The Agenda will be followed in subsequent order and items may be heard earlier than the scheduled time.

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

II. APPROVAL OF MINUTES (ACTION)  
  - June 26, 2015, Meeting Minutes

III. PUBLIC COMMENTS

IV. PRESIDENT’S REPORT  
Mr. John Thrasher, President

V. STRATEGIC PLANNING COMMITTEE UPDATE  
Dr. Sally McRorie, Interim Provost  
AKA Strategy Consultants
VI. **CONSENT ITEMS**
A. Requesting Approval for Termination of Degree Program – Research and Evaluation Methods, MA/Ph.D.
B. Requesting Approval for Termination of Degree Program - American and Florida Studies, BA/MA
C. Requesting Approval for Termination of Degree Program - Chemical Physics, MS/Ph.D.
D. Requesting Approval for Termination of Degree program – Communication Science and Disorders, Advanced Masters
E. Requesting Approval for the FSU College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2013-2014)
F. Requesting Approval for Changes to the State of Florida Institute Designation for the LeRoy Collins Institute
G. Requesting Approval of the 2015-2016 ACC Governing Board Certification
H. Requesting Approval of the Status Report on Construction Projects over $2.0 Million and Change Orders
I. Requesting Approval of the Status Report on Purchase Orders over $1.0 million and 5+ Year Service Contracts
J. Requesting Approval of Delegation of Authority to President to Approve the Florida Educational Equity Act Report(s)
K. Requesting Approval of Amendment to FSU Regulation 2.009 Parking and Traffic Regulations
L. Requesting Approval of Amendment to FSU Regulation 2.015 Procurement and Purchasing
M. Requesting Approval of Amendment to FSU Regulation 2.023 Public Records: Uniform Charge Procedure
N. Requesting Approval of the 2015-2016 Audit Plan for the Office of the Inspector General Services

VII. **NEW BUSINESS AND UPDATES**
A. **University Advancement**  
   *Dr. Thomas W. Jennings, Vice President for University Advancement*

B. **Athletics**  
   *Mr. Stan Wilcox, Director of Athletics*

C. **Student Government Association**  
   *Ms. Iyanna Pierre-Louis, Vice President of Student Government Association*

D. **Faculty Senate**  
   *Dr. Todd Adams, Faculty Senate Steering Committee*
E. Research
   Dr. Gary K. Ostrander, Vice President for Research

F. Student Affairs
   Dr. Mary Coburn, Vice President for Student Affairs

G. Finance, Business & Audit
   Mr. Kyle Clark, Vice President for Finance & Administration

   **Action Item**
   1. Requesting Authorization for Florida State University Foundation to issue debt for the acquisition of real property in the form of a conventional mortgage for a term of no more than 30 years.

H. Academic Affairs
   Dr. Sally McRorie, Interim Provost

   **Information Items**
   1. Update on Title IX Initiatives
      Ms. Jennifer Broomfield, Director of Title IX

I. Governmental Relations
   Ms. Kathleen Daly, Associate Vice President for Governmental Relations

J. General Counsel
   Ms. Carolyn Egan, General Counsel

VIII. **Chair’s Report**
   Mr. Ed Burr, Chair

   **Action Item**
   A. President’s Evaluation & Compensation

IX. **Open Forum for Board of Trustees**
   Mr. Ed Burr, Chair

X. **Adjournment**
FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
CONFERENCE CALL MEETING MINUTES

June 26, 2015
1:00 pm

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

Members Present: Allan Bense, Ed Burr, Billy Buzzett, Joe Camps*, June Duda, Joe Gruters, Mark Hillis, Leslie Pantin, Bob Sasser, and Jean Tabares
*participated via conference call

I. CALL TO ORDER AND WELCOME

Mr. Allan Bense, Chair

Chair Bense called the meeting to order at 1:00 pm. Lynna Sands conducted the roll call.

II. APPROVAL OF MINUTES (ACTION)

There were no objections to the June 3, 2015, conference call meeting minutes as presented. The minutes were approved.

III. PUBLIC COMMENTS

Mr. Derrick Silver, student, expressed concern regarding the changes to the Religious Holiday Observance Policy and requested that the Board of Trustees revisit the revised policy.

Chair Bense indicated that this was a Faculty Senate issue and that the Religious Holiday Observance Policy will be on the Fall Faculty Senate agenda.
IV. **President’s Comments**  
*Mr. John Thrasher, President*

President Thrasher provided an update on the following:

- Governor Scott has approved a budget for Florida State University which includes preeminence funding and funding for the Earth, Ocean and Atmospheric Sciences facility.
- The Association of Land Grant Universities conference discussed Title IX issues.
- Jennifer Bloomfield has been hired by Florida State University as the Title IX Director.
- The FSU work plan was presented and well received at the FBOG meeting.
- The Board of Governors workshop for metrics is on September 22nd.
- The First Financial Aid disbursement will be prior to the beginning of the Fall term for the first time. This should help students a great deal financially.
- The Dorman and Deviney dorms were completed on budget and on schedule.
- The provost search is underway. We expect to have a selection by late October. The search for the College of Business and the College of Engineering deans have begun.
- FSU and FAMU have conducted joint governance council meetings. At the College of Engineering, FSU will be the Fiscal Agent for COE beginning July 1st.
- President Thrasher will send out a newsletter to Faculty to keep them apprised of current and former student’s accomplishments.
- We are in the final stages of hiring a top researcher in Physics. This would bring us to 8 national academy members.
- The Office of National Fellowships is in its 10th year. 40 students received nationally competitive awards including one Truman Scholarship and 10 Fulbright Scholarships.
- The National Science Foundation has decided that the Mag Lab will not have to go through a re-competition process, but will be required to do a renewal process every 5 years.
- Capital Campaign – Raise the Torch – is currently at $695 million towards our $1 Billion goal.
V. CONSENT ITEMS
A. Requesting Approval to Implement and Establish Tuition and Fees for the Master of Science in Physician Assistant Studies
B. Requesting Approval to Explore Bachelors of Science in Public Health
C. Requesting Approval to Explore Bachelors of Science in Environment and Society
D. Requesting Approval to Explore Bachelor of Science in Interdisciplinary Medical Science
E. Requesting Approval to Explore Masters of Science in Public Safety and Security
F. Requesting Approval to Explore LL.M. in Business Law
G. Requesting Approval for Termination of Exercise Physiology at Specialist Level
H. Requesting Approval of Student Government Bills and Resolutions
I. Requesting Approval of Human Resources Regulation Change FSU-4.0015 Attendance and Leave and FSU-4.070 Guidelines for Disciplinary Action

Trustee Duda moved to approve the Consent Items as presented. Trustee Gruters seconded the motion and it was approved unanimously.

VI. NEW BUSINESS

A. Student Government Association
Ms. Iyanna Pierre-Louis, Vice President of Student Government Association

Ms. Pierre-Louis provided an overview of the Student Government Association and the new administration. A few initiatives that have been implemented include:
- Unconquered Issues allows students to direct message members of Student Government regarding issues.
- NoleCab is an executive project that gives students a safer alternative transportation. PayCard gives students an additional way to pay for NoleCab.
- Student Government helped welcome new CARE students to campus with refreshments and information regarding Transfer Leadership Institute and Freshmen Leadership Institute.

B. Faculty Senate
Dr. Todd Adams, Faculty Senate Steering Committee

Dr. Adams provided an update on behalf of the Faculty Senate Steering Committee, including thanking Dr. Gary Tyson for his service on the Board of Trustees as a faculty representative.
- President Thrasher initiated a newsletter to the faculty that shared news and successes of the university such as Fulbright scholars. The President and Dr. Fiorito developed the newsletter to increase communication between the President and faculty.
• The provost search is a key interest to faculty. The faculty appreciate that the interview process will happen in the fall and that Don Gibson is chairing the search committee. The Faculty Senate urges the committee and President to find a provost that can lead FSU to greater excellence and accelerate our ranking to a top 25 public university.

• The Faculty Senate is establishing a technology committee initiated by Gary Tyson, former senate president, and he will serve as chair. Concerns from faculty regarding IT have been expressed and the Faculty Senate hopes to find solutions.

C. Research

Dr. Gary K. Ostrander, Vice President for Research

Dr. Ostrander provided a summary of proposal and grant activity for FSU through the third quarter of the fiscal year. Our faculty continue to submit more proposals and receive more awards than in any previous year. However, the total dollars flowing into FSU are down from our record high that occurred last year. While FSU will close the year with very good numbers, it is expected the total dollars received will be below last year’s record. Other universities are seeing downturns and this has been attributed to a reduced flow of funds from the federal government; particularly during the extended continuing resolutions that were in place much of the fiscal year.

Dr. Ostrander also summarized the status of the MagLab reccompetition/renewal. The MagLab will not be required to compete in an open reccompetition next year for continued funding. The reccompetition is time, labor, and cost intensive for both FSU and NSF. Due to the high across the board marks the MagLab has received in recent years, the MagLab instead will be subject to a renewal next year. A renewal, unlike a reccompetition, is limited to a single proposal from the host institution (FSU). The final criteria for what would require the MagLab to go through a reccompetition (which other entities could compete) have not been determined. However, it is anticipated, based on current practices, that it could be a decade or longer before the MagLab would be subject to a reccompetition. Finally, even if a reccompetition occurs, it is important to note that FSU would be expected to compete.

Finally, Dr. Ostrander discussed the impact of successful recruitment of Dr. Laura Greene from the University of Illinois to the FSU Department of Physics and the MagLab. She is a highly decorated condensed matter experimental physicist and among her many accomplishments and awards was her induction into the National Academy of Sciences. Dr. Green will
formally join the FSU faculty on August 17\textsuperscript{th} and will serve as the Chief Scientist at the MagLab.

**ACTION ITEM:**
1. Requesting Approval of Revised Exclusion Resolution to Implement Policy on Classified Research and Security Clearances

   Trustee Burr moved to approve the Revised Exclusion Resolution to Implement a Policy on Classified Research and Security Clearances.

   Trustee Duda seconded the motion and it was approved unanimously.

**D. Athletics**

*Mr. Stan Wilcox, Director of Athletics*

Mr. Wilcox provided an Athletics update highlighting student-athletes. Of 457 student-athletes, the cumulative GPA was 2.968.

The spring sports teams were highlighted with their successes, including the Women’s Basketball team advancing to the elite eight in the NCAA tournament and Coach Sue Semrau being named National Coach of the Year.

The baseball team is the ACC Champion and made their 38\textsuperscript{th} consecutive NCAA Regional appearance, advancing to the Super Regionals for the 14\textsuperscript{th} time.

Men’s Golf finished the season in 11\textsuperscript{th} place at the NCAA Championships.

Sophomore Jack Maguire qualified to play in the US Open.

Men’s Track and Field is the ACC Outdoor Champion.

Women’s Track and Field team finished 6\textsuperscript{th} overall and earned 2 individual National Championships.

The softball team is the ACC regular season and tournament champion. They advanced to the NCAA Super Regional and finished ranked 10\textsuperscript{th}.

FSU Athletics are 11\textsuperscript{th} in the current Learfield Sports Director’s Cup Standings.

The strategic objectives of the Athletics Department are to be fiscally responsible and transparent.

- Facilities and building department reserves will be the focus over the next five years.
- Department is self-sufficient, collectively with Seminole Boosters contributing back $2.625m to the University for 2015-2016.
• The 2015-2016 budget includes implementing full cost-of-attendance for all student-athletes.
• The Cost of Attendance is $4500 for in-state and $6018 for out-of-state student-athletes. This will impact the athletics scholarship bill by $2 million.

Resource Acquisition includes more neutral site football games that will be strategically sought going forward, continuing the Athletic Department’s ability to be self-sufficient. Also, they will be evaluating all revenue contracts for possible renegotiation in an effort to be more in line with the brand value.

Record ticket sales in 2014 resulted in over $24 million in revenue.

Conference revenues continued to be strong in 2014 at over $22 million (A major factor for the Athletics Department).

Future Athletic Facility needs:
• Doak Campbell Stadium
  o South End Zone Club Seating
  o Structural Repairs/Painting
  o Lower Bowl Replacement
  o Concourse/Concessions/Bathrooms
  o Wifi
  o Jumbotron
• Basketball Training Center Expansion
  o Additional Practice Courts
  o Expansion of Locker Rooms, Weight Rooms & Coaches Offices
• Olympic Sports Training Building
  o Weight Room & Athletic Training Room for all Olympic Sports
  o Volleyball Arena, Offices & Home/Visiting Locker Rooms
  o Indoor Practice Facility for Baseball, Softball, Track & Sand Volleyball
• Moore Athletic Center Upgrades
  o Football Player Lounge, Team Position Rooms & Expansion of Academic Support Service space
• Addition of a Female Sport
  o Lacrosse or triathlon

Planning to move the 2016 spring football game to Orlando due to the construction at the stadium.
E. University Advancement
  Dr. Thomas W. Jennings, Vice President for University Advancement

Dr. Jennings provided the following update for the DSOs in the University Advancement Division:

The FSU Foundation is working to engage its board members in more meaningful ways through the creation of six task forces:
  o Current & Former Trustee Engagement – addressing ways to maximize the efforts of current board members and re-engage past board members
  o Board Giving – determining appropriate expectations for the board members’ philanthropy
  o Strategic Planning – working with management on a 10-year plan
  o Leadership Engagement – working to build working relationships between the board, the President’s Cabinet, deans, BOT, and other university leaders
  o Social Media Strategies – advising on best practices for fundraising online
  o Operational Funding – identifying and securing revenue to make the Foundation fully self-supporting

The donor database has been upgraded from Raiser’s Edge to CRM, which includes over 600,000 individual records; more than half of these are FSU alumni. The conversion was a tremendous undertaking, led by Jeanne Pecha, vice president for the Foundation’s Office of Advancement Services, and her entire team. The project took more than 18 months to complete and involved the hard work and dedication of staff members from each DSO.

The search for CFO for FSU Foundation is underway with Vice President Kyle Clark leading the search.

The Foundation is working with the University and the Real Estate Foundation staff to identify a new office building for the FSU Foundation; currently located in an office building in Innovation Park, the Foundation wants to relocate closer to central campus. The ideal spot will improve the overall functioning of the Foundation, make it easier for development officers to interact with donors and volunteers, and raise the visibility of philanthropy at the University. A building has been identified near central campus, and contract negotiations are underway with the current owner.

Seminole Boosters is working to raise money for building projects to support Athletics’ initiatives including an $85m borrowing package approved by the Board of Governors.
The Rehmann Firm was selected to audit the Seminole Boosters and the Firm has created a template for financial staff to use to review best practices and prevent fraudulent activity in the future. The Rehmann Firm confirmed the loss amount of the employee theft, as well as reviewing the previous work of Thomas Howell Ferguson related to the theft. All recommendations made by the Rehmann Firm were accepted by the Seminole Booster’s Board. An Audit Committee has been created on the Seminole Boosters Board of Trustees, and it is chaired by Bob Davis.

Seminole Boosters is reviewing their bylaws under direction of Lawton Langford, Chair of Bylaws Committee. Changes will likely be presented to the BOT in January 2016.

At the FSU Alumni Association’s National Board of Directors, the Chairman’s gavel has been passed from Dale Green to Tom Hynes, who received the Circle of Gold award in early June. The Alumni Association changed its membership structure so that members of the FSU Foundation’s President Club (i.e., lifetime giving of $10,000 or more to the FSU Foundation), will now automatically become lifetime members of the Alumni Association without paying the Association’s lifetime membership fees.

President Thrasher has been traveling extensively to tell the story of FSU, meet with donors to re-establish strong connections, and to ensure a strong rate of giving for fiscal year 2016. With three years remaining in the campaign, $306,919,983 remains to be raised. We need to raise $100,000,000 each year to attain the goal, and we are on track to break the $100M threshold in FY2015.

**ACTION ITEM:**
1. Requesting Approval of the Amended FSU Foundation Bylaws
   Trustee Gruters moved to approve the Amended FSU Foundation Bylaws. Trustee Buzzett seconded the motion and it was approved unanimously.

**F. Student Affairs**

*Dr. Mary Coburn, Vice President for Student Affairs*

Dr. Coburn provided a Student Affairs update. 2500 new freshman were welcomed on campus for the summer. DSA Programs bookend student transitions from welcoming them into the University at Orientation and Convocation as well as sending graduating seniors successfully on to their next phase.
The CARE Summer Bridge program welcomed 400 students who moved into the new Dorman Hall. They have been going through orientation for the first week and we are introducing them to resources on campus to help make them successful, including meeting with their academic advisors and student success classes.

In August, new students can look forward to Seminole Sensation Week and Convocation.

Spring Semester ended with the Garnet & Gold Scholar Society inducting 140 students, seniors participating in the Countdown to Commencement, and Rite of A-rak-ke-ce-tv highlighting the diversity of students while incorporating Seminole traditions.

G. Finance, Business & Audit
Mr. Kyle Clark, Vice President for Finance & Administration

ACTION ITEM:
1. Requesting Approval for Adjustments to Medical School Tuition and Fee Assessments
   Trustee Duda moved to approve the Adjustments to Medical School Tuition and Fee Assessments. Trustee Gruters seconded the motion and it was approved unanimously.

2. Requesting Approval of the Campus Master Plan Minor Amendment
   Trustee Burr moved to approve the Campus Master Plan Minor Amendment. Trustee Buzzett seconded the motion and it was approved unanimously.

3. Requesting Approval of Delegation of Authority to President for Disposition of Real Property
   Trustee Duda moved to approve the Delegation of Authority to President for Disposition of Real Property. Trustee Pantin seconded the motion and it was approved unanimously.

4. Requesting Approval of Proposed FY 2016-2017 Fixed Capital Outlay Budget Request
   Trustee Burr moved to approve the Proposed FY 2016-2017 Fixed Capital Outlay Budget Request. Trustee Sasser seconded the motion and it was approved unanimously.

5. Requesting Approval of the 2015-2016 Operating Budget
   Trustee Pantin moved to approve the 2015-2016 Operating Budget. Trustee Gruters seconded the motion and it was approved unanimously.
H. Academic Affairs

Dr. Sally McRorie, Interim Provost

Dr. McRorie provided an Academic Affairs update including current hires. Dr. James Clark is the new Dean of the College of Social Work. He will begin July 20, 2015, and comes from the University of Cincinnati. Dr. Carol Edwards, an FSU Ph.D. Alumna, has accepted the Dean of Panama City Campus position and will begin August 10, 2015 and comes from Texas Tech. Jennifer Broomfield was hired as the Title IX Director.

Dr. Bruce Locke, Assistant Provost and will serve as the Interim Dean for the College of Engineering.

104 new faculty members will be starting in August.

Student Financial Aid packages are being delivered to the students prior to school beginning which allows them to purchase books and school supplies before school begins.

I. Governmental Relations

Ms. Kathleen Daly, Associate Vice President for Governmental Relations

Ms. Daly provided a legislative update. The Governor has approved tax cuts of $400 million, issuing small tax reduction on cell phones, a 10 day school supply tax break and a year-long tax break on college textbook purchases.

The Legislature funded our top priorities including our number 1 priority of $5 million additional dollars on our preeminence, bringing our total to $25 million for this year. An additional top priority was to increase our performance funding. We received $16.7 million for performance funding.

J. General Counsel

Ms. Carolyn Egan, General Counsel

Ms. Egan provided an update on the legal issues of Florida State University including the Title IX litigation. Florida State University is one of the one hundred schools being investigated for Title IX. We have meet with the federal office and provided information.

VII. Chair’s Report

Mr. Allan Bense, Chair

ACTION ITEMS:
1. Requesting Approval of Performance Evaluation Criteria for President John Thrasher
   
   Trustee Pantin moved to approve the Performance Evaluation Criteria for President John Thrasher. Trustee Burr seconded the motion and it was approved unanimously.

2. Election of Chairman of the Board for two year term
   
   Trustee Duda nominated Trustee Ed Burr as Chair, Trustee Camps seconded. Trustee Pantin then moved nominations be closed. Trustee Gruters seconded. Motion to close was approved.

   Trustee Burr was approved as Chair unanimously.

3. Election of Vice Chairman of the Board for two year term
   
   Trustee Gruters nominated Trustee Les Pantin as Vice Chair. Trustee Duda seconded the nomination. Trustee Bense moved to close nominations and elect Trustee Pantin as Vice Chair. Trustee Sasser seconded the motion and was approved unanimously.

VIII. OPEN FORUM FOR BOARD OF TRUSTEES

   Mr. Allan Bense, Chair
   Vice Chair Pantin reiterated that former-chair Bense did a great job as chair over the past years especially with the challenges he faced.

VIII. ADJOURNMENT

   Meeting was adjourned at 5:03 pm
TO: President John E. Thrasher
FROM: Interim Provost Sally McRorie
DATE: August 14, 2015
SUBJECT: Termination of Degree Program – Research and Evaluation Methods, MA/PhD Request for Approval

The College of Education has requested that the following degree program be terminated at the master’s and doctoral levels, effective Spring Term, 2016:

13.0601 Research and Evaluation Methods

This programs offerings have been absorbed by the Educational Leadership and Policy degree as part of the Education Policy and Evaluation major. There is one doctoral student enrolled in this program who is transferring to the Educational Leadership and Policy program. Faculty will not be affected by terminating the program.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be notified of the University’s intention to terminate the program at the master’s and doctoral levels.
TO: President John E. Thrasher
FROM: Interim Provost Sally McRorie
DATE: August 14, 2015
SUBJECT: Termination of Degree Program – American & Florida Studies, BA/MA Request for Approval

The College of Arts and Sciences has requested that the following degree program be terminated at the bachelor’s and master’s levels, effective Spring Term, 2016:

05.0102 American & Florida Studies

This program has been suspended since Fall Semester 2011. There is no current enrollment in this program. Thus, neither students nor faculty will be affected by terminating the program.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be notified of the University’s intention to terminate the program at the bachelor’s and master’s levels.
TO:          President John E. Thrasher
FROM:        Interim Provost Sally McRorie
DATE:        August 11, 2015
SUBJECT:     Termination of Degree Program – Chemical Physics, MS/Ph.D.
             Request for Approval

The College of Arts and Sciences has requested that the following degree program be terminated at
the master's and doctoral levels, effective Spring Term, 2016:

40.0508       Chemical Physics

This program has been suspended since Fall Semester 2013. There is no current enrollment in this
program. Thus, neither students nor faculty will be affected by terminating the program.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be
notified of the University’s intention to terminate these programs.
TO: President John E. Thrasher
FROM: Interim Provost Sally McRorie
DATE: August 14, 2015
SUBJECT: Termination of Degree Program – Communication Science and Disorders, Advanced Masters - Request for Approval

The College of Communication & Information has requested that the following degree program be terminated at the Advanced Masters level, effective Spring Term, 2016:

51.0204 Communication Science and Disorders

This program focused on Audiology/Audiologist and Speech Language Pathology and students pursuing this field are enrolled in the general master’s or doctoral programs. There is no current enrollment in this program. Thus, neither students nor faculty will be affected by terminating the program.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be notified of the University’s intention to terminate the program at the Advanced Masters level.
FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

GRADUATE MEDICAL EDUCATION
ANNUAL INSTITUTIONAL REVIEW
EXECUTIVE SUMMARY

ACADEMIC YEAR
JULY 1, 2013 - JUNE 30, 2014

Florida State University College of Medicine
The DIO must submit a written annual executive summary of the annual institutional review to the Governing Body. (Accreditation Council on Graduate Medical Education Institutional Requirements, July 1, 2014, Section I.B.5.c)

Overview:

Accreditation Status:

The Florida State University College of Medicine is accredited as a provider of Graduate Medical Education by the Accreditation Council for Graduate Medical Education (ACGME). The ACGME’s Institutional Review Committee resolved all previous citations in a letter of notification dated May 9, 2014. This action was based upon an interim progress report provided to the ACGME. A self-study was projected for 2015.

Administration:

The Florida State University College of Medicine Graduate Medical Education Division consists of Joan Younger Meek, MD, MS, the Associate Dean for Graduate Medical Education and the Designated Institutional Official; Christopher P. Mulrooney, PhD, the Assistant Dean for Graduate Medical Education and the Chief Operating Officer of the Florida Medical Practice Plan; Connie Donohoe, MPH, the GME Program Manager; and, Jessee Graham, Program Associate. Graduate Medical Education is supported by the Chief Financial Officer of the Florida Medical Practice Plan, Dawn M. Snyder, CPA. Ms. Snyder oversees the budget planning process and monitors financial reports on the programs. Alma B. Littles, MD, the Senior Associate Dean for Medical Education and Academic Affairs, provides oversight for Graduate Medical Education at the FSU College of Medicine.

Program Improvement:

ACGME institutional Requirements were approved in June 2013 for implementation by July 1, 2014 for existing sponsoring institutions. The 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 duty hours, training residents in fatigue management, and ensuring the professional development
of residents. The requirements also identify the specific benefits which must be provided to residents and outline the required institutional policies.

One of the major roles of the Graduate Medical Education Division is to monitor the overall quality and outcomes of the residency training programs. The Graduate Medical Education Committee is tasked with oversight and receives regular updates from each program. The Graduate Medical Education Committee meets via videoconference on a quarterly basis. Dr. Meek chairs the committee, which includes all program directors, peer-selected residents, and representative hospital administrators and patient safety and/or quality improvement leaders from the following major clinical partners: Sacred Heart Health System in Pensacola, Tallahassee Memorial HealthCare in Tallahassee, Dermatology Associates of Tallahassee, and Lee Memorial Health System in Fort Myers. Faculty and resident annual anonymous surveys are administered by the ACGME, and results are monitored for each program. All duty hours are recorded by the residents in the residency software management system, overseen by the institution. Violations trigger a notice to the program administration, with notification of the Designated Institutional Official. The duty hour reports are reviewed and areas of noncompliance are identified, with careful review of resident scheduling and rotation assignments to eliminate potential duty hour violations. Residents receive education in fatigue mitigation. The program directors provide a summary of their action plans for program improvement and responses to previous program citations to the Graduate Medical Education Committee.

The GME Division implemented the American Medical Association Introduction to the Practice of Medicine interactive web-based training modules to address core content in patient safety, quality improvement, sleep deprivation, professionalism and practice management. The Graduate Medical Education Division reviewed and updated all policies to assure consistency with ACGME requirements in April 2014. The Institutional Statement of Commitment to Graduate Medical Education, also revised in April 2014, is as follows:

**Statement of Commitment to Graduate Medical Education**

**Educating the Next Generation of Physicians**

The Florida State University (FSU) College of Medicine is committed to Graduate Medical Education (GME) as central to its mission to maintain a scholarly environment that is dedicated to excellence in education, patient care and research. The College of Medicine seeks to educate the next generation of physicians and will ensure the financial support of the infrastructure to do so. We will provide educational and human resources in order to achieve compliance with the Accreditation Council for Graduate Medical Education (ACGME) Institutional, Common and Individual Program Requirements. We are committed to having an organized administration system, including a Graduate Medical Education Committee (GMEC) and Designated Institutional Official (DIO), which complies with the ACGME Institutional Requirements. We further commit ourselves to ongoing monitoring of the quality of the GME programs, the performance of their residents, and the use of outcome assessment results for program improvement.

The FSU College of Medicine provides an environment of organized GME programs in which residents develop personal, ethical, clinical and professional competence under careful guidance...
and supervision. The GME program is designed to enable residents and fellows to develop the knowledge, skills and values that can serve as the basis for competent and compassionate clinical practice, scholarly research and public service. The GME programs are organized around a framework of competency based education and assessment, using the ACGME core competencies. Program directors and faculty will monitor the progress of resident physicians providing graduated responsibility consistent with each trainee’s demonstrated clinical experience and performance based upon program specific milestones. Programs will assure the safe and appropriate care of patients. Faculty will commit to ongoing professional development in their own medical specialties, as well as in their teaching and evaluation skills.

Residents and fellows are encouraged to develop a process for self-evaluation and critical reflection to sustain a lifetime of responsible and committed practice of medicine. The educational program prepares residents to continue their own education and to teach their patients, colleagues and medical trainees throughout their careers. We are committed to ensuring that our graduates understand the scientific foundation of medicine, apply that knowledge to clinical practice, and extend that knowledge through scholarly activities. In addition, we provide the experience necessary for residents to become life-long learners who consistently evaluate, monitor, and improve their own practice patterns and enhance the quality of care and improve patient safety in the institutions in which they serve. The FSU College of Medicine encourages its trainees, faculty, and graduates to participate in providing care to the underserved and rural communities and to improve access to care, while decreasing disparities in health care delivery.

*This statement is supported by the governing authority, the Florida State University Board of Trustees, the Dean of the College of Medicine, GME Administration, Program Administration, and the teaching faculty.*

**Program Development:**

Development of new graduate medical education efforts included the recruitment of the inaugural program director for the general surgery program being developed in conjunction with Tallahassee Memorial HealthCare. Dr. Wade Douglas previously served as the General Surgery Program Director at the Joan C. Edwards School of Medicine at Marshall University. Dr. Douglas completed his undergraduate degree at Florida A & M in Tallahassee and received his medical degree from the University of Florida, having participated in the PIMS Program at Florida State University. Dr. Douglas completed his surgical internship at the UF College of Medicine and surgical residency at the Morehouse School of Medicine and Grady Memorial Hospital in Atlanta. He completed fellowships in head and neck surgery and surgical oncology at Roswell Park Cancer Institute in Buffalo, NY.

In addition, in conjunction with Dermatology Associates of Tallahassee, the FSU College of Medicine is developing a residency program in dermatology, as a complement to the currently accredited fellowship program. Dr. George Cohen was recruited as the program director to lead the development of the curriculum and the new program application. Dr. Cohen received his medical degree from Howard University College of Medicine and completed dermatology
residency at Howard University Hospital. He has previous experience in private dermatology practice and also served as the Chief of the Dermatology Section at the Veterans Affairs Medical Center in Washington, DC. He has held faculty appointments within the Departments of Dermatology at both the University of South Florida and the University of Florida.

**FSU College of Medicine Obstetrics and Gynecology Program at Sacred Heart Health System**

**Accreditation Status:**

The Obstetrics and Gynecology Program’s status is continuous accreditation under the Next Accreditation System, with the next Self-Study Visit projected for June 1, 2022. The program is a 4-year training program and is approved for 4 residents at each level of training.

**Administration:**

Dr. Julie DeCesare serves as the Program Director. Dr. Joseph Peterson is the Assistant Program Director. Dr. Peterson was promoted to Clinical Associate Professor in May 2014. Ms. Julie Floyd is the Program Coordinator.

**Resident Recruitment:**

During the 2014 National Residency Program Match, the program recruited 4 residents at the post-graduate year (PGY)-1 level.

**Board Passage:**

The OB/GYN Residency Review Committee (RRC) established board passage rates to take effect in 2015. Effective July 1, 2015, requirement (V.C.2.c).(1)) states that at least 80 percent of the program’s graduates from the preceding three-year period must have taken the ABOG written certification examination, and requirement (V.C.2.c).(1).(a)) states that at least 80 percent of a program’s graduates, from the preceding three-year period who take the ABOG written certification exam for the first time, must pass.

During the period from 2012-2014, 88% of first time test takers passed the written examination, and 100% of graduates took the exam upon graduation in this program.

**Program Improvements:**

Dr. Doug Ross, Senior Vice President, Clinical Integration, became the new representative for the Sacred Heart Health System on the Graduate Medical Education Committee.

The program added an additional obstetric gynecology generalist faculty member, a gynecological oncologist, and two maternal fetal medicine specialists to enhance the supervision and teaching of the residents.
A change in the night call group started in August of 2013. In the past, all of the call participants were private practitioners, who were managing a large 8-person private practice group, in addition to their teaching responsibilities. Core faculty members were not participants in night call. Effective August 2013, the group was changed to a model in which coverage of the private practice group was removed from the night call duties. The new model requires that the primary focus of the day and night coverage is supervision of the residents and the teaching service.

Sacred Heart Health System assessed the work space/computers in the labor and delivery resident conference room and increased available desktop workstations to include 3 desktops in the resident work space.

The program implemented the I-PASS (Illness severity, Patient summary, Action list, Situation awareness and contingency plans, Synthesis by receiver, “readback”) curriculum, modeled after SBAR (Situation, Background, Assessment, Recommendations), to standardize transitions in care for residents and faculty. I-PASS was developed nationally and has been shown to decrease medical errors and improve handoffs. Curriculum materials are available on the Association of American Medical Colleges MedEdPORTAL (https://www.mededportal.org/publication/9311).

The increased complement of residents has allowed the addition of the following rotations: ambulatory rotations at the PGY-1 and PGY-4 years, ultrasound, and an elective block.

The residency program put on its first Prep For Residency Bootcamp. This 7-day program focused on simulation and hands-on training to ensure basic competencies before patient care was performed and was well received by the participants.

Conversion to all milestone based-evaluation tools in the New Innovations evaluation software took place. These tools were created and implemented in the spring of 2014.

The program set up a family planning rotation at the PGY-3 level at Planned Parenthood of Orlando. This is a mandatory rotation, however, residents may choose to opt out of it. If they choose not to participate in this experience, the resident has to sign an opt out statement. The program has been using the educational portion of the Ryan Foundation to provide grand round speakers on related family planning topics. Additionally, the program has purchased the Physicians for Reproductive Health Contraception modules and has mandated them as self-study modules for the residents.

Resident Supervision:

The FSU College of Medicine Obstetrics and Gynecology Residency program follows the supervision policy as outlined by the GME office. The program has further delineated the expectations for supervision in the faculty supervision policy, as developed in Jan 2013. Key elements of the policy are as follows:
The Obstetrics and Gynecology Residency Review Committee requires that, for a teaching service, the teaching physician must be physically present in-house during clinical duties. For all hospital-based procedures, it is the expectation of the program that the attending physician must be physically present at the time of the procedure to provide direct supervision. This physical presence will ensure patient safety, as well as best practice for clinical teaching. There may be a rare case in which two procedures are occurring simultaneously, such as, two vaginal deliveries. In this instance, the attending physician will make a clinical-based decision as to which procedure to attend.

In the outpatient clinics, the attending physician is responsible for supervising multiple residents at a time. In this instance, indirect supervision with direct supervision immediately available is permissible. The faculty member will be required to document their level of supervision, as well as presence in the chart. Statements such as “I was present for delivery and supervised the procedure” reflect the minimum requirement for documentation. At monthly faculty meetings, the resident’s procedure logs are reviewed, and as residents meet their minimum number for competency, this will be reviewed and discussed. This information is shared with the medical staff office to facilitate notification of resident competency. Residents are considered “credentialed” in a procedure once they meet their minimum standard. This credentialing process, however, does not negate the need for resident supervision.

An additional facet to supervision is faculty notification for common circumstances. Lines of communication need to be open between residents and faculty, however there are specific instances in which the attending must be notified. Residents must notify faculty members anytime the following events occur:

1. Transfer of a patient to the ICU and any change in level of care.
2. Rapid response team notified
3. Call for any delivery (Cesarean or vaginal)
4. Internal transfers
5. Consulting a specialist on any patient.

Quality Improvement/Patient Safety:

All residents have an annual requirement for a patient safety/quality improvement project. The projects can be narrow in scope. For example, following a demonstrated need to improve compliance rates after methotrexate administration for patients, Dr. Lakeema Bruce, PGY-2, developed a comprehensive education pamphlet to hand out to patients with ectopic pregnancies who choose methotrexate administration as a treatment options. Projects can also be very broad in scope. As an example of such, Dr. Jessica Jackson and Dr. Brittney Williams participated in the ACOG (American Congress of Obstetricians and Gynecologists) District XII Obstetrical Hemorrhage Project. Each quality improvement or patient safety project has a faculty mentor and is tracked in the residency management software system.

Residents are educated on patient safety and quality improvement methodology by education in the IHI (Institute for Healthcare Improvement) modules. Each resident is required to complete a
set number of modules per academic year. The course is completed over 4 years, and the graduating residents will have a certificate of completion in the IHI Patient Safety and Quality Improvement project.

Residents are expected to log near misses and safety issuers in the hospital web-based ERS (Event Reporting System) system. Additionally, the residents are expected to attend a minimum of 8 safety huddles per academic year. Patient safety huddles are a daily event and include managers, administration, and physicians. Resident participation in safety huddle allows them to participate in the reporting of safety issues, as well as the resolutions of those issues.

Full time academic generalists have an expectation from the program director to participate in patient safety and quality improvement initiatives. Several faculty members are leading patient safety initiatives. Dr. DeCesare and Dr. Seidel are the physician leads for the OHI (Obstetrical Hemorrhage Initiative) project at Sacred Heart Hospital. Dr. Bill Schwartz and Dr. Sharon Seidel are the physician leads for the Preeclampsia Quality project. Dr. DeCesare is the physician lead for the Ascension nation OHI project. Dr. DeCesare is also the physician lead for the SSI (Surgical Site Infection) project. Residents (and FSU medical students) all participate with the attending staff and the hospital quality team on these projects.

Access to Care:

The program's mission is to provide care for the underserved and the indigent. The clinic does not turn an obstetrical patient away, regardless of their funding. All gynecology patients without access to coverage are screened through the charity programs, and residents spend one-half day per week, while on the ambulatory clinic block, providing gynecologic care at St. Joseph's Clinic, which is a free, walk-in clinic, supported through Catholic Charities of Northwest Florida.

Scholarly Activity:

Dr. Barry Ripps is the director of resident research. He meets on a quarterly basis with the residents, as part of a research round table, which also includes Dr. Raid Amin, Professor of Mathematics and Biostatics at University of West Florida. The objective of this session is for the residents to share their ideas with their peers, and get feedback and critique on their projects. The program also has an outlined resident research curriculum, which includes project deadlines and expectations.

Presentations:


Seidel, S.; Ervin, J.: Step Up to Residency: 4th Year Clinical Skills Lab, Round Table Discussion, ACOG Annual Clinical Meeting, Chicago, IL, April 2014.


Bush, S.: Normal and Abnormal Uterine Bleeding, presentation at the ACOG Annual Clinical Meeting "Step up to Residency", Chicago, IL, April 27, 2014.


*Received honorable mention award at FPQC Conference


DeCesare, J.; Elson, M.G.: Milestone Oriented Handoff Assessment. Round Table APGO/CREOG Meeting Atlanta, GA, March 2014.


DeCesare, J.; Danforth, D.; Bush, S.: Rev Up Your Engines...It’s an OSCE on the Road! 2014 APGO Faculty Development Seminar, Round Table Presentation, West Palm Beach January 2014. SHHS alpha site for state wide QI/QA project.

Poe, A.; Ripps, B.; Amin, R.: Advancing Endometriosis Stage is Associated with a Decline in Anti-Mullerian Hormone Independent of Age and Tobacco, accepted for ASRM Annual Meeting presentation, Boston, MA October 2013.


Poe, A.; Ripps, B.; Amin, R.: Advancing Endometriosis Stage is Associated with a Decline in Anti-Mullerian Hormone Independent of Age and Tobacco, ACOG District XII Meeting, West Palm Beach, FL, August 2013. Recipient of the “Florida Society Reproductive, Endocrine & Infertility (REI) Best Resident Research” Award.

Publications:


Honors and Awards:

Joseph Peterson, MD, received the 2013 Physician Leadership Award, Escambia County Alliance for Breastfeeding Support, August 15, 2013.

Joseph Peterson, MD, received the CREOG National Faculty Award in 2014.

Joseph Peterson, MD and Sharon Seidel, MD, were awarded the 2014 APGO/CREOG Pearls of Excellence Award for their poster presentation “Use of ABOG Pearls of Excellence for Formulation of “Case of the Day” Format Questions on a Mock Oral Exam” at the CREOG & APGO Annual Meeting in Atlanta, GA, on February 28, 2014.
Jessica Jackson, MD and Julie DeCesare, MD, received an honorable mention award for “A Unique Approach Utilizing Milestones Assessment” at the 3rd Annual Florida Perinatal Quality Collaborative Conference in Tampa, FL, in April 2014.

Ashley Poe, MD and Barry Ripps, MD, received the “Florida Society Reproductive, Endocrine & Infertility (REI) Best Resident Research” Award for their research presentation “Advancing Endometriosis Stage is Associated with a Decline in Anti-Mullerian Hormone Independent of Age and Tobacco” at the ACOG District XII Meeting, West Palm Beach, FL, August 2013.

Julie DeCesare, MD, was selected for the 2013-2014 APGO Scholar and Leader Program.

Jessica Jackson, MD, and Julie DeCesare, MD, presented “A Unique Approach Utilizing Milestones Assessment,” *Milestones-Based, Multidisciplinary OBGYN Morbidity and Mortality Conference at the 3rd Annual Florida Perinatal Quality Collaborative Conference in Tampa, FL, in April 2014, and received an honorable mention award at the FPQC Conference.

Julie DeCesare, MD, received the ACOG District XII Mentor of the Year Award May 2014.

**FSU College of Medicine Pediatric Program at Sacred Heart Health System**

**Accreditation Status:**

The Pediatric Program’s current accreditation status is continuous accreditation under the ACGME Next Accreditation System, with the next Self-Study Visit projected for July 1, 2019. The program is a three-year training program and is accredited for 9 residents at each level of training.

**Administration:**

Dr. Peter Jennings serves as the Program Director, and Dr. Stephanie Slagle assumed the role of Assistant Program Director during the academic year. Ms. Danika Talbert is the Program Coordinator. Ms. Talbert achieved national certification as a program coordinator (C-TAGME).

**Resident Recruitment:**

The program recruited 9 residents during the 2014 Match.

**Board Passage:**

The Pediatric Residency Review Committee requires that at least 80% of graduates in the preceding five years should have taken the certifying examination (V.C.2.c).(1)) and that at least 70% pass the examination from the past five years, among the first time test takers (V.C.2.c).(2)). For 2013, 75% of first-time test takers passed the boards from the FSU sponsored pediatric program at Sacred Heart.
Program Improvements:

During this academic year, the program began couplet care in the postpartum units, as the hospital sought recognition as a Baby Friendly USA certified institution. Keeping the mothers and babies together throughout the stay has resulted in significant enhancement in the ability to provide direct supervision and modeling for trainees on the newborn nursery rotation. The program also launched quality improvement (QI) and patient safety committees for the inpatient service, newborn nursery, clinic and pediatric emergency department, to go along with the pediatric intensive care unit quality improvement committee. Residents on those rotations are actively engaged in the QI process and present cases and system related issues for discussion.

Morbidity and Mortality Conference was resumed. During this conference, residents, along with a faculty supervisor, discuss cases that had less than optimal outcomes with the pediatric department to identify system or process related issues.

Resident Supervision:

The program follows the FSU College of Medicine GME Policy on Supervision. In addition, the pediatric program provides a detailed policy for supervision in all areas of patient care, outlining the direct lines of supervision and when the attending physician must be notified.

Quality Improvement:

All residents are required to be involved in a quality improvement project. All residents are taught quality improvement methodology via didactics, Morbidity and Mortality Conference, and through quality improvement participation in the various service areas, as outlined previously.

Access to Care:

The pediatric residency is by far the largest provider of care to the under-insured and uninsured in the tri-county area. The program participates in school physicals at health fairs for students without a primary care provider. The community pediatrics experience helps promote access to care through a systems approach.

Scholarly Activity:

Dr. James Burns directs residency research and works with Raid Amin, PhD, Professor of Mathematics and Biostatistics at the University of West Florida, who provides statistical support.


Burns J., Hills L. Parents perceived vs. actual immunization “up to date” (UTD) status for their adolescent. Presented as poster presentation at the 2013 national Society for Adolescent Health and Medicine meeting.


Nguyen N., Panganiban J., Burns J. Relationship Between HEADSS Assessment and Abnormal Pediatric Symptoms Checklist (Y-PSC) Scores in Screening Adolescents for Mental Health Problems. Presented as platform presentation at the Eastern Society for Pediatric Research meeting.


Publications:


Taylor S., Peter J. Becker Muscular Dystrophy: Diagnosis and Lifelong Management. *Consultant for Pediatricians*. 2013;12(9):400-405
FSU College of Medicine Internal Medicine Program at Tallahassee Memorial HealthCare

Accreditation Status:

The Internal Medicine Program was accredited effective July 1, 2012 for an initial 2-year cycle length. The program underwent an accreditation site visit in May of 2014, but results were not available during the time period of this summary. The program is a three-year training program and is accredited for up to 12 residents at each level of training, currently accepting 8 residents per year in the categorical program.

Administration:

Dr. Gregory Todd serves as the Program Director, and Dr. Ray Shashaty as the Assistant Program Director. Ms. Faye Justin is the Program Coordinator.

Resident Recruitment:

The program matched 8 categorical residents and 2 preliminary residents during the 2014 Match.

Board Passage:

The Internal Medicine Residency Review Committee requires that at least 80% of those completing their training in the program in the previous three-year period must have taken the certifying examination (V.C.2.c).(1)), and the graduates must achieve a pass rate on the certifying examination of the American Board of Internal Medicine of at least 80% for first-time test takers in the most recent three-year period (V.C.2.c).(1)). Of the first 4 graduates of the program, 3 took the boards, and 66% of those passed, however, these data will not be reportable until a full three-year cycle has been completed.

Program Improvements:

The program experienced a significant improvement in the in-training examination scores. The program continued to expand subspecialty experiences by adding ambulatory rotations in hematology oncology and dermatology. The program has worked to enhance scholarly activity.

Quality Improvement:

All internal medicine residents participate in a Breast Cancer Screening Outreach Project, sponsored by Florida Agricultural & Mechanical University. As part of this project, internal medicine residents perform breast examinations on underserved women throughout Leon and Gadsden Counties. Residents are educated on QI methodology through teaching in noon conference.
Scholarly Activity:

Dr. Greg Todd, Program Director, participated in the following presentations:

APDIM Presentation - How to Deal with a Difficult Resident, April 2014.
Respiratory Failure from Pulmonary Kaposi's Sarcoma, Florida ACP, March 2014.
An Unusual Presentation of AIDS, Florida ACP, March 2014.
An Unusual Case of Pyoderma Gangrenosum of Breast after Bilateral Breast Reduction, Florida ACP, March 2014.
Incorporating a Dedicated Breast Curriculum Can Improve Resident Confidence in their Ability to Properly Perform a Clinical Breast Exam, Florida ACP, March 2014.

Dr. Ray Shashaty, Associate Program Director, participated in the following presentations:

Endocarditis with Multiple Cerebral Emboli, Florida ACP, March 2014.
High Protein Diet with Excessive Alcohol Consumption Leading to Metabolic Acidosis, Florida ACP, March 2014.
Oral Presentation and Poster Judge, Florida Chapter ACP Meeting, March 2014.
An Unusual Case of Pyoderma Gangrenosum of Breast after Bilateral Breast Reduction, Florida ACP, March 2014.

Dr. Brittany Clark, Faculty, participated in the following presentations:

Clark B. Not Just Another Belly Ache. Poster presentation at Florida ACP, (Regional) 2014.
Clark B. Incorporating a Dedicated Breast Curriculum Can Improve Resident Confidence in their Ability to Properly Perform a Clinical Breast Exam. Poster presented at ACP, (Regional) 2014.
FSU College of Medicine Family Medicine Program at Lee Memorial Health System

Accreditation Status:

The Family Medicine Program was accredited effective July 1, 2013 for an initial 3-year cycle. The program is a three-year training program and is accredited for up to 6 residents at each level of training. An accreditation site visit is expected in 2016.

Administration:

Dr. Gary Goforth serves as the Program Director, and Dr. Julia Fashner as the Associate Program Director. Ms. Kathleen Mattis is the Program Coordinator.

Recruitment:

The program matched 6 residents during the 2014 Match. In addition, the program accepted 5 PGY-2 and 1 PGY-3 residents in transfer for the 2013-2014 academic year.

Program Improvements:

Construction and renovation of the Family Medicine Center was completed in April 2014 at the Lee Memorial Hospital Medical Office Center.

Quality Improvement:

All residents have been educated regarding Lee Memorial Health System safety and quality initiatives as well as quality improvement methodology by Dr. Chuck Krevenko. All residents participate in safety and quality committee meetings and have the opportunity to participate in Root Cause Analysis activities involving patient cases (none to date). Dr. Lucia Huffman, PGY-2, has worked with Dr. Christy Cavanagh in reviewing and presenting cases to the Lee Physician Group Quality and Peer Review Committee. Dr. Brian Selius is working with Dr. Lee Coghill, PGY-1, on a PDSA (Plan-Do-Study-Act) cycle concerning Residency Program Care Gaps which seeks to ensure that critical protected patient health information, PHI, such as, consults, lab, radiology, etc., are routed to the responsible resident and/or faculty physician in the most time efficient manner.

Access to Care:

The Family Medicine Center (FMC) provides comprehensive care to patients in nearly all payer groups. The FMC became certified in September 2014 as a NCQA (National Committee for Quality Assurance) Level 3 Patient Centered Medical Home. The FMC began offering extended hours (5-6 PM) on Monday to Thursdays and 9 AM to 1 PM on Saturdays.
In addition, Dr. Goforth continues to support the mission of the College of Medicine with his medical mission trips to provide patient care in underserved communities in Honduras.

Scholarly Activity:

Dr. Julia Fashner is primarily responsible for oversight of research. All residents are trained by Dr. Fashner and other core faculty members in research methodology.

Publications:


Presentations:


Reyes, E. Integration of Interprofessional Education: Transforming Care Through Team Work. How are we preparing the workforce? Invited presentation at Latino Health Forum, Seattle, October 9, 2014.


Honors and Awards:

Dr. Christy Cavanagh, faculty, was recognized by the FL Academy of Family Physicians (FAFP) for graduating from the 2013-2014 Karl M. Altenburger, M.D. Physician Leadership Academy class through the Florida Medical Association. The Physician Leadership Academy is a 10-month program designed to give doctors ages 45 and under the skills needed to succeed within business, organized medicine, medical staffs, group practices and the public policy arena. Dr. Cavanagh serves on the FAFP Board of Directors.

Dr. Gary Goforth was selected as the Lee Memorial Health System Physician of the Month in February 2014.

Dr. Alfred Gitu participated in the Physician Leadership Institute at Lee Memorial Health System, a year-long program aimed at developing physician leaders within the system.
FSU College of Medicine Procedural Dermatology Program at Dermatology Associates of Tallahassee

Accreditation Status:

The Procedural Dermatology Program was accredited effective July 1, 2013 for an initial 2-year cycle length. The program is a one-year training program. The program was commended for its substantial compliance with the ACGME’s Requirements for Graduate Medical Education without citations.

Administration:

Dr. Armand Cognetta serves as the Program Director. Drs. Harris Green, David Dolson, Meredith McKinney, and Laurence Rosenberg are key faculty. Ms. Anna Green is the Program Coordinator.

Recruitment:

The program recruited one candidate through the match to begin training in August 2014. The first graduate of the ACGME accredited program completed training in August 2014. There are no boards for the fellowship.

Program Improvement:

The program implemented a biweekly didactic session involving the plastic surgeons and the fellow.

Access to Care:

The fellow participates heavily in the We Care Network and sees, evaluates, and coordinates lab testing, imaging, post-operative radiation and coordination of care with other specialists. The fellow also participates in a monthly rural outreach clinic to a medically underserved area i.e. Carrabelle, Dowling Park and Marianna communities to evaluate patients.

Patient Safety:

On a daily basis, patient safety is discussed and demonstrated on multiple occasions. This includes but is not limited to:

a) Slide review of all tumors/histology prior to surgery,
b) Gathering pre-operative photos of biopsy sites to ensure proper site of lesion (i.e. diagnosis, descriptions, measurements etc.) prior to appointment,
c) Pre-operative site identification by nursing staff/physician assistants and confirmation by fellow/attending and patient, and,
d) Review of medications and history (previous surgery, allergies etc.) by physicians assistants/fellow.
A formal presentation on patient safety was developed and is provided to each fellow.

**Selected Publications:**


TO: President John Thrasher

FROM: Interim Provost Sally McRorie

DATE: September 20, 2015

SUBJECT: Changes to the State of Florida Institute designation for LeRoy Collins Institute Request for Approval

The LeRoy Collins Institute at FSU has requested to be designated a State of Florida Institute, consistent with the Board of Governors Strategic Plan and funding resources.

FSU’s LeRoy Collins Institute has served as a premier statewide public policy institute for 27 years. At its establishment in 1988, it was designated a Type 1 statewide institute. Several years ago, this Type 1 designation was eliminated and recently changed to University Institute. Given its longstanding mission and its record of improving public policy in the state, the LeRoy Collins Institute requests approval for designation as a State of Florida Institute.

The mission of the LeRoy Collins Institute is to perpetuate the leadership of Governor LeRoy Collins by developing and promoting bold, visionary public policy that will empower and uplift Floridians for generations to come. The Institute works in affiliation and collaboration with the State University System of Florida and is located at Florida State University. A copy of the Institute’s Memorandum of Understanding is attached. The Institute is funded through an endowment administered by the FSU Foundation and grants from foundations and statewide organizations.

The LeRoy Collins Institute’s recent research on Tough Choices Facing Florida (in collaboration with two scholars from the University of Florida’s Bureau of Economic and Business Research), on municipal pensions and other post-employment benefits, on special districts, and ethics laws in Florida are evidence of the timeliness of its work. The current project on the Constitution Revision Commission is being done in collaboration with scholars associated with two different Centers at the University of Florida. The Institute’s research is regularly covered in state newspapers and media, the subject of legislative and cabinet testimony, and the focus of meetings and other dissemination efforts of state and local policy groups.
LeRoy Collins Institute MOU
July 13, 2015

This memorandum of understanding concerns the LeRoy Collins Institute. It sets forth the relationship between the Institute and the host university, Florida State University and describes the operating procedures of the Institute and its governance process.

A. The name of the institute or center;
   LeRoy Collins Institute, established July 1, 1988

B. The identification of the host institution and participating institutions;
   Florida State University

C. The mission of the institute or center;
   The mission of the LeRoy Collins Institute is to perpetuate the leadership of Governor LeRoy Collins by developing and promoting bold, visionary public policy that will empower and uplift Floridians for generations to come. The Institute works in affiliation and collaboration with the State University System of Florida and is located at Florida State University in Tallahassee.

D. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center;
   1. The University employs an Executive Director for the Institute.
   2. The Executive Director is appointed after consultation between the dean of the College of Social Science and Public Policy and the Institute’s Board of Directors.
   3. The Executive Director conducts the research program of the Institute and serves as the administrative officer of the Institute.
   4. The Executive Director and Chair consult to establish committees for the conduct of Institute business as needed.
   5. The Executive Director reports to the Board on Institute activities and future plans at each meeting and between meetings as needed.
   6. The Executive Director oversees record-keeping, communications, functioning of office staff, Institute publicity and website content.
   7. The Executive Director serves as principal financial officer of the Institute and oversees and authorizes the receipt and expenditure of all monies, prepares an annual budget and financial reports as needed.
   8. The Executive Director serves as Principal Investigator (PI) for all grants received by the Institute.
9. The Executive Director’s work as Institute director is reviewed annually by the dean of the College of Social Sciences and Public Policy.
10. The Executive Director serves as a member of the Advisory Committee for the dean of the College of Social Sciences and Public Policy.
11. Where feasible, the Executive Director is an FSU faculty member and paid by the department where his/her tenure is granted. If the executive director is not a faculty member, his/her salary will be paid from the Institute’s endowment and grant funds.

E. The criteria for appointments to the institute or center’s advisory board, including terms, roles, authority, and, if known, current numbers;
1. Board of Directors Membership – The membership of the Institute is comprised of an executive director and a board of directors limited to 25 members.
2. The board as of April 2015 is comprised of 24 members (not counting the dean of the College of Social Science and Public Policy who is an ex-officio member).
3. The members are nominated via a nominating committee and elected by the board. Elections are held each January (via email if a meeting is not scheduled). Members receive a formal letter of appointment from the President of Florida State University.
4. The members serve three-year terms and may be re-elected.
5. The members are not compensated. They may be reimbursed for travel expenses incurred to attend board meetings.
6. The dean of the College of Social Sciences and Public Policy serves as an ex officio member of the board.
7. The Executive Director is a non-voting member of the board.
8. Chairman and Vice-Chairman – The board selects a chair and vice-chair via nomination and election. They serve three-year terms and may be re-elected. The chair presides over board meetings. The vice-chair presides in the chair’s absence. The vice-chair position is not successive to the chair position unless elected.

F. Expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct costs of administrative services rendered by the university to the institute or center;
1. Florida State University is the host university and provides the following services to the Institute:
   1. Workspace for the executive director and support staff.
   2. Provision of salary for the Institute director in cases where the director is an FSU faculty member.
   3. Endowment Fund management through the FSU Foundation.
4. Grant administration through the FSU Foundation and the FSU Research Foundation.
5. Bill paying through the FSU Foundation and the FSU Research Foundation:
   a. Payments of less than $1,000.00 require signature approval of the executive director.
   b. Payments of $1,000.00 or higher require signature approval of the executive director and the dean/responsible party.
   c. Payments of any amount made to FSU employees or other individuals for services rendered require signature approval of the executive director and the dean/responsible party.
6. The Institute receives quarterly interest payments from the LeRoy Collins Institute Fund. Those payments provide the core funding for the staffing, research obligations, and operating expenses of the Institute.

G. Procedures at the institutional level for recommending increases/decreases in the appropriation of State funds for the Institute or center;
   N/A. The Institute does not receive state appropriations.

H. Specifications for the processing of contracts and grants, including the percentage of overhead funds to be returned to the institute or center; and
   The Institute follows the university policy concerning overhead funds.

I. Expectations and criteria for the cyclic review of the institute or center and other planning and expectations for its operation.
   Like other FSU Institutes and Centers, the Collins Institute is evaluated every seven years. Our last evaluation was in 2011. In addition the Institute submits a financial report annually to the Florida Board of Governors.
MEMORANDUM

July 20, 2015

TO: Chief Executive Officers of Atlantic Coast Conference Member Institutions

FROM: John D. Swofford
Commissioner

SUBJECT: 2015-16 ACC Governing Board Certification Form

Please find attached a copy of the 2015-16 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 16, 2015.

Thank you and best regards.

Attachment

JDS/BH:th

cc Faculty Athletics Representatives
Athletics Directors
Compliance Directors
Atlantic Coast Conference

Governing Board Certification Form
Academic Year 2015-16

As Chairman of the Governing Board at Florida State University, 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, ACC 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 ACC.

Date Presented to the Governing Board: ________________________

Signed: __________________________________________________
(Chairman of the Governing Board)

Signed: __________________________________________________
(CEO of Member Institution)

Please return completed form before October 16, 2015 to:

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

TO:        President John Thrasher
FROM:      Kyle Clark, Vice President for Finance and Administration
DATE:      September 22, 2015
SUBJECT:   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 2014-15. These reports fulfill our annual reporting obligation to our UBOT.
## Facilities Design & Construction

### ACTIVE MAJOR PROJECTS

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<th>Line No</th>
<th>Project Number</th>
<th>Description</th>
<th>FSU PM</th>
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<tr>
<td>1</td>
<td>FS-242</td>
<td>University Housing Replacement Ph 1</td>
<td>BA</td>
<td>GRCA</td>
<td>Culpepper</td>
<td>11/15/12</td>
<td>6/22/13</td>
</tr>
<tr>
<td>2</td>
<td>FS-221</td>
<td>University Housing Replacement Ph 2</td>
<td>BA</td>
<td>GRCA</td>
<td>Culpepper</td>
<td>05/22/14</td>
<td>02/22/15</td>
</tr>
<tr>
<td>3</td>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmosph. Sci. (EOAS)</td>
<td>KB</td>
<td>BCJ</td>
<td>Alair</td>
<td>05/05/13</td>
<td>07/01/15</td>
</tr>
<tr>
<td>4</td>
<td>FS-206</td>
<td>Asian Art Study Center</td>
<td>LR</td>
<td>MS</td>
<td>WS</td>
<td>04/01/12</td>
<td>08/15/13</td>
</tr>
<tr>
<td>5</td>
<td>FS-210</td>
<td>Doyle Campbell Stadium Improvements</td>
<td>BA</td>
<td>Childers/EMI</td>
<td></td>
<td>09/01/14</td>
<td>01/15/15</td>
</tr>
<tr>
<td>6</td>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Bldg (IRCCL)</td>
<td>BQ/MJS</td>
<td>Wilson</td>
<td>WT</td>
<td>04/10/15</td>
<td>02/15/15</td>
</tr>
<tr>
<td>7</td>
<td>FS-321</td>
<td>College of Engineering (FSUFEAMU)</td>
<td>KB</td>
<td>GRCA</td>
<td>Culpepper</td>
<td>02/01/16</td>
<td>02/01/16</td>
</tr>
</tbody>
</table>

**Projects Underway:**

- **Projects Underway:** $380,318,933

**Projects Being Programmed:**

- **Projects Being Programmed:** $144,600,000

**Total Projects:**

- **Total Projects:** $525,918,933

### FSU PM (Project Manager) Abbreviations

- BL = Bill Lamb (644-3504)
- GF = Gary Feldman (644-4950)
- KB = Kim Ball (644-1290)
- BG = Bill Quigley (644-0478)
- LR = Larry Rubin (644-5851)
- BA = Brad Adams (644-0281)
- MB = Mark Bertolami (644-6458)
- BC = Brian Cannady (408-9438)
- JS = Justin Shafer (644-2902)
- MJS = Mary Jo Specker (644-8313)

### Architect/Engineer Abbreviations

- BFEA = Barnett, Fenczak, Barlowe, Architects
- EMI = Elliott, Marshall, Innes
- GEA = Gauld Evans Associates
- GPCA = Gilchrist Ross, Crewe, Architects
- MS = Machado & Silvei
- BCCJ = Bohlin Cywinski Jackson
- Wilson = Wilson Architects
- DB = Design/Build
- TBD = To Be Determined

### Construction Manager Abbreviations

- WG = Willis A. Smith Construction
- WT = Whiting-Tumber
## Project Status Report

10/9/2015

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>PROJECT NAME/PHASE</th>
<th>MANAGER</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-242</td>
<td>University Housing Replacement Phase 1</td>
<td>Adams</td>
<td>Phase 1 construction is complete. Buildings one and two have been renamed Dorman and Deviney. Occupancy for both buildings began during the 2015 summer semester. Both buildings are now fully occupied.</td>
</tr>
<tr>
<td></td>
<td>Substantial Completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-221</td>
<td>University Housing Replacement Phase 2</td>
<td>Adams</td>
<td>Phase II adds two additional residence hall buildings three and four. Building three includes a new food service facility with an &quot;Urban Eateries&quot; concept. Abatement and demolition at Dorman and Deviney were completed during the summer semester 2015. The foundation construction of Building 3 has started in the old Dorman location and all construction is expected to be complete in the Spring of 2017 for occupancy in the 2017 Fall Semester.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmospheric Sciences Building (EOAS) Design</td>
<td>Ball</td>
<td>Project is in Design Development. The Architect is Bohlin Cywinski Jackson, and the Construction Manager is Ajax Building Corporation. Demolition of the existing Gunter Building continues, which was located on the EOAS site. This work is nearly complete. 100% Construction Documents are due June 2016. Construction is anticipated to begin July 2016, pending receipt of remaining construction funds in FY 2016-17. If fully funded, the project should complete July 2018.</td>
</tr>
<tr>
<td>FS-298</td>
<td>Asian Art Study Center Substantial Completion</td>
<td>Rubin</td>
<td>Construction began December 20, 2013 and substantial completion was achieved on June 26, 2015. Punch list items have mostly been addressed and final closeout documents are being prepared. Ringling has begun to install exhibits/displays, artwork, and furniture. A grand opening is planned for February 20, 2016.</td>
</tr>
<tr>
<td>FS-218</td>
<td>Doak Campbell Stadium Improvements Design/Construction</td>
<td>Adams</td>
<td>The skybox improvements have been completed on schedule and in budget and are ready for the first home game. Phase 1 of the structural repairs has been completed. Demolition in preparation for the new club started and will continue through the 2015 football season. Construction of the towers began July 1 and will continue through next summer. The South End Zone Club portion of the project will begin with the demolition of stadium seating after the last home game of the season and continue until August 2016. All work, including Phase 2 structural repairs, will be substantially complete by August 2016.</td>
</tr>
</tbody>
</table>
# Project Status Report
10/9/2015

<table>
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<th>PROJECT STATUS</th>
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<tbody>
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<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Building (IRCB)</td>
<td>Quanles/Spector</td>
<td>Advanced Schematics were delivered on July 31, 2015. Design Drawings are due on November 30, 2015. Construction drawings are scheduled for April 30, 2016 delivery. Design funding was not appropriated by the legislature for the 15-16 fiscal year. Proceeding to construction requires legislative funding.</td>
</tr>
<tr>
<td>FS-321</td>
<td>FAMU/FSU College of Engineering</td>
<td>Ball</td>
<td>Project is being phased to allow for work to proceed as funds are available. Design/construction of ADA restrooms, energy plant upgrades, building envelope repairs, and mold remediation are in progress. Both the energy plant upgrades and the ADA restrooms projects will begin construction in Fall 2015. Building envelope and other interior renovations are in design and should begin construction January 2016. All work currently funded should be complete by September 2016. FAMU continues to manage the project with assistance from FSU as needed. The Architect is Gilchrist Ross Crowe Architects, and the Construction Manager is Gupepper Construction/Cone Day Came, JV are under contract. A future Building C, which will add space for academics, is being programmed as a collaborative effort between the College of Engineering, FSU Facilities, the FSU Research Foundation, and FAMU Facilities.</td>
</tr>
</tbody>
</table>
## CONSTRUCTION CHANGE ORDER SUMMARY
### FY 2014-15

The amounts shown in this report are actual current contract amounts. They do not include unexpended contingency, in-house costs (UTC, 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>Description</th>
<th>GMP/ CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FS-218, Dook Campbell Stadium Improvements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And 1: Skybox Window Wall and HVAC Renovations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 1: Add glass for Varsity Club 3rd floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>And 2: Structural Phase 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>And 3: South End Zone Towers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO 1, Direct Owner Purchase</td>
<td>(8,811.13)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,414,477.90</td>
<td></td>
</tr>
</tbody>
</table>

| **FS-221, University Housing Replacement Phase 2**                            |          |                    |
| GMP                                                                          |          |                    |
| **Total**                                                                    | 1,873,681.00 |                  |

| **FS-212 University Housing Replacement**                                     |          |                    |
| GMP                                                                          |          |                    |
| Included in prior year reports                                               |          |                    |
| (8,851,706.71)                                                               | (8,851,706.71) |                   |
| **Total**                                                                    | 38,111,685.29 |                  |

| **FS-243 Indoor Practice Facility**                                           |          |                    |
| GMP                                                                          |          |                    |
| Included in prior year reports                                               |          |                    |
| Generator for the Indoor Practice Facility, Howser Stadium and Women’s Soccer/Softball Complex | (1,873,897.30) |                   |
| **Total**                                                                    | 13,345,113.76 |                  |

| **FS-251 Espens/Hocht House Renovation**                                     |          |                    |
| GMP                                                                          |          |                    |
| Repair/replace as wood framing around windows and install new jamb extensions |          |                    |
| **Total**                                                                    | 1,026,877.69 |                  |

| **FS-261, Wellness Center**                                                  |          |                    |
| And 1: GMP to demolish bldg 299                                              |          |                    |
| And 2: GMP to demolish bldg 87                                               |          |                    |
| And 3: Sitework + underground utility relocation                            |          |                    |
| And 4: GMP for balance of work                                               |          |                    |
| Included in prior year report                                                |          |                    |
| CO 36 Hand Dryers, Dental, Psych Units Renovations                          |          |                    |
| **Total**                                                                    | 32,691,550.59 |                  |

| **FS-299, Asian Art Study Center**                                           |          |                    |
| Original GMP                                                                 |          |                    |
| Included in prior year report                                                |          |                    |
| CO 6 Add Bridge, 3rd Floor work, teahouse                                  |          |                    |
| CO 7 Additional Terra Cotta, reduce teahouse allowance, add 35 days          |          |                    |
| **Total**                                                                    | 7,328,167.44 |                  |

*DDP (Direct Owner Purchase)
Suppliers with orders over $1,000,000.00 and Service Contracts over five years (July, 2014 through June, 2015)

**Purchase Orders**

**Bruker Biospin**
- $1,350,000 for high performance NMR spectrometer.
- $1,662,800 for Bruker Avance III 600WB System for NHMFL added experiments.

**Childers Construction**
- $1,527,933 for installation of Civic Center seating purchased from Irvin.
- $10,054,868 for design and construction first 2 portions of Doak Campbell Stadium Renovations.
- $1,761,532 for demolition of remaining buildings at Alumni Village.
- $1,028,856 for construction of University Center D Football Locker Room HVC and Restroom Renovations.
- $2,000,000 for Civic Center Exhibition Hall Improvements.
- $2,000,000 for Civic Center West Lobby Entrance.

**City of Tallahassee (StarMetro)**
- $2,522,312 for StarMetro bus service for students, faculty, and staff which includes the FSU campus and the entire Tallahassee metro area.

**Culpepper Construction**
- $1,940,850 for abatement and demolition of existing Dorman and Deviney Halls, FS-221.

**Gilchrist Ross Crowe Architects**
- $2,606,410 for design and construction administration of Housing Replacement Phase 2 including Urban Eater, FS-221.

**Irwin Seating**
- $2,150,964 for seats for Civic Center Arena.

**Oracle**
- $1,342,768 for Maintenance of PeopleSoft/Oracle Software which runs the FSU ERP system.

**Panasonic Corp.of North America**
- $1,765,932 for digital boards for Civic Center Arena.

**Rippee Construction Inc**
- $1,959,090 for construction of Reynolds Hall HVAC Renovations.
- $1,740,384 for construction of Reynolds Hall Shower Replacement.

**Sciberus Inc.**
- $1,175,975 for software applications on the existing CPALMS/ICPALMS platform which is a Sponsored Research project using GSA Contract #GS-35F-0436X.

**Vion Corporation**
- $1,025,000 for data storage for Northwest Regional Data Center.

**Willis A Smith Construction Inc.**
- $6,501,983 for construction of Asian Art Center, Ringling Center, Sarasota, FS-268.

**Wilson Architects Inc.**
- $2,929,826 for Initial design services for Interdisciplinary Research Center.
**Five Year + Service Contracts - Expense**

**A La Carte Connection, LLC**

**Archie Weatherspoon**

**Astro Travel and Annette Buses**

**Baer Air**
$732,740 expense FYE 2015. Term: 07/01/2014 – 06/30/2019 (plus two 1-year renewal options). Provide private air charter services to the University and Athletics.

**Blackboard (software for OBS only)**
$141,235 expense FYE 2015. Term 12/12/2004 – 6/30/2020. Blackboard is the software application that handles the cash transactions for the FSU Card, Laundry Services, and Pay-4-Print.

**Booster Lease for Sports Shop**

**Booster Visitors Lot**
$-0- expense FYE 2015. Term 12/19/1997 – 10/1/2023. Pursuant to OBS's lease of the Sport Shop at the Stadium the Boosters include the Visitors Pay Parking Lot which OBS staffs and charges visitors to park. The Boosters, Sports Shop and University Center Club customers may park at a discounted rate of $1.

**Century Link**

**Clark/Nikdel Inc. (CNP)**

**Clean All, LLC**

**Cohesive Enterprise**

**Contemporary Services Corp.**

**Global Spectrum, LP**
Grainger

Kerigan Marketing Associates Inc
$110,631 expense FYE 2015. 07/01/2014 – 6/30/2019 (plus two 1-year renewal options). Provides advertising services for the Panama City campus.

Konica Minolta Business Solutions (copiers)
$561,901 expense FYE 2015. Term: 10/6/2011 – 9/30/2015 (plus two 1-year renewal options to 9/30/2017). Provides leased copiers which are subleased to departments and also used to provide print and copy services to students for a fee.

Labor Ready

Oglesby Union
$500,172 expense FYE 2015. Term 7/1/2012-7/1/2014 (plus three 1-year renewal options), plus a 4th extension month-to-month for up to an additional year. Business Services leases 33,933 square feet of dining space from the Union at $14.74 per square foot, or $500,172 per year.

Oracle (PeopleSoft)
$652,440 expense for FYE 2015; 2006-2016; Provides enterprise software support for mission-critical systems.

Pittman Law Group

Rosslyn Analytics
$22,978 expense FYE 2015. Term: 1/12/2015 – 1/12/2020 (plus one 5 year renewal option). Provides spend analysis software-as-a-service for FSU and SUS.

SciQuest

Shorts Travel Management

Thyssenkrupp

TransLoc

Triumvirate
$148,233 expense FYE 2015 Term: 07/01/2014 – 6/30/2019 (plus two 1-year renewal options). Provides FSU with chemical waste pick-up, transportation, and disposal services.

United Epic Group

World Class Paint
$77,875 expense FYE 2015: Term 07/07/2014 – 06/30/2017 (plus three 1-year renewal options). Field marking paint for Athletics.

Yellow Cab
$231,390 expense FYE 2015. Term: 6/26/2012 – 6/30/2015 (plus two 1-year renewal options to 6/30/2017, plus month-to-month for up to one
year thereafter). 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 cost, and the Transportation Access Fee pays 25% of the cost.


**Five Year + Service Contracts - Revenue**

**America to Go** $0- revenue FYE 2015. 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 payable quarterly.

**ARAMARK** $1,909,524 revenue FYE 2015. Term: 8/1/2003 – 7/31/2018 (includes the 5-year renewal option) ARAMARK operates the FSU campus dining and catering services.

**AT&T** $50,400 annual revenue; 2012 – 2021; Space lease for Doak Campbell distributed antenna system (DAS). Initial term ends 8/29/2021.

**Bellhops** $5,000 revenue FYE 2015. Term: 3/28/2014 – 6/30/2017 (plus a 2-year renewal option to 6/30/2019). Bellhops provides moving services on campus for students, faculty and staff.


**Coca-Cola, Inc.** $880,467 revenue FYE 2015. Term: 8/15/2012 – 7/31/2017 (plus a 2-year renewal option to 7/31/2019). Coca-Cola operates the beverage vending machines and has exclusive pouring rights on campus.

**Follett Higher Education** $1,885,176 revenue FYE 2015. 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.

**FSView** $12,000 revenue FYE 2015. 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 2015. 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 Talahassee area.


**GOTCHA** $0- revenue FYE 2015. Term 4/30/2015 - 6/30/2020 (plus a 5-year renewal option). GOTCHA provides 160 bikes on campus. FSU receives 5% of the late fee charged for late returns.

**Mako Consulting (Mako Valet)** $6,431 revenue FYE 2015. 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.

Mormon Church

$ N/A revenue FYE 2015. Term: 2/28/2012 – 2/27/2015 (plus two 1-year renewal options to 2/27/2015). Church is provided the use of PG#1 on Stadium Drive, twice a year on a weekend at no charge.

Refreshment Services Vending (RSV)


Sprint-Nextel

$46,200 annual revenue; 2008 – 2018; Space lease for McCollum Hall cell site. Currently in second extension that ends 6/30/2018.

SunTrust Bank


SunTrust Bank (Office Lease)

$29,946 revenue FYE 2015. Term: July 1, 2010 – June 30, 2020. SunTrust leases 1,472 square feet of space in the Woodward Street garage (PG#) for $20 per square foot. SunTrust also pays FSU Facilities for allocated share of utilities each month.

T-Mobile

$34,560 annual revenue; 2008-2017; Space lease for Deviney Hall cell site. Currently in second extension that ends 12/31/2017.

UPS


UPS Store (Millenium Eagle Enterprises)

$147,939 revenue FYE 2015. Term: 7/10/2009 7/9/2019 (plus a 5-year renewal option to 7/9/2024). The UPS Store provides mailbox services & package mailing and printing services for students.

$5,714 revenue FYE 2015. Term: July 8, 2010 – July 7, 2015. UPS Store rents 3,954 square feet for $1 per year plus utilities of $444.00 per month in the Postal Services building on Madison Street. Post balance sheet update. New lease negotiated for a reduced 819 square feet at $10 per square foot or $8,190 per year for the period from October 1, 2014 – July 7, 2015.

Verizon

$60,480 annual revenue; 2001 – 2016; Space lease for University Center A (UCA) cell site. Currently in first extension that ends 11/30/2016.

$41,480 annual revenue; 2010 – 2015; Space lease for WFSU cell site. Amended initial term ends 12/3/2015.

Zipcar

$121 revenue FYE 2015. Term: 8/11/2011 – 7/31/2017 as amended (plus two 1-year renewal options to 7/31/2019). Zipcar provides hourly and daily car rental rates for employees and students with cars provided and parked on campus.
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: September 22, 2015
SUBJECT: Request for approval of Status Report on Purchase Orders over 1.0 million and 5+ Year Service Contracts Request for Approval

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 2014 through June 2015 in excess of $1 million as well as contracts or agreements that exceed five years in length.

Please see the attached list.

KCC/mc
Suppliers with orders over $1,000,000.00 and Service Contracts over five years (July, 2014 through June, 2015)

Purchase Orders

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$1,350,000 for high performance NMR spectrometer.
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### Five Year + Service Contracts - Expense

<table>
<thead>
<tr>
<th>Company</th>
<th>Description</th>
<th>Terms/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baer Air</td>
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Shorts Travel Management


Thyssenkrupp


TransLoc


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United Epic Group


World Class Paint


Yellow Cab

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year thereafter). 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 cost, and the Transportation Access Fee pays 25% of the cost.

Collection Services (Multi-Award) (10 vendors)

Five Year + Service Contracts - Revenue

America to Go
$80 revenue FYE 2015. 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 payable quarterly.

ARAMARK
$1,909,524 revenue FYE 2015. Term: 8/1/2003 – 7/31/2018 (includes the 5-year renewal option) ARAMARK operates the FSU campus dining and catering services.

AT&T

Bellhops

Captiveyes Group, Inc.

Coca-Cola, Inc.
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FSView
$12,000 revenue FYE 2015. Term 7/1/2001-5/30/2015 (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.

Gainosville-Miami Bus Corporation
$25,000 revenue FYE 2015. 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.

Global Spectrum, LP

GOTCHA
$80 revenue FYE 2015. 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.

Mako Consulting (Mako Valet)
$6,431 revenue FYE 2015. 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
<table>
<thead>
<tr>
<th>Service</th>
<th>Revenue FYE 2015</th>
<th>Term 2015-2016</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mormon Church</td>
<td>$71,000</td>
<td>2/28/2012-2/27/2015</td>
<td>Provides valet service to students, employees, and visitors to campus.</td>
</tr>
<tr>
<td>Refreshment Services Vending (RSV)</td>
<td>$76,643</td>
<td>7/14/2010-7/15/2015</td>
<td>Provides vending machines on campus.</td>
</tr>
<tr>
<td>SunTrust Bank</td>
<td>$224,624</td>
<td>7/1/2010-6/30/2018</td>
<td>Provides banking and FSU card services to students.</td>
</tr>
<tr>
<td>SunTrust Bank (Office Lease)</td>
<td>$29,946</td>
<td>July 1, 2010-June 30, 2020</td>
<td>Leases 1,472 square feet of space in the Woodward Street garage (PG#1) for $20 per square foot. SunTrust pays for allocated share of utilities each month.</td>
</tr>
<tr>
<td>UPS</td>
<td>$N/A</td>
<td>3/27/2012-3/26/2017</td>
<td>Provides package drop boxes around campus.</td>
</tr>
<tr>
<td>UPS Store (Millenium Eagle Enterprises)</td>
<td>$147,939</td>
<td>7/1/2009-7/9/2019</td>
<td>Provides mailbox services &amp; package mailing and printing services for students.</td>
</tr>
<tr>
<td></td>
<td>$5,714</td>
<td>July 8, 2010-July 7, 2015</td>
<td>Provides 3,964 square feet for $1 per year plus utilities of $444.00 per month in the Postal Services building on Madison Street. Post balance sheet update: New lease negotiated for a reduced 819 square feet at $10 per square foot or $3,190 per year for the period from October 1, 2014 – July 7, 2015.</td>
</tr>
<tr>
<td>Verizon</td>
<td>$60,480</td>
<td>2001-2016</td>
<td>Provides space lease for University Center A (UCA) cell site. Current extension ends 11/30/2016.</td>
</tr>
<tr>
<td></td>
<td>$41,480</td>
<td>2010-2015</td>
<td>Provides space lease for WFSU cell site. Amended initial term ends 12/3/2015.</td>
</tr>
<tr>
<td>Zipcar</td>
<td>$121,000</td>
<td>8/1/2011-7/31/2017</td>
<td>Provides hourly and daily car rental rates for employees and students with cars provided and parked on campus.</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: September 23, 2015
SUBJECT: Delegation of Authority to President to approve the Florida Educational Equity Act Reports Request for Approval

The Florida Educational Equity Act, s. 1000.05, F.S., and other state and federal legislation mandate that students and employees should not be discriminated against on the basis of race, ethnicity, national origin, gender, disability, or marital status. In addition, the statutory guidelines of the Equity Accountability Program Report, s. 1012.95 F.S., require that each state university maintain an annual equity plan for appropriate representation of women and minorities in senior level faculty and administrative positions.

For the purposes of this Report, three major areas are addressed: Enrollment, Gender Equity in Athletics, and Employment.

The Florida Educational Equity Act Report (also known as the Florida Equity Report) must be submitted to the Board of Governors, through the Human Resources' Office of Equal Opportunity and Compliance, by September 30th each year. We are requesting the University Board of Trustees delegate approval of this annual report to the President.

I recommend your approval.

KC/rig
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: September 22, 2015
SUBJECT: Request Approval of Amendment to Regulation FSU-2.009 Parking and Traffic Request for Approval

Transportation and Parking Services requests an amendment to the referenced Regulation.

In summary, the proposed amendments:

Changes the name of the office to “Office of Transportation and Parking Services”

Provide new definition and provisions for back-in parking, commuter lot, parking credential and other terms. “Parking credential” provides the broad term for all various types of parking “permits.

Provides for a virtual permit tied to the vehicle registration tag, which replaces physical parking tags for most university community members. Hang tags replace decal permits in most cases where physical permits are still used.

Provides new procedures for lost gate cards.

Creates a new category of shared parking lot.

The threshold for booting is increased from $50 to $90 in outstanding charges.

I recommend your approval of this request.

KC/mi

(1) General Information.

(a) Applicability of Traffic Regulation. This regulation shall be applicable to all vehicles operated or parked on the Florida State University (FSU) campus at any time, including examination periods, semester breaks, and registration periods. The fines, penalties and other sanctions provided herein may be imposed against any person who shall cause, allow, permit or suffer any vehicle registered either at the Florida Department of Highway Safety and Motor Vehicles or at the University Office of Parking Transportation and Transportation Parking Services in the name of, or operated by such person to be parked or operated in violation of any provision of this Regulation. It is the policy of FSU to enforce the provisions of this Regulation and seek to impose the fines, penalties or other sanctions provided herein:

1. In the case of a vehicle registered with the Office of Parking Transportation and Transportation Parking Services, against the person in whose name such vehicle is so registered.

2. In the case of a vehicle not so registered, if it is determined that the operator at the time of the violation is affiliated with FSU and, in fact, should have registered the vehicle with the Office of Parking Transportation and Transportation Parking Services, against the person affiliated with FSU.

3. In the case of a vehicle not so registered and whose operator at the time of the violation cannot be identified, against the title holder of said vehicle.

(b) Applicability of Florida Statutes and Ordinances of the City of Tallahassee. All ordinances of the City of Tallahassee relating to traffic which are not in conflict or inconsistent with this Regulation shall extend and be applicable to the grounds of the University. A copy of said ordinances shall be available for inspection at the Office of the Director of Parking Transportation and Transportation Parking Services. In addition, the provisions of Chapter 316, Florida Statutes, shall extend and be applicable to the grounds of the University.

(c) Responsibility for Implementation. Unless otherwise noted, the Director of Parking Transportation and Transportation Parking Services shall be responsible for the supervision and implementation of this Regulation. All requests for individual consideration with regard to the parking and traffic regulations contained in this Regulation must be directed to that person at the Office of Parking Transportation and Transportation Parking Services.

(d) Definitions. The following words and phrases, when used in this Regulation, shall have the meanings respectively ascribed to them in this section, except where the context otherwise requires:

1. Access Lane. Any area that is not designated as a parking space, and that provides an avenue for traffic flow and emergency vehicles.
2. Automobile. Any motor vehicle having four (4) or more wheels.

3. Back-in Parking. Parking a vehicle so that the front-end of the vehicle is pointing toward the drive aisle. It does not matter if the vehicle actually backed into the parking space or drove through an adjacent space.

Permit Registration Year. The period from September 1 of one year to August 31 of the succeeding year.

4. Commuter Lot. Designated lots/facilities that prohibit the parking of vehicles between the hours of midnight and 5:45 a.m. AM, except on Friday and Saturday evenings or as posted on the entrance of the lot.

5. Designated Parking Space. Areas governed by FSU parking regulations with parking spaces delineated by red, white, yellow, or blue striping, a parking meter, or other physical barriers to include, but not be limited to, railroad ties and bumper blocks intended to delineate parking parameters.

6. Director of Parking Transportation and Transportation Parking Services. An FSU employee who has been assigned the specific duties of supervising and managing the Office of Parking Transportation and Transportation Parking Services.

7. Employee. Any employee of FSU including but not limited to executive staff, faculty, administrative and professional personnel, university support personnel system staff, and OPS staff, employed/contracted for 40 or more hours per week.

8. Employees of recognized FSU organizations or Contracted Services. Personnel who work full-time on campus, but who are not University employees, e.g., bookstore employees, beauticians, barbers, food service personnel, credit union employees, golf course employees, postal/shipping employees, staff of religious houses, and employees of the Greek houses.

9. Financial Aid Disbursement. The period of time defined each semester by the Controller's office for the disbursement of financial aid funds.

10. Fire Lanes. Those areas of campus that must be kept clear of all obstructions so as not to interfere with the movement of fire-fighting equipment and which are marked as fire lanes by signs and red painted curbing or fluorescent red and white painted areas, or both.

11. Loading Dock. Areas specifically designated for the sole purpose of loading or unloading materials or equipment at the delivery entrance or designated location to a building. Properly identified service vehicles, commercial vehicles, or vehicles properly displaying loading dock permits issued by the Office of Transportation and Parking Services are authorized to use loading docks. Loading docks are delineated by signs and/or pavement markings. Vehicles parked without proper authorization will be issued a citation and/or towed at owner's expense. (fine code 01)
4412. Loading Zones. Areas specifically designated for the sole purpose of loading or unloading materials or equipment. Properly identified service vehicles, commercial vehicles, vehicles bearing registered for valid FSU decals or vehicles virtual permits, or vehicles properly displaying a valid loading zone permit, parking credential issued by the Office of Parking Transportation and Transportation-Parking Services are authorized to use loading zones. Loading zones are delineated by signs and/or pavement markings. Use of these areas is limited to 20 minutes periods. Vehicles exceeding the 20-minute maximum period may be issued a parking citation. Additional citations may be issued every hour after the original citation and/or vehicles may be towed at owner's expense.

4411. Loading Deck. Areas specifically designated for the sole purpose of loading or unloading materials or equipment at the delivery entrance or designated location to a building. Properly identified service vehicles, commercial vehicles, or vehicles properly displaying loading deck permits issued by the Office of Parking Transportation and Transportation-Parking Services are authorized to use loading decks. Loading decks are delineated by signs and/or pavement markings. Vehicles parked without proper authorization will be issued a citation for permit not authorized for space and/or towed at owner's expense. (fine code—01).

1213. Motorcycle, Moped, or Motor Scooter. Any motor vehicle having less than 4 wheels.

1314. Motorcycle Permit. A motorcycle permit is a physical parking permit that is adhered to the motorcycle's license plate. A motorcycle permit authorizes parking in motorcycle spaces only.

444415. Parking. The standing of a vehicle, whether occupied or not and whether the engine is running or not, for the purpose of and while actually engaged in loading or unloading merchandise or passengers, as may be permitted by law under the State Uniform Traffic Control Law, Chapter 316, Florida Statutes, or this Regulation pursuant to Section 1006.66.

4616. Parking Credential. A virtual parking permit, parking placard, parking hang-tag, motorcycle parking permit, or other designated pass/permit that authorizes parking in one or more campus parking lots/facilities.

444517. Parking Hang-Tag. A parking hang-tag is a physical parking permit that is hung from an automobile's rearview mirror. A parking hang-tag authorizes parking in the lots, facilities, and/or spaces as shown on the hang-tag. The parking hang-tag does not authorize parking in any lots, facilities, or spaces not noted on the hang-tag.

4618. Parking Placard. A parking placard is a physical parking permit that is placed on an automobile's dashboard. A parking placard authorizes parking in the lots, facilities, and/or spaces as shown on the placard. The parking placard does not authorize parking in any lots, facilities, or spaces not noted on the placard.
1719. Parking Violations Appeals Board. The University traffic authority established pursuant to Section 1006.66, Florida Statutes, to review disputes regarding citations and to render decisions regarding the appropriate penalty to be imposed, including the restriction, removal, or restoration of driving or parking privileges on campus. The Parking Violations Appeals Board will consist of 2 or more divisions of equal authority. Each shall be composed of 4 members appointed for a period of 1 year. There shall also be appointed a pool of alternate members who shall be eligible to serve when called upon by the Appeals Board Coordinator, when a regular member is unavailable. All appointments shall be made by the Vice President for Finance and Administration, from a list of persons nominated by the University Committee on Appointments. The positions on each division of the Board shall be occupied by faculty, staff (A&P or USPS) and student members. The Chairperson shall be elected annually from among the members of the Board and shall have full voting rights. This Board shall function on a year-round basis. A quorum shall consist of at least 2 members of the Board. When a quorum is not available, and the appellant has arrived on time for their scheduled hearing, the citation(s) will be dismissed.

20. Permit Registration Year. The period from August 15 of one year to August 15 of the succeeding year.

15. Part-Time Non-Student Employee. Any person employed/contracted by FSU for less than 40 hours per week who is also not enrolled as a student at Florida State University.

186. Virtual Permit. Vehicle registration document which allows the registered vehicle to be parked on the grounds of the University, as set out in this Regulation. A virtual permit is not a physical permit. Instead, the registered vehicle’s license plate is used to determine whether or not the vehicle is properly registered with the Office of Transportation and Parking Services. The words permit and decal are used interchangeably in this Regulation. Only one FSU decal may be displayed per vehicle. Up to five automobiles may be registered to a single virtual permit. However, a vehicle may be registered to only one virtual permit at a time.

1927. Persons Affiliated with FSU. Employees or students of FSU or employees of recognized FSU on-campus organizations or contracted services.

1822. Restricted Hours. Between 7:30 a.m. AM and 4:30 p.m. PM, Monday through Friday on all class days, examination periods, semester breaks, and registration periods.

23. Reserved Space. A parking space that is reserved for a specific user, user group, event/function, or vehicle. The space will be marked with signage, pavement markings, and/or temporary barricades. Any parking space on campus may be reserved for events or other University functions.
Service State vehicles are prohibited from parking in service vehicle spaces. Service vehicle areas are reserved during restricted hours and are delineated by signs and/or pavement marking. Vehicles without proper authorization will be issued a citation and/or towed at owner’s expense for parking in a reserved space without authorization (fine code – 01 if the space is not reserved for a specific vehicle or fine code – 06 if the space is reserved).

242225. Short Term Parking. — Those spaces designated by signage with a two-hour maximum stay. An appropriate appropriate permit parking placard or hang-tag must be obtained from the Office of Parking Transportation and Parking Services and appropriately displayed on the vehicle.

242226. Student. Any person not classified as faculty, administrative and professional personnel or university University support personnel system staff who that is enrolled and carrying 1 or more credit hours of undergraduate or graduate work at FSU.

222227. Vehicle. Any automobile, motorcycle, moped or motor scooter as defined.

28. Virtual Permit. Vehicle registration which allows the registered vehicle to be parked on the grounds of the University, as set out in this Regulation. A virtual permit is not a physical permit. Instead, the registered vehicle’s license plate is used to determine whether or not the vehicle is properly registered with the Office of Transportation and Parking Services. Up to five automobiles may be registered to a single virtual permit. However, a vehicle may not be registered more than to only one virtual permit at a time.

232229. Visitors. Persons who are not employees or students of FSU and who do not work on campus for other organizations.

242230. Working Day. Any day that the University is officially open. This does not include official holidays or winter break.

2527. Commuter Lot. Designated lot(s)/facilities that prohibit the parking of vehicles between the hours of midnight and 6:30 - 8:30 a.m., except on Friday and Saturday evenings or as posted on the entrance of the lot.

(2) Virtual Permits, Parking Placards, and Parking Hang-Tags.

(e) All vehicles parked by FSU affiliates on the campus by persons affiliated with FSU must be registered for a valid virtual permit or display the appropriate permit placard or hang-tag as instructed. The following, however, are excepted:  

Page 5 of 21
1. Board of Trustees. Vehicles bearing a valid “Board of Trustees” permit parking placard may be parked in any designated, unreserved parking space on campus.

2. "State" Tag Vehicles. Vehicles owned by or assigned to an FSU department or organization and bearing a duly issued “State” license tag need not be registered for a valid virtual permit, but are not required to or pay parking meter fees. Such vehicles may be parked in any designated, unreserved parking space, short-term space (2-2-hour maximum) or loading zone (20-20-minute maximum) on campus. Vehicles bearing a duly issued “State” license tag but are not owned or assigned to an FSU department or organization must either purchase a virtual permit, purchase a visitor parking placard or hang-tag, park at a parking meter and pay the appropriate fee, or parking in a designated visitor parking lot/facility and pay the appropriate fee.

3. News Media Vehicles. Press Representative, reporters, correspondents, and other representatives of the news media not otherwise affiliated with FSU, who are on campus or on press business, may park in any designated, unreserved space, Short-Term space (2-2-hour maximum) and loading zone (20-20-minute maximum). A valid Press identification is prominently displayed on their vehicle(s). Students, faculty and staff are not eligible for this exemption.

4. Commercial Representatives in Commercial Vehicles. Marked delivery trucks, telephone and power service vehicles, limousine service automobiles, taxis, and buses making brief stops (less than 10 minutes) at 1 or more points on campus are not required to buy a decal or display a permit to register for a virtual permit or display a parking placard or hang-tag. Vehicles used by persons required to perform emergency service or regular maintenance on University-owned or leased equipment or facilities should have a valid appropriate FSU parking permit hang-tag displayed. These vehicles may be parked in any designated, unreserved parking space. Parking meter and visitor lot/facility fees must be paid.

5. Contractors. Contractors and contractor personnel engaged in FSU construction projects may park within the fenced enclosure of the construction site. Other parking must be off campus, or other on-campus locations specifically designated by the Office of Transportation and Parking Services. Construction permits placards or hang-tags must be displayed in the windshield of each parked vehicle, whether or not the vehicle is parked in a parking lot/facility or within a fenced enclosure.
6. Vehicles Transporting Handicapped Individuals; Disabled Veterans.

   a. In accordance with the Florida Statutes, a vehicle bearing a disabled parking permit issued pursuant to Sections 320.0848, 320.0842, 320.0843, and 320.0845, Florida Statutes, or a disabled license plate issued pursuant to Section 320.084 or Section 320.0848, Florida Statutes (disabled veterans and veterans confined to wheelchairs), may park in designated handicapped accessible spaces if such vehicle is transporting a person eligible for such parking permit or license plate. Any person who is chauffeuring a disabled person shall be allowed momentary parking in any such parking space for the purpose of loading or unloading a disabled person. No penalty shall be imposed upon the driver for such momentary parking. Such vehicles shall not, however, be parked in a reserved space, bus loading zone, fire zone, handicapped designated parking area, non-designated parking area or any other area posted as a “No Parking” zone. All employee and student affiliates are required to purchase the appropriate parking permit in order to park on campus. Vehicles bearing a valid FSU parking permit appropriately registered for a valid virtual permit and displaying the handicapped permit issued by the state may park in metered, loading zone, short-term, and other unreserved permit designated spaces as long as time restrictions are observed. Visitors displaying a disabled permit issued by the state may park in designated handicapped accessible spaces, parking meters at no charge, and/or hourly toll lots/visitor parking lots/facilities (provided the regular rate/fee is paid).

   b. Any person who fraudulently obtains or unlawfully displays a disabled parking permit that belongs to another person while occupying a disabled parking space or an access aisle as defined in s.553.5041 while the owner of the permit is not being transported in the vehicle or who uses an unauthorized replica of such a disabled parking permit with the intent to deceive is guilty of a misdemeanor of the second degree, punishable as provided in s.775.082 or s. 775.083.

   c. Parking Transportation and Transportation-Parking services will boot immobilize any fraudulent vehicle displaying a fraudulent disabled permit and issue the handicapped violation citation contact the FSU Police Department.

7. Visitors may park in toll metered parking spaces on campus or in any designated visitor parking lot/facility provided time is kept on the meter or other mechanical ticket dispenser appropriate fees are paid and time limits are not exceeded. All vehicles must be parked with the flow of traffic.

   (b) The virtual permit year begins on September 1/August 15 and ends the following August 31/August 15. All permits, placards, and hang tags will expire the last day of August on August 15 each year.
(c) Permit Information: All faculty, staff, and student affiliates affiliated with FSU that parking on university property are required to register for a virtual permit and pay all related charges/fees/purchase a parking permit or pay appropriate transportation fees.

(d) The Office of Parking and Transportation Parking Services reserves the right to deny, restrict or revoke parking privileges to any individual who is in violation of the provisions of this Regulation. The fraudulent acquisition of a permit by giving incorrect information, falsified proof of status, or by any other means shall result in the issuance of violation(s), false registration -- fine code 05, to the individual(s) involved.

(e) Replacement Permits and Gate Access Cards and - Virtual Permit Refunds. A Replacement permit and gate access card, if applicable, will be issued when a permit or gate card is no longer serviceable or a vehicle bearing a permit is replaced. The original "RP" permit or gate card must be returned to the Office of Parking and Transportation Parking Services to qualify the holder for a replacement permit or gate card due to defect. If a permit cannot be produced, a replacement shall be issued upon execution of an explanatory Permit Replacement Statement, FSU Form #DAF1000 (Eff. 9/94) incorporated herein with documentation of replacement need filed with the Office of Parking and Transportation Services. Upon return of an original deed, Refunds Virtual Permit refunds will be given on a pro-rated basis as contained in (3) Parking Fees and Penalties. No refunds will be issued for returned temporary permits, placards, or hang tags or gate cards or remote gate openers. Refunds for student permits will be given on a pro-rated basis as contained in (3) Parking Fees and Penalties (for the separate parking fee portion) and issued from the assessment of the transportation fee shall be consistent with the University refund policy for local fees (for the Transportation Access Fee portion).

(f) Parking Virtual Permits Classifications:

1. Faculty, Administrative and Professional personnel, and University Support Personnel System staff; are eligible to register for "RP" virtual permits, and Faculty, Administrative and Professional personnel, University Support Personnel System staff. Non-Student OPS employees of recognized FSU affiliated organizations or contracted services are eligible to register for Non-Student OPS employees of recognized FSU affiliated organizations or contracted services employees are eligible to purchase on "R" or "RP" deed taglet virtual permits. Both the "RP" and "R" virtual permits authorize parking only in designated "R" parking areas (as identified by red stall lines and/or entrance signage) or in areas specified for "All FSU members" shared parking (as identified by alternating red and white stall lines and/or entrance signage). Persons utilizing an "R" or "RP" permit must display their permit/taglet on the rear license plate (secured by bolt) or on the plastic holder with the suction cup secured on the front windshield on the driver's side in order to validate their "R" or "RP" permit. In order to be appropriately registered for an "RP"
or "R" virtual permit, the employee must provide the make, model, color, year, and license plate of each vehicle registered to the virtual permit (up to five vehicles per permit) and pay all required fees.

2. Visitors are eligible to purchase a "V" permit-hang-tag, authorizing parking only in designated "W" and "R"-non-gated "R" parking areas. Faculty, staff and student affiliates, as well as employees of FSU affiliated organizations or contracted services, are not eligible to purchase a "V" permit-hang-tag. Non-student OPS employees are not eligible for an "R" permit-

3. Students and Non-Student OPS employees are eligible to register for "W" virtual permits. Vehicles bearing that are registered to a "W" virtual permit are authorized to park in designated "W" parking areas (identified by white stall lines and/or entrance signage) between the hours of 7:30-45 a.m. and 4:30-90 p.m. on all class days in areas designated for commuter parking and 24-hours per day in areas designated for overnight parking. "W" virtual permits can also park in areas specified for shared parking (as identified by alternating red and white stall lines and/or entrance signage).

4. Persons with FSU retired status who are no longer receiving any form of financial compensation for active employment may purchase an Emeritus or "E" virtual permit. The "E" virtual permit authorizes parking in any designated non-reserved faculty/staff parking area.

5. An individual may purchase and maintain only 1 automobile virtual permit and 1 motorcycle permit at a time during each permit year. This excludes any replacement permits issued.

6. On the day preceding a home football game (including the spring football game) or as designated on the lot/facility entrance signage, all vehicles must be removed by 6:15 a.m. in designated football lots. A map of football parking lots and facilities will be available on the Office of Transportation and Parking Services website.

7. Individuals operating motorcycles, mopeds or motor scooters may purchase an "MC" permit authorizing parking in motorcycle parking spaces only. All faculty, staff, students, and Non-Student OPS employees of recognized FSU affiliated organizations or contracted services will be issued an "MC" adhesive style parking decal. Motorcycle permits shall be visibly affixed to the license plate on the registered vehicle.

8. A temporary parking permit must be obtained when a substitute vehicle is parked on campus in lieu of an appropriately permitted vehicle. Temporary parking permits provide the same parking and driving restrictions as do virtual permits, based on the parking access provided to the virtual permit registrant. Except as otherwise stated, temporary permits are issued for a maximum of 10 working days per academic year. Anyone requesting a temporary permit for more than 10 working days must file a written statement certifying the extraordinary circumstances for the extension and certifying that the temporary permit and the registered virtual permit will not be used on campus.
simultaneously during the period. There is no charge for a temporary permit issued to virtual permit registrant for use on a substitute vehicle for a maximum of 10 working days per year.

57. Commercial vendors and sales and service representatives are eligible to purchase commercial ("C") permit hang-tags. Vehicles bearing "C" permits hang-tags may park in any designated, non-gated unreserved parking space on campus. Commercial deal-hang-tag holders may also utilize designated loading areas for 20-minute periods only, short-term parking spaces (2 hour maximum), and unreserved service vehicle spaces, and as well as parking meters and visitor parking lots, provided facilities (provided time is kept or the meter appropriate fees are paid).

6. Individuals operating motorcycles, mopeds or motor scooters may purchase an "MC" permit authorizing parking in motorcycle parking spaces only. Students and non-payroll deducted faculty and staff, and students will be issued an "MC" adhesive style parking decal. Faculty and staff selecting payroll deduction will be issued an "MP" taglet style permit. Motorcycle permits shall be visibly affixed to the license plate on the registered vehicle.

7. A temporary parking permit must be obtained when a substitute vehicle is parked on campus in lieu of an appropriately permitted vehicle. Temporary parking permits have the same parking and driving restrictions as do virtual permits, based on the parking access provided to the virtual permit registrant vehicles bearing the identically lettered permanent permits. Except as otherwise stated, temporary permits are issued for a maximum of 10 working days per academic year. Anyone requesting a temporary permit for more than 10 working days must file a written statement certifying the extraordinary circumstances for the extension, including the reason the registered permit is not available for use and certifying that the substitute temporary permit and the registered virtual permit will not be used on campus simultaneously during the period. There is no charge for a temporary permit issued to the holder of a registered permit virtual permit registrant for use on a substitute vehicle for a maximum of 10 working days per year.

88. Loading Zone permits hang-tags may be purchased on an individual basis to afford access to designated loading zones for loading or unloading of materials or equipment. "LZ" hang-tags are not valid in any other parking spaces on campus.

99. Service vehicle permits hang-tags may be purchased by eligible service and technical support representatives. Vehicles bearing a valid "SV" permit hang-tag are eligible to park in designated unreserved service vehicle spaces with no time restriction and loading zones for a maximum of twenty (20) minutes. "SV" hang-tags are not valid in any other parking spaces on campus.
10. Departmental hang-tags may be purchased by eligible FSU departments for use by employees to conduct
departmental business. Vehicles bearing a valid departmental hang-tag are eligible to park in unreserved "R"
parking spaces and loading zones for a maximum of twenty (20) minutes.

11. Back-in hang-tags may be purchased by individuals with valid FSU virtual permits. Vehicles bearing a valid
back-in hang-tag are authorized to park in appropriate campus parking lots a back-in style. Back-in hang-tags are not
valid in parking garages or in parking lots with angled parking spaces.

10. Persons with FSU-retired status who are no longer receiving any form of financial compensation for active
employment may purchase an Emeritus or "E" virtual permit. The "E" virtual permit authorizes parking in any
designated non-reserved faculty/staff parking area.

11.12 Temporary handicapped parking placards or hang-tags will be issued by the Office of Parking
Transportation and Transportation Parking Services, upon determining eligibility, for a period not to exceed 21
calendar days. To be eligible for applying for a temporary handicapped parking permit, the individual must have
properly registered and paid for a purchased a valid virtual permit and have it properly displayed. Extension of
the eligibility of a temporary permit for more than 21 calendar days will only occur upon receipt of a duly executed
Florida Department of Highway Safety and Motor Vehicles Form 83002 or Form 83039 (S90) S, which are incorporated herein by reference which contain "Disabled Person's Parking Permit a Physician's Statement of Certification", for issuing disabled person's parking permits at which time a permit-placard or hang-tag will be
issued for an additional period not to exceed 35 calendar days. This temporary handicapped parking permit is non-
renewable.

(a) The permit shall be displayed as directed by the Office of Parking and Transportation Services at point of
distribution.

(b) Motor-scooter, mopeds and motorcycle decals designed and intended to be visibly affixed to a motor-scooter or
motorcycle shall be visibly affixed to the license plate on the registered vehicle. Motor-scooters, mopeds and
motorcycles may only park in a designated motorcycle space.

(c) Vehicle Virtual permits, motorcycle permits, parking placards and hang-tags and decals are issued to specific
individuals or departments/organizations and are not transferrable between individuals. The registered owner of the
tag and/or hangtag style decals virtual permit, motorcycle permit, parking placard or parking hang-tag accepts
responsibility of all fines when the permit is used by or displayed on any vehicle.
(h) An individual may purchase and maintain only 1 automobile virtual permit and 1 motorcycle permit at a time during each permit year. This excludes any replacement permits issued.

(i) On the day preceding a home football game (including the spring football game) or as designated on lot/facility entrance signage, all vehicles must be removed by 11:59 p.m. in designated football lots. A map of football parking lots and facilities will be available on the Office of Transportation and Parking Services website.

(j) Back-in Parking Limitations. Vehicles cannot back-in park in any campus parking lots without the appropriate "back-in" parking hang-tag. Vehicles cannot back-in park in any parking garages at any time, regardless of whether or not a "back-in" parking hang-tag is displayed. Vehicles cannot back-in park in any parking lots with angled parking spaces at any time, regardless of whether or not a "back-in" parking hang-tag is displayed.

(3) Parking Fees and Penalties.

(a) "W" Student Transportation Access Fee. To be assessed each semester to all registered students. At the beginning of each academic year or upon the first registered semester for the academic year an annual virtual parking permit can be obtained by each student who has registered for classes. Each student who requests registers for a virtual permit and pays all related fees/rates shall be issued a granted a "W" virtual permit for their automobile. Students owning only a motorcycle must request a "MC" permit at the time of issuance and pay all related fees/rates. If a student owns both an automobile and a motorcycle, they shall be issued the "W" permit and are authorized to purchase a "MC" permit as their secondary permit for the motorcycle. It is the responsibility of the student to properly register their vehicle for a virtual permit and/or retrieve the "MC" parking permit from the designated point of distribution. All annual permits shall expire on August 31 of each year.

(b) Fees for Transportation Services. The fees assessed for each type of parking credential, with the exception of the Student Transportation Fee and departmental charges, are subject to a sales tax mandated by the State Legislature. All transportation fees shall be posted on appropriate websites. Any fee increase/decrease to the Student Transportation Fee(s) shall be approved by the Board of Trustees. The University President or designee shall have the authority to regulate all other fees associated with Transportation and Parking Services.

Student Transportation Access Fee: $5-8.00 per credit hour beginning Fall 2012.

(c) Attended Fees for Visitor Parking Spaces/Lists/Facilities, Contractor Parking, and Special Events Parking. Fees for visitor, contractor, and event parking passes, parking meters, attended-designated toll-visitor parking lots/facilities, and campus special event reservations shall be determined by the Director of Parking-Transportation and Transportation Parking Services. All visitor, contractor and event parking and fee rates will be posted on
parking meters, at the entrance of each visitor lot/facility, and on the Transportation and Parking Services website, as appropriate.

(d) Refund of Fees.

1. The Student Transportation Access Fee refund policy will be in accordance with University refund guidelines for local fees.

2. Virtual permits, parking placards, and parking hang tags. Permits purchased on an annual or semester basis will be prorated on a monthly scale and must be turned in de-activated for a refund at the Office of Transportation and Parking Services by the last day of the month to receive credit for future months. Gate cards and remote gate openers must be returned at the same time as fees are refunded or when parking is canceled. What about placards or hang tags?

3. No refunds will be issued for temporary permits or payroll deducted permits.

(c) Towing and Related Charges. If a vehicle is towed from University property, the standard towing fees will be paid by the owner or user of the vehicle directly to the commercial towing companies providing services authorized at the request of the University.

(4) Operation of Vehicles. Persons who drive vehicles on campus are subject at all times to the motor vehicle laws of the State of Florida, the Regulations of Florida State University and to the ordinances of the City of Tallahassee, where applicable.

(5) Parking of Vehicles.

(a) FSU reserves the right to regulate the use of any or all parking facilities, including the right to deny or revoke vehicle parking privileges to an individual or groups of individuals and to reserve parking facilities for the exclusive use of selected and designated individuals.

(b) The responsibility of locating a legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse or reason for violating any parking regulation.

(c) Wrecker Services. Due to the nature of the University's on and off street parking control activities the University utilizes local wrecker services acceptable to the City of Tallahassee on a rotation basis pursuant to City Commission Resolution 91-R-0019, approved June 21, 1993, and the Tallahassee Code Article VI, Rotation System Towing, copies of which are on file at the Office of Transportation and Parking.

(d) Vehicles parked in violation of the provisions of this Regulation, abandoned on campus, deemed as a safety hazard by the FSU Public Safety Police Department or Environmental Health and Safety, or failing to be registered...
for a valid virtual permit or display a current and valid permit or decal. Parking placard or hang-tag shall be towed away and placed in commercial or University storage. Towing and storage charges, and any appropriate University fines, will be borne by the vehicle owner and must be paid before the vehicle will be released.

(c) All parking and traffic regulations apply 24 hours a day, 7 days a week except as follows:

1. "R" parking areas are reserved for the use of vehicles bearing parking permits registered for "R", "RP", "C", and "E" virtual permits, or vehicles displaying placards and hang-tags that provide parking in "R" parking areas, between the hours of 7:30 a.m. AM and 4:30 p.m. PM on all class days, examination periods, semester breaks and registration periods. "V" permits-hang-tags may utilize ungated "R" parking areas only. These areas are delineated by signs and/or red parking lines. After 4:30 p.m. PM, Monday through Thursday, Friday, all valid FSU virtual permits, placards, and hang-tags are honored unless otherwise noted by signage.

2. "W" parking areas are reserved for the use of vehicles registered for valid bearing parking permit "W", virtual permits, or vehicles displaying placards and hang-tags that provide parking in "W" parking areas, "V" and "C"

between the hours of 7:30 a.m. AM and 4:30 p.m. PM Monday through Friday. These parking areas are delineated by signs and/or white painted parking lines.

3. Shared parking areas are reserved for the use of vehicles registered for valid FSU virtual permits, or vehicles displaying placards and hang-tags that provide parking in shared parking areas, between the hours of 7:30 a.m. AM and 4:30 p.m. PM Monday through Friday. These parking areas are delineated by signs and/or alternating red and white painted parking lines.

4. Between 4:30 p.m. PM and 6:00 p.m. PM all parked vehicles must be registered for a bear any valid FSU virtual parking permit or display a valid parking placard or hang-tag, and may park in any marked space in any unreserved parking area without regard to permit designation and may park in general metered spaces without charge. Reserved and disabled parking regulations are still enforced.

5. Between 6:00 PM and 7:30 AM, no virtual permit or valid parking credential is required to park in any marked space in any unreserved parking area. Metered spaces may be used without charge. Reserved and disabled parking regulations are still enforced.

(f) General handicapped spaces are restricted 24 hours a day, 7 days a week to vehicles bearing valid State handicapped parking permits as provided in section (2)(a)6 of this Regulation, or temporary handicapped disabled parking permit as provided in section (2)(f)11.
(g) General handicapped-disabled spaces may be designated as time limited. The time limitation will be posted on the sign. Vehicles parked in the time limited handicapped-disabled space for longer than the maximum time are subject to the issuance of a fine code (01) citation. Handicapped Accessible spaces in gated lots shall be designated for faculty, staff or student affiliates whose vehicle bears is properly registered to a valid FSU virtual parking permit and valid Department of Motor Vehicle Disabled Parking Permit. Vehicles without a valid FSU virtual parking permit are not authorized to park in the restricted handicapped spaces.

(h) Spaces reserved for individuals, University/State vehicles or specific University facilities are restricted 24 hours per day, 7 days a week, unless otherwise posted.

(i) Motorcycle, moped, or motor scooter spaces are restricted to motorcycles, mopeds or motor scooters 24 hours per day, 7 days a week. Motorcycles, mopeds, or motor scooters may park in metered spaces as long as time is kept on the meter all fees are appropriately paid. Motorcycles may not park in non-metered automobile spaces and may not park in any gated lot or facility.

(6) Fire Structure.

(a) The following practices are specifically prohibited. The fine for each infraction shall be as follows:

1. Parking illegally on University property to include but not limited to: no parking without a valid virtual permit, parking placard, or parking hang-tag in restricted lots; parking multiple vehicles on campus that are assigned to a single virtual permit; “back-in” parking without authorization; “back-in” parking in a campus parking garage or parking lot with angled parking; parking in an access lane; blocking access to spaces, lots, facilities, drive aisles, or streets; parking in a reserved space without authorization; parking without the appropriate virtual permit, parking placard, or parking hang-tag; not authorized for the space, lot, or facility used; parking in a restricted or reserved lot; obstructed license plate; virtual permit vehicle information entered incorrectly; improper parking in a loading zone; parking on lawns, landscape or sidewalks; parking in a “No Parking” or non-designated parking area; overtime parking in a metered space or time limited space -- fine code 01. The fee assessed for this violation: $30.00.

2. Boot Fee. Administrative charge for vehicle that is immobilized for unpaid parking citations. Citation is placed on identified vehicle and the payment must be paid with other outstanding citations before the boot is removed from the vehicle. Fine code 02 violation. The fee assessed for this violation: $50.00.

3. Parking in a fire lane or any area designated and marked as a Fire lane fire lane -- fine code 03. The fee assessed for this violation: $100.00.
4. Parking in a handicapped-disabled space without authorization, or blocking handicapped-disabled spaces or access aisles, or with an "HC" permit or disabled permit being used fraudulently -- fine code 04. The fee assessed for this violation: $250.00.

5. False registration. Falsification of proof of status to obtain an FSU parking decal/virtual permit, motorcycle permit, parking placard, or parking hang-tag or purchase of a decal/virtual permit, motorcycle permit, parking placard, or parking hang-tag by an authorized individual for use by or resale to an unauthorized individual. Failure to provide correct vehicle information within seven working days. Misuse and fraudulent use of a virtual permit, motorcycle permit, parking placard, or parking hang-tag or unauthorized use or possession of a gate opening device; -- fine code 05. The fee assessed for this violation: $100.00.

6. Parking in a designated reserved space, reserved lot/facility, or bagged meter— -- fine code 06. The fee assessed for this violation: $100.00.

7. Parking in designated bus loading zone during operating hours— --fine code 07. The fee assessed for this violation: $100.00

(b) Late Fee. A $10.00 late fee is assessed on all parking citations that are unpaid or uncontested after ten-thirty (10:30) calendar days from issuance.

(7) Disposition of University Parking Citations.

(a) Uncontested. Persons wishing to pay the fine for any University Parking Citation shall do so at Student Financial Services or designated point of payment, in accordance with the schedule of fines.

(b) Contested. Any person wishing to contest a University Parking Citation shall proceed as follows:

1. Notice. Such person shall, within 10-30 calendar days from the date on which the citation was issued, file a written notice of election to contest the citation with the Office of Parking Transportation and Transportation Parking Services.

2. The Florida State University Parking Violations Appeal form, identified as FSU Form No. MP-03, Eff. 8-89, and the instructions contained therein are adopted by reference. Copies of the form may be obtained from the Florida State University, Office of Parking Transportation and Transportation Parking Services, Tallahassee, Florida.

3. Disposition by Director. The Director or designee shall review timely received written appeals or completed Form MP-03, and as soon thereafter as practicable, issue a written finding that the person charged is either in violation or not in violation of the University parking Regulation designated on the citation. Any person found to be in violation shall within 14 calendar days of issuance of the Director's written findings, either pay the applicable fine or give notice of his or her intent to seek review by the Parking Violations Appeals Board. Such notice shall be given by
completing a Parking Violations Appeals Board Form MP-01 and filing it with the Coordinator of the Parking Violations Appeals Board Coordinator. At the time of filing Form MP-01, if applicant wishes to have the issuing officer present at the Appeal Board hearing they must specifically indicate this request on Form MP-01. This is the only time the request can be made.

4. The Florida State University Parking Violations Appeal Board form, identified as FSU Form No. MP-01, Eff. 8-89, and the instructions contained therein are adopted by reference. Copies of the form may be obtained from the Florida State University, Office of Parking Transportation and Transportation Services, Tallahassee, Florida.

5. Parking Violations Appeals Board. Any person for whom an appearance before the Board has been scheduled may appear personally, or submit a written presentation, or both. Any person making a written submission only, must submit it to the Board Coordinator at least 1 working day prior to the date on which the appearance is scheduled. A person appearing in person before the Board desiring to have the presence of the issuing officer at the hearing must request the presence of the officer at the time of scheduling the date and time of hearing. This request will be indicated on the filed Form MP-01. If an individual indicates a desire to appear personally, the Coordinator will schedule an appearance and give the person written notice of the date, time, and place thereof. A person appearing in person before the Board may also introduce witnesses, but shall be responsible for securing the presence of such witnesses. In any appearance before the Board, whether in person or in writing, a person may raise any matter relevant to the Board's decision. Any person who is unable to appear personally at the time scheduled, but wishes to do so, can reschedule an appearance by contacting the Board Coordinator at least 3 working days prior to the originally scheduled appearance and showing good cause why the appearance should be rescheduled. The Board shall have the authority to continue any person's appearance to a subsequent date, time, and place, whenever the Board Chairperson determines that such a continuance is necessary to dispose of the matter. The Appellant may only cancel and have rescheduled one Board hearing. After one such cancellation the board will proceed with the rescheduled hearing and in the absence of the Appellant, will consider the Appellant's completed Parking Violations Appeal Form MP-03 as the Appellant's appeal presentation. After the conclusion of a proceeding before the Board, the Board shall issue in writing its decision to either affirm the Director's findings, affirm the Director's decision and reduce the fine, or reverse the Director's decision and dismiss the citation. The decision of the Board shall be final. The proper initiation of a proceeding to contest a citation shall serve to toll suspend the 7-14 working day deadline for timely payment of fines for the period that the proceeding is pending.
(c) Automatic Adjudication. All persons are subject to an automatic adjudication of guilt for failure to respond to a
citation within 40-30 calendar days following the violation. In such case, the appropriate fine, plus an additional
penalty, shall be imposed. Any person who is automatically adjudicated guilty may appeal in writing to the Parking
Violations Appeals Board for waiver of the automatic adjudication of guilt and the additional penalty. This appeal
must be made within 180 calendar days from the date of the issuance of the citation. If the Board determines that
there are extenuating circumstances justifying a waiver, the individual shall be given the prerogative of appealing
the citation itself to the Board.

(d) Confidentiality. In any case in which a student is the alleged violator, the records of proceedings before the
Director and the Board shall be disclosed only in accord with Sections 1002.22 and 1006.52, Florida Statutes.

(e) Non-Compliance, Sanctions. In addition to the obligation to pay the appropriate fine and penalty, the following
additional actions shall be taken and sanctions imposed in the following circumstances:

1. In the case of a person who fails to either pay the applicable fine or give notice of his or her election to contest a
University Parking Citation, within 40-30 calendar days of the date of issuance of such citation; or who fails to pay
the applicable fine within 40-30 calendar days of the date of issuance of written decision of the Parking Violations
Appeals Board, affirming the individual’s adjudication of violation, the Director of Parking Transportation and
Transportation Parking Services is authorized to revoke, suspend, or restrict the on-campus driving and parking
privileges of such individual and take such further action as necessary to enforce the revocation or restriction of

privileges and shall cause the matter to be referred as appropriate to the University Controller, the Dean of Students
or the University Personnel Relations Department, or both, or some combination thereof, for further action.

2. All matters so referred to the University Controller shall be deemed to be accounts receivable and the Controller
shall take the necessary action to collect such debts. In the case of students, such necessary action shall include:
refusal of permission for such students to register, and withholding of transcripts and diplomas from such students
until the debt has been paid. In the case of employees such necessary action shall include: involuntary payroll
deductions, pursuant to Regulation FSU-2.021, F.A.C., until the debt has been paid.

3. All matters involving faculty employees shall be referred to the Office of the Dean of the Faculties for appropriate
action taken in accordance with applicable provisions of the Florida Statutes, University Regulations governing
faculty employment, and any applicable faculty collective bargaining agreement. All matters involving non-faculty
employees shall be referred to the Assistant Vice-President and Chief Human Resources Officer or designee for
appropriate action taken in accordance with applicable provisions of Florida Statutes, Regulation FSU-4.070, and
any applicable collective bargaining agreement.
4. Following revocation, suspension or restriction of on-campus driving and parking privileges, the Director shall lift said revocation, suspension or restriction once the applicable fines, charges, and penalties have been paid and all other requirements for registration have been met.

5. Either the Director of Parking Transportation and Transportation-Parking Services or the Parking Violations Appeals Board, shall, for good cause shown, provide for a longer period of time in which to pay the applicable fine. Good cause shall include, but not be limited to: (1) compelling personal or family financial obligations or inability to pay; or (2) percent of fine in relation to an individual’s available income exceeds 25%. In such cases, no further sanction or penalty as described herein shall be imposed on account of the outstanding fine, until such time period has elapsed without full payment being made.

6. Immobilization; "Booting". A motor vehicle parked upon the University campus may, at any time, by or under the direction of an officer or staff member of the Department of Public Safety or an employee of the Office of Parking Transportation and Transportation-Parking Services, be immobilized in such a manner as to prevent its operation. A vehicle will be considered "booted" in accordance with due process and based on a citation history, when 3 or more parking citations are outstanding against a responsible individual or if pending parking citations total $590.00 or more.

   a. Upon immobilization of such motor vehicle, the officer or employee shall cause to be placed on such vehicle, in a conspicuous manner, sufficient notice to warn any individual that such vehicle has been immobilized and that any attempt to move such vehicle might result in damage to the vehicle and is grounds for criminal charges for grand theft.

   b. The individual responsible for the vehicle shall have the right to a probable cause hearing before the chairperson of the Parking Violations Appeals Board or his or her designee, provided such hearing is requested within 15 calendar days from the date the notice of immobilization is received. The purpose of the hearing is to determine if there is probable cause for continued detention of the vehicle. No hearing will be held unless requested in writing by the individual responsible for the vehicle or his or her agent at the Office of Parking Transportation and Transportation-Parking Services. The hearing shall be held within 72 hours from receipt of said written request, and the decision shall be issued in writing within 24 hours from the close of the hearing. In lieu of the probable cause hearing, or pending such hearing, where probable cause is found at such hearing, the individual responsible for the vehicle or his or her agent may obtain release of the vehicle by depositing security in the amount of immobilization charges and all delinquent fines and penalties to the Director of Parking Transportation and Transportation-Parking Services, or his/her designee.
c. If the chairperson or his or her designee finds probable cause to immobilize a vehicle, upon request of the individual responsible for the motor vehicle, a date shall be set for full evidentiary hearing before the Parking Violations Appeals Board. Pending this hearing, the vehicle may be released as provided in (6)(b) above.

d. If no probable cause is found to impound a motor vehicle, it shall be released without requiring the individual responsible for the vehicle to pay the administrative charge for immobilization. If the motor vehicle was previously released upon payment of security, such payment shall be refunded.

e. Failure to request a probable cause hearing within 15 calendar days from the date of the notice of impoundment is received constitutes a waiver of said hearing and the vehicle shall be released only upon payment of the impoundment charges and delinquent fines or penalties.

f. The immobilization device or mechanism shall remain in place for 48 hours, unless the individual responsible for the vehicle has complied with subsection (b) above. If such compliance has not occurred within 48 hours, the vehicle shall be towed and impounded. This subsection does not preclude the towing in the first instance of the vehicle which, because of the number of outstanding parking citations against it, is subject to towing and impoundment pursuant to the other provisions of this Regulation.

(8) Parking Garage:

(a) The parking garage on Stadium Drive and Connector Road will be closed during posted night time hours; all vehicles must be removed before the garage is closed. The vehicle will be deemed abandoned after 48 hours if unmoved, and can be towed. All associated costs will be paid before the vehicle will be released.

(b) Vehicles must be parked "nose in" in the spaces in all parking garages. Backing into a space is prohibited and will be assessed the fee listed under fine code 01.

(c) After the garage is officially closed, all remaining vehicles will be cited as parking in a reserved space (fine code 01).

(d) During the time the garage is closed, a vehicle may be retrieved by notifying the University police and Department or the designated on-call person.

Specific Authority: Art. IX, Sec 7, Florida Constitution; Florida Board of Governors Regulations 1.001(3)(j), (7)(b), 7.003(9), (10), Florida Board of Governors Regulation Procedure, 7-21-07, Law Implemented 1006.66, 1009.24(14)(r), FS History--New 9-30-75, Amended 3-2-77, 8-28-79, 8-12-85, 4-16-86,
MEMORANDUM

TO:        President John Thrasher
FROM:      Kyle Clark, Vice President for Finance and Administration
DATE:      September 22, 2015
SUBJECT:   Requesting Approval of Regulation Change FSU 2.015 Procurement and Purchasing Request for Approval

- Minor change to competitive solicitation exemption for Advertising to reflect consistency with Board of Governors Regulation 18.001 Purchasing.

- Term "purchasing" replaced with "procurement" where appropriate as the more correct term.
  - "Purchasing" is a legacy term most commonly associated with what a purchasing organization has typically been known for: purchasing police, roadblock, reactive, tactical/transactional, customer service challenged, & inefficient etc.
  - "Purchasing" is the antithesis of where Procurement Services is headed... I understand and appreciate that transforming my organization into a best-in-class strategic procurement organization goes much deeper than simply a name change, but disassociating and distancing myself and my team from the typical stereotypes of the past has been one of my top priorities.
  - Newly rewritten FSU procurement policy 4-OP-A-6 accurately defines the terms "Procurement" and "Purchasing":

  *Procurement* – The overarching function that describes the activities and processes to acquire commodities and contractual services such as evaluating total cost of ownership, conducting market research, vendor evaluation, negotiation of contracts, implementation of best in class cost reduction solutions, and traditional purchasing activities.

  *Purchasing* – Refers to the process of ordering and receiving goods and is a subset of the procurement process. Purchasing is generally considered a transactional process for the exchange of goods and/or services for money.

I recommend your approval of this request.

KC/IRR
SUMMARY OF PROPOSED REGULATION AMENDMENT

FSU-2.015, Procurement and Purchasing

The proposed amendment makes a minor change to make exemptions for advertising consistent with Board of Governors Regulation, 18.001 Purchasing.

Term "purchasing" replaced with "procurement" where appropriate as the more correct term.

AUTHORITY FOR THE PROPOSED UNIVERSITY REGULATION

The authority for the proposed regulation is as follows: Florida Board of Governors Regulation 1.001(7), 18.001, Florida Board of Governors Regulation Procedure July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THE REGULATION

Ian R. Robbins, Chief Procurement Officer, Department of 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:

Arthur R. Wiedinger, Jr.
Office of General Counsel.
424 Westcott Building.
Florida State University
Tallahassee, FL 32306-1400
Electronic address: awiedinger@admin.fsu.edu
850-644-8973 (fax)
850-644-4440 (phone)
10th 5/21/2010 10:46 AM
FSU-2.015 Purchasing and Procurement and Purchasing

(1) Statement of Intent. It is the intent of the University to acquire quality goods and services in a cost effective manner, within reasonable or required time frames, while promoting and maintaining fair and open competition in the public procurement process. This regulation establishes effective management oversight of the University’s procurement process in order to comply with federal and state laws, and rules and regulations, to reduce the appearance and opportunity for favoritism, and to preserve the integrity and reputation of the University with regard to purchasing, procurement and contracting.

(2) Purpose. These regulations implement the University’s delegated authority from the University Board of Trustee with respect to the powers, duties and functions of the university’s purchasing procurement jurisdiction consistent with Florida Board of Governor’s Regulation 18.001

(3) Application. These regulations shall apply to all expenditures of funds on deposit with Florida State University involving a purchase, regardless of their source, including federal assistance monies, except as otherwise specified herein, and may be applied to transactions that do not involve a purchase including revenue generating contracts such as food service, bookstore, or vending, when it is in the best interests of the University.

(4) Procurement Organization

(a) The University Board of Trustees. By this regulation, the Board of Trustees exercises their authority to establish a system and process to coordinate procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University.

(b) The University President. As chief administrative officer of the University, the President has the responsibility to implement the University’s procurement authority as consistent with the regulations of the Florida Board of Governors and University Board of Trustees. The President has delegated authority to approve, execute and administer contracts for and on behalf of the University Board of Trustees for licenses; the acquisition or provision of commodities, goods, equipment and services; to acquire real property and contract for the sale and disposal of same; leases of real estate and personal property and planning and construction to be rendered to or by the University provided such contracts are within the law and the regulations, rules and policies of the Florida Board of Governors and the University Board of
Trustees. The President may delegate all or any portion of such authority, which is not required by law or regulation to be exercised personally, to any employee of the University in the interest of the efficient and effective operation of the University.

(c) Delegation of Purchasing Procurement Authority

1. Duties and Powers. The Director of Procurement Services ("Procurement Director") Chief Procurement Officer is delegated authority to serve as and shall also be referenced here as the Chief Procurement Officer for the University, and shall exercise the powers, duties and functions pertaining to the procurement of commodities and contractual services or which are assigned specifically to that position.

2. The Procurement Director Chief Procurement Officer may delegate to the purchasing Procurement Services department staff such portions of those powers, duties and functions as deemed appropriate.

3. Additional Purchasing Procurement Delegation. Departments' delegated authority to make purchases of commodities and services for their respective area is limited to the following: Food purchased for the cafeteria at the Florida State University Schools; books and periodicals purchased by University libraries, and purchases by the Facilities Department. Any such purchases shall be processed by the appropriate University department in full compliance with this regulation. References in this regulation to the purchasing procurement department shall include all offices delegated purchasing procurement authority under this regulation. References in this regulation to the duties and responsibilities of the Procurement Director shall apply to the director or department head of all areas with delegated purchasing procurement authority, regardless of title, however shall not include those powers and duties delegated and granted here to the Chief Procurement Officer, who is head of the Department of Procurement Services Department.

4. Purchase of Private Attorney Services. Written approval from the Attorney General is not required for private attorney services acquired by the University; however, University General Counsel approval must be obtained.

5. Purchase of Insurance. The University has the authority to purchase insurance as deemed necessary and appropriate for the operation and educational mission of the University. Examples of insurance coverage that may be acquired by the University include:

a. Physical damage on vehicles and boats;
b. Inland marine on property owned, leased, or loaned to or by the University;
c. Building and property damage;
d. Equipment losses due to theft;
e. Equipment subject to transportation;
f. Loss of rental income;
g. Commercial general liability insurance for scientific equipment;
h. Excess general liability coverage;
(i) Duties and Authority of the Chief Procurement Officer:
   (a) Canvass sources of supply, and contract for the purchase or lease of all
       commodities and contractual services for the University, in any manner, including, reverse
       auctions and purchase by installment- or lease-purchase contracts.
      (b) Remove any contractor from the University’s competitive solicitation or vendor
          list that fails to respond to one (1) or more competitive solicitations or to fulfill any of its duties
          specified in a contract with the University and to reinstate any such contractor when satisfied that
          further instances of default will not occur. A “No Bid” or similar response is considered a
          response under this section.
   (c) Plan and coordinating purchases, including volume purchases; and negotiating
       and executing agreements and contracts for commodities and contractual services for use by all
       University departments.
   (d) Develop an Annual Certification List to serve as a waiver of the competitive
       solicitation requirement for commodities/services that are frequently purchased and are available
       from a single source.
   (e) Evaluate, approve and use contracts established by the Federal Government, other
       states, political subdivisions, or any independent college or university or educational cooperative
       or educational consortia for the procurement of commodities and contractual services, when it is
       determined to be cost-effective and in the best interest of the University to make purchases under
       contracts established by such other entities. Contracts so approved are not subject to additional
       competitive solicitation requirements.
   (f) Award contracts for commodities and contractual services to multiple suppliers, if
       it is determined to be in the best interest of the University. Such awards may be on a university,
       regional or multiple state university-wide basis and the contracts may be for multiple years.
(7) Source Selection and Contract Formation for Commodities and Contractual Services.

(a) Competitive Solicitation Required. The Purchasing Procurement Director shall be responsible for ensuring that all contracts for the purchase of commodities or contractual services exceeding the maximum competitive solicitation limit established in Board of Governors Regulation 18.001, (currently $75,000), are awarded pursuant to a competitive solicitation, unless otherwise authorized herein or by other applicable law. The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.

(b) Public Notice. The Procurement Director, or a designee, shall determine the method of public notice to be used in each case of a competitive solicitation based on the nature and quantity of the commodities, contractual services, or construction sought and the availability and extent of competitive solicitation lists. Posting of competitive solicitations on a Procurement Department website constitutes public advertising.

(c) Receipt of Responses. Competitive solicitation responses shall be delivered, including electronically, as directed in the competitive solicitation to the appropriate Procurement Department, or as otherwise directed in the competitive solicitation document, at or prior to the date and time specified in the competitive solicitation. Only responses that are delivered to that specific location shall be considered. It is the responder’s responsibility to assure that their response is delivered at the proper time and place. The clock in the Reception area of the Procurement Services Department is designated as the official timepiece for purposes of determining whether a response is received in Procurement Services by the appointed date and hour. Any individual university Procurement departments with delegated Procurement purchasing authority may designate an alternate timepiece.

1. Prior to the time a competitive solicitation response is opened, the Procurement Director, or a designee, may change or correct the terms, conditions or specifications by issuing an addendum to all known recipients of the competitive solicitation.

2. A responder to a competitive solicitation may withdraw or correct a response prior to the time that the competitive solicitation response is opened. Any alteration or correction to a response must be in writing and signed or approved electronically, by an authorized representative of the firm who signed the original response.
3. The Procurement Director, or a designee, will permit the withdrawal of a competitive solicitation response for good cause if requested in writing within seventy-two (72) hours of the competitive solicitation response opening and prior to final award of the purchase order being issued. Good cause shall include illegality, impossibility of performance, or a clear and inadvertent error in the response preparation, but shall not include a responder's lack of profitability or financial loss resulting from the competitive solicitation. Neither modification nor withdrawal will be permitted at any time if the result of such action is prejudicial to the fairness of the competitive procurement process or a monetary or educational interest of the University.

(d) Competitive Solicitation Evaluation. Responses to a competitive solicitation shall be evaluated based on the requirements set forth in the competitive solicitation. The requirements of the competitive solicitation include but are not limited to criteria such as price, inspection, samples, quality, testing, workmanship, convenience, experience, delivery and suitability for a particular purpose. Those criteria that affect the price shall be objectively measured to the extent practicable. In cases where more than one commodity or contractual service is listed on a response to a competitive solicitation, the University is not required to consider all alternates or options, nor do they have to be considered in sequence.

(e) Right to Reject Competitive Solicitation Responses and Waive Minor Irregularities. The University reserves the right to reject any and all responses to a competitive solicitation. The University also reserves the right to waive minor irregularities in an otherwise valid response. A minor irregularity is a variation from the competitive solicitation terms and conditions, which does not affect the price offered, or give the responder an advantage or benefit not enjoyed by other responders or does not adversely impact the business or educational interests of the University. The University shall correct mistakes clearly evident on the face of a response, such as an error in arithmetic or extension of pricing. In the case of extension errors, calculations based upon multiples of the unit price, the unit price shall prevail.

(f) Receipt of Fewer Than Two Responsive Offers to a Competitive Solicitation. When fewer than two responsive offers are received in response to a competitive solicitation exceeding the competitive solicitation threshold, the Procurement Director, or a designee, shall review the circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second
competitive solicitation is not in the best interests of the University, the University may proceed with the acquisition based on the one responsive offer received or may proceed to negotiate with any other possible source including the sole responder.

(g) Preferences for Florida-Based Vendors.

1. Preferences for Personal Property. When a University awards a contract to purchase personal property, other than printing, by competitive solicitation a preference shall be provided to vendors with a principal place of business in Florida ("Resident Vendors") as follows:

   a. If the responsible and responsive vendor who submits the lowest bid, the most advantageous proposal, or the best value and is one whose principal place of business is outside of Florida and whose is in a state or political subdivision grants a preference for the same purchase to a local vendor then the University shall grant the that same preference to the lowest or best responsible and responsive Resident Vendor.

   b. With respect to Invitations to Bid, if the lowest responsible and responsive bid is from a vendor whose principal place of business is in a state that does not grant a preference for the purchase to a vendor in such state, then the University shall grant a preference in the amount of five percent (5%) to the lowest responsible and responsive Resident Vendor.

   c. For vendors whose principal place of business is outside of Florida, such vendors must, at the time of submitting its bid, proposal or reply, provide a written opinion from a licensed attorney in its state specifying: (a) the preferences(s) granted by the state or political subdivision, as applicable, under the laws of that state to vendors whose principal place of business is in that state or political subdivision; and (b) how the preference is calculated. The failure to submit the written opinion may be waived as non-material if all vendors responding to the solicitation have principal places of business outside of Florida.

   d. The vendor’s principal place of business, as represented by the vendor in its bid or reply, may be relied upon by the University without further inquiry. If the University determines that a vendor has misrepresented its principal place of business, the vendor’s bid, proposal or reply shall be rejected.

   e. For the purpose of paragraph (g) 1., “personal property” shall be defined as goods and commodities, but not real estate, intellectual property or services.
2. Preferences for Printing. When a University purchases printed materials by competitive solicitation, a preference shall be provided Resident Vendors as follows:

   a. If the lowest responsible and responsive bid received pursuant to an Invitation to Bid is from a vendor whose principal place of business is outside of Florida, then the University shall grant a preference to the lowest responsible and responsive Resident Vendor in the amount of five percent (5%) if the University has determined that the printing can be performed by the Resident Vendors at a level of quality comparable to that obtainable from the vendor submitting the lowest bid whose principal place of business is outside of Florida.

   b. For purposes of subparagraph (g) 2.a. the level of quality shall be determined by whether a vendor satisfies the minimum specification requirements as set forth in the Invitation to Bid.

3. Method of Calculating Five Percent Preference. If the competitive solicitation is an Invitation to Bid, then an amount equal to five percent (5%) of the total base bid and any alternates shall be deducted from the base bid and alternates, as applicable, of the lowest responsible and responsive Resident Vendor’s bid.

4. Determining a Vendor’s Principal Place of Business. A vendor’s “principal place of business” is determined as follows:

   a. If the vendor is an individual or a sole proprietorship, then its “principal place of business” is in the state where the vendor’s primary residence is located.

   b. If the vendor is a business organization, then its “principal place of business” is in the state where the majority of the vendor’s executive officers direct the management of the vendor’s business affairs.

5. Federally Funded Projects. Purchases made to perform specific obligations under federally funded projects shall not be subject to this preference requirement to the extent the application of a preference is not allowed under applicable federal law or regulation.

6. If no preference exists or where after application of the preference here, two or more responses are equal in every respect, the University will use a toss of a coin to select the successful response.

   (h) Purchases from Contractors Convicted of Public Entity Crimes. The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from, a person or affiliate who has been convicted of a public entity crime and has been placed
on the State of Florida’s convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

(i) Competitive Solicitation Notice of Award. After evaluating the responses to a competitive solicitation, the Procurement Director, or a designee, shall make a determination as to the successful response based on the method of award contained in the competitive solicitation. A notice of award shall be posted electronically by posting a Competitive Solicitation Tabulation Sheet, or other appropriate document, on the Web Site of the Procurement purchasing department that issued the competitive solicitation, on the date and time listed in the competitive solicitation or as soon as reasonably possible after the responses are evaluated. The Competitive Solicitation Tabulation Sheet shall contain the competitive solicitation name, the name of each responder including those whose responses were rejected, the dollar amount(s) of each response or the number of points awarded, the date and hour that it was posted and the date and hour that the posting period ends. The Notice of Award Web Site shall be maintained by each department with delegated procurement responsibility, and shall be available for public inspection at all times during regular University business hours. Any person who is adversely affected by the University’s decision or intended decision regarding a competitive solicitation shall file in writing a protest which shall be received in the purchasing procurement department responsible for issuing the competitive solicitation before the end of the 72 hour posting period shown on the Notice of Award, or within 72 hours after the protestant received actual notice by other delivery of the decision, whichever occurs first. The 72-hour period excludes the hours in weekends and University holidays. Weekends are deemed to begin at 5 PM on Friday and end at 8 AM on Monday. Holidays are deemed to begin at 5 PM at the end of regular workday before the holiday or 8 AM after a Sunday if the holiday begins on a Monday and end at 8 AM on the next regular University workday. Posting of the proposed Notice of Award does not establish a contract between the University and the proposed supplier.

(j) The following shall apply to every solicitation for the procurement of commodities or contractual services: "Respondents to this solicitation or persons acting on their behalf shall not contact any employee or officer of the Florida State University Board of Trustees, a University Direct Support Organization, or The Florida State University concerning any aspect of this solicitation, except in writing to the Chief Procurement Officer or as provided in this solicitation document, from the date of release of this solicitation through the end of the 72-hour period
following the University's posting of the notice of intended award, in accordance with BOG Regulation 18.002. Violation of this provision may be grounds for rejecting a response."

(8) Competitive Solicitation Registration: Individuals and businesses shall register with the University's Procurement Services department to receive competitive solicitations, a contract or a purchase order from the Central purchasing procurement department. The University does not guarantee that a business will receive notice of a competitive solicitation for a particular commodity or contractual service for which they have registered as a supplier and are responsible for monitoring posted notices which interest them. The opportunity to participate in a competitive solicitation is a privilege not a right.

(9) Purchasing Procurement actions that are not subject to the competitive solicitation process include:

(a) Emergency Purchases. When the President, or a designee, determines in writing that a condition exists that threatens the health or safety of person(s) or animal(s) or the preservation or protection of property or the continuance of a vital University function, the University will proceed with an emergency purchase without a competitive solicitation. Due to the critical nature of the procurement, emergency purchases do not require that the action be posted in the Notice of Award Web Site for 72 hours. An emergency purchase shall be limited to the purchase of only the type of items and quantities that are required for a time period sufficient to relieve the immediate threat and shall not be used to meet long-term requirements.

(b) Sole Source Purchases. Commodities or contractual services available from a single source shall be exempted from the competitive solicitation process. A sole source document shall be publicly posted in the Notice of Award Web Site for 72 hours, unless the sole source is covered under the annual sole source certification provided in (6)(d).

(c) Construction Direct Purchase Program. Commodities to be incorporated into any public work (as that term is defined in Fla. Admin. Code R. 12A-1.094 as authorized under Section 212.08(6), F.S. [tax-exempt purchase] which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.

(d) Commodities and contractual services that are exempt from the competitive solicitation process include:

1. Artistic services;
2. Academic reviews;
3. Lectures;
4. Auditing services;
5. Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services;
6. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assertive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, esthetics, and wheelchairs, provided the devices are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client;
7. Training and education services for University employees;
8. Advertising, except media placement services;
9. Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, cooperatives or consortia, political subdivisions or independent colleges and universities;
10. Goods or services purchased with auxiliary funds authorized for such purchases, in direct support of specific programs, conferences, workshops, or continuing education events offered to the general public, for which fees have been collected to pay all expenses associated with the program or event;
11. Purchases from firms or individuals who are prescribed by state or federal law or specified by a granting agency;
12. Regulated utilities and government-franchised services;
13. Regulated public communications, except long distance telecommunication services or facilities;
14. Extension of an existing contract;
15. Renewal of an existing contract if the terms of the contract specify renewal option(s);
16. Purchases from the Annual Certification List provided in (6) (d)
17. Purchases for resale to the public.
18. Accounting Services
19. Implementation/programming/training services available only from the owner of copyrighted software or its contracted vendor; and

20. Purchases of materials, supplies, equipment, or services for research purposes when the Vice President for research, or a designee, certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project.

21. Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations, and faculty practice plans.

(10) Vendors Excluded from Competition: In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, projects or programs for future implementation, or competitive solicitation documents, shall be excluded from competing for such procurements.

(11) Standard of Conduct:

(a) It shall be a breach of ethical standards for any employee of the University or member of the University Board of Trustees to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It shall also be a breach of ethical standards for any potential contractor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

(b) It shall be a breach of ethical standards for any employee to participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

(12) Bonding Requirements

(a) Solicitation Security. A certified, cashier's check, bank draft, bank official check or bid bond may be required as a condition for participating in a competitive solicitation.

(b) Payment and Performance Bonds.
1. The University is authorized to require any contractor contracting with the University to provide commodities, services or commodities which include installation to furnish a payment and performance bond, with good and sufficient securities, to the University prior to the issuance of the contract.

2. Competitive Solicitation Protest Bond. Any contractor that files an action pursuant to BOG Regulation 18.002, protesting a decision or intended decision pertaining to a solicitation, shall at the time of filing of the formal protest, post with the University, a bond payable to the University in an amount equal to: 10% of the estimated value of the protestor's competitive solicitation response; 10% of the estimated expenditure during the contract term; $10,000; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the contractor filing the protest action. In lieu of a bond, the University will accept a cashier's check or money order in the amount of the bond. Failure of the protesting contractor to file the required bond, cashier's check or money order at the time of filing the formal protest shall result in the denial of the protest.

   (13) Contract Formation.
   (a) Contracts for the purchase of commodities or contractual services or licenses shall consist of a purchase order or a purchase order and bilateral agreement [an individual written contract in addition to the purchase order] signed by the President of the University, or a designee who has been granted power of attorney through the University President, prior to the goods or services being ordered, contracted for, or rendered by the contractor.
   (b) Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."
   (c) The extension of a contract granted to extend the time to complete the contract shall be in writing signed by the Procurement Director Chief Procurement Officer. Contract extension shall not cause the University to incur additional costs. The contract extension shall be signed by both parties if a bilateral agreement and a purchase order were issued, and shall be subject to the same terms and conditions set forth in the initial contract. There shall be only one extension of a contract.
(d) A contract may contain provisions for renewal. If the commodity or contractual service is purchased as a result of a competitive solicitation, all contemplated renewal periods must be included in the competitive solicitation, and evaluated as part of the award evaluation process, including a cost algorithm to determine the cost to the university during renewal periods.

(e) The President, or a designee, shall have the authority to enter into deferred payment agreements, in accordance with Board of Governors debt policies. The University may utilize the State of Florida Department of Financial Services Consolidated Equipment Financing Program if it is deemed advantageous. When the Consolidated Equipment Financing Program is used, the University will submit the contract to the Department of Financial Services for the purpose of pre-audit review and approval prior to acceptance. No such agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

(f) In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a vendor consistent with Section 672.719, F.S. and consistent with the lawful limits of state sovereign immunity.

(g) The total value of the contract shall be the purchase price for the initial term plus all renewal costs.

(14) Authority to Suspend or Debar a Business. The Chief Procurement Officer shall remove a business from the University’s authorized vendor or competitive solicitation list and reject all responses offered by that business in the event the business’s performance through acts of omission or commission results in any of the following grounds, when it is determined to be in the best interest of the University, including but not limited to:

(a) Failure to respond to a competitive solicitation without giving a justifiable reason for such failure.

(b) Failure to make timely delivery or fully comply with the pricing, terms, conditions, or specifications, on any one contract or purchase order;

(c) Any attempt to influence a purchase, specification, award, or other pertinent factor, in violation of this Regulation and BOG Regulation 18.001.

(d) Being charged or convicted before a court of competent jurisdiction with committing a fraud, misdemeanor or felony in connection with the business’s commercial
enterprise. If charges are dismissed, the owner of the business is found not guilty, or the guilty verdict is reversed through the appellate process, the business is found not guilty, or the guilty verdict is reversed through the appellate process, the suspension shall be lifted immediately upon notification by the business.

(e) Bankruptcy.

(f) Continuing to supply commodities or contractual services before receiving a purchase order or after receiving a notice not to supply commodities or contractual services without first receiving a an official Florida State University purchase order signed by the Procurement Director.

(g) Failure or refusal to use any of the university’s automated procurement and payment processes when instructed to do so, including but not limited to the on-line submission of responses to requests for quotations, competitive solicitations, or invoices.

(15) Default

(a) Vendors who fail to make delivery or perform in accordance with the conditions, specifications, drawings or terms and conditions of a purchase order or contract shall be notified in writing, stating the nature of their failure to perform and provide a time certain for correcting the failure. Reasonable time for correcting the failure should not be generally less than ten (10) calendar days after receipt of such notice by the vendor, except in case of a documented emergency. The notification shall also provide that should the vendor fail to perform within the time provided, that: It will be in default; it will be removed from the University’s vendor and competitive solicitation lists; and the University will re-procure the commodity or service from another source, which will obligate the vendor to pay all re-procurement costs and costs for cover.

(b) Unless the vendor corrects its failure to perform within the time provided, or unless the University determines based on its own investigation that the vendor’s failure is legally excusable, the vendor shall be found in default and issued a second notice stating the reasons the vendor is considered in default and stating that the University has re-procured the commodity or service and the amount of the procurement and the cover cost. The University shall also advise the defaulting vendor that the vendor has been removed from the vendor and competitive procurement lists pursuant to this regulation and will not be eligible to submit a competitive solicitation or be awarded a contract until such time as the University is reimbursed
for all re-procurement costs and for costs of cover. The defaulting vendor also shall be advised of the right to protest as provided in (16) (c) of this Regulation and shall follow the protest procedures provided in (16).

(c) The Procurement Director shall determine the method for re-procurement of commodities or contractual services as the best interests of the University require.

(d) The University may issue a second competitive solicitation or purchase on the open market if a substantially similar procurement is not accomplished under (c) above. Until such time as the vendor reimburses the University for all re-procurement and cover costs, the defaulting vendor shall not be reinstated on the University’s competitive solicitation list and shall not be eligible for any type of purchase order or contract with the University.

(e) All correspondence to vendors respecting failure to perform shall be sent by certified mail, return receipt requested or documented courier delivery service. The foregoing provisions do not limit or exclude the University’s remedies at law.

(16) Protested Solicitations and Awards.

(a) Purpose. The procedures set forth in this Regulation shall apply to protests that arise from all University contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations, and shall be the exclusive set of procedures applicable to all such protests.

(b) Definitions.

1. Adversely affected - where the University decision or intended decision will cause immediate injury in fact to the Protestor and the injury is of the type that the pertinent law or regulation is designed to protect.

2. Days – calendar days.

3. Decision or intended decision - the Specifications; the rejection of a response or all responses to a competitive solicitation; the intent to award a contract pursuant to a competitive solicitation as indicated by a posted written notice; a sponsored research exemption; or a determination that a specified procurement can be made only from a sole source.

4. Electronic posting - posting on the University’s designated website.

5. Filing - when filing documents or written materials with:

   a. The Issuing Office, the filing is the delivery of the original of the document or written materials at the Issuing Office. Filing the Notice of Intent to Protest or the Formal
Protest via email or facsimile is not permitted. The time allowed for filing any documents or written material is not extended by the mailing of such:

b. The President, the President’s Designee or the Presiding Officer, filing is the delivery of the documents or written material to the President, President’s Designee or Presiding Officer via email or in person at a hearing.

6. Formal Protest - the formal written complaint that complies with the requirements of Section (6) of this regulation.

7. Issuing Office - the office that issued the solicitation, or if a solicitation has not been issued, the office that made the decision or intended decision that is being protested.

8. Legal holidays - those days designated as holidays in Section 110.117, Florida Statutes, and those days other than Saturdays and Sundays - when the university is officially closed.

9. Notice of Intent to Protest - a short and plain written statement that complies with the requirements of Section (5) of this regulation.

10. Potential Protestor - any actual or prospective bidder or offeror, person, or firm with standing to protest the decision or intended decision.

11. President - means the presiding president of the university.

12. President’s Designee - the person selected by the President to perform a specific delegated function on behalf of the President under this regulation.

13. President/President’s Designee - means the presiding president of the University; however, if the presiding president appoints a designee, shall mean the presiding president’s designee only.

14. Presiding Officer - the Quasi-Judicial Officer or the University Official handling the protest proceeding.

15. Protest proceeding - either a summary proceeding involving a University Official or a quasi-judicial hearing involving a Quasi-Judicial Officer.

16. Protestor - any actual or prospective qualified bidder or offeror, or person or firm that is adversely affected and has standing who timely files a Notice of Intent to Protest and also timely files a Formal Protest.

17. Quasi-Judicial Officer - the designated presiding official (may be an Administrative Law Judge or a qualified attorney with a minimum of five years’
experience practicing law) in a protest proceeding where there are disputed issues of material fact.

18. Serve/Service – sending a copy of the information to the parties via email communication at the email addresses of record.

19. Specification – the contents of the competitive solicitation or any addenda thereto; the approval of sole source procurement; or other solicitation documents as permitted by applicable law or regulation.

20. Timely Filed – actual receipt of documentation or written material by the Issuing Office, the President, the President’s Designee, or the Presiding Officer on or before the deadline.

21. University Official – the person appointed by the President to conduct a summary proceeding.

(c) Notice of Decision or Intended Decision. The University shall provide a notice of decision or intended decision by electronic posting. The notice shall contain the following statement: “Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors’ Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.”

(d) Initiating a Protest. If a Potential Protestor desires to protest a decision or intended decision of the University, the Potential Protestor must timely file a Notice of Intent to Protest, a Formal Protest, and the required Solicitation Protest Bond prescribed by of Governors Regulation 18.003 with the Issuing Office.

(e) Notice of Intent to Protest.

1. Timely Filing of a Notice of Intent to Protest.

a. Protesting a Specification. If the Potential Protestor is protesting a Specification, the Potential Protestor must timely file a Notice of Intent to Protest with the Issuing Office within 72 hours of the university’s electronic posting of the Specification that is being protested. A Potential Protestor’s failure to timely file a Notice of Intent to Protest within 72 hours of the posting of the Specification shall constitute a waiver of the right to protest proceedings related to that Specification.

b. Protesting any Other Decisions or Intended Decisions. If a Potential Protestor is protesting any decision or intended decision other than a Specification, the Potential Protestor
must timely file a Notice of Intent to Protest such decision or intended decision with the issuing Office within 72 hours of the university’s posting of the notice of decision or intended decision that is being protested. A Potential Protestor’s failure to timely file a Notice of Intent to Protest within 72 hours of the university’s posting of the notice of decision or intended decision being protested shall constitute a waiver of the right to protest proceedings related to that decision or intended decision.

1. Filing Period for the Notice of Intent to Protest. The 72-hour period for filing the Notice of Intent to Protest regarding any decision or intended decision begins upon the electronic posting of the decision or intended decision. If the end of the 72-hour period falls on a Saturday, Sunday, or legal holiday, the deadline for filing the Notice of Intent to Protest shall be the next business day. A Notice of Intent to Protest may not be filed before the 72-hour period begins.

ii. Content of the Notice of Intent to Protest. The Notice of Intent to Protest must be addressed to the Issuing Office; must identify the Potential Protestor and must provide the Protestor’s/Protestor’s counsel or representative’s address, phone number and email address; must state the name and address of the University whose action is being protested; must identify the solicitation by number and title, or if the intended protest is not related to a competitive solicitation, must provide other language that will enable the University to identify the decision or intended decision being protested; and must state that the Potential Protestor intends to protest the decision or intended decision.

(f) Formal Protest and Solicitation Protest Bond.

1. Timely Filing of a Formal Protest and Solicitation Protest Bond. The Potential Protestor must timely file a Formal Protest with the Issuing Office within ten (10) days after the date the Notice of Intent to Protest was filed. In addition, the Potential Protestor must timely file the required Solicitation Protest Bond with the Issuing Office within ten (10) days after the date the Notice of Intent to Protest was filed. The failure of the Potential Protestor to timely file the Formal Protest or to timely file the Solicitation Protest Bond shall constitute a waiver of the Potential Protestor’s right to protest proceedings and/or the denial and dismissal of the Potential Protestor’s protest.

2. Content of the Formal Protest. The Formal Protest must state with particularity the facts and law upon which the protest is based. Only actual or prospective bidders or
offerors who would be adversely affected by the University’s proposed action have standing to protest the award or intent to award a contract through competitive solicitation. The Formal Protest must contain the following:

a. The name of the Protestor and the address, telephone number and email address of the Protestor/Protestor’s counsel or representative. The email address provided will be the email address used by the Issuing Office, the President, the President’s Designee, the Presiding Officer, and the other parties for serving the Protestor with notice, documents and other materials related to the protest;

b. The identification of the University and competitive solicitation involved, if no competitive solicitation is involved, identification of the action being protested;

c. A statement of when and how the Protestor received notice of the decision or intended decision that is being protested;

d. A concise statement of the facts, including the facts the Protestor contends warrant reversal or modification of the university’s decision or intended decision;

e. A statement of all disputed issues of material fact, or if there are none, the Formal Protest must indicate so;

f. A statement of the specific regulations or laws that the Protestor contends require reversal or modification of the decision or intended decision, including an explanation of how the alleged facts relate to the specific regulations or statutes;

g. A statement of all information establishing that the Protestor is an interested party for the purpose of filing a protest, and how the Protestor would be adversely affected by the University’s proposed action;

h. A statement of the relief sought by the Protestor, stating precisely the action the Protestor wishes the University to take with respect to the protest; and

i. A copy of any documents or materials referenced or incorporated into the Formal Protest.

(g) Impact on Procurement Process.

1. Upon receipt of the Formal Protest by the Issuing Office, the Issuing Office will stop the solicitation or contract award process until the subject of the protest is resolved, unless the President sets forth in writing particular facts and circumstances which require the continuance of the solicitation or contract award process without delay in order to avoid an
immediate and serious danger to the public health, safety or welfare.

2. The President/President’s Designee may, in response to a Protest, terminate the contract procurement processes, terminate the solicitation process, and/or reject all bids. If any such action is taken, the Protest shall be automatically dismissed, and the University may, if desired, reinitiate the contract procurement process.

(h) University’s Response to a Formal Protest. The University will file a notice with the Issuing Office of the name, phone number and email address for the attorney representing the University in the protest; the email address provided will be the email address used by the Issuing Office, the President, the President’s Designee, the Presiding Officer, and the other parties for serving the University with notice, and documents and material related to the protest. The University may also file a written response to the Formal Protest with the Issuing Office within seven (7) days after the date the Formal Protest is filed.

(i) Right of Counsel. A party participating in the protest or appearing in a protest proceeding has the right, at the party’s own expense, to be represented by counsel or by a qualified representative.

(j) Resolution by Mutual Agreement.

1. Informal Discussions. Following the timely filing of a Formal Protest and Solicitation Protest Bond, the university may hold informal discussions with the Protestor to resolve the protest by mutual agreement. Such discussions, if made available, will take place within seven (7) days, of the filing of the Formal Protest. The President/President’s Designee has the authority to settle or resolve protests.

2. Time Tolled. If informal discussions are scheduled, the time requirements related to this regulation are tolled for the period from the date the Formal Protest is filed until the date the last informal discussion is scheduled for or held.

3. Settlement Agreement. Unless prevented by law, if the parties reach a mutual agreement and a term in the settlement agreement conflicts with this regulation, the term in the settlement agreement will control.

4. Failure of Parties to Resolve by Mutual Agreement. If informal discussions are not held, or the informal discussions do not result in a mutual agreement between the parties, the protest shall proceed to either a summary proceeding or a quasi-judicial hearing, as appropriate.
(k) Determination of Appropriate Proceeding. When there is no resolution by mutual agreement, the President/President’s Designee shall appoint a University Official, and the Initiating Office will forward all material filed by the parties to the University Official. The University Official will review the material filed by the parties that would be admissible in evidence to determine whether there are any disputed issues of material fact. If the protest contains no disputed issues of material fact, a summary proceeding is appropriate. If the protest contains disputed issues of material fact, a quasi-judicial hearing is appropriate.

(l) Summary Proceeding. If the protest contains no disputed issues of material fact, the University Official shall conduct a summary proceeding. The summary proceeding will be conducted within thirty (30) days after the date the Formal Protest was filed.

1. Notice of Proceeding. The University Official shall serve written notice on all parties, such notice will allow the parties at least seven (7) days from the date of the notice to file with the University Official any documents, memoranda of law, or other written material (collectively referred to as “written material”) in support of or in opposition to the University’s action or refusal to act and to serve the other parties with a copy of the same. At the end of the seven (7) days, the University Official shall then serve a second notice to the parties stating that the parties have seven (7) days to file with the University Official and to serve the other parties with their written responses to the written material filed by the other parties.

2. Informal Hearing. The University Official may, in the University Official’s sole discretion, schedule an informal hearing on the matter for the purpose of taking oral evidence or argument. If the University Official schedules an informal hearing, the University Official shall serve the parties with written notice at least fourteen (14) days prior to the hearing, setting forth the place, date, and time of the hearing.

3. University Official’s Recommended Order.
   a. The University Official will issue a Recommended Order to the President on whether the University’s proposed action is contrary to the applicable statutes, regulations, or policies governing the University, or to the Specifications. The University Official’s Recommended Order shall take into consideration only those documents and written materials filed by the parties, and if an informal hearing is held, information obtained as a result of the informal hearing;
   b. The University Official’s recommended order shall be issued to the President within
fifty (50) days after date the Formal Protest was filed. The University Official shall serve copies of the Recommended Order, along with the date the Recommended Order was issued, to the parties immediately after issuing the Recommended Order to the President;

c. The University Official shall also submit the recording of the informal hearing, if one was held, and all documents and written material filed in the matter to the President when issuing the Recommended Order.

4. Exceptions to the University Official’s Recommended Order. The parties may file written exceptions to the Recommended Order. The Parties must file any exceptions to the Recommended Order with the President within seven (7) days after the date the Recommended Order was issued.

5. The Final Order. The President shall enter a Final Order within twenty-one (21) days after the date the Recommended Order was issued. In deciding whether to follow or depart from the University Official’s Recommended Order, the President may consider the written materials and exceptions filed by the parties, and the recording of the informal hearing, if any. The President’s Final Order is the final decision of the University.

6. Point of Entry. Judicial review of the university’s final decision shall be in accordance with Florida Rule of Appellate Procedure 9.190(b) (3), applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act. A request for review may be made by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days after the date of the University’s final decision. Failure to seek timely review shall constitute a waiver of the right to appeal the University’s final decision.

(m) Quasi-Judicial Hearing. If the Formal Protest contains issues of material fact, the President/President’s Designee shall refer the Formal Protest to a Quasi-Judicial Officer for a quasi-judicial hearing. The hearing shall be conducted within forty (40) days after the date the Formal Protest was filed.

1. Appointment of Quasi-Judicial Officer. Within seven (7) days after the date the Formal Petition was filed, the President/President’s Designee shall appoint a Quasi-Judicial Officer or forward a request for hearing and such other documents, laws and regulations as may be required by the Florida Department of Administrative Hearings to the Department, and for assignment of an Administrative Law Judge to conduct a quasi-judicial hearing (“hearing”).
   a. Within seven (7) days after being appointed, the Quasi-Judicial Officer shall issue a Notice of Hearing, stating the time, date and location for the parties to present evidence and argument on the issues under consideration. The Quasi-Judicial Officer shall set a time and place for all hearings and shall serve written notice on all the parties;
   b. The Quasi-Judicial Officer shall give no less than 14 days’ notice of the hearing on the merits of the protest, unless otherwise agreed by the parties.

3. University Statement of Actions. Within seven (7) days after the appointment of the Quasi-Judicial Officer, the university shall file a written statement to the Quasi-Judicial Officer stating the actions (proposed actions, actions already taken, or refusal to take action are referred to as “actions”) of the University, and a summary of the factual, legal, and policy grounds for such actions. The University shall immediately serve a copy of the Statement of Actions on the other parties.

4. Protestor’s Response to University Statement of Actions. Within seven (7) days after the university provides the University Statement of Actions to the Quasi-Judicial Officer, the Protestor may file a written response to such statement with the Quasi-Judicial Officer. The Protestor shall immediately serve a copy of the Protestor’s Response to the University’s Statement of Actions on the other parties.

5. Discovery. After the assignment of the Quasi-Judicial Officer, the parties may obtain discovery through the means and manner provided in the Florida Rules of Civil Procedure 1.280 through 1.400. The Quasi-Judicial Officer may issue appropriate orders to effectuate the purposes of discovery and to prevent delay.
   a. Each party must serve a list of evidence to the other parties at least seven (7) days prior to the first day of the hearing, along with a general description of how the party intends to use the evidence in the hearing;
   b. Each party must file a witness list with the Quasi-Judicial Officer and serve the same on the other parties at least seven (7) days prior to the first day of the hearing. The parties must include a general description of how the party intends to use each witness in the hearing with the witness list.

6. De Novo Proceeding. The Quasi-Judicial Officer shall conduct a de novo proceeding to determine whether the University’s decision or intended decision is contrary
to the statutes, regulations, or policies governing the university, or contrary to the Specifications. The standard of proof for the proceedings shall be whether the proposed university action was clearly erroneous, contrary to competition, arbitrary, or capricious. However, if the protest is regarding the university’s decision to reject all responses to a competitive solicitation, the standard of review shall be whether the University’s intended action is illegal, arbitrary, dishonest or fraudulent.

7. Burden of Persuasion. The burden of proof rests with the party protesting the university action.

8. Conduct of Hearing. All parties shall have an opportunity to: present evidence; to respond to all issues involved; to conduct cross-examination and submit rebuttal evidence; and to submit proposed findings of fact and proposed orders.
   a. The hearing shall be conducted in conformity with the Florida Rules of Civil Procedure and the Florida Rules of Evidence applicable to civil proceedings unless specifically contradicted by this regulation or otherwise agreed by the parties;
   b. Each party shall have a minimum of fifteen (15) minutes to argue its position. The Protestor shall present its argument first and have the opportunity for rebuttal. At the Quasi-Judicial Officer’s discretion, the University may have the opportunity for surrebuttal;
   c. The Quasi-Judicial Officer has the right to question each party and any witnesses.

9. Recommended Order. The Quasi-Judicial Officer may request that the parties submit proposed findings of fact, conclusions of law, orders and memoranda on the issues within a time designated by the Quasi-Judicial Officer. No later than thirty (30) days after receipt of the hearing transcript, the Quasi-Judicial Officer shall issue a written Recommended Order to the President, and serve a copy on each of the parties.

10. Preliminary Order and Exceptions to the Preliminary Order. Within fourteen (14) days after the date the Recommended Order was issued, the President shall issue a Preliminary Order and serve the parties with a notice of such order. If the Protestor takes exception to the Preliminary Order, the Protestor must timely file its written exceptions with the President within fourteen (14) days after the date the Preliminary Order was issued. The Preliminary Order shall provide, “This Preliminary Order is the Final Order unless the Protestor files written exceptions
to the Preliminary Order with the President no later than 14 days after the date this Preliminary Order is issued."

11. Final Order.
   a. If no written exceptions are timely filed, the Preliminary Order is the Final Order;
   b. If the Protestor timely files written exceptions, then within fourteen (14) days after the end of the 14 day period for filing exceptions to the Preliminary Order, the President will review the Preliminary Order and the timely filed exceptions and will render a Final Order;
   c. The President’s Final Order is the final decision of the University.

12. Point of Entry. Judicial review of the University’s final decision shall be in accordance with Florida Rules of Appellate Procedure Rule 9.190(b) (3), applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act. A request for review may be made by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days after the university’s final decision. Failure to seek timely review shall constitute a waiver of the right to appeal the university’s final decision.

   (n) Computation of Time. In computing any period under this regulation or by order of a Presiding Officer, the day of the act from which the period begins to run shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday. When the period allowed is less than 7 days, intermediate Saturdays, Sundays, and legal holidays shall be excluded in the computation. Notwithstanding the above, this Section does not apply when computing the time period for filing the Notice of Intent to Protest as it is computed in accordance with Section (5)(b) of this regulation.

   (o) Conflict. Following appointment of the University Official or the Quasi-Judicial Officer as the Presiding Officer of a protest proceeding, the attorney representing the university in the protest will not serve as legal advisor to the Presiding Officer until the protest proceedings are over (to include the period of time in which the final decision of the university can be appealed).

   (p) Intervenors. Persons other than the original parties to a pending proceeding whose substantial interest will be affected by the proceeding and who desire to become parties may
petition the Presiding Officer for leave to intervene. Except for good cause shown, petitions for leave to intervene must be filed with the Presiding Officer no later than 20 days after the date the Formal Protest was filed. The petition shall include allegations sufficient to demonstrate that the intervenor is entitled to participate in the proceeding as a matter of constitutional or statutory right or pursuant to a Board of Governors' or university's rule or regulation, or that the substantial interests of the intervenor are subject to determination or will be affected through the proceeding. The petition shall also include the email address of the intervenor/intervenor's counsel or representative; the email address provided will be the email address used by the President, the President's Designee, the Presiding Officer, and the other parties for serving the intervenor with notice, documents and materials related to the protest. If time permits, the parties may, within seven (7) days after service of the intervenor's petition, file a response in opposition to the petition with the Presiding Officer and serve the same on the other parties. The Presiding Officer may impose terms and conditions on the intervenor to limit prejudice to other parties.

(q) Presiding Officer Orders. The Presiding Officer may issue any orders necessary to effectuate discovery, to prevent delay, and to promote the just, speedy, and inexpensive determination of all aspects of the protest.

(r) Motions. All requests for relief shall be by motion. All motions shall be in writing unless made on the record during a hearing and shall fully state the action requested and the grounds relied upon. The moving party shall file the motion with the Presiding Officer and serve a copy on the other parties. When time allows, the other parties may, within seven (7) days after service of a written motion, file a response in opposition and serve the same on the other parties. Written motions will normally be disposed of after the response period has expired based on the motion, together with any supporting or opposing memoranda. The Presiding Officer shall conduct proceedings and enter such orders as are deemed necessary to dispose of issues raised by the motion. Motions, other than a motion to dismiss, shall include a statement that the movant has conferred with the other parties of record and shall state whether any party has an objection to the motion. Motions for extension of time shall be filed prior to the expiration of the deadline sought to be extended and shall state good cause for the request.

(s) Evidence. In a protest to an invitation to bid or request for proposals procurement, no submissions made after the bid or proposal opening which amend or
supplement the bid or proposal shall be considered. In a protest to an invitation to negotiate procurement, no submissions made after the University announces its intent to award a contract, reject all replies, or withdraw the solicitation which amend or supplement the reply shall be considered.

(t) Extensions or Continuances. The Presiding Officer may extend the time period for holding the hearing. The Presiding Officer may also grant a continuance of a hearing for good cause shown. Except in cases of emergency, requests for continuance must be made at least seven (7) days prior to the date noticed for the hearing.

(u) Records. The University shall accurately and completely preserve all testimony and evidence in the proceeding and upon the request of any party shall provide a copy of the testimony. The University may charge the cost of duplication to the requesting party. Proceedings shall be recorded by a certified court reporter or by recording instruments. Any party to a hearing may, at its own expense, provide a certified court reporter if the university does not. The Presiding Officer may provide a certified court reporter. At a hearing reported by a court reporter, any party who wishes a transcript of the testimony shall order the same at its own expense. If a court reporter records the proceedings, the recordation shall become the official transcript.

(v) Costs and Attorney Fees. If the Quasi-Judicial Officer determines that the non-prevailing party has participated in the hearing for an improper purpose, the Quasi-Judicial Officer may award attorney’s fees and costs to the prevailing party, as appropriate. If the Quasi-Judicial Officer awards the University attorney’s fees and/or costs, upon Protestor’s payment of such costs, the University shall return the solicitation protest bond to the Protestor. “Improper purpose” means participation in the protest proceeding primarily to harass, cause unnecessary delay, frivolous purpose; needlessly increasing the costs of litigation, licensing, or securing the approval of an activity; or filing a meritless protest.

(17) Purchase of Motor Vehicles.

(a) The University has authority to:

1. Establish standard classes of motor vehicles to be leased, purchased or used by University personnel;

2. Obtain the most effective and efficient use of motor vehicles for university purposes;
3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control and regulation of University-owned motor vehicles. Acquisition may be by purchase, lease, installment-purchase, loan or by any other legal means and may include a trade-in. All motor vehicles purchased or leased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University;

4. Contract for specialized maintenance services.

(b) Motor vehicles owned, leased or operated by the University shall be for official University business only.

18 Definitions.

(a) Artistic Services. Services provided by an individual or group of individuals who profess and practice a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, bronze, photography, antique or period furniture reproduction or restoration, graphic arts, website design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio or tape and sound recording or in any other related field, as determined by the Chief Procurement Officer. Web design shall not include website hosting, maintenance, or and computer-related services; only the portion of the design meeting the definition of an artist shall be exempt. If artistic web design cannot be separated from the non-artistic portion of the purchase, the artistic exemption shall not apply.

(b) Business. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

(c) Commodity --Supplies, materials, goods, merchandise, food, equipment or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University. “Commodity” also includes interest on deferred-payment contracts entered into by the University for the purchase of other commodities. Printing or publications and photocopying shall be considered a “commodity.” Software license agreements shall be considered a “commodity.”

(d) Competitive Negotiation -- The establishment of a contract through deliberation, discussion or conference on the specifications, terms and conditions of a proposed agreement.

(e) Competitive Solicitation -- An invitation to Bid, Request for Proposal or Invitation to Negotiate issued by a purchasing department with delegated authority as specified in this regulation to select a contractor.
(f) Contract – Document issued by the purchasing procurement department, including purchase orders and bi-lateral agreements, regardless of their designation.

(g) Contractual Service -- The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. “Contractual service” does not include labor or materials or selection of professional services for the construction, renovation, repair, maintenance or demolition of facilities or grounds.

(h) Cover. The difference between the cost to procure substitute commodities or services and the contract price for such commodities or services.

(i) Department. Any Florida State University college, school, department, principle investigator, club, organization or other budget entity assigned a departmental account by the University.

(j) Extension. An increase in the time allowed for the contract period.

(k) Independent Contractor -- A person or firm who provides a service to the University, but does not have any employment or other relationship or connection with the University as provided in s. 112.313, F.S.

(l) Invitation to Bid. A solicitation for competitive bids issued by the purchasing procurement department, including reverse auctions, with the title, date, and hour of the public bid opening designated and the commodity, group of commodities or services defined.

(m) Invitation to Negotiate -- An invitation extended to prospective vendors or contractors by the University, whether by advertisement, written solicitation, electronic media or any other form of communication, to define the specifications, terms and conditions of a contract for commodities or contractual services. An Invitation to Negotiate shall be awarded as the best interests of the University indicate and does not require numeric scoring. Cost may or may not be a consideration in the initial stages of negotiating.

(n) Minority Business Enterprise – A business concern as defined in s. 288.703(2), F.S.

(o) Mutuality of Management. That circumstance wherein two or more businesses are owned or managed by the same person or persons. Mutually managed businesses shall submit only one response to a competitive solicitation. The Procurement Director may reject all responses from mutually managed businesses submitting more than one response to a
competitive solicitation. If more than one response is submitted and subsequently evaluated, only the response with the lowest cost or score shall be considered in determining an award.

(p) **Person.** Shall have the meaning provided in s.1.01 (3), Florida Statutes.

(q) **President.** The chief executive officer of the University, responsible for its operation and administration.

(r) **Public Entity Crime --** A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

(s) **Purchase --** an acquisition of commodities or services obtained by purchase order or contract whether by rent, lease, installment- or lease-purchase, outright purchase, or license.

(t) **Purchases for Resale --** the purchase of commodities or contractual services acquired for selling them to the public. Purchases of commodities or contractual services acquired for resale or transfer of ownership to other University departments are not purchases for resale.

(u) **Procurement Services --** also known as Central Procurement; the department with primary procurement responsibilities at the University.

(v) **Renewal --** Contracting with the same contractor for an additional period after the initial contract term provided the original terms of the agreement specify an option to renew.

(w) **Request for Proposal.** A written solicitation issued by the Procurement department for competitive proposals for commodities or contractual services with the title, date, and hour of the public opening designated. A request for proposals may be used when the scope of work is not clearly defined or cost is not the primary consideration.

(x) **Responder.** A person or business that has submitted a bid, proposal response or an offer to negotiate, as the result of a competitive solicitation.

(y) **Response.** A bid, proposal or offer to negotiate submitted as a result of a competitive solicitation that designates the title, date and time of the public opening. The response shall be submitted in accordance with instructions provided in the competitive solicitation prescribing all general and special conditions.

(z) **Responsible vendor or responder.** Individuals or businesses that possess the ability to perform successfully under the terms and conditions of the proposed purchase.
(aa) Responsive offer. A response from a responsible responder that complies in every respect with the terms, conditions and specifications of a competitive solicitation.

(bb) Request for Quotation. A written or oral request issued by the Procurement department to one or more vendors to provide pricing on specified commodities or contractual services when the total costs, including all renewal options, is less than the competitive solicitation threshold. Requests for Quotations are not subject to the electronic posting requirements of BOG 18.002.

(cc) Specifications.

1. A clear and accurate description of the technical requirements, including the range of acceptable characteristics or minimum acceptable standards, for the material, product, or service to be purchased. In competitive solicitations, such specification shall not contain features which unduly restrict competition.

2. The specific features of “brand name or equal” descriptions that responders are required to meet when such items are included in a competitive solicitation.

3. A clear and accurate description of the physical, performance or functional characteristics of a commodity or contractual services. It may include plans, drawings, samples or a description of any requirement for inspection, testing or preparing a commodity or contractual service for delivery.

(dd) Term Contract -- An indefinite quantity contract for the purchase of commodities or contractual services during a prescribed period of time.

(ee) Vehicle -- This term includes any automobile, airplane, truck, mobile construction equipment, golf cart, tractor, watercraft or other vehicle.

(ff) Vendor. A person or business that has received a duly executed purchase order or purchase order and contract from the University.

Specific Authority BOG Regulation 1.001(3)(j), (7)(b) Law Implemented 112.313, 283.33, 672.719, 1004.22(7) FS. History--New 1-5-81, Formally 6C2-2.15, 6C2-2.015 Amended 11-4-87, 6-11-91, 12-21-93, 10-20-99, 3-17-03, 9-19-2008, 6-25-2010, 3-7-2014,

Revision Note--7-18-2014--Department and Director of Purchasing Services changed to Department and Director of Procurement Services as technical change.
MEMORANDUM

TO: President John Thrasher

FROM: Kyle Clark, Vice President for Finance and Administration

DATE: September 22, 2015

SUBJECT: Amendment to Regulation FSU-2.023 Public Records:
Uniform Charge Procedure.
Request for Approval

The University Registrar requested a change to the definition of Student Directory Information. The proposed amendment includes additional updates to the Regulation consistent with current law.

In summary, the proposed amendments provide:

Amends the definition of Directory Information to include the Student Identification Number, commonly known as EMPLID.

Addition of Confidential, in addition to exempt, information to the scope of the Regulation, consistent with law.

Updates definitions relating to academic evaluations, bidding and computer records.

Requires payment of Service charges for extensive use research in advance.

I recommend your approval of this request.

KC/aw
FSU-2.023 Public Records: Uniform Charge Procedure.

(1) This regulation constitutes the University's uniform procedure for the assessment and collection of charges for the duplicating or copying of public records, at the request, or for the benefit of, any individual citizen or non-University-related, non-state agency organization or enterprise.

(2) In construing this rule where context will permit:

(a) The following terms are defined by the provisions of Section 119.011, F.S.:
   1. "Public Records";
   2. "Criminal Intelligence Information";
   3. "Criminal Investigative Information".

(b) "Directory Information – Students".
   1. This term consists of, and applies to the following information on a student:
      a. Name, date and place of birth;
      b. Local address;
      c. Permanent address;
      d. Telephone listing;
      e. Classification;
      f. Major field of study;
      g. Participation in official University activities and sports;
      h. Weight and height of members of athletics teams;
      i. Dates of attendance at the University;
      j. The most recently attended educational institution;
      k. Degrees, Honors and Awards Received.
      l. Student identifier number, commonly known as EMPLID.

2. Directory information on students may be released or published by the University without prior written consent of the student, unless exception is made in writing by the student.

(3) Records Confidential or Exempt from Public Inspection. The University may not provide those records confidential or exempt from public disclosure by Section 119.071(3), F.S., or any other general law or special act when such laws or acts are applicable to an activity of the University. Confidential or exempt records of the University include:
(a) Criminal intelligence records.
(b) Criminal investigation records.
(c) Faculty and Staff performance evaluation records. Academic evaluations of employee performance.
(d) Certain student records, including those in the academic permanent folder, excluding directory information as defined herein.
(e) Records of the University Health Center and Counseling Center.
(f) Records of the University Attorney prepared for or in anticipation of adversarial criminal, civil or administrative proceedings.
(g) Sealed bids, proposals, or replies received pursuant to a competitive solicitation and response to requests for proposals, prior to their opening or notice of an intended decision.
(h) Documents regarding negotiations for acquisition of real estate.
(i) Data processing software obtained under a licensing agreement which prohibits disclosure.
(j) Trade Secrets.
(k) Complaints and other records relating to a complaint of discrimination involving race, color, religion, sex, national origin, age, handicap, marital status, hiring practices, position classification, salary benefits, discipline, discharge, evaluation, or other related activities.
(l) Certain records related to UF Research and Grants.
(m) The records of direct support organizations such as the Florida State University Foundation, and the Seminole Boosters.

(4) Uniform Charge Procedure.

(a) Persons or organizations making requests for copies of public records shall reimburse the University for applicable costs, prior to receipt of the copies. If the nature or volume of the record(s) is such as to require extensive clerical or supervisory assistance by University personnel in addition to the cost of duplication, a special service charge shall be assessed based on labor costs as provided herein. Charges for copying public records shall be levied and collected by the custodian of the records reproduced.

(b) Private citizens or private organizations shall be assessed a charge of 15 cents per one sided copy, and an additional 5 cents per two-sided copy. Each printed side of a copy shall count as a page.
(c) When University personnel time or supervisory assistance devoted to researching, retrieval and/or copying of University records or use of information technology resources exceeds thirty (30) minutes, it shall be considered extensive use of information technology resources or extensive clerical or supervisory assistance. In such case, the University may charge, in addition to the actual cost of duplication, a special service equal to the reasonable actual costs incurred.

(d) "Computer" tape or disk, Computer discs or other portable storage devices provided by the University shall be charged at cost, plus cost for personnel and supervisory assistance, if any.

(5) Processing Payment for Copies.

(a) Fees assessed for the copying of public records shall be paid prior to the requester receiving the copies. Fees assessed as a special service charge shall be paid prior to any extensive use tasks being undertaken. Payment may be made by cash, or check, or money order.

(b) All monies collected from such transactions shall be deposited with the University Cashier, using the standard University deposit slip, FSU Form DT118 (Rev. 6-73), incorporated herein by reference and available to record custodians from the University Printing and Postal Services office. The Cashier's Office requires only an original of the Deposit Slip.

(c) Depositors will use the Revenue Object Code 001901. The Explanation of Deposit on Form DT118 will be used to identify record revenues from transactions exceeding ten (10) pages of printed copy or services rendered in excess of thirty (30) minutes. Originators of the completed Deposit Slip may make copies of Form DT118 for departmental records and may also be utilized by a custodian as a receipt for payment made and information received.

Specific Authority BOG Regulation 1.001(3)(j) Law Implemented 119.07(1), 1002.22, 1004.22, 1006.52, 1012.91 FS. History—New 7-15-93, Amended 11-22-98, 10-9-2015
MEMORANDUM

TO: President John Thrasher
FROM: Sam M. McCall, Chief Audit Officer
SUBJECT: Work Plan 2015-16 for the Office of Inspector General Services

Request for Approval


The Work Plan was based upon a risk assessment, which included soliciting input from the Board of Trustees Finance, Business And Audit Committee Chair, the Provost, the vice presidents, and other key administrators.

The Work Plan will be presented to the Finance, Business, and Audit Committee for their approval and it will be on the Board’s Consent Agenda. Thank you.

Attachment
The Florida State University

Office of Inspector General Services

Work Plan 2015-16
THE
FLORIDA STATE
UNIVERSITY

Office of Inspector General Services
Suite 407 Westcott Building
222 South Copeland Street
P.O. Box 3061390
Tallahassee, Florida 32306-1390

September 18, 2015

John E. Thrasher
President
Florida State University
211 Westcott Building
Tallahassee, FL 32306-1470

Dear President Thrasher:

We are presenting, for your approval, the 2015-16 Work Plan for the Office of Inspector General Services. Currently, we are working on several audits started in 2015 and planned for completion in 2016.

Our Work Plan was established based upon a risk assessment, which included soliciting input from the Board of Trustees Finance, Business and Audit Committee Chair, the Provost, the vice presidents, and other key administrators. Our risk assessment included identifying the entire population of the University's auditable units/issues. To help us identify areas for projects, we applied different weighted criteria against those units/issues including identifying areas of the highest risk. Using this priority listing, we then determined what could be accomplished during the year, based upon available personnel resources in the Office. We then assigned estimated hours to each of the areas selected for review.

We appreciate your support and are looking forward to the new fiscal year and to working with faculty and staff to further improve University operations. Thank you.

Respectfully submitted,

Sam M. McCall

Sam M. McCall, Ph.D., CPA, CGFM, CIA, CGAP
Chief Audit Officer

Approved:

John E. Thrasher
President

Phone: (850) 644-6031 • FAX: (850) 644-2576 • www.igs.fsu.edu
Audit Work Plan 2015-16

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</table>

Total Hours for Audit Projects Carried Forward from 2015-16 Work Plan: 3,725

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<thead>
<tr>
<th>New Audit Projects for 2015-16</th>
<th>Hours</th>
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<tbody>
<tr>
<td>DSOs External Audits – Financial Report Reviews</td>
<td>58</td>
<td></td>
</tr>
<tr>
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<td>20</td>
<td></td>
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<td>600</td>
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Audit Work Plan 2015-16

Capital Projects Broad Scope – EOAS* 1  244
Athletics – Select NCAA Compliance  500
University Coordination of Response to International Incidents  450
Server Security – Florida Center for Public Affairs  362
Server Security – College of Motion Picture Arts  340
Graduate Student Fee Waivers and Health Insurance Subsidies  500
Follow-up of Consultant Review of Seminole Boosters Internal Controls  68
Follow-up Activities Related to the College of Business Student Investment Fund  50
Title IX  500
Student Tuition and Fees*  444
Business Practices Enhancement Program – John and Mable Ringling Museum of Art*  391
Chemical Inventories*  55

Total Hours for New Audit Projects for 2015-16  5,412

C. Follow-Up Projects for 2015-16

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Total Hours for Follow-Up Projects for 2015-16  205

D. Contingency for 2015-16

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Audit Work Plan 2015-16

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<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>1,142</td>
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</tr>
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Total hours for Investigations for 2015-16 1,142

Total Direct Service Hours for 2015-16 10,681

<table>
<thead>
<tr>
<th>F. Audit Management and Administration for 2015-16</th>
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</tr>
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<tbody>
<tr>
<td>Audit management and administration includes administrative meetings, continuing professional development, and approved employee leave and holidays. It also, for this fiscal year, includes purchase and implementation of audit software and efforts towards accreditation in investigations.</td>
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| Florida Medical Practice Plan Auxiliary | The purpose of this audit is to evaluate the effectiveness of internal controls over revenues and expenditures in the Florida Medical Practice Plan Auxiliary account. |
| FSU Athletics Summer Camps | The purpose of this audit is to determine whether action plans provided by management to address findings related to Athletics Summer Camps reported in our OIGS audit #AU11-02, titled The Athletics Department, have been properly implemented. |

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### Audit Work Plan 2015-16

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receive and review the reports of McGladrey to determine whether the objectives of the contract are being accomplished; receive and review the invoices for payment of funds to assure that the requirements of the contract have been met and that payment is appropriate; evaluate the process used by the contractor to monitor the activities of any subcontractor or assignee, if any; and establish the right for the CAO as the Contract Manager to directly access subcontractors and assignees, if any, as the Contract Manager deems necessary.

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<th>Fraud and Internal Controls Training to University Entities</th>
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</table>
As part of its services to the University community, the Office of Inspector General Services provides training services throughout the University, to include fraud awareness and internal controls.

<table>
<thead>
<tr>
<th>Student Athlete Satisfactory Academic Progress</th>
</tr>
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</table>
The purpose of this audit is to evaluate the Athletics Department’s Academic Performance Program and its compliance with National Collegiate Athletic Association (NCAA) requirements related to this subject area.

<table>
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<tr>
<th>Capital Projects Broad Scope – EOAS</th>
</tr>
</thead>
</table>
The purpose of this audit will be to evaluate the adequacy of controls over the administration of capital construction operations and determine if construction costs on a selected construction project are documented and in compliance with contractual provisions and applicable laws, rules, and regulations. The audit will identify any over-payments, for recovery. The audit entity is the University’s Earth, Ocean, and Atmospheric Sciences Building (EOAS). Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17.

<table>
<thead>
<tr>
<th>Athletics – Select NCAA Compliance</th>
</tr>
</thead>
</table>
The purpose of this audit will be to evaluate the Athletics Department’s compliance with select operating bylaws set forth in the current NCAA Division 1 Manual. These areas of NCAA compliance are in addition to other areas addressed by this work plan, such as Student Athlete Satisfactory Academic Progress.
<table>
<thead>
<tr>
<th>University Coordination of Response to International Incidents</th>
<th>The purpose of this audit will be to determine if the University has a comprehensive and cohesive administrative response plan to coordinate multiple departmental incident-related services to achieve an efficient and effective response to international incidents impacting students, faculty, and/or staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Security – Florida Center for Public Affairs</td>
<td>This audit models past server security audit efforts by our Office focusing on the security over servers on campus that are not administered and overseen by the University’s Office of Information Technology Services. The chosen entity is Florida Center for Public Affairs.</td>
</tr>
<tr>
<td>Server Security – College of Motion Picture Arts</td>
<td>This audit models past server security audit efforts by our Office focusing on the security over servers on campus that are not administered and overseen by the University’s Office of Information Technology Services. The chosen entity is the College of Motion Picture Arts.</td>
</tr>
<tr>
<td>Graduate Student Fee Waivers and Health Insurance Subsidies</td>
<td>The purpose of this audit will be to evaluate the University’s administration and oversight of graduate student fee waivers and health insurance subsidies, in accordance with applicable rules and regulations. Total graduate student fee waivers for the most recent waiver year (summer 2014 through spring 2015) were $31,543,548 in Matriculation Waivers and $15,973,826 in Out-of-State Waivers. Total health insurance subsidies for graduate students for the same period were $2,338,621.</td>
</tr>
<tr>
<td>Follow-up of Consultant Review of Seminole Boosters Internal Controls</td>
<td>The purpose of this review will be to evaluate actions taken to correct internal control deficiencies identified by a consultant in a recent report on the Seminole Boosters.</td>
</tr>
<tr>
<td>Follow-up Activities Related to the College of Business Student Investment Fund</td>
<td>The purpose of this audit will be to ensure that Student Investment Fund management has implemented internal accounting controls that provide for appropriate stewardship over the Fund’s accounts.</td>
</tr>
<tr>
<td>Title IX</td>
<td>The purpose of this audit will be to evaluate the University’s current practices for investigating and resolving reports of sexual assault and to determine if the University is in compliance with Title IX policies and procedures.</td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>The purpose of this audit will be to determine whether tuition rates and fees are consistently charged and accurately recorded in the University’s accounting system. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17.</td>
</tr>
<tr>
<td>Business Practices Enhancement Program – John and Mable Ringling Museum of Art</td>
<td>The primary purpose of this audit will be 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. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate</td>
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Audit Work Plan 2015-16

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<tr>
<th>Chemical Inventories</th>
<th>carrying over this project into fiscal year 2016-17.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The purpose of this audit will be to provide assurance that hazardous chemical inventories on campus are managed in compliance with state and federal safety regulations. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17.</td>
</tr>
</tbody>
</table>

C. Follow-up Projects for 2015-16

| 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. |
THE
FLORIDA STATE
UNIVERSITY

Office of inspector General Services
Suite 407 Westcott Building
222 South Copeland Street
P. O. Box 3061390
Tallahassee, Florida 32306-1390

September 21, 2015

MEMORANDUM

TO: President John Thrasher

FROM: Sam M. McCall, Chief Audit Officer

SUBJECT: Work Plan 2015-16 for the Office of Inspector General Services

Request for Approval


The Work Plan was based upon a risk assessment, which included soliciting input from the Board of Trustees Finance, Business And Audit Committee Chair, the Provost, the vice presidents, and other key administrators.

The Work Plan will be presented to the Finance, Business, and Audit Committee for their approval and it will be on the Board’s Consent Agenda. Thank you.

Attachment
The Florida State University

Office of Inspector General Services

Work Plan 2015-16
John E. Thrasher  
President  
Florida State University  
211 Westcott Building  
Tallahassee, FL 32306-1470  

Dear President Thrasher:  

We are presenting, for your approval, the 2015-16 Work Plan for the Office of Inspector General Services. Currently, we are working on several audits started in 2015 and planned for completion in 2016.

Our Work Plan was established based upon a risk assessment, which included soliciting input from the Board of Trustees Finance, Business and Audit Committee Chair, the Provost, the vice presidents, and other key administrators. Our risk assessment included identifying the entire population of the University’s auditable units/issues. To help us identify areas for projects, we applied different weighted criteria against those units/issues including identifying areas of the highest risk. Using this priority listing, we then determined what could be accomplished during the year, based upon available personnel resources in the Office. We then assigned estimated hours to each of the areas selected for review.

We appreciate your support and are looking forward to the new fiscal year and to working with faculty and staff to further improve University operations. Thank you.

Respectfully submitted,

Sam M. McCall  
Sam M. McCall, Ph.D., CPA, CGFM, CIA, CGAP  
Chief Audit Officer

Approved:  

President

Phone: (850) 644-6031 • FAX: (850) 644-2576 • www.igs.fsu.edu
### Audit Work Plan 2015-16

#### A. Audit Projects Carried Forward from 2014-15 Work Plan

<table>
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<tr>
<th>Project Description</th>
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<tr>
<td>Campus Solutions – Student Financial Aid</td>
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</tr>
<tr>
<td>College of Arts and Sciences – History Department - Business Practices Enhancement Program</td>
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</tr>
<tr>
<td>University-Wide Courtesy Vehicles</td>
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<tr>
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**Total Hours for Audit Projects Carried Forward from 2015-16 Work Plan**: 3,725

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Total Hours for New Audit Projects for 2015-16 5,412

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| State University System Performance-Based Funding | 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 information presented by the University to the Florida Board of Governors for the University’s Performance-Based Funding calculations. |
| Management of McGladrey Construction Audit of University Housing Replacement Phase II | As of September 10, 2015, the University entered into a contract with McGladrey to conduct a construction audit of two construction projects (University Housing Replacement Phase II and Doak Campbell Stadium Improvements). The OIGS Chief Audit Officer (CAO), Sam McCall, is the University’s Contract Manager for both of these audits. As the Contract Manager, the CAO, Sam McCall, is to monitor the activities of McGladrey; |
### Audit Work Plan 2015-16

<table>
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<tr>
<th>Management of McGladrey Construction Audit of Doak Campbell Stadium Improvements</th>
</tr>
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<td>As of September 10, 2015, the University entered into a contract with McGladrey to conduct a construction audit of two construction projects (University Housing Replacement Phase II and Doak Campbell Stadium Improvements). The OIGS Chief Audit Officer (CAO), Sam McCall, is the University’s Contract Manager for both of these audits. As the Contract Manager, the CAO, Sam McCall, is to monitor the activities of McGladrey; receive and review the reports of McGladrey to determine whether the objectives of the contract are being accomplished; receive and review the invoices for payment of funds to assure that the requirements of the contract have been met and that payment is appropriate; evaluate the process used by the contractor to monitor the activities of any subcontractor or assignee, if any; and establish the right for the CAO as the Contract Manager to directly access subcontractors and assignees, if any, as the Contract Manager deems necessary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fraud and Internal Controls Training to University Entities</th>
</tr>
</thead>
<tbody>
<tr>
<td>As part of its services to the University community, the Office of Inspector General Services provides training services throughout the University, to include fraud awareness and internal controls.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Student Athlete Satisfactory Academic Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this audit is to evaluate the Athletics Department’s Academic Performance Program and its compliance with National Collegiate Athletic Association (NCAA) requirements related to this subject area.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Projects Broad Scope – EOAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this audit will be to evaluate the adequacy of controls over the administration of capital construction operations and determine if construction costs on a selected construction project are documented and in compliance with contractual provisions and applicable laws, rules, and regulations. The audit will identify any over-payments, for recovery. The audit entity is the University’s Earth, Ocean, and Atmospheric Sciences Building (EOAS). Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17.</td>
</tr>
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<tr>
<th>Athletics – Select NCAA Compliance</th>
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<tbody>
<tr>
<td>The purpose of this audit will be to evaluate the Athletics Department’s compliance with select operating bylaws set forth in the current NCAA Division I Manual. These areas of NCAA compliance are in addition to other areas addressed by this work plan, such as Student Athlete Satisfactory Academic Progress.</td>
</tr>
</tbody>
</table>
## Audit Work Plan 2015-16

<table>
<thead>
<tr>
<th>Audit Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Coordination of Response to International Incidents</td>
<td>The purpose of this audit will be to determine if the University has a comprehensive and cohesive administrative response plan to coordinate multiple departmental incident-related services to achieve an efficient and effective response to international incidents impacting students, faculty, and/or staff.</td>
</tr>
<tr>
<td>Server Security – Florida Center for Public Affairs</td>
<td>This audit models past server security audit efforts by our Office focusing on the security over servers on campus that are not administered and overseen by the University’s Office of Information Technology Services. The chosen entity is Florida Center for Public Affairs.</td>
</tr>
<tr>
<td>Server Security – College of Motion Picture Arts</td>
<td>This audit models past server security audit efforts by our Office focusing on the security over servers on campus that are not administered and overseen by the University’s Office of Information Technology Services. The chosen entity is the College of Motion Picture Arts.</td>
</tr>
<tr>
<td>Graduate Student Fee Waivers and Health Insurance Subsidies</td>
<td>The purpose of this audit will be to evaluate the University’s administration and oversight of graduate student fee waivers and health insurance subsidies, in accordance with applicable rules and regulations. Total graduate student fee waivers for the most recent waiver year (summer 2014 through spring 2015) were $31,543,548 in Matriculation Waivers and $15,973,826 in Out-of-State Waivers. Total health insurance subsidies for graduate students for the same period were $2,338,621.</td>
</tr>
<tr>
<td>Follow-up of Consultant Review of Seminole Boosters Internal Controls</td>
<td>The purpose of this review will be to evaluate actions taken to correct internal control deficiencies identified by a consultant in a recent report on the Seminole Boosters.</td>
</tr>
<tr>
<td>Follow-up Activities Related to the College of Business Student Investment Fund</td>
<td>The purpose of this audit will be to ensure that Student Investment Fund management has implemented internal accounting controls that provide for appropriate stewardship over the Fund’s accounts.</td>
</tr>
<tr>
<td>Title IX</td>
<td>The purpose of this audit will be to evaluate the University’s current practices for investigating and resolving reports of sexual assault and to determine if the University is in compliance with Title IX policies and procedures.</td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>The purpose of this audit will be to determine whether tuition rates and fees are consistently charged and accurately recorded in the University’s accounting system. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17.</td>
</tr>
<tr>
<td>Business Practices Enhancement Program – John and Mable Ringling Museum of Art</td>
<td>The primary purpose of this audit will be 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. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate</td>
</tr>
</tbody>
</table>
Audit Work Plan 2015-16

| Chemical Inventories | The purpose of this audit will be to provide assurance that hazardous chemical inventories on campus are managed in compliance with state and federal safety regulations. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2016-17. |

C. Follow-up Projects for 2015-16

| 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: Kyle Clark, Vice President for Finance and Administration
DATE: September 22, 2015
SUBJECT: Request for Authorization of the Florida State University Foundation’s Grant of a Conventional Mortgage for Acquisition of Real Property and Delegation to University President for Final Approval of Loan Terms Request for Approval

Background:

Florida State University Foundation has identified a strategic land acquisition opportunity and it would like to finance the acquisition utilizing a conventional mortgage. Pursuant to section 1010.62(3)(c), Florida Statutes and the Florida Board of Governor’s Debt Management Guidelines, the Foundation is permitted to acquire real property utilizing conventional financing provided it obtains authorization of the Board of Trustees prior to granting the mortgage and only if the mortgage or note does not exceed 30 years.

In accordance with Florida law and the Board of Governor’s Guidelines, it is requested that the Board of Trustees authorize the Foundation to grant a conventional mortgage not to exceed 30 years for the purpose of acquiring a strategic parcel of real property. A competitive process will be used in order to minimize the cost of capital.

Additionally, it is requested that the Board of Trustees delegate the University President the authority to approve the necessary documents related to the Foundation’s grant of the conventional mortgage provided it does not exceed 30 years and the final terms of that mortgage.