academic Year

National/International Presentations- Residents


Ricardo J, Salem A, Alkayali T, Meredith K “Adjuvant Chemotherapy After Neoadjuvant Chemoradiation in Esophageal Cancer: A Propensity Score Matched Analysis”; 2017 Second International Conference on Digestive Diseases; Madrid, Spain

Regional Presentations- Residents & Faculty


Ricardo, J; Salem AI, Alkayali T, Kucera S, Wiese-Rometsch W: "Caroli's Disease: Not Your Common Acute Cholangitis"; 2018 Florida ACP Resident & Student Meeting; Mar. 2018, Orlando, FL

Leadership Roles in National Organizations:

Dr. Wiese-Rometsch serves on the Association of Hospital Medical Education (AHME) in the following capacities:

- Executive Board Member & Region 3 Representative; and as taskforce member of the Academic Leadership & Professional Development Group (ALPD).

Dr. Karen Hamad is a member of the AAIM Collaborative on Optimization of Clinical Learning and Working Environment.
6/8/2018

Kelly P O'Keefe, MD
Program Director, Professor of Clinical Sciences
Sarasota Memorial Hospital
1700 S Tamiami Trail
Sarasota, FL 34239

Dear Dr. O'Keefe,

The Review Committee for Emergency Medicine, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the application for accreditation submitted by the following program:

Emergency medicine

Florida State University College of Medicine Program
Florida State University College of Medicine
Tallahassee, FL
Program 1101100203

Based on all of the information available at its recent meeting, the Review Committee conferred the following action:

Status: Initial Accreditation
Maximum Number of Residents: 27
Effective Date: 04/05/2018
Approximate Next Site Visit: 07/01/2020

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME’s Institutional and/or Program Requirements for Graduate Medical Education without citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

Felicia Davis, MHA
Executive Director
Review Committee for Emergency Medicine
312.755.5006
fdavis@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
  All Children’s Hospital in St. Petersburg
  Florida State University College of Medicine
  Sarasota Memorial Hospital
Highlights:

The Emergency Medicine Residency was granted initial accreditation with no citations. We are excited by this and look forward to our first residents beginning in July 2019. We are receiving many applications for the fourth year EM rotation and have scheduled students to complete rotations with the program for the 2018-2019 academic year. We have been participating in regional and national residency fairs and continue to spread the word about our program.

Scholarly Activity:


Dr. O’Keefe continues as an Item Writer for the American Board of Emergency Medicine.

Dr. Temple joined the Education Committee for the Florida College of Emergency Physicians.

Faculty Development:

We held two faculty development sessions, focusing on skills needed to become effective teachers. The sessions were attended by 90% of faculty members and were well-received.

Program Improvements:

We are actively working on the development of our simulation program, which will have a significant impact on resident education, procedural skill development, quality improvement, and patient safety in the emergency department.
2/2/2018

Gregory K Todd, MD, JD
Program Director
Florida State University College of Medicine
1115 West Call Street
Tallahassee, FL 32306-4300

Dear Dr. Todd,

The Review Committee for Internal Medicine, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Internal medicine

Florida State University College of Medicine (Tallahassee) Program
Florida State University College of Medicine
Tallahassee, FL
Program 1401100894

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

Status: Continued Accreditation
Maximum Number of Residents: 36
Effective Date: 01/19/2018

The Review Committee commended the program for its demonstrated substantial compliance with the ACGME's Program Requirements and/or Institutional Requirements without any new citations.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

Jerry Vasilias, PhD
Executive Director
Review Committee for Internal Medicine
312.755.7477
jvasilias@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
Florida State University College of Medicine
Tallahassee Memorial Healthcare
Leadership Changes:

Dr. Gregory Todd stepped down as the program director in June 2018. Following a national search, Dr. Claudia Kroker-Bode was appointed as the new program director.

Patient Safety:

Patient safety processes are addressed via orientation week, annual TMH University Healthstream online didactic modules, and morbidity and mortality conferences regarding unexpected deaths. Identified issues can be turned into quality improvement initiatives and used as a continued education tool and internal check system. The program provides a mandatory lecture for residents to show them how to submit a “Safety Event” via the TMH portal. The importance of reporting these events or near misses was strongly encouraged for the residents.

Transitions in Care:

A didactic session regarding the essentials of sign-out is given annually as an introduction to interns and refresher to upper level residents. Residents use the physician handoff tool in the Cerner EMR for the sign-out process. Upper level residents supervise intern-to-intern sign-out daily at the beginning and end of each shift during the medicine ward months. Residents are taught the importance of accurate and timely documentation, particularly discharge summaries. Residents have the opportunity to rotate through the TMH Transition Center and gain a different perspective of outpatient follow-up in an often underserved population.
Access to Care/Care of the Underserved:

During medicine ward months, IM residents receive daily unassigned admissions that are often underserved patients that are either uninsured or underinsured. If uninsured, residents work with case management to find appropriate follow-up options for these patients. Many times, these patients follow up in the TMH Transition Center where social workers assist in the attainment of insurance and ultimately refer these patients back to the residency clinic for primary care services. Residents have been encouraged to follow-up on these patients in clinic.
<table>
<thead>
<tr>
<th>Title</th>
<th>Conference/Location</th>
<th>Presenters</th>
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<td>If it walks like a duck and talks like a duck, it's still a goose: Post-operative wound abscess by Haemophilus parainfluenza</td>
<td>AMA National Conference</td>
<td>Zareen Vaghaiwalla, MD</td>
<td>Philip Denoux, MD</td>
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<td>A Severe Presentation of Herpes Simplex Virus -2 in the Immunocompromised Patient</td>
<td>FMA 2017 Conference</td>
<td>Zareen Vaghaiwalla, MD</td>
<td>Philip Denoux, MD</td>
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<td>Multi-organ Failure with Hemophagocytic Lymphohistiocytosis Due To Coexistent Ehrlichia and Epstein-barr Virus Infections</td>
<td>Abstract Publication in American Journal of Respiratory and Critical Care Medicine 2018</td>
<td>Sachin Patel, MD</td>
<td>Akshay Manohar, MD, Alberto Fernandez, MD, Philip Denoux, MD, Tim Broeseke, MD</td>
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<td>The Inherited Pneumothorax</td>
<td>CHEST International Conference in Toronto, Canada</td>
<td>Sachin Patel, MD</td>
<td>Simha Jadadeesh, MD</td>
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<td>The Jod-Basedow Phenomenon in Follicular Thyroid Cancer</td>
<td>FMA 2017 Conference</td>
<td>Latrisha Wright, MD</td>
<td>Raymond Shashaty, MD</td>
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<td>Don’t be fooled, STEMIs do not Discriminate Against Age</td>
<td>ACP FL 2017</td>
<td>Alexandra Da Rocha, MD, Krishna Patel, MD, Zachary Gross, MD</td>
<td>Philip Denoux, MD</td>
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<td>Abdominal Pain in Reverse: Retrovirus HTLV-1 Presenting as its Rarest Form, Adult T-Cell Leukemia</td>
<td>ACP FL 2017</td>
<td>Kanuboddu Reddy, MD, Zareen Vaghaiwalla, MD</td>
<td>Mahsheed Khajavi, MD</td>
</tr>
</tbody>
</table>
6/1/2018

Wade G Douglas, MD
Program Director
1401 Centerville Rd
Suite 107
Tallahassee, FL 32308

Dear Dr. Douglas,

The Review Committee for Surgery, functioning in accordance with the policies and procedures of the Accreditation Council for Graduate Medical Education (ACGME), has reviewed the information submitted regarding the following program:

Surgery

Florida State University College of Medicine Program
Florida State University College of Medicine
Tallahassee, FL

Program 4401100438

Based on the information available to it at its recent meeting, the Review Committee accredited the program as follows:

   Status: Continued Accreditation without Outcomes
   Maximum Number of Residents: 12
   Residents per Level: 4 - 2 - 2 - 2 - 2
   C = 2-2-2-2-2
   P = 2-0
   Effective Date: 04/05/2018
   Approximate Self-Study Date: 04/01/2028

AREAS NOT IN COMPLIANCE (Citations)
The Review Committee cited the following areas as not in substantial compliance with the ACGME’s Program Requirements and/or Institutional Requirements:

NEW CITATIONS
Responsibilities of Program Director | Since: 04/05/2018 | Status: New

The program director must appoint the members of the teaching staff and the local program director at an integrated site. (Detail) [Program Requirement: I.B.3.a),(1)]

The information provided to the Review Committee did not demonstrate substantial compliance with the requirement. Specifically, in the specialty-specific application, the program indicated that the program director does not appoint members of the teaching faculty at the integrated site. The Committee noted that the program listed Nemours Children’s Specialty Care as an integrated site for three months in the PG-3 year and has listed one core faculty and four non-core faculty members. While the Committee understands that the program director has no direct authority over the faculty at Nemours, the program director is
responsible for appointing qualified physicians who agree to supervise residents as faculty in the residency program.

The program is advised that an integrated site contributes substantially to the educational activities of the residency program [I.B.3.a]. Since the pediatric surgery rotation is a three month focused clinical experience in the PG-3 year, the program may wish to designate the site as a non-integrated or to appoint the pediatric surgeons as members of the teaching faculty.

Responsibilities of Program Director | Since: 04/05/2018 | Status: New

The program director must ensure that the following types of conferences exist within a program: a course or a structured series of lectures that ensures education in the basic and clinical sciences fundamental to surgery, including technological advances that relate to surgery and the care of patients with surgical diseases, as well as education in critical thinking, design of experiments and evaluation of data; (Detail) regular organized clinical teaching, such as grand rounds, ward rounds, and clinical conferences. (Detail) [Program Requirement: II.A.4.u); II.A.4.u.(1); II.A.4.u.(2)]

The information provided to the Review Committee did not demonstrate substantial compliance with the requirement. Specifically, review of the specialty-specific application noted that Basic Science Conferences are scheduled quarterly, but the program provided only two topics pertaining to adhesives. However, on page four of the specialty-specific application, the program reported that there is a junior-level and senior-level curriculum for the Basic Science Conferences with weekly reading topics chosen from the Sastion textbook and the SCORE curriculum. At the time of site visit, the program reported an 18-week core curriculum conference at the start of each academic year; however, it is unclear if that is what was meant in the program's specialty-specific application. The Clinical Science Conferences are scheduled monthly, but only eight topics are listed. Journal Club are scheduled monthly, but only nine topics are listed. The program is advised that the updated application requested “topics planned for the program or for the most complete academic year.” At the time of review, the Committee was unable to determine if the program has a fully developed didactics and conference plan for all residents.

Supervision | Since: 04/05/2018 | Status: New

To promote oversight of resident supervision while providing for graded authority and responsibility, the program must use the following classification of supervision: (Core) Direct Supervision – the supervising physician is physically present with the resident and patient. (Core) Indirect Supervision: with Direct Supervision immediately available – the supervising physician is physically within the hospital or other site of patient care, and is immediately available to provide Direct Supervision. (Core) with Direct Supervision available – the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by means of telephonic and/or electronic modalities, and is available to provide Direct Supervision. (Core) Oversight – the supervising physician is available to provide review of procedures/encounters with feedback provided after care is delivered. (Core) [Program Requirement: VI.A.2.c); VI.A.2.c.(1); VI.A.2.c.(2); VI.A.2.c.(2). (a); VI.A.2.c.(2). (b); VI.A.2.c.(3)]]
The information provided to the Review Committee did not demonstrate substantial compliance with the requirement. Specifically, review of the program's supervision policy demonstrated that it is more of a process document than a policy. As such, it does not outline the requirements of resident supervision as required.

**Supervision | Since: 04/05/2018 | Status: New**

Programs must set guidelines for circumstances and events in which residents must communicate with the supervising faculty member(s). (Core) Each resident must know the limits of their scope of authority, and the circumstances under which the resident is permitted to act with conditional independence. (Outcome) Initially, PGY-1 residents must be supervised either directly, or indirectly with direct supervision immediately available. (Core) The program must define those physician tasks for which PGY-1 residents may be supervised indirectly, with direct supervision available, and must define "direct supervision" in the context of the program. (Detail) The program must define those physician tasks for which PGY-1 residents must be supervised directly until they have demonstrated competence as defined by the program director, and must maintain records of such demonstrations of competence. (Detail) The program should use the template of definitions provided in the FAQ or a variation of the template to develop these definitions. (Detail) [(Program Requirement: VI.A.2.e); VI.A.2.e).(1); VI.A.2.e).(1),(a); VI.A.2.e).(1).a.(i); VI.A.2.e).(1).a.(ii); VI.A.2.e).(1).a.(iii)]

The information provided to the Review Committee did not demonstrate substantial compliance with the requirement. Specifically, review of the program's supervision policy demonstrated there to be no specific directives about resident communication with faculty members and the program has not defined the tasks pertaining to the supervision of PGY-1 residents. At the time of review, the Committee was unclear how residents would know when to communicate or what tasks/competencies must be demonstrated for the varying levels of supervision.

**AREAS FOR IMPROVEMENT / CONCERNING TRENDS**

The Review Committee identified the following areas for program improvement and/or concerning trends:

**Educational Environment**

Review of the program's updated application demonstrated other learners in Internal Medicine, Family Medicine, and Pharmacy residency, who would have no significant interaction with the residents in this program. The program has listed Florida Hospital as a participating site, which has an accredited general surgery program and who hosts surgery residents from one other accredited general surgery program, and Nemours, which hosts general surgery residents from two other accredited general surgery programs. The program is advised to carefully monitor the resident's experience while at participating sites to ensure the educational objectives are being met.

**Faculty Certification**

Review of the program's Faculty Roster demonstrated multiple faculty participating in Maintenance of Certification, but with a recertification date that appears to be lapsed. The
program is advised to indicate the date of recertification for each faculty member, which may be a date specific to the Continuous Certification cycle or the "recertification" date as listed on the certificate.

Faculty Scholarly Activity
Review of the Faculty CVs and Scholarly Activities listing indicated that the majority of faculty have little or no scholarly activity. The program is reminded to ensure that all faculty activity scholarly activities for the preceding five years are entered at the time of the annual update.

Faculty Supervision and Teaching
Review of the 2017 Resident Survey demonstrated some dissatisfaction with sufficient supervision by faculty. The 2017 Faculty Survey demonstrated dissatisfaction with faculty and program director interest in education, personal performance feedback, and working on scholarly project with residents. The program is advised to investigate the issues with the residents and faculty and to establish an action plan as needed.

OTHER COMMENTS

AREAS FOR IMPROVEMENT: Programs are not required to respond to Areas for Improvement. Areas for Improvement are intended to advise the program of an issue noted by the Committee that did not rise to the level of a citation. The program is advised to review all Areas for Improvement and address as necessary.

In the Common and specialty-specific Program Requirements, each requirement is categorized as "Detail," "Core," or "Outcome." Programs with a status of Continued Accreditation without Outcomes are subject to accreditation citation under requirements categorized as "Detail," "Core," or "Outcome," except for the requirements addressing (1) Case Logs (if they have not had a resident complete the program since accreditation was initially conferred), (2) graduate patient numerics (if they have not had a resident complete the program since accreditation was initially conferred) (if applicable to the specialty), and/or (3) board pass rates (if they have not had a resident who has taken a certifying examination in the specialty or subspecialty). Although programs with a status of Continued Accreditation without Outcomes are not subject to accreditation citation under requirements addressing (1) Case Logs, (2) graduate patient numerics (if applicable to the specialty), and (3) board pass rates, they are expected to comply with those requirements, as well as all other Core- and Outcome-categorized requirements, upon progression to the status of "Continued Accreditation."

The length of time a program may remain on Continued Accreditation without Outcomes is the accredited length of training plus one year, at which time the program must achieve a status of Continued Accreditation or be subject to withdrawal of accreditation.

The ACGME must be notified of any major changes in the organization of the program. When corresponding with the ACGME, please identify the program by name and number as indicated above. Changes in participating sites and changes in leadership must be reported to the Review Committee using the ACGME Accreditation Data System (ADS).
Sincerely,

[Signature]

Donna L. Lamb, DHSc, MBA, BSN
Executive Director, Surgical Accreditation
Review Committee for Surgery
312.755.5499
dlamb@acgme.org

CC:
Joan Y. Meek, MD, MS

Participating Site(s):
Florida Hospital Medical Center
Florida State University College of Medicine
Nemours Children's Specialty Care
Tallahassee Memorial Healthcare
Major Changes:

The program changed the transplant rotation from a single provider, single organ experience to multiple providers, multiple organ rotation by working in partnership with Florida Hospital and Drs. Bloom and Angelis.

Faculty Additions:

Dr. Luke Watkins and Dr. Brett Howard were added to the program faculty. Dr. Howard is a COM graduate.

Faculty Development:

The program had a faculty development session on ACGME changes. There was a “How to Teach a Resident” conducted during clinic.

Special Recognition:

Dr. Clark received recognition for meeting the program goal for the ABSITE taken in January of 2018.

Quality Improvement Activities:

1. Small bowel protocol study to decrease the hospital days related to adhesive related small bowel obstruction.
2. Attendance at TMH Trauma Conference and Tumor Conference
3. TMH Chief Improvement Officer meets quarterly with residents to review data regarding hospital and surgery scores

Patient Safety:

Residents report safety issues by submitting a safety event from the TMH intranet site through the red icon on the home page. They can also ask their attending or nurse to assist in submitting an event.

Surgery has weekly morbidity and mortality conferences to discuss cases that have occurred. This discussion includes improvement in care for future patient encounters.

Transitions in Care:

Residents use verbal, face-to-face handoffs in the morning and in the evening. Upper level residents review all admissions that occurred overnight the following morning with interns.
Access to Care/Care of the Underserved:

In the Transition Center, upper level residents provide care to underserved patients in the community during Friday morning clinic. The residents accompany Dr. Douglas to Madison Hospital to perform endoscopies and colonoscopies in a rural community.

Wellness Activities:

The program had a holiday party in December, as a social event at the University Center Club. The program had a half-day resident retreat in June on the FSU Challenge course to work on teamwork skills. There have been improvements in the call room. The institution increased the variety of food provided in the physician’s lounge after hours, at no cost to residents.

Scholarly Activity:

Publications:

Journals:


Regional or National Presentations:

Alvarenga ES, Aupont S, Douglas WG, Ramirez AV. Diagnostic and Therapeutic Laparoscopy in Trauma. SAGES 2018, Seattle, WA. [Video Presentation]


Leadership Roles in National Organizations:

Douglas WG. Association of Program Directors in Surgery, Diversity Committee.


Crooms, J. SAGES. Committee member, Safe Laparoscopic Cholecystectomy, 2016-current.

Crooms, J. SAGES. Ad Hoc committee, Hepatobiliary Surgery, 2016-current.

Robie DK. American Pediatric Surgery Association, Foundation Agent.

Paredes, A. Member of the 2018 FMA House of Delegates for the FMA Annual Meeting. Delegate, 2016-current.
MEMORANDUM

TO: President John Thrasher

FROM: Sally McRorie

DATE: August 20, 2018

SUBJECT: Textbook and Instructional Material Affordability (Request for Approval)

State legislation requires universities to review and analyze the cost of required and recommended textbook and instructional material. In addition, the legislation requires that state universities report textbook adoption for the previous academic year. Using a template provided by the Florida Board of Governors, the Provost’s Office has compiled and analyzed this information.

I recommend your approval of the Textbook and Instructional Material Affordability Report. Consistent with state law, upon review and approval, the report will be submitted to the Chancellor of the State University System.
State University System of Florida  
Textbook and Instructional Materials Affordability  
Annual Report  
Statutory Due Date: September 30

<table>
<thead>
<tr>
<th>University Submitting Report</th>
<th>Semester(s) Reported*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved by the University Board of Trustees</td>
<td>Signature of Chair, Board of Trustees</td>
</tr>
<tr>
<td>Signature of President</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Report Fall and Spring data separately to allow for Fall to Fall semester comparison and Spring to Spring semester comparison.

Florida Board of Governors (FBOG) Definitions:
- Wide cost variance is defined as a cost per course section of $200 or more over the median average cost of textbooks and instructional materials for the same course.
- High enrollment is defined as the top 10% of courses ordered by headcount enrollment.

1) Required and Recommended Textbooks and Instructional Materials for General Education Courses

a) Report on the course sections identified as wide cost variance and include the number of course sections within a course (n). An explanation may be provided for sections with wide cost variance (e.g. honors course, economics text for two courses).

FBOG Methodology: Identify the median average cost for textbooks and instructional materials for all course sections of a course. Exclude sections with Open Educational Resources (OER) or no required materials from wide cost variance analysis. Course sections with a cost of $200 or more over the median cost are considered wide cost variance.
- Required (Req) Textbooks and Instructional Materials
- Recommended (Rec) Textbooks and Instructional Materials

University Response:
The general education courses offered in Fall 2016, Spring 2017, Fall 2017, and Spring 2018 were identified by the Registrar's Office. Based on policy set for curriculum by the Faculty Senate, the Student Information System (the campus enterprise resource planning system) was used to pull course information for general education courses (e.g., course number, instructor, enrollment, textbook and instructional materials
information) as of July 30, 2018. A total of 410 general education courses (2,673 course sections) were identified for Fall 2016 and Spring 2017. For Fall 2017 and Spring 2018, a total of 467 general education courses (3,120 course sections) were identified. These data were merged with the textbook material cost information provided by the University Bookstore. Using this information and the methodology provided by the Florida Board of Governors, we identified the median cost for new retail textbooks and instructional materials for all course sections of a general education course. Institutions were instructed to exclude sections with Open Educational Resources (OER) or no required materials from this wide cost variance analysis. Course sections with a cost of $200 or more above the median cost were considered wide cost variance, as indicated by instructions provided by the Florida Board of Governors. This information is provided in the tables below.

### Fall 2016

<table>
<thead>
<tr>
<th>Prefix and Course Number</th>
<th>Course Title</th>
<th>Section</th>
<th>Total Number of Sections within Course</th>
<th>Req or Rec</th>
<th>Average Cost</th>
<th>Dollar Variance</th>
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<tr>
<td>ECO2023</td>
<td>Principles of Microeconomics</td>
<td>3, 6, 14, 15, 16</td>
<td>11</td>
<td>REQ</td>
<td>$70.75</td>
<td>$247.25</td>
</tr>
</tbody>
</table>

**Explanation:**
ECO 2023 (Principles of Microeconomics) was identified as having wide cost variance using the definitions and methodology provided by the Florida Board of Governors. For ECO 2023, the textbook and instructional material entered into Student Central was miscoded. *When the information was corrected, this course did not meet the wide cost variance threshold established by the Florida Board of Governors.*

### Spring 2017

<table>
<thead>
<tr>
<th>Prefix and Course Number</th>
<th>Course Title</th>
<th>Section</th>
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<th>Average Cost</th>
<th>Dollar Variance</th>
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<tbody>
<tr>
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</table>

**Explanation:**
No required books for Spring 2017 were identified as having wide cost variance.

Further, no general education courses with recommended textbooks or instructional materials in either Fall 2016 or Spring 2017 had a wide cost variation identified.
Fall 2017

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<tr>
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</table>

No required books for Fall 2017 were identified as having wide cost variance.

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<tbody>
<tr>
<td>None</td>
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</tbody>
</table>

No required books for Spring 2018 were identified as having wide cost variance.

Further, no general education courses with recommended textbooks or instructional materials in either Fall 2017 or Spring 2018 had a wide cost variation identified.

b) Describe the textbook and instructional materials selection process for general education courses with a wide cost variance among different sections of the same course.

University Response:
The process for selecting textbooks and instructional materials is the same across all campuses. Each instructor adopts the course material for his/her course. Using the FBOG methodology, no course sections have been identified as having a wide cost variance.

c) Report the course title(s) and number of section(s) that do not require or recommend the purchase of a textbook(s) and/or instructional material(s).

Fall 2016

<table>
<thead>
<tr>
<th>Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials</th>
<th>Number of Sections</th>
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</thead>
</table>

Spring 2017

<table>
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<tbody>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>AMH2020</td>
<td>HISTORY OF U.S.</td>
</tr>
<tr>
<td>AMH2091</td>
<td>AFRICAN AMERICAN EXP</td>
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<td>RACE/ETHNICITY IN US</td>
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<td>AMH2583</td>
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<td>HISTORY OF SEMINOLES</td>
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<td>ANT2301</td>
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<td>ANT2511L</td>
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<tr>
<td>ARH2000</td>
<td>ART ARCH ARTITC VISN</td>
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<td>CHM1045L</td>
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<td>HIS2370</td>
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<td>IFS2048</td>
<td>WORLD WITHOUT GOD?</td>
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<td>CHM1045 - GEN CHEMISTRY I</td>
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<td>CPO2002 - INTRO COMPARATV GOVT</td>
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<td>HUM2020 - ART OF BEING HUMAN</td>
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<tr>
<td>THE2000 - INTROD TO THEATRE</td>
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</tbody>
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Note: In Spring 2017, CHM1045 and CHM1046 were created as combined course sections. This requires students to enroll in both a lecture and a discussion course section of the same course. However, textbooks and instructional materials were only assigned to the lecture sections of CHM1045 and CHM1046, and not to the discussion sections. As a result, while it appears that no textbooks or instructional materials were assigned to the discussion sections, material was assigned to the course as a whole and there is no wide cost variance for these materials.

<table>
<thead>
<tr>
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</tr>
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Note: In Spring 2018, CHM1045 and CHM1046 were created as combined course sections. This requires students to enroll in both a lecture and a discussion course section of the same course. However, textbooks and instructional materials were only assigned to the lecture sections of CHM1045 and CHM1046, and not to the discussion sections. As a result, while it appears that no textbooks or instructional materials were assigned to the discussion sections, material was assigned to the course as a whole and there is no wide cost variance for these materials.

d) What measures, if any, are being taken by the university to reduce wide cost variance among different sections of the same general education course?

**University Response:**
The university will continue to monitor cost variance among the different sections of the same course. If the same course is found to have wide cost variance for more than two consecutive semesters, then the department chair will be asked to provide a written justification for the wide cost variance or to select textbooks and instructional materials closer to the average cost for the course.

e) Describe the textbook and instructional materials selection process for general education high enrollment courses.

**FBOG Methodology:** Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment. Provide the number of courses (n) reported on.

**University Response:**
High enrollment general education courses for Fall 2016, Spring 2017, Fall 2017, and Spring 2018 were identified by the Registrar’s Office. Using the methodology provided by the Florida Board of Governors, the top 10% of courses were identified as high enrollment general education courses. The university’s Student Information System (SIS) was used to pull the course information (e.g., course number and enrollment). Using the FBOG’s template for reporting, course prefix/numbers have been ordered by headcount enrollment, excluding honors courses. Using this methodology, we identified 21 high enrollment courses offered in Fall 2016 and 20 high enrollment
courses in Spring 2017. In Fall 2017, we identified 22 high enrollment courses and 21 high enrollment courses in Spring 2018. This information is provided in the tables below. The process for selecting textbooks and instructional materials is the same across all campuses. Each instructor adopts the course material for his/her course.

**Fall 2016**

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STA2023 | FUND BUS STATISTICS | 1008
STA2122 | INTRO APPL STATISTIC | 976
BSC1005L | GENERAL BIOLOGY LAB | 944
BSC2010 | BIOLOGICAL SCIENCE I | 921
MAC2233 | CALCULUS FOR BUSINES | 914
EVR1001 | INTRO ENV SCIENCE | 910
PSB2000 | INTRO BRAIN & BEHAVR | 896
ARH2000 | ART ARCH ARTITC VISN | 874
PHI1630 | ETH ISSUES/LIFE CHOIR | 838
BSC2010L | BIOLOGICAL SCI I LAB | 779
CHM1045L | GEN CHEM I LAB | 767
BSC2011 | BIOLOGICAL SCIENCE II | 761
REL1300 | INTRO TO WORLD REL | 724
MAC1105 | COLLEGE ALGEBRA | 714
BSC1005 | GEN BIO NON-MAJORS | 703

2) Specific Initiatives of the University Designed to Reduce the Costs of Textbooks and Instructional Materials for General Education Courses

   a) Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

Florida State University currently has a policy in place that requires textbooks and instructional materials to be put into the Student Information System by the first date of course registration (e.g., mid-March for Summer and Fall semesters and October for Spring semester). Students access the Student Information System through an online student web portal in order to use the course look up feature to make decisions about course registration. The textbook and instructional material information for courses is available to students during this process. Students are able to make decisions about courses, considering textbook and instructional material costs, months in advance of the start of the term.

This textbook information is also available to the University Bookstore (Follett) through a university contract, which allows the bookstore to ensure that textbooks are available in various formats, depending on availability. For example, a textbook may be available in new, used, rental, or digital format. If it is available in alternative formats, then the University Bookstore makes it available to students, often at a price lower than the new retail version. Generally, textbooks in a rental format are approximately 58%
lower than new rental, used is 32% less than new, and digital is 30% less than new retail. Approximately 73% of the textbook titles are available as used, while approximately 40% is available in a digital format. Increasingly, students are participating in the textbook rental program.

In addition, the University Bookstore (Follett) has a “price match guarantee” that allows students to price match against Amazon, Barnes and Noble, or a local competitor. From July 2016-March 2018, participating students saved $66,061 as a result of the price match guarantee offered by the University Bookstore.

University Libraries have a course reserve program in which faculty can request that textbook and/or instructional material be placed on reserve for access by students. Course materials available through the course reserve program are searchable by course, instructor, and title through the library catalog. Each academic department is assigned a subject librarian who communicates to faculty about library services, including course reserves. Students obtain information about the course reserves from the course instructor. For Fall 2017, the course reserve program at the University Libraries included the material for approximately 30% of the general education courses.

In November 2016, the University Libraries launched the FSU Libraries Alternative Textbook Grant Program, awarding $1000 to 21 faculty applicants to support the development of open or library-licensed course materials that are free and available to students. Applications were evaluated based on criteria balancing the estimated savings to students, the openness of the proposed materials, and the likelihood of the materials being adopted by other courses at Florida State University. As part of this initiative, the Libraries have begun adding open textbooks and instructional materials to its OneSearch discovery service to make it easier for FSU instructors to discover affordable materials to adopt for their classes. Of the 21 grants awarded since the launch of the program, five grants were awarded for zero-cost course material adoptions in general education courses. The University Libraries estimate that the total projected savings to students across these five courses will be up to $79,029 by summer 2019 (based on the new print cost of the commercial textbooks previously required in these courses).

The University Libraries also organized Open Education Week in March 2018 to highlight open education resources available to instructors. With partners at the Colleges of Education and Communication and Information, an Open Education Symposium was held with over 1,300 remote viewers and 70 in-person attendees. Feedback from attendees suggest interest in learning more about the use of open educational resources for instructional material. As a result, the University Libraries has been working with interested faculty to develop peer-reviewed high-quality materials written by experts, ensuring a level of intellectual and instructional rigor on par with expensive commercial equivalents.
Some academic departments adopted open textbooks for general education courses. For example, the math department developed lecture outlines, course notes, video clips, and problem sets that are available as an open educational resource to students enrolled in general education courses such as MAC 1005, MAC 1114, and MAC 1140. The Chemistry and Physics departments have undertaken initiatives to adopt open educational resources for CHM 1045, CHM 1046, CHM 1050, PHY 2053, and PHY 2054. The estimated average cost savings are described in the table below.

With the transition of the university’s learning management system to Canvas, the university is piloting the Follett IncludED program for a general education course that allows students to “opt in” to purchase materials at a reduced cost from the University Bookstore (Follett). These materials are digitally delivered to students through private access web links by the first day of classes, providing advantages in both material accessibility and affordability for participating students. For Fall 2018, the pilot includes ENC 2135 with a plan to expand the program to additional courses in future semesters, starting with Spring 2019.

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings? Describe the average cost savings comparing fall semester to fall semester and spring semester to spring semester.

As a result of academic department initiatives, there has been a reduction in the cost of required textbooks for the students. These reductions in student cost is due to the adoption of open educational resources as the required instructional material for courses in chemistry and physics.

The table below provides the cost of required textbooks for each semester and the average savings associated with cost saving initiatives. The estimated savings to students from the use of open educational resources is over $500,000.

<table>
<thead>
<tr>
<th>Course (all sections)</th>
<th>Fall 2016</th>
<th>Fall 2017</th>
<th>Average Savings</th>
<th>Spring 2017</th>
<th>Spring 2018</th>
<th>Average Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1045</td>
<td>$130.82</td>
<td>$0*</td>
<td>$130.82</td>
<td>$133.35</td>
<td>$0*</td>
<td>$133.35</td>
</tr>
<tr>
<td>CHM 1046</td>
<td></td>
<td></td>
<td></td>
<td>$181.75</td>
<td>$0</td>
<td>$181.75</td>
</tr>
<tr>
<td>CHM 1050</td>
<td>$132.24</td>
<td>$0*</td>
<td>$132.24</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>PHY 2053</td>
<td>$229.75</td>
<td>$0*</td>
<td>$229.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 2054</td>
<td>$329.25</td>
<td>$216.50</td>
<td>$112.75</td>
<td>$229.75</td>
<td>$0*</td>
<td>$229.75</td>
</tr>
</tbody>
</table>

* Online material is available at no cost to the student. The university bookstore has a printed copy of the material available for purchase (CHM 1045, CHM 1046, and CHM 1050 are $55, while PHY 2053 and PHY 2054 are $48.50).
c) With implementation of the initiatives, describe any reduction in cost variance among different sections of the same general education course. Describe the reduction in cost variance comparing fall semester to fall semester and spring semester to spring semester.

University Response:
Using the methodology provided by the Florida Board of Governors, the university did not have cost variance above the median cost among different sections of the same general education course. Therefore, no action was necessary to reduce the cost variance among different sections of the same general education course. The university continues to monitor textbook material costs to students enrolled in general education courses and coordinates with academic personnel to ensure students are provided the best available options for lowest cost textbook materials.

3) University Policies for the Posting of Textbooks and Instructional Materials

a) Describe policies implemented to ensure the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class. For course sections that require or recommend textbooks and/or instructional materials based on student individual needs (e.g. audition/performance, directed independent study, research topic) that may miss the posting date, please reference these as exceptions in 3(d).

University Response:
Florida State University policy requires textbook material information to be made available to students through the university’s Student Information System by the first date of course registration (e.g., mid-March for Summer and Fall semesters and October for Spring semester), well ahead of the 45 day prior to the semester start requirement. The Provost’s Office establishes the deadlines for instructors of record or their designee to assign required and recommended textbooks and instructional materials and input identifying information into the Student Information System. Compliance is monitored by the Provost’s Office and regular reports are provided to the Provost to ensure full compliance by academic personnel. Students access the Student Information System through an online student web portal to use its course look up feature to make decisions about course registration. Textbook and instructional material information are available to students within the course selection interfaces. Students are able to make decisions about courses, considering textbook costs, months in advance of the start of the term, and are encouraged to do so by academic personnel and advisors.

b) Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?
University Response:
The university’s policies have been effective in meeting the reporting requirements. In the university’s two most recent published operational audits conducted by the state auditor general, Florida State University had no findings related to compliance with s. 1004.083, Florida Statutes, concerning textbook affordability.

c) Report the number of course sections and the total percentage of course sections that were able to meet the textbook and instructional materials posting deadline for the academic year. Note: A course section is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Course Sections</th>
<th>Course Sections In Compliance</th>
<th>Compliance Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>11,514</td>
<td>11,445</td>
<td>99.40%</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>11,020</td>
<td>10,952</td>
<td>99.38%</td>
</tr>
<tr>
<td>Total</td>
<td>22,534</td>
<td>22,397</td>
<td>99.39%</td>
</tr>
</tbody>
</table>

d) Report the number of course sections and the total percentage of course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. Provide an explanation as to why the course sections were not able to meet the posting deadline. Note: A course section is not considered in compliance if all textbooks and instructional materials in the course section were not entered by the deadline.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Course Sections</th>
<th>Course Sections Out of Compliance</th>
<th>Non-Compliance Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>11,514</td>
<td>69</td>
<td>0.60%</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>11,020</td>
<td>68</td>
<td>0.62%</td>
</tr>
<tr>
<td>Total</td>
<td>22,534</td>
<td>137</td>
<td>0.61%</td>
</tr>
</tbody>
</table>

Reasons for not meeting the deadline vary. For example, newly appointed faculty contracts do not begin until August and, therefore, new faculty are not at the university until a few weeks prior to the start of the semester. As a result, textbooks and instructional material for their courses may not be entered within the 45-day window. Another reason is that, while a course section might be created well in advance, an instructor may not have been identified for and assigned to the course early enough to be entered within the 45-day window.
e) Report the number of courses that received an exception to the reporting
deadline. Provide a description of the exception(s).

University Response:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Exemption</th>
<th>Exemption Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>501</td>
<td>Courses created fewer than 45 days prior to semester start date in order to meet student demand.</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>518</td>
<td>Courses created fewer than 45 days prior to semester start date in order to meet student demand.</td>
</tr>
<tr>
<td>Total</td>
<td>1,019</td>
<td></td>
</tr>
</tbody>
</table>

The university made exceptions for courses created less than 45 days before the first day of class for each term. Florida Board of Governors Regulation 8.003 indicates that courses or course sections added within the 45-day window are exempt. The University had a total of 1,019 courses that were created less than 45 days before the first day of class for Fall 2017 and Spring 2018.
Conley heads The Thornhill Wealth Management Group in Florida as Senior Vice President of Wealth Management where he has extensive experience in working with affluent individuals and their families, as well as institutional clients. Conley began his career in 1981 and has helped clients manage their wealth throughout good and bad times for nearly 40 years. Conley is a CERTIFIED FINANCIAL PLANNER™ practitioner and holds the Certified Investment Management Analyst® designation. He is a Senior Portfolio Manager within the UBS Portfolio Management Program. He resides in Winter Haven, FL with his wife Jenifer and four lovely children – three of which attended FSU.

**AWARDS & ACHIEVEMENTS**

- He was recognized as a Barron's "Top 1,000 Advisor" for 2010 and 2011.

**EDUCATION & UNIVERSITY RELATIONSHIPS**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Type</th>
<th>Degree</th>
<th>Class Of</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida State University</td>
<td>Business</td>
<td>Bachelors</td>
<td>1981</td>
<td>Finance</td>
</tr>
</tbody>
</table>

**FSU RELATIONSHIP**

- Longtime Seminole Booster Annual Fund, Current Dunlap Champions Club Seat Holder, and scholarship donor
- Previous contributor to the Foundation
- Previous Alumni Association member and former member of the Alumni Association Board of Directors

**COMMUNITY INVOLVEMENT**
MEMORANDUM

June 5, 2018

TO: Chief Executive Officers of Atlantic Coast Conference Member Institutions

FROM: John D. Swofford
Commissioner

SUBJECT: 2018-19 ACC Governing Board Certification Form

Please find attached a copy of the 2018-19 Atlantic Coast Conference Governing Board Certification form. The form is to be completed annually by the Chair of the Governing Board in order for a member institution to enter a team or individual competitors in an ACC Championship as indicated in Article XI, Section XI-2 of the ACC Bylaws.

Please review this policy with your Governing Board and return the signed form to me at the Conference office by October 12, 2018.

Thank you and best regards.

Attachment

JDS/BH:th

cc Faculty Athletics Representatives
Athletics Directors
Compliance Directors
Governing Board Certification Form  
Academic Year 2018-19

As Chairman of the Governing Board at _____________________________.
I attest that: _____________________________.

1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the Institution.

2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, Conference and all other relevant rules and regulations.

3) The Chief Executive Officer, in consultation with the Faculty Athletics Representative and the Athletics Director, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Conference.

Date Presented to the Governing Board: _____________________________.

Signed: _____________________________.
(Chairman of the Governing Board)

Signed: _____________________________.
(CEO of Member Institution)

Please return completed form before October 12, 2018 to: 

Commissioner John D. Swofford  
Atlantic Coast Conference  
4512 Weybridge Lane  
Greensboro, NC 27407