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 10, 2016, Meeting
- September 28, 2016, Conference Call Meeting

III. PUBLIC COMMENTS

IV. PRESIDENT’S REPORT

Mr. John Thrasher, President
V. **CONSENT ITEMS**

2. Requesting Approval for Direct Support Organization (DSO) Extension of Audit Services Contracts in Accordance with Regulation 2:025:
   o Florida State University Magnet Research & Development, Inc.
   o Florida State University International Programs Association, Inc.
3. Requesting Approval for Status Report on Construction Projects over $2.0 Million and Change Orders
4. Requesting Approval for Status Report on Purchase Orders over $1.0 million and 5+ Year Service Contracts
5. Requesting Approval for Amendment to FSU Regulation 2.0225 Direct Deposit
6. Requesting Approval for Amendment to FSU Regulation 4.0015 Attendance and Leave, Hours of Work Requirements
7. Requesting Approval for Amendment to FSU Regulation 4.001 General Human Resource Policies
8. Requesting Approval for Amendment to FSU Regulation 4.013 Non-Discrimination
9. Requesting Approval for Amendment to FSU Regulation 4.011 Affirmative Action Program
10. Requesting Approval of the Application Fee Waiver for College of Medicine
11. Requesting Approval for Amendment to FSU Policy 4-OP-D-2-H
12. Requesting Approval for the College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2015-2016)
13. Requesting Approval for the Proposed Amendment University Regulation FSU-5.002 Teaching, Research and Graduate Assistants
14. Requesting Approval for the Proposed Repeal of University Regulation FSU-6.010 Florida Resources and Environmental Analysis Center (FREAC)
15. Requesting Approval for the Proposed Amendment University Regulation FSU-5.088 Division of Sponsored Research
16. Requesting Approval for the Proposed Amendment University Regulation FSU-5.0881 Sponsored Research Exemptions
17. Requesting Approval for the Adoption of Revised Exclusion Resolution to Implement Policy on Classified Research and Security Clearances
18. Requesting Approval for the Revision of the FSU Magnet Research and Development, Inc. Bylaws
VI. NEW BUSINESS

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

   Information Items
   1. Update on Student Foundation
      Mr. David Walsh, FSU Student Foundation

   Action Items
   2. Requesting Approval for the Revision of the Seminole Boosters Bylaws

B. Academic Affairs
   Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs

   Information Items
   1. Update on the College of Law
      Dean Erin O'Hara O'Connor, College of Law

   2. Update on the College of Engineering
      Dean Murray Gibson, College of Engineering

   Action Items
   3. Requesting Approval for the Strategic Plan

C. Athletics
   Mr. Stan Wilcox, Athletics Director

D. Student Government Association
   Ms. Valerie Shallow, Vice President of Student Government Association

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

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

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

   Information Items
   1. Update on Student Diversity and Inclusion Council
      Ms. Inam Sakinah, Chair, Student Diversity and Inclusion Council
H. Finance, Business & Audit  
*Mr. Kyle Clark, Vice President for Finance & Administration*  

**Action Items**  
1. Requesting Approval for Authorization for the Seminole Boosters to issue taxable debt up to $46M for College Town Phase I and III

I. General Counsel  
*Ms. Carolyn Egan, General Counsel*

VII. **OPEN FORUM FOR BOARD OF TRUSTEES**  
*Mr. Ed Burr, Chair*  

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

VIII. **ADJOURNMENT**

__________________________________________________________________________  
Approved Date
I. CALL TO ORDER AND WELCOME  
   Mr. Ed Burr, Chair  
Chair Burr called the meeting to order at 8:30 am. Lynna Sands conducted the roll call.

II. APPROVAL OF MINUTES (ACTION)  
   The March 4, 2016, meeting minutes were approved as presented.

III. PUBLIC COMMENTS  
   There were no public comments.

IV. PRESIDENT’S COMMENTS  
   Mr. John Thrasher, President  
   - President Thrasher welcomed the new board members Trustees Max Alvarez and Nathan Molina thanked them for their service.  
   - President Thrasher, along with several of the Trustees, attended Governor Scott’s Degrees to Jobs summit and reflected on the important issues discussed, including highlighting the need for our students to focus on graduating in 4 years. FSU has programs to support this effort and will continue to encourage movement in this direction.  
   - President Thrasher and Dr. Gary Ostrander recently visited NSF in Washington, D.C, and met with the NSF Director. Discussions focused on the MagLab and our other NSF programs. Additionally, President Thrasher met
with Senator Bill Nelson, Representatives Dave Jolly, Ron DeSantis and Gwen Graham, and attended an alumni association event.

- “Noles in New York” was successful and highlighted Women of Distinction. This year 4 women were honored from New York who have significantly given back to FSU.
- With spring semester ending and summer underway, President Thrasher highlighted commencement ceremonies including the 1,000th graduate of the College of Medicine walk across the stage.
- FSU hosted the Florida State Senate President-elect on campus as part of his listening tour. In attendance with Senator Negron were Senators Montford, Benaquisto, Braynon, and Flores. Senator Negron wants to invest up to $1B in higher education. The President indicated his confidence that the Senator will be a strong advocate for education and FSU. We will continue to work with the legislature as we develop our legislative agenda.
- FSU has responded to Governor on how we spend our preeminence funding. We used this to demonstrate how we are graduating career-ready students who can contribute to the economy of the state or enter grad school.
- The Jim Moran School of Entrepreneurship had the initial meeting of the advisory committee to establish the governance structure. The goal is to open in 2018.
- FSU lost Steve Edwards “unofficial campus historian” and Sir Harry Krotto, who ended his career at FSU and was very generous with time with students.
- Two new deans have been named - the College of Law has named Erin O’Hara O’Connor and the College of Engineering named J. Murray Gibson. The College of Social Science and Public Policy dean search is underway.
- We are anticipating 6,000 students enrolling this fall with the average GPA of accepted students at 4.1 and SAT of 1851.
- Our new Title IX Director/Coordinator had done a wonderful job working to develop policies against a constantly evolving national landscape. The President articulated that we are committed to ended sexual violence on campus and noted the effort of our new director.
- The FSU budget is ~$1.6B and very complex. We are moving in the right direction in terms of efficiency and cost savings and are using our dollars in the most effective way possible to ensure a quality education.
- He concluded with an acknowledgement of the high caliber members of our various booster and alumni boards who bring a lot of expertise as FSU alums to FSU; they are volunteers and we publically thank them for their efforts.
V. CONSENT ITEMS
A. Requesting Approval of the 2016 Work Plan
B. Requesting Approval of Amendment to Regulation, FSU-6.013 Sex Discrimination and Sexual Misconduct
C. Requesting Approval to Explore Bachelor of Science in Neuroscience
D. Requesting Approval of Amendment (Emergency) to Regulation, FSU-3.004 Student Conduct Code and FSU-3.0041 Student Organization Conduct Code
E. Requesting Approval of Student Government Bills and Resolutions

Chair Burr removed Consent Item B to be heard along with the Title IX Statement Policy Update. Trustee Duda moved to approve Consent Items A, C, D and E. Trustee Pantin seconded the motion and it was approved unanimously.

VI. NEW BUSINESS

A. Academic Affairs
   Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs

   Information Item
   Provost McRorie discussed new appointments in her office, including Assistant Provost Joe O'Shea, and new deans Erin O'Hara O'Conor, College of Law, and Murray Gibson, FAMU/FSU College of Engineering. She also discussed the new opportunities for CARE students to serve as interns for TechStars in Detroit, Montreal, and Berlin. TechStar fellows will serve as entrepreneurial coaches for fellow students upon their return.

   Title IX Statement Policy Update
   Ms. Jennifer Broomfield, Title IX Director

   Ms. Broomfield provided information on the updated policy including the recommended changes to the Policy.

   Action Item
   Requesting Approval of Amendment to Regulation, FSU-6.013 Sex Discrimination and Sexual Misconduct

   Trustee Gruters moved to approve the Amendment to Regulation, FSU-6.013 Sex Discrimination and Sexual Misconduct as presented. Trustee Duda seconded the motion and was approved unanimously.
B. University Advancement

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

Dr. Jennings provided an update on University Advancement:

- The Vires Artes Mores Society – designed to recognize donors whose cumulative giving across the University is at or above $250,000 – was launched on May 20, 2016, with a reception unveiling a new Vires Artes Mores donor wall. The new donor wall is located on the ground floor of the Westcott Building.

- The following highlights of FSU’s comprehensive fundraising campaign, Raise the Torch:
  - Gifts and pledges from July 1, 2010 through June 5, 2016 total over $913 million
  - The Campaign is running nearly one year ahead of schedule to achieve the $1 billion goal before the June 30, 2018 deadline.
  - During this fiscal year, gifts and pledges total $215,149,371. This is the largest fundraising total in FSU’s history. The total includes the $100 million commitment from Jan Moran and the Jim Moran Foundation. Separate and apart from that incredible gift commitment, the university-wide fundraising totals so far in FY2016 ($115M) exceed the total received in FY2015 ($112M).
  - 53% of pledges have been paid. That figure is affected by a few large pledges which were made during FY2016 in which the donors have just begun to make pledge payments.
  - University staff leaders and campaign volunteer leaders are discussing the best approach to take as the University reaches the $1B mark, which could happen in the spring 2017. Assuming the current fundraising pace continues, Jennings described the four primary options for transitioning through the $1B goal and the remaining time of the campaign:
    - End the Campaign when we reach $1B; then begin a series of smaller, themed campaigns that are organized around University’s emerging priorities;
    - End the Campaign in June 2017, celebrating the amount raised (assuming it exceeds $1B), then begin a series of smaller, themed campaigns that are organized around University’s emerging priorities
    - Increase the current $1B goal in early 2017, and celebrate the $1B achievement when it occurs, and keep the current campaign end date of 6/30/2018. This approach is most effective when a bold, but achievable, goal is set...perhaps $1.2B or more. FSU Foundation leaders are meeting with FSU deans and development officers this summer to assess the individual college/unit progress
toward campaign goals, and to determine whether there is sufficient wealth capacity, inclination, and motivation among remaining prospective donors to increase unit goals. Keeping the June 2018 end date allows units that are behind on their individual goals to have more time to reach their dollar goals.

- Keep the $1B goal, celebrate the $1B achievement when it occurs in 2017, and continue fundraising in campaign mode through June 2018, and then announce the total received. This approach is the preferred approach among most campaign volunteers and staff.

- The University’s total endowment as of 3/31/2016 was $578 million. Alumni giving percentages at FSU remained steady at 17.2%, which is among the highest among public universities in Florida, and it compares favorably to other national public universities. Also reported on the national philanthropic trends in higher education and online giving that occurred during 2014-15.

- FSU Alumni Association:
  - Spring 2016 Circle of Gold recipients include Steve & Yvonne Brown, Jack McCoy, Max Oligario, Steve Pattison, and Delores Spearman.
  - A new dinner/reception during spring commencement for graduates and families attracted over 300 participants.
  - A new online networking program called “Nole Connect” attracted hundreds of participants and is being offered monthly.
  - Alumni career networking events occurred in Los Angeles, New York, Washington DC, and Las Vegas.
  - The Alumni Association’s new mobile app will be available to the public in July.
  - A new program, “Social Toaster,” was launched to help push FSU content out on social media, by engaging high-level users of Facebook, Instagram, Twitter, etc., and having them push FSU content out to their contacts, increasing the reach of FSU’s news stories and events.
  - The Alumni Association Board of Directors expressed support for FSU’s CARE Program, and they are exploring with appropriate staff ways to engage the Seminole Clubs around the nation in this effort.
  - The Association volunteer and staff leaders have been meeting with University senior staff to explore ways to help the Alumni Association become financially self-sufficient.
  - The incoming chair of the Alumni Association’s National Board of Directors is Steve Pattison, from Broward County.

- FSU Foundation:
  - The FSUF staff led the effort for the new Vires Artes Mores donor recognition society and the public launch event.
  - Foundation leaders are meeting this summer with deans and development officers to assess the financial capacity of each unit to meet its campaign goal, as well as the risks and rewards of potentially increasing the campaign goal.
o The “Great Give” – FSU’s 36-hour, online fundraising effort helped raise over $208,000 in new gifts from more than 1,700 donors. The co-chairs of the Faculty/Staff Campaign – Susan Fiorito, Joe O’Shea, and Leslie Millie – were instrumental in this accomplishment.

o The FSUF is working with the tenants in the building on College Avenue it purchased in January, and it expects to complete renovations and take occupancy in 2018.

o The Foundation completed a wealth screening of over 344,000 individuals in our database, and FSUF staff is completing a predictive modeling study to determine which donors might be targets for 1) major gifts, 2) annuity gifts, and 3) annual gifts.

o The incoming chair of the FSU Foundation board is Julie Dunn Eichenberg, from Atlanta.

• Seminole Boosters:
  o The 2016 Spring tour has been a success
  o More than 2,800 seats have been sold in the Champions Club Seating project
  o College Town Phase II construction is continuing apace, and it will add student residences, a large parking garage, and retail and restaurant space to the area. College Town Phase III is being reviewed later in this meeting by the BOT.
  o The Boosters’ annual “Smokey Mountain Shootout” in Highlands, NC, will take place on July 24-27.
  o The incoming chair of Seminole Boosters Board of Trustees is Nylah Thompson, from Plant City, FL.

• Real Estate Foundation:
  o Permitting and planning continue on the 111 S. Monroe Street property, donated by Brian and Kathryn Ballard, which will be the home of the Jim Moran School of Entrepreneurship.
  o The property and structure on 612 South Copeland Street have been purchased to provide a child care facility for FSU students, faculty and staff. The facility will replace the child care facility that had been available previously at Alumni Village.
  o The Southwest Sector Plan – strategically addressing the long-term development of the 900+ acres of University and TITTF property between the stadium and the airport -- continues to be developed with input from University and local leaders.
  o The continuing chair of the Real Estate Foundation is Beth Azor from Davie, FL.

• The John & Mable Ringling of Art Foundation:
  o The Ringling International Arts Festival will occur on October 13-16, 2016.
  o The Dr. Helga Wall-Apelt Gallery of Asian Art opened to the public in May with a grand opening event attended by over 1,000 people. Previous events in February and March at the Gallery were open to donors.
The Kotler-Coville Glass Pavilion ground-breaking ceremony occurred on April 20. Phil & Nancy Kotler and Warren & Margot Coville combined to make the lead gift for the facility.

The incoming chair of the Ringling Foundation is Paul Hudson, from Sarasota, FL.

C. Athletics

Mr. Stan Wilcox, Athletics Director

Mr. Wilcox provided an update regarding Athletics including:

- **Academic Update**
  - Spring Term GPA was 2.938
  - 83 Student-Athletes made the Dean’s List
  - 19 Student-Athletes made the President’s List
  - All women’s sports were above 3.0 team GPA – Women’s Golf had 3.70
  - 59 Student-Athletes graduated at the end of spring semester

- **Success on the Gridiron**
  - Dalvin Cook broke the school record for rushing yards in a season (1,691 yards)
  - Finished 7th in voting for the Heisman Trophy

- **Creating Unique Experiences**
  - Integrating entertainment for fans into our football weekends
  - 1 of 10 universities chosen for free Brad Paisley concert
  - Estimated 15,000 attended

- **Women’s Soccer**
  - Fifth straight College Cup Appearance & 3rd straight ACC Championship

- **Volleyball**
  - Reached NCAA Tournament for 7th straight season

- **Women’s Basketball**
  - Adut Bulgak became the third consecutive Seminole taken in the first round of the WNBA draft.
  - Bulgak was selected 12th overall by the New York Liberty
  - Bulgak was named WBCA All-America and All-ACC
  - Team advanced to the Sweet 16 in consecutive years

- **Men’s Basketball**
  - Dwayne Bacon and Malik Beasley were both named freshman All-America
  - Top two scorers on team as freshman
  - Beasley is expected to be 1st round selection in the 2016 NBA Draft
  - Bacon is returning for his sophomore season
• Beach Volleyball
  o Runner-up in the first ever NCAA Beach Volleyball National Championship game
  o Head Coach Brooke Niles named AVCA National Coach of the Year

• Golf Programs
  o Men’s Team – Fifth consecutive NCAA Championship appearance
  o Women’s Team – Advanced to NCAA Tournament and finished 15th

• Men’s Tennis
  o Ben Lock named ITA Most Improved Player in the Country
  o Lock competed in NCAA Championship in singles and doubles
  o Lock is the third Seminole to ever earn All-America honors in singles action

• Softball
  o Three straight ACC Championships
  o Lonni Alameda recorded her 500th career win
  o Alameda named ACC Coach of the Year for the fourth consecutive year
  o Women’s College World Series appearance two of the past three seasons

D. Student Government Association
   Ms. Valarie Shallow, Vice President of Student Government Association

Ms. Shallow provided a brief update of the new Molina-Shallow administration. Reviewed each goal of the new administration including:
  ● Striving to connect with students, advocate and improve Student Life
  ● Painting Degraff Hall Tunnel Headed by Secretary of Arts
  ● Community Newsletter to be distributed monthly to the student body headed by Secretary of Community Affairs
  ● Focusing on engaging the student body as well as the community, bridging any gap that exists instead of focusing only on collegiate activities.
  ● To ensure the Student Government Association (SGA) is proactive and able to address the needs of the changing student body the Administration has created 3 New Cabinet positions
    o Secretary of Student Government Research - collect data, review statistics, & analyze student government budgets
    o Secretary of STEM Development - educate & represent on behalf of STEM to ensure students have necessities on campus to achieve academic excellence
    o Secretary of Co-Collegiate Affairs - connect SGA with other Universities in and out of the state to exchange information and collaborate on improving student experiences on campus
  ● -Strive to make the campus more diverse and more inclusive
  ● Office of Governmental Affairs (OGA) making strides to involve the student body in voting and the upcoming election process. OGA plans to
bring in candidates so that students may be educated and voice their concerns.

● 3 Pillars of Change for current SGA Administration
  ○ Collaboration
  ○ Dynamism
  ○ Purpose

E. Faculty Senate

Dr. Todd Adams, Faculty Senate Steering Committee

Dr. Adams provided the following update on behalf of the Faculty Senate Steering Committee:

● Search for Deans for the College of Law and the College of Engineering is completed
● Building closer relationships between Deans and Faculty Senate
● Making strides in collaboration with other ACC Schools in conjunction with athletic events with that particular school through the Roads Scholar Program to educate and communicate.
  ○ 10 visitors from 9 other ACC Schools thus far.
  ○ 5 lectures scheduled in the upcoming year.
● ACC Distinguished Lecturer Program
  ○ FSU will host Dr. Rory Cooper from Pittsburgh, Director of Human Engineering Research Center in February
  ○ Create opportunities for academic interaction
● Valencia Spain Abroad Program has reached largest number of Faculty, Staff & Student Enrollment during Primary Academic year and summer session so far.
  ○ Dr. Fiorito will be teaching at this location in the following weeks
● The Faculty Union and Administration have come to an agreement on a contract to include pay raises
  ○ Dr. Gary Tyson, former Faculty Senate President and FSU Board of Trustee member, was elected as incoming Chair of the Advisory Council for the Faculty Senate. As Chair, he will serve as a member of the Board of Governors in August.

F. Research

Dr. Gary K. Ostrander, Vice President for Research

Dr. Ostrander provided an update on research funding. Over the course of the year he has continually highlighted the impact of the reduced flow of federal and state funds on our grant totals. Previously, he reported that through the first 8 months of the fiscal year we lagged the prior fiscal year by ~$11M. This occurred even though our faculty have submitted more proposals than any prior year. The last three months has resulted in a significant increase in
research grant funding and through 11 months of the FY we are now at ~$170M and trail last year by only $2.4M.

The new MagLab renewal proposal was submitted to NSF in advance of their June 1st deadline. The proposal is for a~$250M and will be subject to a thorough review to include a 3-day site visit from the NSF in late August. We anticipate a final funding decision in early to mid-2017 with a January 1, 2018 start date.

The College of Nursing continues to move forward with expanding their research profile. To this end they are standing up an Indigenous Nursing Research for Health Equity (INHRE) Center. Leading this effort will be new preeminence hire, Dr. John Lowe RN, PhD. He is a very accomplished researcher with a long track record of NIH funding, Fellow in the American Academy of Nursing, passionate researcher and educator.

The university is in the process of opening a Functional Magnetic Resonance Imaging Center as a necessary outgrowth of our Interdisciplinary Brain Initiative. Central to this program is the installation of a 3-T fMRI at cost of $2.7M. This is the absolute leading edge technology, recently approved by the FDA, and the only such machine in the state of Florida. Though suitable for Clinical or Research setting, our machine will be exclusively used for research. Installation is complete, testing and optimization are underway, and a formal dedication will occur in the fall.

G. Student Affairs

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

Vice President for Student Affairs Mary Coburn shared information about several new campus developments: A new camps website at [www.camps.fsu.edu](http://www.camps.fsu.edu) will be useful for families and FSU staff; Plans for the new BSU house on West Jefferson are progressing; Twelve Unconquered students graduated in April within four years; and the Dean of Students food pantry now has a refrigerator in partnership with Sustainability office and Aramark.

Coburn also followed up on the Governor’s Degrees to Jobs Summit by sharing how the Gallup Well Being factors align well with FSU’s efforts to prepare students for successful lives beyond the university. The two factors that matter most to alumni are quality relationships with a mentor who cares and rich experiences beyond classroom. Data from the Graduating Senior Survey demonstrate how students who build skills through activities like internships, leadership, international experiences, service, and research find greater success in their plans after graduation and feel more confident in their abilities. In addition, resources were shared that are available for every FSU major in the Academic Program Guide such as Map Majors and Career Road Map, that provide helpful career information.
H. Finance, Business & Audit
Mr. Kyle Clark, Vice President for Finance & Administration

Action Items

1. Requesting Approval for FY 2016-2017 Operating Budget
   a. Approval for the University President to Prepare the Operating Budget as prescribed by laws and rules of the State of Florida
   b. Approval of Operating Budget including Florida Medical Practice Plan
   c. Approval of DSO Operating Budget
   d. Approval of Delegated Authority to the President or Designee to make any changes to the budget within available resources

   Trustee Duda moved to approve of FY 2016-2017 Operating Budget. Trustee Ballard seconded the motion and it was approved unanimously.

2. Requesting Approval for FY 2017-2018 Fixed Capital Outlay Budget Request

   Trustee Pantin moved to approve of FY 2017-2018 Fixed Capital Outlay Budget Request. Trustee Duda seconded the motion and it was approved unanimously.

3. Requesting Approval for Campus Master Plan Minor Amendment

   Trustee Ballard moved to approve of the Campus Master Plan Minor Amendment. Trustee Alvarez seconded the motion and it was approved unanimously.

4. Requesting Approval for Revisions to FSU Regulation FSU-2.025 Direct Support Organization

   Trustee Gruters moved to approve of Revisions to FSU Regulation 2.025 Direct Support Organization. Trustee Ballard seconded the motion and it was approved unanimously.

5. Requesting Preliminary Approval for Seminole Boosters College Town Phase 3 subject to financing details.

   Trustee Buzzett moved preliminary approval of Seminole Boosters College Town Phase 3 subject to fund approval with financing details at a subsequent meeting. Trustee Mateer seconded the motion and it was approved unanimously.
I. Governmental Relations

Ms. Kathleen Daly, Associate Vice President for Governmental Relations

Ms. Daly reported on Governmental Relations:

- The 2017 Legislative Session will begin on Tuesday, March 7th.
- We are continuing to work to establish our institutional priorities. Discussions include the possibility of additional preeminence funding and the prioritizing of PECO (facilities) projects and funding.
- We are also working on our official Legislative Budget Request, due for submission to the Board of Governors on August 1st.
- The Governor and legislative leaders appear to be formulating their higher education priorities already.
- As an outcome of his Degrees to Jobs Summit last month, Governor Scott revealed his “Finish in Four” campaign. Points of that campaign that will need legislative scrutiny include:
  - Examining Distance Learning Fees
  - Expansion of the Bright Futures Scholarship to cover summer classes
  - Re-examine how credit is issued for High School AP Courses
- As a result of his state-wide universities tour, in-coming Senate President Negron has outlined Higher Education issues of interest as well.
- Those include recruitment and retention of faculty, funding for aging infrastructure, additional need-based aid as well as funding for the Benaquisto and Bright Futures Scholarship Programs.
- The Board of Governors hopes to elevate the research profile and increase access and affordability, with more details on how to do those things to follow.
- She and President Thrasher intend to visit the legislative leadership later this summer, to discuss these priorities.
- Following the Elections. Qualifying for the legislative races ends at noon on June 24th
- Will issue a report on Seminoles running for legislative seats in early July.

J. General Counsel

Ms. Carolyn Egan, General Counsel

Ms. Egan reported on the following legal cases:

- Title IX settlement case was resolved in January.
- Federal Department of Education investigation is still pending.

VIII. ADJOURNMENT

Chair Burr adjourned the meeting at 12:10 pm.
FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
CONFERENCE CALL MEETING MINUTES

September 28, 2016
2:00 pm

Florida State University
222 South Copeland Street
201 Westcott Building
Tallahassee FL

Members Present: Max Alvarez, Kathryn Ballard, Ed Burr, Billy Buzzett, June Duda, Susan Fiorito, Joe Gruters, Mark Hillis, Craig Mateer, Nathan Molina, Leslie Pantin, Bob Sasser, and Brent Sembler

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

Chair Burr called the meeting to order at 2:00 pm. Lynna Sands conducted the roll call.

II. PUBLIC COMMENTS
    There were no public comments.

III. PRESIDENT’S COMMENTS
    Mr. John Thrasher, President

President Thrasher provided an update on the following items:
- Florida State University has moved up five (5) places to No. 38 in US News & World Report
- This is the greatest gain by a public university and is due in part to our 79% graduation rate and improved assessments by our peer institutions and high school guidance counselors contributed to our rise in the rankings
- At the recent Board of Governor’s Meeting, we presented our plan to reach the Top 25. The LBR totaling $70 million outlines resources needed to improve teaching, research, student success and recognition. Hire more faculty to improve student-faculty ratio and retain the faculty we have. Increase stipends and waivers to attract more graduate students and postdocs to expand graduate education and research enterprise
- The ACC Presidents recently met at Clemson to discuss controversial HB2. The difficult decision was made to remove previously scheduled neutral-site championship games from North Carolina for the 2016-17 academic year.
• The Strategic Plan is posted on the FSU website to share with campus community. Open forums were held on campus to get feedback.
• Hurricane Hermine recently hit our area only four days into the academic year. Thank the police, emergency management, communications and student affairs and other staff across campus for their extraordinary efforts in keeping the campus safe and keeping students and their parents informed throughout the storm.
• The Donald L. Tucker Civic Center opened three times in the aftermath of storm — twice as a comfort station where students could charge phones, watch movies, take advantage of AC, and once as the site of a viewing party to watch the FSU vs. Ole Miss Game on Labor Day. Aramark delivered boxed breakfast and lunches to residence halls.

IV. ACADEMIC AFFAIRS
   A. Requesting Approval for the Textbook and Instructional Material Affordability Report

   Trustee Pantin moved to approve the Textbook and Instructional Material Affordability Report. Trustee Sembler seconded the motion and was approved unanimously.

V. OPEN FORUM FOR BOARD OF TRUSTEES

IV. ADJOURNMENT

Chair Burr adjourned the meeting at 2:35 pm.
MEMORANDUM

TO: President John Thrasher
FROM: Sam M. McCall, Chief Audit Officer
SUBJECT: Agenda Items for the October 28, 2016 BOT Meeting:

Office of Inspector General Services 2016-17 Audit Plan

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the Office of Inspector General Services 2016-17 Annual Audit Plan. I respectfully request the audit plan to be included on the BOT Consent Agenda for the October 28, 2016, BOT meeting.

Thank you.

Attachment
The Florida State University

Office of Inspector General Services

Work Plan 2016-17
Audit Work Plan 2016-17

A. Audit Projects Carried Forward from 2015-16 Work Plan

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<th>Audit Projects Carried Forward to Be Completed in 2016-17</th>
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<th>Total</th>
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<td>University Coordination of Response to International Incidents</td>
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<td>Graduate Assistant Health Insurance Subsidies</td>
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<td>Florida Medical Practice Plan</td>
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<td>FSU Athletics Summer Camps</td>
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<td>Review of College Town Financial Statements</td>
<td>225</td>
<td></td>
</tr>
</tbody>
</table>

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

B. New Audit Projects for 2016-17

<table>
<thead>
<tr>
<th>New Audit Projects for 2016-17</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>State University System Performance-Based Funding (Mandatory)</td>
<td>715</td>
<td></td>
</tr>
<tr>
<td>Wind Tunnel Auxiliary</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>828</td>
<td></td>
</tr>
<tr>
<td>Graduate Assistant Fee Waivers*</td>
<td>748</td>
<td></td>
</tr>
<tr>
<td>Business Practices Enhancement Program – Ringling</td>
<td>805</td>
<td></td>
</tr>
<tr>
<td>Title IX*</td>
<td>195</td>
<td></td>
</tr>
<tr>
<td>Chemical Inventories</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Business Practices Enhancement Program – Florida State University Schools*</td>
<td>416</td>
<td></td>
</tr>
<tr>
<td>Cyber Security Training Audit</td>
<td>590</td>
<td></td>
</tr>
</tbody>
</table>

* We have planned that these five audit projects indicated by an asterisk (*) will be carried over with additional hours and completed in the next fiscal year, 2017-18.
Audit Work Plan 2016-17

<table>
<thead>
<tr>
<th>Item</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Security - Device Configuration*</td>
<td>420</td>
</tr>
<tr>
<td>Capital Projects Broad Scope – Earth, Ocean, and Atmospheric Science*</td>
<td>130</td>
</tr>
<tr>
<td>DSOs External Audits – Financial Report Reviews</td>
<td>40</td>
</tr>
<tr>
<td>DSOs IRS Form 990 Reviews</td>
<td>20</td>
</tr>
<tr>
<td>Management of RSM Construction Consulting Project -- University</td>
<td>50</td>
</tr>
<tr>
<td>Housing Replacement Phase II</td>
<td></td>
</tr>
<tr>
<td>Management of RSM Construction Consulting Project -- Doak Campbell</td>
<td>50</td>
</tr>
<tr>
<td>Stadium Renovations</td>
<td></td>
</tr>
<tr>
<td>Fraud and Internal Controls Training to University Entities</td>
<td>40</td>
</tr>
<tr>
<td>Training -- University Policy on Procurement/Conflict of Interest and</td>
<td>35</td>
</tr>
<tr>
<td>Ethics</td>
<td></td>
</tr>
<tr>
<td>Training – University Policy against Fraudulent, Unethical, and Other</td>
<td>35</td>
</tr>
<tr>
<td>Dishonest Acts</td>
<td></td>
</tr>
<tr>
<td>Office of Inspector General Services Quality Assurance Review</td>
<td>499</td>
</tr>
</tbody>
</table>

**Total Hours for Audit Work Plan for 2016-17**

6,816

C. Follow-Up Projects for 2016-17

<table>
<thead>
<tr>
<th>-project activities for previously completed audits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up activities for previously completed audits</td>
<td>347</td>
</tr>
</tbody>
</table>

**Total Hours for Follow-Up Projects for 2016-17**

347

D. Contingency for 2016-17

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>These hours are for new, unplanned projects given priority during the fiscal year.</td>
<td>142</td>
</tr>
</tbody>
</table>

Business Practices Enhancement Program – College of Criminology, and Rates Charged to Sponsored Research Contracts and Grants by Specified Scientific Facilities have priority status as audits to begin during fiscal year 2016-17, provided we have unforeseen available hours for them.

**Total Hours for Contingency for 2016-17**

142

E. Investigations for 2016-17

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This includes ongoing and new investigations that may result from faculty and/or staff requests, Whistleblower complaints, and complaints received from the Ethics Point hotline.</td>
<td>997</td>
</tr>
</tbody>
</table>
Audit Work Plan 2016-17

Total hours for Investigations for 2016-17
997

Total Direct Service Hours for 2016-17
12,027

<table>
<thead>
<tr>
<th>F.</th>
<th>Audit Management and Administration for 2016-17</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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>
<td>6,533</td>
<td></td>
</tr>
</tbody>
</table>

Total Audit Management and Administration
6,533

Total Hours for 2016-17
18,560
Audit Work Plan 2016-17

<table>
<thead>
<tr>
<th>A. Audit Projects Carried Forward from 2015-16 Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. 2015-16 Audit Projects Carried Forward to be Completed in 2016-17</strong></td>
</tr>
<tr>
<td><strong>Working Capital Trust Fund (WCTF)</strong></td>
</tr>
</tbody>
</table>
| **Student Financial Aid** | The primary objectives of the audit are to:  
  - Evaluate key internal controls over the University’s financial aid processes;  
  - Determine the University’s compliance with applicable financial aid policies, procedures, and funding source requirements;  
  - Assess the accuracy of financial aid disbursements, i.e., whether they are made to the correct students from the correct funding sources in the appropriate amounts; and  
  - Determine whether the University has effective policies and procedures in place to administer and monitor the awarding of financial aid to student-athletes in accordance with National Collegiate Athletic Association (NCAA) requirements.  
The audit period is Financial Aid year 2015-16. The scope of the audit is certain federal grants and loans, as well as State of Florida Bright Futures Scholarships. As of August 8, 2016, these major categories of student financial aid accounted for $258,343,452 of the total amount of $387,950,334 of financial aid disbursed to students by Florida State University in the 2015-16 financial aid year (67 percent). |
| **Jeanne Clery Act** | The “Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act” is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. The purpose of this audit is to evaluate the University’s processes for reporting crime statistics and determine if the University is in compliance with the federal law. |
| **University Coordination of Response to International Incidents** | The purpose of this audit is to determine if the University has a comprehensive and cohesive administrative strategy to coordinate multiple departmental incident-related services to achieve an efficient and effective response to international incidents impacting students, faculty, and/or staff. |
Audit Work Plan 2016-17

| Server Security – College of Motion Picture Arts | This audit focuses on the administrative and management controls in place to protect the confidentiality, integrity, and security of confidential financial and personal identifying information managed by the College of Motion Picture Arts. Our audit objectives are to determine if internal controls are adequate to ensure that the College is in compliance with applicable University, State, Federal, and Private laws, policies, and regulations. Specifically, the audit is intended to:
- Discern whether protected, confidential, or sensitive information is processed, transmitted, or stored by the College or a contracted vendor of computer services;
- Determine the risk of unauthorized access to identified protected, confidential, or sensitive information assets;
- Identify ways to reduce the risk of any unauthorized access; and
- Provide various remediation tools (where feasible) and technical assistance beyond internal capabilities, as required. |
| Graduate Assistant Health Insurance Subsidies | The purpose of this audit is to evaluate the University’s administration and oversight of graduate assistant/fellowship health insurance subsidies, in accordance with applicable laws, rules, regulations, and other legal authority, and written policies and procedures. Total graduate health insurance subsidies for calendar year 2015, the audit’s time period, were $2,971,333. |
| Florida Medical Practice Plan (FMPP) Auxiliary | The objectives of this audit are to determine and assess:
- The purpose and structure of the FMPP;
- The relationship between FMPP operational activities and the flow of funds;
- How FMPP administers the College of Medicine’s (COM’s) clinical service arrangements and collects revenue;
- How COM clinical and residency faculty and residents are compensated; and
- The process the FMPP follows when distributing the clinical service arrangements’ residual revenues to the Dean, COM departments, and administrative accounts. |
| 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 and continued. |
| Review of College Town Financial Statements | College Town, LLC was formed as a limited liability company in December 2011, to develop, maintain, manage, and operate a mixed-use project consisting of approximately 34,000 square feet of commercial space, 71 residential units, and an entertainment and food service venue. Initial construction was completed in July 2013 and the company continues to develop. At June 30, 2015, assets were $27 million with liabilities exceeding assets by $2 million. Total revenue for 2015 was $2.68 million. This consulting engagement will include review and summary reporting. |
Audit Work Plan 2016-17

<table>
<thead>
<tr>
<th>B. New Audit Projects for 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State University System Performance-Based Funding (Mandatory)</strong></td>
</tr>
<tr>
<td><strong>Wind Tunnel Auxiliary</strong></td>
</tr>
<tr>
<td><strong>Student Tuition and Fees</strong></td>
</tr>
<tr>
<td><strong>Graduate Assistant Fee Waivers</strong></td>
</tr>
<tr>
<td><strong>Business Practices Enhancement Program – John and Mable Ringling Museum of Art</strong></td>
</tr>
<tr>
<td><strong>Title IX</strong></td>
</tr>
</tbody>
</table>
## Audit Work Plan 2016-17

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Inventories</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.</td>
</tr>
<tr>
<td>Business Practices Enhancement Program – Florida State University Schools</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 Florida State University School's business operations. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2017-18.</td>
</tr>
<tr>
<td>Cyber Security Training Audit</td>
<td>The purpose of this audit will be to evaluate the adequacy of cybersecurity training provided to University faculty and staff.</td>
</tr>
<tr>
<td>Network Security – Select Topics</td>
<td>The purpose of this audit will be to begin an evaluation of the University’s program of network security focusing on the completeness of the inventory of network devices and the adequacy of device standards. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2017-18.</td>
</tr>
<tr>
<td>Capital Projects Broad Scope – EOAS</td>
<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 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 2017-18.</td>
</tr>
<tr>
<td>DSO External Audits – Financial Reviews</td>
<td>Each University Direct-Support Organization (DSO) is required to provide an annual audit of its accounts and records by an independent certified public accountant in compliance with Section 1004.28(5), Florida Statutes. The purpose of this review is to confirm that University DSOs comply with this statutory requirement and to identify areas of concern in individual DSO audits that may require further attention.</td>
</tr>
<tr>
<td>DSO IRS Form 990 Reviews</td>
<td>Each University Direct-Support Organization meeting certain financial criteria is subject to Internal Revenue Service requirements to complete Form 990, “Return of Organization Exempt from Income Tax.” The purpose of this review is to confirm that IRS filings have been submitted as required and are consistent with the results of audited financial statements.</td>
</tr>
<tr>
<td>Management of RSM Construction Consulting</td>
<td>As of September 10, 2015, the University entered into a contract with McGladrey (now RSM) to conduct construction consulting</td>
</tr>
<tr>
<td>Project of University Housing Replacement Phase II</td>
<td>for two construction projects (University Housing Replacement Phase II and Doak Campbell Stadium Improvements). The OIG's Chief Audit Officer (CAO), Sam McCall, is the University's Contract Manager for this consulting contract. As the Contract Manager, the CAO, Sam McCall, is to monitor the activities of RSM; receive and review the reports of RSM 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' records, if any, as the Contract Manager deems necessary.</td>
</tr>
<tr>
<td>Management of RSM Construction Audit of Doak Campbell Stadium Renovations</td>
<td>As of September 10, 2015, the University entered into a contract with McGladrey (now RSM) to conduct construction consulting for two construction projects (University Housing Replacement Phase II and Doak Campbell Stadium Improvements). The OIG's Chief Audit Officer (CAO), Sam McCall, is the University's Contract Manager for this consulting contract. As the Contract Manager, the CAO, Sam McCall, is to monitor the activities of RSM; receive and review the reports of RSM 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' records, if any, as the Contract Manager deems necessary.</td>
</tr>
<tr>
<td>Fraud and Internal Controls Training to University Entities</td>
<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>
<tr>
<td>Training – University Policy on Procurement/Conflict of Interest and Ethics</td>
<td>At the request of the University Business Administrators (UBA) Program, our Office is providing training pertaining to the University's Policy on Conflict of Interest and Ethics.</td>
</tr>
<tr>
<td>Training – University Policy against Fraudulent, Unethical, and Other Dishonest Acts</td>
<td>At the request of the University Business Administrators (UBA) Program, our Office is providing training pertaining to the University's Policy on Fraudulent, Unethical, and Other Dishonest Acts.</td>
</tr>
<tr>
<td>Office of Inspector General Services Quality Assurance Review</td>
<td>Our Office performs audits in conformance with the International Standards for the Professional Practice of Internal Auditing, Standard 1300 – Quality Assurance and Improvement Program requires that an external assessment/peer review be conducted at</td>
</tr>
</tbody>
</table>
Audit Work Plan 2016-17

| Least once every five years by a qualified, independent assessor or assessment team from outside the organization. Historically, these external assessments for our Office have been conducted by internal auditors in universities within and outside Florida's State University System. An external assessment is due this fiscal year 2016-17. |

C. Follow-up Projects for 2016-17

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

TO:     President John Thrasher
FROM:   Sam M. McCall, Chief Audit Officer
SUBJECT: Agenda Items for the October 28, 2016 BOT Meeting:

Direct Support Organization (DSO) Extension of Audit Services Contract in Accordance with FSU Regulation 2.025 for:
    Florida State University International Programs Association, Inc.
    Florida State University Magnet Research & Development, Inc.

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the requests for the above DSOs to allow them, with the Board of Trustees approval to extend audit firm contracts in accordance with FSU Regulation 2.025(8) – Audit Firm Selection and Approval Process. I respectfully request these items to be included on the BOT Consent Agenda for the October 28, 2016, BOT meeting.

Thank you.

Attachment
July 12, 2016

Mr. Edward E. Burr, Chair, FSU Board of Trustees  
Mr. Joseph Gruters, Chair, FSU Board of Trustees Audit Committee  
Westcott Building  
Tallahassee, Florida 32306  

Re: Amendment to Regulation 2.025 regarding Direct Support Organizations

Gentlemen,

At the June 10, 2016 meeting of the Board of Trustees, Regulation 2.025 was amended to specify criteria for audit committee membership and procedures for the selection of an outside audit firm. The amendment requires that an audit firm not have a new audit contract for more than five continuous years’ duration. Under 8(f), you allowed that current contracts for audit firms serving for more than five years but less than ten years may be extended, if approved by the Board of Trustees.

FSU Magnet Research & Development, Inc. (FSUMRD) has been audited by the firm of Thomas Howell Ferguson, PA, on a year-to-year contract basis, for the past eight years. The audit for fiscal year 2015-2016 is currently in process. While FSUMRD will begin an RFP process to hire an audit firm as soon as possible, we are not confident that we will complete that process before the 2017 audit period begins.

Accordingly, pursuant to 8(f) of the Amended Regulation, we respectfully request approval to allow the current auditors to complete this year’s audit and to perform the 2017 audit. FSUMRD will promptly begin the RFP process for audit services, as noted above, for the period following the 2016-2017 fiscal year.

We look forward to your approval of this request. If you need additional information, please do not hesitate to contact me.

Sincerely,

Gary Ostrander Ph.D.  
President, Florida State University Magnet Research & Development, Inc.
cc: Mr. John Thrasher, President, Florida State University
    Mr. Sam McCall, Chief Audit Officer, Florida State University
McCall, Sam

From: Pitts, Jim
Sent: Thursday, September 8, 2016 2:14 PM
To: Thrasher, John; di-jes-trustees
Cc: McRorie, Sally; McCall, Sam; Ceci, Michele
Subject: Request to Continue Audit Firm through Contract Period

September 8, 2016

Dear President Thrasher and the FSU Board of Trustees,

We were advised by Sam McCall, the University's Chief Audit Officer, on June 17, 2016, of the final changes to FSU Regulation 2.025, which provides for a new audit firm selection and approval process for all University Direct Support Organizations (DSOs).

FSU International Programs, a DSO, has used Purvis, Gray and Company for 10 years or more, with a change in audit partners beginning with the 2015 audit. The current contract was issued for fiscal years ending September 30, 2015, 2016, and 2017, with an option to renew for two additional years.

We are requesting permission to honor the existing contract for the years ending September 30, 2016 and 2017. At that time, we would issue an RFP for the 2018-2022 fiscal years. We would not exercise the renewal option for the two additional years with Purvis Gray and Company.

Please advise us if this is acceptable. We believe this is consistent with the spirit and intent of the new regulation that provides no firm going forward shall have a contract for more than two five-year periods.

Sincerely,

Dr. James E. Pitts
Treasurer FSU International Programs Association, Inc.
Director FSU International Programs

cc: Dr. Sally McRorie, Provost
     Dr. Sam McCall, Chief Audit Officer
     Ms. Michele Ceci, Secretary FSUIPA, Inc.
MEMORANDUM

TO: President John Thrasher

FROM: Kyle Clark, Vice President for Finance and Administration

DATE: October 14, 2016

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 2015-16. These reports fulfill our annual reporting obligation to our UBOT.

If you have any questions or would like to discuss this in more detail, please let me know.
# Florida State University Facilities Design & Construction

## ACTIVE MAJOR PROJECTS

**Updated 9/28/2016**

<table>
<thead>
<tr>
<th>Line No</th>
<th>Project Number</th>
<th>Description</th>
<th>FSU PM</th>
<th>Architect/Engineer</th>
<th>Const. Mgr/Contractor</th>
<th>NTP A/E</th>
<th>Did or GMP</th>
<th>NTP Const</th>
<th>Subst Comp</th>
<th>Planning</th>
<th>Construction</th>
<th>Equipment</th>
<th>Total</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FS-221</td>
<td>University Housing Replacement Ph 2</td>
<td>BA</td>
<td>GRCA</td>
<td>Culppepper</td>
<td>09/29/14</td>
<td>02/20/16</td>
<td>06/15/15</td>
<td>06/01/17</td>
<td>4,830,356</td>
<td>62,382,899</td>
<td>2,450,000</td>
<td>69,903,254</td>
<td>BOND/FSU</td>
</tr>
<tr>
<td>2</td>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmospheric Sciences (EOAS)</td>
<td>KB</td>
<td>BCJ</td>
<td>Ajax</td>
<td>09/05/13</td>
<td>12/15/16</td>
<td>02/15/17</td>
<td>02/15/19</td>
<td>3,504,462</td>
<td>61,000,000</td>
<td>5,345,538</td>
<td>69,850,000</td>
<td>FCO</td>
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<tr>
<td>3</td>
<td>FS-218</td>
<td>Doak Campbell Stadium Improvements</td>
<td>BA</td>
<td>Childress/EMI</td>
<td>Wilson</td>
<td>09/01/14</td>
<td>01/15/15</td>
<td>02/01/15</td>
<td>09/02/16</td>
<td>7,000,000</td>
<td>87,500,000</td>
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<td>87,000,000</td>
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</tr>
<tr>
<td>4</td>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Collaboration (IRC)</td>
<td>BOJMBG</td>
<td>Wilson</td>
<td>WT</td>
<td>04/10/15</td>
<td>06/10/17</td>
<td>08/19/17</td>
<td>06/15/19</td>
<td>5,000,000</td>
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<td>85,000,000</td>
<td>PRIVATE/PGCO</td>
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<tr>
<td>5</td>
<td>FS-321</td>
<td>College of Engineering (FSU/AMU)</td>
<td>KB</td>
<td>GRCA</td>
<td>Culppepper</td>
<td>09/01/15</td>
<td>06/01/15</td>
<td>09/02/15</td>
<td>08/07/16</td>
<td>1,650,000</td>
<td>5,192,190</td>
<td>2,500,000</td>
<td>11,702,190</td>
<td>FCO/FSU</td>
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<tr>
<td>6</td>
<td>FS-232</td>
<td>JM Institute for Global Entrepreneurship</td>
<td>BO</td>
<td>TBD</td>
<td>TBD</td>
<td>01/15/17</td>
<td>01/15/18</td>
<td>02/15/18</td>
<td>07/15/20</td>
<td>5,000,000</td>
<td>45,000,000</td>
<td>2,500,000</td>
<td>52,500,000</td>
<td>CTE/FSU</td>
</tr>
<tr>
<td>7</td>
<td>FS-263</td>
<td>Student Union Expansion</td>
<td>KB</td>
<td>TBD</td>
<td>TBD</td>
<td>01/15/17</td>
<td>01/15/18</td>
<td>02/15/18</td>
<td>07/15/20</td>
<td>7,500,000</td>
<td>75,500,000</td>
<td>7,000,000</td>
<td>88,000,000</td>
<td>FCO/PRIV</td>
</tr>
<tr>
<td>8</td>
<td>FS-206</td>
<td>College of Business Building</td>
<td>LRR</td>
<td>TBD</td>
<td>TBD</td>
<td>01/15/17</td>
<td>01/15/18</td>
<td>02/15/18</td>
<td>07/15/20</td>
<td>7,500,000</td>
<td>75,500,000</td>
<td>7,000,000</td>
<td>88,000,000</td>
<td>FCO/PRIV</td>
</tr>
</tbody>
</table>

Projects Underway: **$481,325,450**

### FSU PM (Project Manager) Abbreviations
- BL = Bill Lamb (644-3564)
- GF = Gary Feldman (644-4990)
- KB = Kim Ball (644-1290)
- BO = Biff Quarles (644-0478)
- LR = Larry Rubin (644-3591)
- BA = Brad Adams (644-0281)
- MB = Mark Bartolami (644-8458)
- BC = Brian Cannady (408-9436)
- JS = Justin Stauffer (644-2902)
- JK = Jay Luedtke (645-5685)
- MJG = Mary Jo Spector (644-0313)

### Architect/Engineer Abbreviations
- BFBA = Barnett Franchak Barlowe Architects
- EMI = Elliott, Marshall, Innes
- GEA = Gould Evans Associates
- GRCA = Gilchrist Ross Cware Architects
- Wilson = Wilson Architecture
- BCJ = Bohlin Cywinski Jackson

### Construction Manager Abbreviations
- W6 = Willia A. Smith Construction
- WT = Whiting-Turner Contracting Company
- Ajax = Ajax Building Corporation

**DB = Design/Build**

**TBD = To Be Determined**
## Project Status Report

**9/28/2016**

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>PROJECT NAME/PHASE</th>
<th>MANAGER</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-221</td>
<td>University Housing Replacement Phase 2</td>
<td>Adams</td>
<td>Phase 2 construction continues on schedule. Magnolia Hall (Building 3), Azalea Hall (Building 4) and the 1851 Dining concept are expected to be substantial by 6/1/17 and ready for Fall semester 2017.</td>
</tr>
<tr>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmospheric Sciences Building (EOAS)</td>
<td>Ball</td>
<td>Construction Documents should be complete early October so permitting/review can begin. A Groundbreaking Ceremony will be held on October 27 to coincide with the BOT meeting. Early bids are anticipated to be opened on November 15. Notice to Proceed with site work construction is planned for December 13. Remaining bids will open December 15. Pending receipt of remaining funding, all construction should be complete by Summer 2019, and ready for occupancy Fall 2019.</td>
</tr>
<tr>
<td>FS-218</td>
<td>Doak Campbell Stadium Improvements</td>
<td>Adams</td>
<td>Substantial Completion was achieved on 9/2/16. Punch list items are now being addressed. The south scoreboard and additional site work will commence after this football season.</td>
</tr>
<tr>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Building (IRCB)</td>
<td>Spector/ Quarles</td>
<td>50% Construction Documents were delivered June 24, 2016. 80% Construction Documents were delivered August 25, 2016. 100% Construction Documents are expected Oct. 31, 2016. Neither design nor construction funding was appropriated in the 2016-2017 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>This project achieved substantial completion on 9/2/16. Punch list items are being addressed. Several smaller projects will be accomplished over Fall Semester, including removal of the portables. A Study will soon commence to address future needs/Building “C”.</td>
</tr>
<tr>
<td>PROJECT #</td>
<td>PROJECT NAME/PHASE</td>
<td>MANAGER</td>
<td>PROJECT STATUS</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FS-232</td>
<td>JMI/Institute for Global Entrepreneurship</td>
<td>Quarles</td>
<td>This project will renovate the old Guaranty Bank Building located at 111 South Monroe Street in Tallahassee. We are currently in the selection process for a Design Build Project Team. Selection approval is scheduled for late October, 2016. Construction to be substantial Fall 2017 and ready for occupancy January 2018. This project will provide space for the Jim Moran Institute as well as the Jim Moran School of Entrepreneurship by creating a collaborative environment to conduct research and develop commercialization opportunities. The facility will accommodate faculty, students, and staff in an effort to connect the students with entrepreneurial mentors in a creative environment.</td>
</tr>
<tr>
<td>FS-263</td>
<td>Student Union Renovation</td>
<td>Ball</td>
<td>This project is moving into architectural selection. Programming and design are expected to begin in January 2017. Construction is expected to begin in February 2018 and be substantial in July 2020.</td>
</tr>
<tr>
<td>FS-206</td>
<td>College of Business</td>
<td>Rubin</td>
<td>The College of Business consists of approximately 250,000 GSF of Academic and Administrative spaces on the site south of the Civic Center. The facilities program is complete and the funding plan is currently being developed.</td>
</tr>
</tbody>
</table>
# GENERAL BOARD MEETING - CONSENT ITEMS

## MAIN CAMPUS

### Project Name & No.

<table>
<thead>
<tr>
<th>Description</th>
<th>GMP</th>
<th>CM</th>
<th>Dr. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-218, Deck Campbell: Stadium Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 1: Skylight Window Wall and HVAC Renovations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>GMP</td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td>Return Construction Cost Savings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 2, Structural, Phase 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Construction Cost Savings</td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 3, 5, 7: South End Zone Towers and Club</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added Terrace Top Canopy and Structural System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Added Scope: fire alarm, steel, recylcables</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Added Scope: bathroom modifications &amp; card readers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Added Scope: electrical, exhaust systems, ADA improvements</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td>Added Scope: Kitchen equipment, elevator room metal panels, AV conduit</td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Added Scope: brick arches, telecommunications rooms, donor wall</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td>Added Scope: concourse fans, kitchen work, gift conduits, FRP panels</td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 6, Structural, Phase 2 Stadium Deck Coatings</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 7: Concrete Repairs, sections 32, 33, 34</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 8: Concrete Repairs, sections 6, 7, 8, 10, 12, 14 and 29</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 9: Steel Deck Repairs, sections 15, 16, 23, 32, 34, 117, 118, 119, 121, 122, 123</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 10: 2nd Floor Kitchens &amp; 3rd Floor Storage</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment 11: ADA Restroom improvements</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Added 20 additional restrooms</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Added Exterior ADA Improvements</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Stadium restroom improvements</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>CM</td>
<td></td>
</tr>
</tbody>
</table>

| FS-218-B North and South End Zone Scoreboard Replacement                   |      |       |                   |
| **GMP**                                                                   |      | CM    |                   |
| **CM**                                                                    |      |       |                   |
| **Dr. Own. purchase**                                                      |      |       |                   |
| **Back of Scoreboards Video Displays**                                    |      | CM    |                   |
| **South End Zone Ribbon Boards**                                           |      | CM    |                   |
| **Total**                                                                  |      | CM    |                   |

| FS-221, University Housing Replacement Phase 2                             |      |       |                   |
| **GMP**                                                                   |      | CM    |                   |
| **CM**                                                                    |      |       |                   |
| **Dr. Own. purchase**                                                      |      |       |                   |
| **Included in prior year reports**                                        |      | CM    |                   |
| **Amendment 2, GMP for Site, Shell & Interiors**                          |      | CM    |                   |
| **Total**                                                                  |      | CM    |                   |

*GMP (Direct Owner Purchase)*
<table>
<thead>
<tr>
<th>Project Description</th>
<th>GMP</th>
<th>CO#</th>
<th>Dir. Own. Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-2x2, University Housing Replacement</td>
<td>$46,613,374.00</td>
<td>Orig</td>
<td>*</td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>($8,459,056.73)</td>
<td>CO 1-11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>($2,667.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$38,012,925.29</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-2x3 Indoor Practice Facility</td>
<td>$12,720,000.00</td>
<td>Orig</td>
<td>*</td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>($1,314,686.30)</td>
<td>CO 1-21</td>
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</tr>
<tr>
<td></td>
<td>11,316,000.00</td>
<td>CO 22</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,356,027.00</strong></td>
<td></td>
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</tr>
<tr>
<td>FS-259 Earth, Ocean and Atmospheric Science Building</td>
<td>$390,266.00</td>
<td>Orig</td>
<td>2</td>
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<tr>
<td></td>
<td>12,325.00</td>
<td>1</td>
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<tr>
<td></td>
<td>10,582.43</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$419,243.43</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-268, Asian Art Study Center</td>
<td>$8,142,767.00</td>
<td>Orig</td>
<td>*</td>
</tr>
<tr>
<td>Included in prior year report</td>
<td>($5,194,933.16)</td>
<td>CO 1-7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>52,909.53</td>
<td>CO 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14,998.18</td>
<td>CO 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($83,958.80)</td>
<td>CO 10</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,112,906.87</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*DOP (Direct Owner Purchase)
MEMORANDUM

TO: President John Thrasher

FROM: Kyle Clark, Vice President for Finance and Administration

DATE: October 14, 2016

SUBJECT: Request for approval of Status Report on Purchase Orders over $1.0 million and 5+ Years' Service Contracts

In accordance with the January 24, 2003 FSU Board of Trustee Meeting, I am providing a listing of all purchases and service contracts made from July 2015 through June 2016 in excess of $1.0 million as well as contracts or agreements that exceed 5 years in length.

Please see the attached list

KCC/kp
Suppliers with orders over $1,000,000.00 and Service Contracts over five years (July, 2015 through June, 2016)

**Purchase Orders**

**Childers Construction**
- $1,083,011 for roof repairs of University Center, Bldg A.
- $1,069,394 for chiller plant renovation of University Center, Bldg D.
- $1,827,389 for locker room renovations and construction management services for the Tucker Civic Center.

**City of Tallahassee (StarMetro)**
- $2,472,175 for StarMetro bus service for students, faculty, and staff which includes the FSU campus and the entire Tallahassee metro area. Exempt Service in accordance with FSU-2.015 (9)(d).

**Cook Brothers, Inc.**
- $1,620,392 for demolition of Kellum Hall.

**IBM**
- $1,025,000 for Server Storage Services (Change order increased original PO to over $1 million). Per ITN 5491-4.

**Mad Dog Construction**
- $1,412,445 for AHU replacement and construction management services of the Strozier Library.
- $1,186,357 for Annex HVAC installation of the Strozier Library.
- $1,174,383 for window replacement and construction management services of Jennie Murphree Hall.
- $1,430,620 for GMP mechanical and lighting upgrades on the main and 2nd floors of the Strozier Library.

**Oracle**
- $1,342,760 for Maintenance of PeopleSoft/Oracle Software which runs the FSU ERP system.

**Rippee Construction Inc.**
- $1,406,773 for renovation of Dirac/Dittmer Plaza.

**Siemens Medical Solutions USA Inc.**
- $2,722,562 for fMRI for medical training/instruction and research.

**Thyssenkrupp**

**Vion Corporation**
- $1,140,000 for data storage for Northwest Regional Data Center. Per ITN5491-4.

**Five Year + Service Contracts - Expense**

**Airgas South**

**Airgas South**
Archie Weatherspoon $12,045 for expense FYE 2016. Term: 7/1/2013 – 6/30/2016 (plus two 1-year renewal options). Provides custodial services for the Department of Anthropology. ITB5641-A

American Servco Inc. (ASI) $393,509 for expense FYE 2016. Term: 7/15/2015 – 6/30/18 (plus two 1-year renewal options). Provides custodial services for the Department of Athletics. Per ITN5760-A

Astro Travel and Annette Buses $569,983 expense FYE 2016 for Astro Travel and $211,283 expense FYE 2016 for Annette Buses. Term: 6/11/2013 – 6/30/2016 (plus two 1-year renewal options). Provides bus charter services. ITN5622-A

Baer Air $705,443 expense FYE 2016. Term: 07/01/2014 – 06/30/2017 (plus two 1-year renewal options). Provide private air charter service to the University and Athletics. ITN5690-A

Blackboard (software for OBS only) $150,877 expense FYE 2016. Term 12/12/2004 – 6/30/2020. Blackboard is the software application that handles the cash transactions for the FSU Card ($135,522), Laundry Services ($8,500), and Pay-4-Print ($6,855).


Century Link (Embarq) $105,206 expense FYE 2016. Term: 10/25/2014 – 6/30/2016 (plus three 1-year renewal options). Provides Disaster recovery and remote backup site hosting services. ITN5638-A

Clark/Nikdel Inc. (CNP) $13,698.02 expense FYE 2016. Term: 6/20/2013 – 6/30/2016 (plus two 1-year renewal options). Provides website design services. RFP528-A

Clean All, LLC $146,660 expense FYE 2016. Term: 7/1/2013 – 6/30/2015 (plus two 1-year renewal options). Provides custodial services for Recreation Center and Wellness Center. RFP5030-A

Contemporary Services Corp. $524,578 expense FYE 2016. Term: 3/1/2014 – 6/30/2017 (plus two 1-year renewal options). Provides event staffing/security guard services for the University. ITN5659-A

Dial Communications $7,090 expense FYE 2016. Term: 8/15/2015 – 7/2/2018 (plus two 1-year renewal options). Provides information technology services and labor to install outside plant (OSP) cabling. ITB5766-A

Digital Measures LLC $11,407 expense FYE 2016. Term 2/15/2016 – 2/14/2021). Data Service data service to assist College of Business with its accreditation for the AACSB and SACS.

EvaluationKit LLC $68,000 expense FYE 2016. Term: 9/1/2015 – 8/31/2018 (plus three 1-year renewal options). Provides for online course evaluation system. ITN5747-A


Global Spectrum, LP $284,351 expense FYE 2016. Term: 2/26/2014 – 2/26/2017 (plus two 1-year renewal options to 2/26/2019). Global Spectrum is a professional
arena management company that manages the Donald L. Tucker Civic Center.

Grainger

GroupOne Health Source, Inc.
$39,113 expense FYE 2016. Term: 10/10/2016 – 6/30/2018 (plus two 1-year renewal options). Provides health services/medical claims management services. ITN5779-A

Hip Science, LLC

Kerigan Marketing Associates Inc
$121,874 expense FYE 2016. 07/01/2014 – 6/30/2017 (plus two 1-year renewal options). Provides advertising services for the Panama City campus. ITN5688-A

Konica Minolta Business Solutions
$616,766 expense FYE 2016. Term: 10/6/2011 – 9/30/2016 (plus two 1-year renewal options to 9/30/2017). Provides leased copiers which are sub-leased to departments and also used to provide print and copy services to students for a fee. ITN5443-4

Labor Ready

Localist
$56,919 expense FYE 2016. Term: 6/20/16 – 6/19/2019 (plus three 1-year renewal options). Provides event and information communication system. ITN5778-4

Matheson Tri-Gas, Inc.

Michael Sutter Co.
$79,225 expense FYE 2016. Term 7/1/2012 – 6/30/2014 (plus three 1-year renewal options). Provides printing of diplomas. ITB5301-4

Modo Labs
$63,949 expense FYE 2016. Term 9/15/2015 – 9/14/2018 (plus three 1-year renewal options). Provides base mobile platform services. ITN5716-4

Office Depot
$1,354,399 expense FYE 2016. Term: 10/15/2012 – 10/14/2015 (plus two 1-year renewal options). Provides Office Supplies, paper, toner and accessories for the University. FIU ITN12-004

Oglesby Union
$500,172 expense FYE 2016. Term 7/1/2012-7/1/2014 (plus three 1-year renewal options to 7/1/2017), plus a 4th extension month-to-month for up to an additional year. Business Services leases 33,933 square feet of dining space from the Union at $14.74 per square foot, or $500,172 per year.

Oracle (PeopleSoft)
$1,354,399 expense for FYE 2016; 2006-2016; Provides enterprise software support for mission-critical systems.

Paciolan
$521,056 expense for FYE 2016. Term: 7/1/2012 – 6/30/2017 (plus five 1-year renewal options). Provides ticketing system for Athletics. ITN5511-4
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>FYE</th>
<th>Term</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pittman Law Group</td>
<td>Provides governmental legal consulting services.</td>
<td>$40,000</td>
<td>7/1/2012 – 6/30/2015</td>
<td>(plus two 1-year renewal options)</td>
</tr>
<tr>
<td>Rogers Gunter Vaughn Insurance</td>
<td>Provides insurance for Florida High School.</td>
<td>$142,518</td>
<td>11/1/2011 – 10/31/2014</td>
<td>(plus one 3-year renewal option)</td>
</tr>
<tr>
<td>Rosslyn Analytics</td>
<td>Provides spend analysis software-as-a-service for FSU and SUS.</td>
<td>$17,203</td>
<td>1/12/2015 – 1/12/2020</td>
<td>(plus one 5-year renewal option)</td>
</tr>
<tr>
<td>Roundtower</td>
<td>Provides desktop server backup for departments and workgroups.</td>
<td>$5000</td>
<td>10/20/2014 – 6/30/2016</td>
<td>(plus three 1-year renewal options)</td>
</tr>
<tr>
<td>SCLogic</td>
<td>Provides a postal campus delivery management system.</td>
<td>$27,947</td>
<td>6/20/2016 – 6/30/2019</td>
<td>(plus three 1-year renewal options)</td>
</tr>
<tr>
<td>Shorts Travel Management</td>
<td>Provides travel booking services for Athletics.</td>
<td>$159,218</td>
<td>9/10/2012 – 6/30/15</td>
<td>(plus two 1-year renewal options)</td>
</tr>
<tr>
<td>Super Lube</td>
<td>Provides fleet maintenance services.</td>
<td>$12,604</td>
<td>10/26/2015 – 6/30/2019</td>
<td>(plus two 1-year renewal options)</td>
</tr>
<tr>
<td>SurveyMonkey</td>
<td>Provides submission management software system services.</td>
<td>$32,500</td>
<td>6/15/2016 – 6/18/2018</td>
<td>(plus three 1-year renewal options)</td>
</tr>
<tr>
<td>Tallahassee Car Care</td>
<td>Provides fleet maintenance services.</td>
<td>$36,283</td>
<td>10/26/2015 – 6/30/2019</td>
<td>(plus two 1-year renewal options)</td>
</tr>
<tr>
<td>Tegrity</td>
<td>Provides Lecture Capture System for the University.</td>
<td>$130,000</td>
<td>7/12/2011 – 7/12/2014</td>
<td>(plus three 1-year renewal options)</td>
</tr>
<tr>
<td>Thyssenkrupp</td>
<td>Provides vertical transportation maintenance on elevators owned and operated by Florida State University.</td>
<td>$1,551,463</td>
<td>7/1/2011 – 6/31/2016</td>
<td>(plus one 5-year renewal option)</td>
</tr>
<tr>
<td>TransLoc</td>
<td>Provides a mobile GPS service for the busses serving the campus and surrounding area.</td>
<td>$76,500</td>
<td>6/26/2012 – 6/30/2015</td>
<td>(plus two 1-year renewal options to 6/30/2017)</td>
</tr>
<tr>
<td>Triumvirate</td>
<td>Provides FSU with chemical waste pick-up, transportation, and disposal services.</td>
<td>$96,212</td>
<td>07/01/2014 – 6/30/2017</td>
<td>(plus two 1-year renewal options)</td>
</tr>
<tr>
<td>UPS</td>
<td>UPS provides package delivery on campus which OBS Postal Services resells to the FSU departments.</td>
<td>$227,783</td>
<td>3/27/2012 – 3/26/2013</td>
<td>(plus four 1-year renewal options to 3/26/2017)</td>
</tr>
<tr>
<td>Video Tech (purchased by Alfa)</td>
<td>Provides governmental legal consulting services.</td>
<td>$90,051</td>
<td>10/5/2015 – 6/30/2018</td>
<td>(plus two 1-year renewal options)</td>
</tr>
</tbody>
</table>
year renewal options). Provides audio visual engineering services for FSU Athletics. ITN5777-A

VION
$1,107,730 expense FYE 2016. Term: 8/2/2012 – 8/2/2015 (plus three 1-year renewal options). Provides NWRDC Enterprise SANS solution. ITN5491-4

VWR International

World Class Athletic Surfaces
$59,559 expense FYE 2016: Term 07/07/2014 – 06/30/2017 (plus three 1-year renewal options). Field marking paint for Athletics. RFP6690-0

Yellow Cab (dba Capital Transportation)
$142,995 expense FYE 2016. Term: 6/26/2012 – 6/30/2015 (plus two 1-year renewal options and a month-to-month for up to one year thereafter to 6/30/2018). Yellow Cab provides late night taxi service to students for a fixed fee in an agreed upon geographical area. Students share 50% of the cost. Student Government pays 25% of cost, and the Transportation Access Fee pays 25% of the cost. ITN5517-A

Collection Services (Multi-Award)
Term: 7/1/2009 – 6/30/2014 (plus two 2-year (10 vendors) renewal options extending to 6/30/2018). Provides unpaid account collection services for state university system. Discounts of 20-33% as negotiated. PO’s are not issued. RFP5209-A (FSU utilized General Revenue Corp; Williams and Fudge; and Conserve).

Five Year + Service Contracts - Revenue

America to Go
$0- revenue FYE 2016. Term 4/29/2015 – 12/31/2018 (plus one 2-year renewal option). America to Go provides catering services to the University and FSU receives a 2% fee “on the amount of the orders invoiced”, payable quarterly.

ARAMARK
$3,126,628 revenue FYE 2016. Term: 8/1/2009 – 7/31/2018 (includes the 5-year renewal option) ARAMARK operates the FSU campus dining and catering services. Revenue includes commissions, investments in FSU assets and in-kind and payments to specific FSU departments.

AT&T

Booster Visitors Lot
$44,826 revenue FYE 2016. Term 12/19/1967 – 10/1/2023. Pursuant to CBS’s lease of the Sport Shop at the Stadium the Boosters include the Visitors Pay Parking Lot which the Parking Department staffs and charges visitors to park. The Boosters, Sport Shop and University Center Club customers may park at a discounted rate of $1 per day.

Captiveyes Group, Inc.
$24,678 revenue FYE 2016. Term: 9/1/2013 – 8/31/2016 (plus a 2-year renewal option to 8/1/2019). Sells static billboard advertisement inside the six garages on campus and pays the Parking Department 40% of gross sales.

Coca-Cola, Inc.
$882,287 revenue FYE 2016. 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 and pays a commission of 50% of sales, $500,000 sponsorship, and excess commissions over the $280,000 guaranteed commissions.
Follett Higher Education

$1,572,160 revenue FYE 2016. Term: 7/17/2003 – 6/30/2018 (includes the 5-year renewal option). Follett operates the campus bookstore, the Sport Shops at the stadium and Civic Center and the Panama City campus bookstore. Revenue includes 11% commission on first $12 million in sales plus 12% of sales over $12 million and two $1,000 student scholarships.

FSU Real Estate Foundation

$13,050 revenue FYE 2016. Term: 10/1/2015 – 6/30/2020 (plus an additional term to 3/31/2025). FSU Real Estate Foundation rents 292 square feet plus 15 parking spaces in PG#4 on Call/Macomb streets for $1,450 per month.

FSView

$12,000 revenue FYE 2016. 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 2016. Term: 4/15/2014 – 4/14/2018 (plus a 2-year renewal option to 4/14/2020). Provides point to point bus service at students' expense outside the Tallahassee area. Fee paid to Transportation Department is a flat $25,000 per year.

Gilly National

$53,916 revenue FYE 2016. Term: 1/1/2016 – 12/31/2022 (plus three 1-year renewal to 12/31/2025). Gilly provides snack vending on the FSU campus. Gilly pays 26% commission on revenues with an annual guarantee of $92,000, plus a 10% of sales above $400,000. The commission is reduced by the 7.5% sales tax Gilly National pays on behalf of FSU.

Global Spectrum, LP


GOTCHA

$-0- revenue FYE 2016. Term 4/30/2015 - 6/30/2020 (plus a 5-year renewal option). GOTCHA provides 150 bikes on campus. FSU receives 5% of the late fee charged for late returns. BIKE SERVICE NOT PROVIDED TO-DATE.

Konica Minolta Business Solutions

$22,270 rebate revenue FYE 2016. Term: 10/6/2011 – 9/30/2016 (plus two 1-year renewal options to 9/30/2018). Provides leased copiers to OBS Copier Program, which are sub-leased to FSU departments and also used to provide print and copy services to students for a fee. Rebates are (1) 10% for paid invoices for maintenance (per copy charges) and (2) 4% for paid invoices on new business.

Mako Consulting (Mako Valet)

$4,662 revenue FYE 2016. Term: 7/31/2014 – 6/30/2017 (plus two 1-year renewal options to 6/30/2019, plus month-to-month for up to one year thereafter). Mako Valet provides valet service to students, employees and visitors to campus. OBS Parking is paid a 12% commission on gross revenues on a monthly basis.

Mormon Church

$-0- revenue FYE 2016. 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)

$41,980 revenue FYE 2016. Term: 7/14/2010 – 7/15/2015 (plus a 5-year renewal option to 6/14/2020). RSV operates the snack vending machines on campus and pays a 25% commission on sales, reduced by
the 7.5% sales tax RSV pays on behalf of FSU. CONTRACT TERMINATED.

**Seminole Golf Partners**

$58,104 revenue FYE 2016. Term: August 1, 2014 – July 31, 2019 (plus one 5-year renewal to 2024). FSU leased Don Voller Seminole Golf Course operations and right of use of the assets thereon to Seminole Golf Partners for a commission on gross revenues ranging from 2% and 3% the first two years, respectively, and 4% for revenue over $2,350,000 each year.

**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**

$213,867 revenue FYE 2016. Term: 7/1/2010 – 6/30/2018 (plus a 2-year renewal option to 6/30/2020). SunTrust provides banking and FSU card services to students for a flat fee of $170,000 plus 35 cents per foreign ATM transaction on campus. (A "foreign ATM transaction" is generated when a non-SunTrust customer uses a SunTrust ATM machine on campus).

**SunTrust Bank (Office Lease)**

$29,446 revenue FYE 2016. Term: July 1, 2010 – June 30, 2020. (plus a 5-year renewal option to June 30, 2025). SunTrust leases 1,472 square feet of space in the Woodward Street garage (PG#1) for $20 per square foot. SunTrust also pays FSU Facilities for allocated share of utilities each month.

**T-Mobile**

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

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

$142,673 revenue FYE 2016. 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 and pays OBS Postal Services 10% of agreed upon sales.

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

$7,518 revenue (net of sales tax) FYE 2016. Term: July 8, 2010 – July 31, 2016, plus renewals extending to 9/30/2018. UPS Store rents 819 square feet for $10 per square foot payable to Postal Services, plus proportional share of utilities paid to Facilities for space in the E&G building on Madison Street not included in revenue.

**Verizon**

$60,480 annual revenue; 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**

$0- revenue FYE 2016. Term: 8/11/2011 – 7/31/2017 as amended (plus two 1-year renewal options and a one-year month-to-month extension to 7/31/2020). Zipcar provides hourly and daily car rental rates for employees and students with cars provided and parked on campus. Zipcar pays a biannual commission of gross revenues of 1% on June 30 and December 31 each year.
MEMORANDUM

TO:         President John Thrasher
FROM:       Kyle Clark, Vice President for Finance and Administration
DATE:       October 14, 2016
SUBJECT:    Request Approval of Amendment to Regulation FSU-2.0225 Direct Deposit Program

The proposed amendment updates the regulation to current practice. It specifically provides for employee self-service updating of information in OMNI HR, that rehired employees must initially re-enroll and several other minor technical changes.

I recommend your approval of this request.

KCC/kp
FSU-2.0225 Direct Deposit Program

(1) Direct Deposit is the electronic transfer of net salary and travel expense reimbursements into Florida State University employees’ personal checking or savings account at a United States financial institution.

(2) All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire, as follows:

(a) Employees must submit the Florida State University Direct Deposit Authorization Form (PR-06) as part of their original hiring packet. This can be accomplished by either forwarding the Direct Deposit Authorization Form to Payroll Services for input into OMNI or once the employee’s record is established in the OMNI system, the employee can update their own information by utilizing the OMNI Self-Service function or by submitting an updated Direct Deposit Authorization Form to the Office of Payroll Services. The Direct Deposit Authorization Form can be obtained from the Office of Payroll Services, the Office of Human Resources, or their related websites.

(b) Rehired employees are required to submit a new Direct Deposit Authorization Form with their new hire paperwork.

(c) If an active employee’s banking information changes, the employee can update the information using OMNI Self-Service or by submitting an updated Direct Deposit Authorization Form to the Office of Payroll Services. If an active employee has not been paid for 90 days or more and a payment is scheduled to be made, the Office of Payroll Services will notify the employee of the scheduled payment and will request that the employee verify own banking information in the OMNI system. If the employee’s banking information needs to be updated, the employee can use OMNI Self-Service or submit an updated Direct Deposit Authorization Form to the Office of Payroll Services. If an active employee has not been paid for more than ninety days:

(d) Employees are not required to re-submit a Direct Deposit Authorization Form when changing hiring authorities, pay plans, or job titles within Florida State University.

(e) By Federal Regulations, Work-Study students are not required to participate in the Direct Deposit Program, but are strongly encouraged by Florida State University to participate.

(f) The direct deposit authorization remains in effect in the Office of Payroll Services until it is changed or canceled by: (i) the employee either through OMNI Self-Service or in writing to the Office of Payroll Services, (ii) the employee’s legal representative in case of the employee’s legal incapacity, (iii) the employee’s financial institution, or (iv) Florida State University.

(3) Employees who are unable to establish an account at a financial institution must contact the Office of Payroll Services to discuss their options for obtaining cash pay (debit card) account with one of the area’s local financial institutions.

Specific Authority BOG 1.001(3) (j), (5) (a) Law implemented 17.076; 110.113 1001.705; 1001.706(5); 1001.74(3), (5) F.S. History-New 2-19-2010, Amended
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: October 14, 2016
SUBJECT: Request Approval of Amendment to Regulation FSU-4.0015 Attendance and Leave, Hours of Work Requirements

The proposed amendment clarifies compensatory leave types in preparation for Fair Labor Standards Act changes this fall. It also removes extraneous details regarding compensatory leave administration that are already covered in University Policy, 4-OP-C-7-E Attendance and Leave Policy. The amendment also adds AEX (executive service employees) as a distinct employee type that is eligible for leave, which comports with existing university practice, but had not yet been added to the regulation. Finally, the amendment adds employees “voluntarily produced by the university” to those eligible for administrative leave, in addition to those who are subpoenaed. Again, this edit comports with existing University practice, but had not been articulated in the language of the regulation before this suggested edit.

I recommend your approval of this request.

KCC/kp
Proposed Regulation Revisions (10/2016):

FSU-4.0015 Attendance and Leave, Hours of Work Requirements.
(1) The President or designee shall have the authority to determine the use of administrative or other leave for official closings or needs of the University as deemed appropriate.

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

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

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

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

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

1. Unless accrued as overtime compensatory leave, overtime shall be paid no later than the end of the following pay period.

2. Employees will be paid for a part or all accrued overtime compensatory leave at any time, with approval of the Chief Human Resources Officer or designee. If the employee separates from the University, the employee shall be paid for all unused overtime compensatory leave at the employee’s regular rate of pay.

3. If an employee changes positions at the University, unused overtime compensatory leave may be transferred unless the USPS employee’s non-exempt designation changes to exempt and such leave shall be paid at the employee’s regular rate of pay.

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

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

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

2. Compensatory leave is provided on an hour-for-hour basis to compensate an employee for a University holiday when the employee worked more hours than required during the workweek in which the holiday occurred, not to exceed a combined total of 40 hours worked.

3. Compensatory leave is provided on an hour-for-hour basis to compensate an employee for administrative leave for jury duty when the employee worked more hours than required during the workweek in which the jury duty occurred.

4. Compensatory leave is provided on an hour-for-hour basis to compensate an employee for a University Wide Emergency Closure when the employee worked more hours than required during the workweek in which the University Closure occurred.

5. Employees will be paid for a part or all accrued compensatory leave at any time, with approval of the Chief Human Resources Officer or designee. If the employee separates from the University, the employee shall be paid for all unused compensatory leave at the employee's regular rate of pay.

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

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

(7) Leave shall be accrued while in pay status and shall be credited on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.

(8) During approved unpaid leave, an employee may use accrued leave to continue the contributions to benefits and other expenses.

(9) Unless agreed otherwise, an employee shall be employed in the same or similar status upon
completion of an approved leave period. While on paid leave, an employee may not be employed elsewhere unless the requirements for outside activity have been met.

(9)

(10) Sick leave accrual for full-time employees shall be as follows with proportionate accrual for less than full-time.

<table>
<thead>
<tr>
<th>Hours Accrued Each Pay Period</th>
<th>Biweekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P AEX</td>
<td>4 5</td>
</tr>
<tr>
<td>Faculty</td>
<td>4</td>
</tr>
<tr>
<td>USPS</td>
<td>4</td>
</tr>
</tbody>
</table>

(a) Sick leave shall be accrued before use. There is no maximum on the amount of sick leave that can be accrued. Sick leave accrued prior to October 1, 1973, shall be used prior to any sick leave accrued after that date.

(b) Sick leave is authorized for the following purposes:

1. The employee’s personal illness, injury, exposure to contagious disease, a disability where the employee is unable to perform assigned duties, or appointments with health care providers.

2. The illness, injury, appointments with health care providers, or death of a member of the employee’s immediate family (spouse, grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the employee’s spouse).

(c) Notice of absence due to illness, injury, disability, or exposure to a contagious disease; shall be given on the first day of absence, except in the case of an extreme emergency.

(d) An individual who resigns from a State of Florida governmental entity and is thereafter employed by the University may transfer up to 240 hours of accrued unused and unpaid sick leave with department approval.

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

(11) Annual leave for full-time employees shall be as follows with proportionate accrual for less than full-time. Academic year faculty employees (9-month) and Developmental Research School faculty.

(21) Employees (10-month) shall not accrue annual leave.

<table>
<thead>
<tr>
<th></th>
<th>Biweekly</th>
<th>Year End Maximums</th>
<th>Lifetime Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>6.769</td>
<td>352</td>
<td>352</td>
</tr>
<tr>
<td>A&amp;P</td>
<td>6.769</td>
<td>352</td>
<td>352</td>
</tr>
<tr>
<td><strong>AEX</strong> Executive Service</td>
<td>9.195</td>
<td>480</td>
<td>480</td>
</tr>
<tr>
<td>USPS (Months of FSU Service)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 6</td>
<td>4</td>
<td>240</td>
<td>0</td>
</tr>
<tr>
<td>7 – 60</td>
<td>4</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>61 to 120</td>
<td>5</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td>Over 120</td>
<td>6</td>
<td>240</td>
<td>240</td>
</tr>
</tbody>
</table>

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

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

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

(d) An employee who separates from employment with the University shall be paid for all
unused annual leave hours up to the lifetime maximum payout allowed for the pay plan. Upon reemployment by the University within 100 days or upon recall by the University within one year after layoff, all unpaid annual leave may be restored and any annual leave paid at time of separation shall be restored upon repayment. Upon entering into the Deferred Retirement Optional Program (DROP), employees may elect to be paid up to the lifetime maximum payout of their unused annual leave.

(c) Upon transfer from an annual leave-accruing position to a non-leave accruing position, the employee shall be paid up to the lifetime maximum for unused annual leave, unless the employee elects to retain all unused annual leave, for up to two years from separation date. Leave may not be used while an employee is appointed in a non-leave accruing position.

(13)(12) Compulsory leave provisions shall be consistent with the following:

(a) Medical certification by an approved health care provider will be required.

(b) Notice shall be provided to the employee identifying duration of the leave, the conditions for return to the position, and whether such leave shall count toward FMLA entitlements.

(c) The employee may be allowed to use paid leave during compulsory leave to continue the contributions to benefits and other expenses.

(d) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period and upon receipt of medical certification.

(e) Employees who fail to meet the conditions of the compulsory leave or who fail to obtain medical certification and are unable to perform duties may be offered part-time employment, placed on unpaid leave or have such leave extended, requested to resign, or be dismissed for inability to perform the duties of the position.

(14)(13) Employees may be provided with up to twelve (12) workweeks of Family and Medical Leave within a 12 month rolling calendar year measured backward in compliance with the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of 1993 (29 CFR Part 825). As amended by Section 585 of the National Defense Authorization Act (Public Law 110-181), employees may be provided with up to twenty-six (26) workweeks of FMLA. All employees are eligible including OPS employees who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1250 hours in the 12 months prior to the leave. Faculty, A&P, AEX, and USPS employees may use paid leave for an FMLA event coinciding with their FMLA entitlement.
Employees shall be provided with up to six months unpaid parental leave during which time the employee may use paid leave when the employee becomes a biological or adoptive parent. Parental leave shall begin no sooner than two weeks prior to the expected date of the child’s arrival or upon the child’s arrival unless otherwise approved by the Chief Human Resources Officer or designee.

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

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

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

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

(d) With the approval of the University President or designee, administrative leave shall be provided for Florida Disaster Volunteers called to duty in accordance with Section 110.120, F.S.

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

(f) With the approval of the Chief Human Resources Officer or designee and the employee’s supervisor, up to two hours of administrative leave will be granted for voting in public elections.

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

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

(i) The Chief Human Resources Officer or designee will place an employee on administrative leave when the employee’s presence in the workplace may reasonably be suspected of resulting in damage to property or injury to the employee or others.

(j) An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veteran Affairs to be reexamined– or treated for the disability shall be granted administrative leave in accordance with Section 110.119, F.S.

(47)(16) In the specific circumstances below, employees are provided paid administrative leave as follows:

(a) Administrative leave for jury duty shall not exceed the number of hours in the employee’s normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. Any jury pay shall be retained by the employee.

(b) Administrative leave shall be provided for official emergency closing of University facilities. Only employees who are regularly scheduled to work on the day(s) of the emergency closing shall be provided administrative leave.

(48)(17) Military leave and reemployment rights shall be provided to Faculty, A&P, IT, and USPS employees consistent with Federal and State of Florida laws.

(49)(18) Workers’ Compensation benefits for an injury compensable under the Florida Workers’ Compensation Law shall be provided consistent with the following:

(a) An employee shall remain in full pay status for a period up to a maximum of forty (40) hours without being required to use accrued leave credits. If, during that period, the employee receives Workers’ Compensation benefits, then the employee shall reimburse the University the amount of the benefits. Such reimbursement shall not include payments for expenses related to medical, surgical, hospital, or nursing treatment or payments of disability losses.

(b) An employee may elect to use paid leave to supplement Workers’ Compensation payments up to the employee’s regular salary.
(c) The period of paid or unpaid job-related disability leave shall be in accordance with Chapter 440, F.S.

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

(e) At the end of the leave period if an employee is unable to return from leave to work full-time and perform the duties of the position, the Chief Human Resources Officer or designee may place the employee on unpaid leave or extend the leave status, request the employee’s resignation, or terminate the employee from employment, consistent with the provisions of subsection FSU-4.0015(11).

(20)(19) Each full-time USPS employee is entitled to one eight (8) hour personal holiday each year with proportionate accrual for less than full-time. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken by June 30 of the following year. An employee hired after July 1 will receive the personal holiday upon hire. If the personal holiday is not used by June 30, it will be forfeited. A&P and /AEX employees are exempt under s.110.205(2)(d) and are not eligible for this benefit. Personal holidays may not be transferred to or from the University. Unused personal holidays may not be paid out upon separation from the University.

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

Specific Authority BOG Regulation 1.001(3)(j),1.001(5)(a).—History-New 4-16-03, Amended 11-20-09, 6-26-2015
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: October 14, 2016
SUBJECT: Request Approval of Amendment to Regulation FSU-4.001 General Human Resource Policies

The proposed amendment simplifies coverage of nondiscrimination requirements. The amendment also adds "genetic information" as a protected group for nondiscrimination purposes, based on the Federal Genetic Information Nondiscrimination Act of 2008. Finally, the amendment clarifies employee types at the university, which is not a change from existing University practice, but had not previously been articulated in the regulation.

I recommend your approval of this request.

KCC/kp
Proposed Regulation Revisions (10/2016):


Equal Opportunity, Employment, Child Labor and Nepotism.

(1) Equal Opportunity. The Florida State University is an equal opportunity employer and educational provider committed to providing equal employment opportunity and non-discrimination towards applicants and employees with respect to policies of non-discrimination for any member of the University’s community. Discrimination against any individual on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran status or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status is expressly forbidden consistent with Federal and State law. This commitment applies in all areas employing students, and all University personnel. It is also relevant to those aspects of the University concerned with the choice of contractors, suppliers of goods and services, and to the use of University facilities. The determination of the best qualified individual for employment and promotion purposes is to be based on the individual’s education, training, skills, and work experience. Discrimination against any individual because of race, creed, color, sex, religion, national origin, age, disability, veteran status or marital status, sexual orientation, gender identity, gender expression, or any other protected group status is expressly forbidden.

(2) Employment. This regulation prescribes Human Resources policies for Florida State University Administrative and Professional employees (A&P), Executive Service employees (AEX), University Support Personnel System employees (USPS), and Other Personal Services employees (OPS), and Faculty employees (Faculty), unless otherwise exempted from these regulations or inconsistent with an applicable collective bargaining agreement.

(a) Human Resources Programs.

1. The University President, as the Chief Administrative Officer for the University, shall be responsible and accountable for administering the human resources programs for the University. The word “University” includes the Board of Trustees and the word “Chief Administrative Officer” includes the President or lawful designee.

2. The Chief Administrative Officer shall establish and maintain all policies, procedures, and records which are necessary to substantiate compliance with all laws, regulations and rules relating to employment.

3. The University will administer a classification and compensation plan.

(b) University employees are those persons who are lawfully employed by the designated hiring authority, receive financial compensation to perform services for the University, and whose work is directed by the University. The term “employee” does not include volunteers or independent contractors. University employment consists of the following defined categories:

1. A&P: positions assigned administrative and management responsibilities or professional duties at the department/unit, or above. Employees in A&P positions designated in the Executive Service.
2. **AEX: positions assigned executive responsibilities at the division-level or above. Employees in these positions** serve at the will of the Chief Administrative Officer, do not have tenure, and have no expectation of appointment beyond a 60-day notice period. **Executive Service (AEX) positions report directly to the Chief Administrative Officer or designee.**

32. **USPS: positions assigned professional, paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance duties.**

34. **OPS: at-will, temporary employment.**

5. **Faculty: positions assigned teaching, research, and/or service responsibilities.**

(3) Child Labor. The University must comply with the provisions of the Florida Child Labor Law, Chapter 450, F.S., Part I, in the appointment and employment of minors.

(4) Nepotism.
   
   (a) Employment of individuals that will result in a subordinate-supervisor relationship between relatives is prohibited, unless a specific exemption is requested and approved, in accordance with the Florida State University Employment of Relatives (Nepotism) Policy. See 4-OP-C-7-L Employment of Relatives (Nepotism) Policy

(5) Non-Citizens. Before they can be considered for employment, non-citizens must possess sufficient documentation, which permits gainful employment in the United States as determined by the United States Immigration and Naturalization Service.

MEMORANDUM

TO: President John Thrasher  
FROM: Kyle Clark, Vice President for Finance and Administration  
DATE: October 14, 2016  
SUBJECT: Request Approval of Amendment to Regulation FSU-4.013 Non Discrimination Policy and Procedures

The proposed amendment renumbers and shortens this regulation to avoid redundancy. Specifically, the edits move the regulation to Section 6 of the FSU regulations for “Miscellaneous” provisions and rename the provision, “FSU-6.014 Non-Discrimination.” This regulation serves as the overarching nondiscrimination regulation for all university constituencies (students, staff, faculty, contractors, visitors). While these protections are already applied to all members of campus in practice, the proposed re-numbering and re-wording of this regulation is designed to make this as clear as possible. This proposed edit mirrors the recent renumbering of the Sexual Misconduct regulation (from Section 4 to section 6.013) and serves a similar purpose of making it clear in regulations that non-discrimination protections apply to all of the university (not just employees as is suggested by housing this provision only within Section 4 of the regulations, which are designated as “faculty & staff” provisions.)

The proposed edits also remove extraneous detail from the regulation that is already covered in related regulations and University policy. Finally, the edits add “genetic information” as a protected group for consistency with other University non-discrimination regulations and policies.

I recommend your approval of this request.

KCC/kp
Proposed Regulation Revisions (10/2016):

FSU-64.0143 Non-Discrimination Policy and Procedures.
The Florida State University affirms its commitment to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ status or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status and establishes the following procedures to prevent such discrimination in accordance with due process within the University community. This policy applies to faculty, staff, employees, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes. It is also relevant to the selection of contractors, suppliers of goods and services, and to use of University facilities. In doing so, the University recognizes its obligation to strive actively to build a community in which opportunity is equalized and use its facilities and human resources to develop the skills and opportunities of the members of all the groups for all individuals so they may reach their potential and play reasonable and productive roles in society. This policy is relevant to all aspects of the University, including the choice of contractors and suppliers of goods and services. An employee of Florida State University (FSU) who feels that he or she has been aggrieved may file a formal complaint detailing the time, the place, and the specific facts in support of the alleged discriminatory act. The University has designated the Office of Equal Opportunity and Compliance to review and investigate such complaints.

   (a) Disparity of treatment in employment, job placement, training, promotion, termination, salary or other economic benefits on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.
   (b) Limitation to access to residence, or to participation in educational, athletic, social, cultural, or other activities of the University by reason of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.
   (c) Discrimination of the foregoing types on the basis of sex, unless based on bona fide requirements of distinctions in housing, restrooms, athletics, and other such areas.
   (d) Harassment based on race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.
   (e) Retaliation for filing complaints or protesting practices which are prohibited under this article.

2. Scope of prohibitions.
   (a) All educational, athletic, cultural, and social activities occurring on the Florida State University campus.
(b) University-sponsored off-campus programs.
(e) Housing supplied or regulated by the University.
(d) Employment practices between the University and its employees.
(e) Choice of contractors and suppliers of goods and services.

See 4-OP-C-7-13 Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy & Procedures for more information and complaint procedures.

MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: October 14, 2016
SUBJECT: Request Approval of Amendment to Regulation FSU-4.011 Affirmative Action Program

The proposed amendment updates the language regarding the University’s Affirmative Action Program obligations to comport with current state/federal regulations. Specifically, it clarifies that the following protected groups are included in the University’s federal contractor nondiscrimination obligation: race, color, religion, sex, sexual orientation, gender identity, or national origin. This change is due to the recent expansion of federal contractor nondiscrimination obligations for sexual orientation and gender identity. The proposed edits bring this regulation into conformity with the University’s Nondiscrimination Statement and policies.

I recommend your approval of this request.

KCC/kp
Proposed Regulation Revisions (10/2016):

FSU-4.011 Affirmative Action Program.
(1) As a federal contractor, the University will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Additionally, the University is required to take positive steps, also known as affirmative action, to avoid illegal discrimination against certain groups that have been the subject of discrimination including—for women, racial and ethnic minorities, individuals with disabilities, and certain veterans. The premise being is that, absent discrimination, the University’s workforce will generally reflect the gender and racial/ethnic profiles demographics of the qualified labor pool from which the University recruits. Various diagnostic analyses are required to discover potential problems and then positive programs to correct or eliminate those potential problems should be implemented.— The diagnostic analyses and action-oriented programs are known collectively as an affirmative action program or an AAP.

(2) Administrative organization. The responsibility for implementing the affirmative action program of the University resides with the President. The program is and requires the understanding, cooperation, and commitment of all elements of the entire University community. Because of the unique requirements of an affirmative action program, the President has designated the Human Resources Office of Equal Opportunity and Compliance to coordinate University efforts in this area and to ensure good faith efforts and on-going compliance.

MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: October 14, 2016
SUBJECT: Request for approval of Application Fee Waiver for the College of Medicine

College of Medicine applicants must pay a fee for a preliminary application process to another organization (not to FSU). The College of Medicine has requested that applicants who demonstrate financial need (as defined by the AAMC Fee Assistance Program) receive a waiver of the application fee. Other medical schools in Florida are already waiving this fee.

The Board of Trustees must approve all waivers of fees other than exemptions and waivers specifically provided by law or regulation and may do so “for purposes which support and enhance the mission of the university.”

The Provost and the College of Medicine request approval of this waiver to align with other state medical schools and the fiscal impact on the institution is small

I recommend your approval of this request.

KCC/kp
MEMORANDUM

TO: President John Thrasher

FROM: Kyle Clark, Vice President for Finance & Administration

DATE: October 14, 2016

SUBJECT: Updated to FSU Policy 4-OP-D-2-H

Section 218.415, Florida Statutes, requires the University investment activity to be consistent with a written investment policy adopted by the governing body, or in the absence of an existing policy, must follow the requirements of section 218.415(17), Florida Statutes. The Board of Trustees approved the University’s existing policy in June 2010.

The Controller’s Office has worked with PFM Asset Management LLC, to update the existing Investment policy that sets forth the investment objectives and parameters for the management of the University funds. This Policy is designed to continue to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices. The primary objective is to continue to place the highest priority on the safety of principal and liquidity of funds, in an effort to maintain an orderly cash flow that continuously meets the operating, capital, and contingent needs of the University. The optimization of current income and investment returns shall be secondary to the requirements for safety and liquidity.

Recommendation:
I recommend the approval of the University’s updated policy.

KCC/kp
TO:         President John Thrasher  
FROM:   Provost Sally McRorie  
DATE:  September 27, 2016  
SUBJECT: FSU College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2015-2016) Request for Approval

The College of Medicine requests approval of the attached Graduate Medical Education Annual Institutional Review Executive Summary.
GENERAL BOARD MEETING - CONSENT ITEMS

FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

GRADUATE MEDICAL EDUCATION
ANNUAL INSTITUTIONAL REVIEW
EXECUTIVE SUMMARY

ACADEMIC YEAR
JULY 1, 2015 - JUNE 30, 2016
ANNUAL INSTITUTIONAL REVIEW EXECUTIVE SUMMARY
Florida State University College of Medicine Graduate Medical Education Division
Academic Year July 1, 2015-June 30, 2016

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

The DIO must submit a written annual executive summary of the annual institutional review to the Governing Body. (Accreditation Council on Graduate Medical Education Institutional Requirements, July 1, 2015; Section I.B.5.c)

Overview:

Accreditation Status:

The Florida State University College of Medicine received continued accreditation as a provider of Graduate Medical Education by the Accreditation Council for Graduate Medical Education (ACGME) effective April 27, 2016, with no current citations and commendation for its demonstrated substantial compliance with the ACGME’s Institutional Requirements. The next institutional self study is projected for October 1, 2017.

Administration:

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

Program Improvement:

The ACGME Institutional Requirements emphasize the role of the sponsoring institution in providing oversight for the educational environment of the trainees and the quality of the programs it sponsors. There is particular emphasis on engagement in quality improvement, ensuring standardized transitions of care, providing adequate supervision of trainees, monitoring duty hours, training residents in fatigue management, and ensuring the well being and
professional development of residents. The ACGME assesses compliance through annual on-line surveys and web-based updates, as well as through the CLER (Clinical Learning Environment Reviews), which occur at the training sites. The FSU COM has not had a CLER review yet.

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

Residents record duty hours in the residency software management system. Violations trigger a notice to the program administration, with notification to the DIO. The GMEC reviews duty hour reports quarterly. Areas of noncompliance are identified, with careful review of resident scheduling and rotation assignments to eliminate potential duty hour violations. All residents receive education in fatigue mitigation.

The GME Division implemented the American Medical Association Introduction to the Practice of Medicine (IPM) interactive online training modules to address core content in patient safety, quality improvement, fatigue mitigation and sleep deprivation, professionalism, and practice management as mandatory training during academic year 2015-2016. In addition, the GME Division implemented a standardized orientation for new incoming residents at the College of Medicine in Tallahassee in June 2016. This orientation included topics on resident wellness, response to medical errors, humanistic approaches to patients, and residents as teachers. The trainees also completed standardized scenarios in the Clinical Learning Center at the COM to address teamwork, patient safety, and medical errors. Simulation was used to teach and assess targeted procedural skills.

In addition to the items above, institutional oversight also includes the following administrative duties: providing assistance with information technology and library resources; development of budgets and financial planning, ensuring that all residency programs are registered with the appropriate accreditation (ACGME) and residency recruitment management programs and that fees are paid in a timely manner; facilitating faculty appointments and rank, as well as promotion; both tracking and providing faculty development; facilitating residency forums; and participating in program activities as requested. Annual program evaluations are reviewed through the GME office. The program directors provide a summary of their action plans for program improvement and responses to previous program citations to the Graduate Medical Education Committee (GMEC).

The GME Division promotes participation in the annual FSU Research Fair and Residency Recruitment Fairs. The Residency Review newsletter is produced and distributed three times per
year, and the DIO provides periodic electronic updates. The GME office works with the programs to develop residency recruitment materials and produces other public relations materials, in conjunction with the clinical partner institutions. The office also prepares graduation certificates and facilitates graduation ceremonies at each clinical institution. The COM recognized Ms. Donohoe, GME Program Manager, and Ms. Kathleen Mattis, program coordinator for the general surgery residency program at Tallahassee Memorial HealthCare, for their ten years of service to the College this year.

**Program Development and Changes:**

Institutional sponsorship of the residency programs at Sacred Heart Health System in Pensacola transitioned from the Florida State University College of Medicine to the University of Florida (UF) College of Medicine, effective January 1, 2016, in conjunction with affiliation agreements between Sacred Heart Health System and UF for specific clinical service lines.

The dermatology residency at Dermatology Associates of Tallahassee received notice on February 11, 2016 of initial accreditation. The program is accredited for two residents per year for the postgraduate years 2-4. The residents must complete an initial year of training prior to entering the program. The program entered the National Resident Matching Program and matched two residents to begin training July 1, 2016 and two residents to begin training July 1, 2017. The program is projected to have its next accreditation site visit about November 1, 2016.

The internal medicine residency program at Sarasota Memorial Hospital had a site visit on January 14, 2016 and received notification on April 13, 2016 of initial accreditation with no citations and commendation. The next accreditation site visit is projected for April 1, 2018.

The previously accredited general surgery program at Tallahassee Memorial HealthCare successfully matched two categorical residents and two preliminary residents in the Match. The program also recruited two PGY-2 transfer residents to begin training July 1, 2016.

Ms. Inez Hudlow was recruited as the program coordinator for the internal medicine residency program at Tallahassee Memorial HealthCare. Ms. Kathleen Mattis was hired as the general surgery residency coordinator at Tallahassee Memorial HealthCare, after transitioning from her previous role as the family medicine residency coordinator at Lee Memorial Health System. Ms. Katelyn Caldwell was recruited to replace Ms. Mattis.

Dr. Chris Mulrooney will be transitioning away from his role as the Assistant Dean for GME, but continuing his role as the COO of the Florida Medical Practice Plan and providing support to the Division on an as needed basis for affiliation agreements and other business aspects of the sponsorship role.
## FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE
### GRADUATE MEDICAL EDUCATION PROGRAMS 2015-2016

<table>
<thead>
<tr>
<th>Clinical Institution/Program</th>
<th>Program Director</th>
<th>Program Coordinator</th>
<th>ACGME Accreditation Status</th>
<th>Next Accreditation Action Date</th>
<th># of Residents Approved</th>
<th># of Residents Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dermatology Associates of Tallahassee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Micrographic surgery and dermatologic oncology fellowship</td>
<td>Armand B. Cognetta, Jr., MD</td>
<td>Faith Stoutamire</td>
<td>Continued Accreditation</td>
<td>Self Study 1/1/2025</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Dermatology</td>
<td>George Cohen, MD</td>
<td>Faith Stoutamire</td>
<td>Initial Accreditation</td>
<td>Site Visit 11/1/2016</td>
<td>6</td>
<td>0</td>
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<tr>
<td><strong>Lee Memorial Health System</strong></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>Family medicine</td>
<td>Gary A. Goforth, MD</td>
<td>Katelyn Caldwell</td>
<td>Initial Accreditation</td>
<td>Site Visit 8/2/2016</td>
<td>18</td>
<td>18</td>
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<tr>
<td><strong>Sarasota Memorial Health System</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal medicine</td>
<td>Wilhelmine Wiese-Rometsch, MD</td>
<td>Katie Axiotis</td>
<td>Initial Accreditation</td>
<td>Site Visit 4/1/2018</td>
<td>39</td>
<td>0</td>
</tr>
<tr>
<td><strong>Tallahassee Memorial HealthCare</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal medicine</td>
<td>Gregory K. Todd, MD</td>
<td>Inez R. Hudlow</td>
<td>Continued Accreditation</td>
<td>Self Study 1/1/2026</td>
<td>36</td>
<td>28</td>
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<tr>
<td>Surgery</td>
<td>Wade G. Douglas, MD</td>
<td>Kathleen Mattis</td>
<td>Initial Accreditation</td>
<td>Site Visit 8/1/2017</td>
<td>12</td>
<td>0</td>
</tr>
</tbody>
</table>
## FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE
### GRADUATE MEDICAL EDUCATION PROGRAMS 2015-2016

<table>
<thead>
<tr>
<th>Program</th>
<th>New Faculty</th>
<th>Board Passage</th>
<th>In-Training Examination</th>
<th>Recruitment # Applicants/Interviews/Ranked/Matched</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micrographic surgery and dermatologic oncology fellowship (DATFL)</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>32/5/4/1</td>
</tr>
<tr>
<td>Dermatology</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>72/28/16/4 (combined 2016 &amp; 2017 start dates)</td>
</tr>
<tr>
<td>Family medicine (LMHS)</td>
<td>100% 5-yr average (Threshold: 90%)</td>
<td></td>
<td>Year Program Mean /Nat’l Mean PGY-1 360 366 PGY-2 422 428 PGY-3 478 460 Overall: 409 417</td>
<td>1832/57/57/6</td>
</tr>
<tr>
<td>Internal medicine (TMH)</td>
<td>Mhsheed Khajavi, MD</td>
<td>No 3-year rolling average (Threshold: 80%)</td>
<td>Year % Correct PGY-1 61% PGY-2 64% PGY-3 67% Overall: 64%</td>
<td>4989/117/103/10</td>
</tr>
<tr>
<td>General surgery (TMH)</td>
<td>Lincoln A. Roland, MD Christopher DeRosier, MD Ben Kirbo, MD Laurence Rosenberg, MD</td>
<td>N/A</td>
<td>N/A</td>
<td>1261/32/24/4</td>
</tr>
<tr>
<td>Internal medicine (SMH)</td>
<td>Mauricio Concha, MD Neurology Anjun J. Patel, MD Hematology-Oncology Jesus Perez, MD, Endocrinology Kirk Voelker, MD, Critical Care Medicine &amp; Research</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Faculty's overall evaluation of the program

<table>
<thead>
<tr>
<th>Category</th>
<th>% Program Compliant</th>
<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Supervision and Teaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sufficient time to supervise residents/fellows*</td>
<td>100%</td>
<td>4.8</td>
<td>94%</td>
<td>4.6</td>
</tr>
<tr>
<td>Residents/fellows seek supervisory guidance</td>
<td>92%</td>
<td>4.5</td>
<td>92%</td>
<td>4.5</td>
</tr>
<tr>
<td>Interest of faculty and Program Director in education</td>
<td>92%</td>
<td>4.5</td>
<td>96%</td>
<td>4.7</td>
</tr>
<tr>
<td>Rotation and educational assignment evaluation*</td>
<td>92%</td>
<td>4.5</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Faculty performance evaluated*</td>
<td>100%</td>
<td>4.6</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>Faculty satisfied with personal performance feedback</td>
<td>91%</td>
<td>4.6</td>
<td>87%</td>
<td>4.3</td>
</tr>
<tr>
<td>Educational Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked on scholarly project with residents/fellows*</td>
<td>92%</td>
<td>76%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residents/fellows see patients across a variety of settings*</td>
<td>92%</td>
<td>99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residents/fellows receive education to manage fatigue*</td>
<td>100%</td>
<td>99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness of graduating residents/fellows</td>
<td>85%</td>
<td>97%</td>
<td></td>
<td>4.6</td>
</tr>
<tr>
<td>Outcome achievement of graduating residents/fellows</td>
<td>92%</td>
<td>4.5</td>
<td>99%</td>
<td>4.8</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program provides a way for residents/fellows to transition care when fatigued*</td>
<td>100%</td>
<td></td>
<td></td>
<td>4.3</td>
</tr>
<tr>
<td>Residents/fellows workload exceeds capacity to do the work</td>
<td>100%</td>
<td>4.6</td>
<td>100%</td>
<td>4.3</td>
</tr>
<tr>
<td>Satisfied with faculty development to supervise and educate residents/fellows</td>
<td>92%</td>
<td>4.5</td>
<td>95%</td>
<td>4.2</td>
</tr>
<tr>
<td>Satisfied with process to deal with residents/fellows’ problems and concerns</td>
<td>85%</td>
<td>4.5</td>
<td>93%</td>
<td>4.6</td>
</tr>
<tr>
<td>Prevent excessive reliance on residents/fellows to provide clinical service</td>
<td>100%</td>
<td>4.7</td>
<td>98%</td>
<td>4.4</td>
</tr>
<tr>
<td>Patient Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information not lost during shift changes or patient transfers</td>
<td>85%</td>
<td>4.4</td>
<td>91%</td>
<td>4.2</td>
</tr>
<tr>
<td>Tell patients of respective roles of faculty and residents/fellows</td>
<td>100%</td>
<td>4.8</td>
<td>91%</td>
<td>4.5</td>
</tr>
<tr>
<td>Culture reinforces patient safety responsibility</td>
<td>92%</td>
<td>4.7</td>
<td>96%</td>
<td>4.6</td>
</tr>
<tr>
<td>Residents/fellows participate in quality improvement or patient safety activities</td>
<td>92%</td>
<td>4.7</td>
<td>92%</td>
<td>4.6</td>
</tr>
<tr>
<td>Teamwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residents/fellows communicate effectively when transferring clinical care</td>
<td>100%</td>
<td>4.7</td>
<td>100%</td>
<td>4.6</td>
</tr>
<tr>
<td>Residents/fellows effectively work in interprofessional teams</td>
<td>100%</td>
<td>4.7</td>
<td>100%</td>
<td>4.6</td>
</tr>
<tr>
<td>Program effective in teaching teamwork skills</td>
<td>100%</td>
<td>4.5</td>
<td>99%</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Responses options are Yes or No. These responses are not included in the Program Means and are not considered non-compliant responses. Percentages may not add to 100% due to rounding.

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### Institution Means at-a-glance

<table>
<thead>
<tr>
<th>Duty Hours</th>
<th>Institution Mean</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 day free in 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In house call every 3rd night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night float no more than 6 nights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 hours between duty periods (differs by level of training)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous hours scheduled (differs by level of training)</td>
<td>100%</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### Residents' overall evaluation of the program

<table>
<thead>
<tr>
<th>% Program Compliant</th>
<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient supervision</td>
<td>91%</td>
<td>4.4</td>
<td>92%</td>
</tr>
<tr>
<td>Appropriate level of supervision</td>
<td>98%</td>
<td>4.7</td>
<td>96%</td>
</tr>
<tr>
<td>Sufficient instruction</td>
<td>78%</td>
<td>4.1</td>
<td>85%</td>
</tr>
<tr>
<td>Faculty and staff interested in residency education</td>
<td>84%</td>
<td>4.3</td>
<td>85%</td>
</tr>
<tr>
<td>Faculty and staff create environment of inquiry</td>
<td>78%</td>
<td>4.0</td>
<td>79%</td>
</tr>
<tr>
<td>Able to access evaluations</td>
<td>100%</td>
<td>5.0</td>
<td>99%</td>
</tr>
<tr>
<td>Opportunity to evaluate faculty members</td>
<td>100%</td>
<td>5.0</td>
<td>99%</td>
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<tr>
<td>Satisfied that evaluations of faculty are confidential</td>
<td>89%</td>
<td>4.2</td>
<td>85%</td>
</tr>
<tr>
<td>Opportunity to evaluate program</td>
<td>93%</td>
<td>4.7</td>
<td>98%</td>
</tr>
<tr>
<td>Satisfied that evaluations of program are confidential</td>
<td>87%</td>
<td>4.3</td>
<td>86%</td>
</tr>
<tr>
<td>Satisfied that program uses evaluations to improve</td>
<td>73%</td>
<td>4.0</td>
<td>74%</td>
</tr>
<tr>
<td>Satisfied with feedback after assignments</td>
<td>78%</td>
<td>4.1</td>
<td>72%</td>
</tr>
<tr>
<td>Provided goals and objectives for assignments</td>
<td>98%</td>
<td>4.9</td>
<td>34%</td>
</tr>
<tr>
<td>Instructed how to manage fatigue</td>
<td>98%</td>
<td>4.9</td>
<td>92%</td>
</tr>
<tr>
<td>Satisfied with opportunities for scholarly activities</td>
<td>76%</td>
<td>4.0</td>
<td>76%</td>
</tr>
<tr>
<td>Appropriate balance for education</td>
<td>89%</td>
<td>4.4</td>
<td>79%</td>
</tr>
<tr>
<td>Education (not) compromised by service obligations</td>
<td>89%</td>
<td>4.5</td>
<td>69%</td>
</tr>
<tr>
<td>Supervisors delegate appropriately</td>
<td>96%</td>
<td>4.5</td>
<td>99%</td>
</tr>
<tr>
<td>Provided data about practice habits</td>
<td>78%</td>
<td>4.1</td>
<td>69%</td>
</tr>
<tr>
<td>See patients across variety of settings</td>
<td>100%</td>
<td>5.0</td>
<td>96%</td>
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</table>

### Resources

<table>
<thead>
<tr>
<th>% Program Compliant</th>
<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
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<tbody>
<tr>
<td>Access to reference materials</td>
<td>100%</td>
<td>5.0</td>
<td>99%</td>
</tr>
<tr>
<td>Use electronic medical records in hospital*</td>
<td>100%</td>
<td>5.0</td>
<td>98%</td>
</tr>
<tr>
<td>Use electronic medical records in ambulatory setting*</td>
<td>100%</td>
<td>5.0</td>
<td>98%</td>
</tr>
<tr>
<td>Electronic medical records integrated across settings*</td>
<td>73%</td>
<td>3.9</td>
<td>84%</td>
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<tr>
<td>Electronic medical records effective</td>
<td>100%</td>
<td>4.4</td>
<td>94%</td>
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<tr>
<td>Provided a way to transition care when fatigued</td>
<td>87%</td>
<td>4.5</td>
<td>80%</td>
</tr>
<tr>
<td>Satisfied with process to deal with problems and concerns</td>
<td>82%</td>
<td>4.1</td>
<td>80%</td>
</tr>
<tr>
<td>Education (not) compromised by other trainees</td>
<td>98%</td>
<td>4.8</td>
<td>91%</td>
</tr>
<tr>
<td>Residents can raise concerns without fear</td>
<td>78%</td>
<td>4.1</td>
<td>81%</td>
</tr>
</tbody>
</table>

### Total Percentage of Compliance by Category

![Total Percentage of Compliance by Category graph]

© 2016 Accreditation Council for Graduate Medical Education (ACGME) *Response options are Yes or No. These responses aren’t included in the Program Means and aren’t considered non-compliant responses. ‡Data are not reported for any program participating in a duty hour study (including rotating programs). Percentages may not add to 100% due to rounding.
FSU College of Medicine Micrographic Surgery and Dermatologic Oncology Program at Dermatology Associates of Tallahassee

**Program Improvement:**

The program implemented a monthly journal club to enhance scholarly activity.

**Quality Improvement:**

Dr. van der Kooi and Dr. Dolehide are involved in a daily meeting for pathology slide review. They review difficult cases with Dr. Dolson and discuss the patient care and treatment for a case, as well as the patient history and background. In addition, both fellows work with Dr. Meredith McKinney, plastic surgery, one or two days per week and have the opportunity to work with Dr. Rosenberg and Dr. Kirbo.

**Patient Safety:**

Dermatology Associates of Tallahassee has an elaborate system of standard operating procedures to assure correct patient identification and correct site identification for all patients receiving treatment. We have a review process for all lab results including quality control of all path specimens and periodic review daily and monthly of select Mohs cases.

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

Dr. Dolehide, Fellow, see patients in Carrabelle, Florida, which is an under-served area.

**Scholarly Activity:**

Dr. Cognetta, presentation on Radiation Therapy at the Florida Society of Dermatology and Dermatologic Surgery, April 2016.

Dr. van der Kooi, research study on Pathergic Squamous Cell Carcinoma or Pseudoepitheliomatous Hyperplasia, December 2015.

Dr. van der Kooi and Dr. Dolehide, presentation at Capital Regional Medical Center on Renal cell carcinoma, Kaposi’s sarcoma, breast carcinoma, and anaplastic large cell lymphoma, probable neuroendocrine carcinoma, March 2016.

Dr. van der Kooi, poster presentation at the FSU COM fair on Multiple Skin Cancer in the Setting of Photosensitizing Use, April 2016. (**Dr. Cognetta, Contributor)
FSU College of Medicine Family Medicine Program at Lee Memorial Health System

Quality Improvement/Patient Safety:

All residents have been updated on LMHS 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 our 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 PDCA cycle concerning Residency Program Care Gaps which seeks to ensure that critical protected patient health information (consults, lab, radiology, etc.) is routed to the responsible resident and/or faculty physician in the most timely manner.

Resident Supervision and Transitions in Care:

The program complies with the FSU College of Medicine policy on resident supervision for inpatient and outpatient care as well as during performance of procedures. For transitions in care, there are daily in-person check-out rounds at 5 PM attended by the inpatient medicine service residents, faculty preceptor, and faculty assigned to night call. One resident on the inpatient medicine service assigned to late duty (5-7 PM) stays to handle floor calls and new admissions until 7 PM, then he/she signs out in-person to the upper-level resident on night float/call duty (7 PM to 7 AM). The residents also prepare a written check-out report on each patient on the inpatient medicine service in the Epic EHR showing the current situation, a shift report, and tasks to do. This report is available to the on call faculty and resident. The night float/call resident rounds in the ER and in each nursing unit where the patients are admitted, seeing each patient and discussing each patient with the assigned nurse. Each morning, the night float/call resident signs out to the inpatient medicine service chief(s) and faculty attending.

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 from 5 to 6 PM on Monday through Thursday and 9 AM to 1 PM on Saturday. The Program has also implemented a monthly Diabetes Group Visit organized by Drs. Rose Anne Illes, Carl Nyberg, and Olevia Metry, which increases access to care for our diabetic patients.
Faculty Development:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Faculty Involved</th>
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<tbody>
<tr>
<td>7/2/15</td>
<td>OSCE preparation</td>
<td>All faculty</td>
</tr>
<tr>
<td>7/15/15</td>
<td>ALSO Course prep</td>
<td>Drs. Cavanagh, Goforth, Fashner, and Gitu</td>
</tr>
<tr>
<td>7/14/15</td>
<td>IPM Modules</td>
<td>All residents and faculty</td>
</tr>
<tr>
<td>8/4/15</td>
<td>Geriatric Grant planning (GWEP)</td>
<td>Drs. Goforth and Selius</td>
</tr>
<tr>
<td>8/6/15</td>
<td>FAFP CPD Meeting</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>8/7/15</td>
<td>FAFP Residency Director’s Council</td>
<td>Dr. Goforth (RDC Chair)</td>
</tr>
<tr>
<td>8/8/15</td>
<td>Journal Review presentation</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>8/13/15</td>
<td>ARNP Casting Workshop prep</td>
<td>Dr. Goforth and 3 residents</td>
</tr>
<tr>
<td>9/5/15</td>
<td>Pre-participation sports PE prep</td>
<td>Dr. Goforth and Babey (Immokalee HS)</td>
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<tr>
<td>9/21/15</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
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<tr>
<td>9/29/15</td>
<td>Nexplanon training</td>
<td>Drs. Goforth and Cavanagh</td>
</tr>
<tr>
<td>9/29/15</td>
<td>Residency recruiting orientation</td>
<td>All faculty and residents</td>
</tr>
<tr>
<td>10/19/15</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
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<tr>
<td>11/5/15</td>
<td>FAFP CPD meeting</td>
<td>Dr. Goforth (Continuing Professional Development)</td>
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<tr>
<td>11/17/15</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
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<tr>
<td>11/20/15</td>
<td>FSU DFMRH Strategic Planning</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>12/2/15</td>
<td>Geriatric Polypharmacy QI planning</td>
<td>Drs. Goforth, Selius, Skiff, and Fashner</td>
</tr>
<tr>
<td>12/11/15</td>
<td>FAFP board meeting, RDC Mtg</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>12/14/15</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
</tr>
<tr>
<td>1/11/16</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
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<tr>
<td>1/28/16</td>
<td>FAFP CPD meeting</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>2/2/16</td>
<td>Welcome Back Weekend orientation</td>
<td>All residents and faculty</td>
</tr>
<tr>
<td>2/8/16</td>
<td>Group Participation discussion</td>
<td>All faculty</td>
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<tr>
<td>2/22/16</td>
<td>GWEP meeting</td>
<td>Drs. Goforth and Selius</td>
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<tr>
<td>2/24/16</td>
<td>Doctoring-3 discussion (A. Fib)</td>
<td>Dr. Goforth</td>
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<tr>
<td>3/9/16</td>
<td>WINK News Prep (Zika)</td>
<td>Dr. Goforth</td>
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<tr>
<td>3/28/16</td>
<td>GWEP meeting Drs. Goforth and Selius</td>
<td>Dr. Goforth</td>
</tr>
<tr>
<td>4/8/16</td>
<td>FAFP board meeting, RDC Mtg</td>
<td>Dr. Goforth</td>
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<tr>
<td>4/1-3/16</td>
<td>AAFP PDW Meeting</td>
<td>Dr. Gitu</td>
</tr>
<tr>
<td>4/7/15</td>
<td>Update from PDS/RPS Meeting</td>
<td>All faculty</td>
</tr>
<tr>
<td>4/12/16</td>
<td>ABFM Part IV Module – METRIC (Diabetes)</td>
<td>All residents and faculty</td>
</tr>
<tr>
<td>4/14/16</td>
<td>Annual Program Review Preparation</td>
<td>All faculty</td>
</tr>
<tr>
<td>6/1/16</td>
<td>CCC meeting preparation</td>
<td>All faculty</td>
</tr>
</tbody>
</table>

Honors and Awards:

Dr. Brian Selius completed the Physician Leadership Institute at Lee Memorial Health System, which is a yearlong program aimed at developing physician leaders within the system.
Leadership Roles:

Dr. Julia Fashner:
Peer reviewer for Family Physicians Inquiries Network, 2005 to present; Peer reviewer for The Journal of Family Practice, 2009 to present; Associate Editor, Association of Family Medicine Residency Directors Family Medicine Residency Curriculum Resource, 2012 to 2015; Peer reviewer for Family Medicine, 2013 to present; Deputy Editor, Help Desk Answers, Family Physicians Inquiries Network, 2013 to present; LMHS Member, Institutional Review Committee; LMHS Member, Pharmacy and Therapeutics Committee

Dr. Christina Cavanagh:
Lee Memorial Health System: Quality and Peer Review Committee, System Wide Medical Informatics Workgroup, Evidence Based Medicine Council, EpicCare Ambulatory User Group; Florida Academy of Family Physicians: Board of Directors, Government Relations Committee Member, Florida Family Medicine Political Action Committee Board Member; Society of Teachers of Family Medicine: Council of Academic Family Medicine, Advocacy Network Representative

Dr. Alfred Gitu:
Lee Memorial Hospital(LMH) Medical Executive Committee member, Lee Memorial Health System (LMHS) Sepsis Steering Committee member, LMH Joint Operations Committee member, Lee Physician Group Epic Optimization Council member, Lee Physician Hospital Organization Clinical Management Subcommittee member

Dr. Gary Goforth:
LMHS Documentation Quality Work Group; Chair, Florida Academy of Family Physicians Residency Director’s Council, Florida Academy of Family Physicians, Ex Officio member of Continuing Professional Development Committee; LMHS, Lee Memorial Hospital Medical Staff Quality Committee; FSU COM LMHS Graduate Medical Education Committee member

Dr. Brian Selius:
Lee Memorial Health System: Physician Advisory Council, EHR Optimization Committee; System Wide Medical Informatics Workgroup

Dr. Rose Anne Illes:
Lee Memorial Health System: Ethics Council, Population Education Council; Florida Behavioral Scientist Consortium; American Psychological Association, Member Early Career Professional Council; Association of Psychologists in Academic Health Centers Task Force on Disparities and Diversity; National Latino Psychological Association
Scholarly Activity:

Publications


National Presentations


3. Illes, R., Lopez-Arena, A. “Psychologists Outside of the Box: Transforming mental health care to address disparities in underserved communities.” Symposium Presentation at the APA Division 45 2015 National Multicultural Conference and Summit, January 2015, Atlanta, GA.

Regional Presentations


5. Cavanagh, C. “Advanced Cardiovascular Life Support Jeopardy- Medical Student Workshop.” Florida Academy of Family Physicians Summer Forum, Aug 8, 2015, Palm Beach, FL.

6. Fashner, J., Illes, R. Fall, S. “Validation of stress and wellness measures in Lee County, FL physicians.” Poster Presentation at the 11th Annual Research Fair, Florida State University College of Medicine, 2015, Tallahassee, FL.


Grants

1. Cavanagh C, Project Director for getLARC, a grant received to support family medicine resident training in Long Action Reversible Contraception. February 2015 to January 2016.
**Faculty Additions:**

Mauricio Concha, MD, Neurology
Anjun J. Patel, MD, Hematology-Oncology
Jesus Perez, MD, Endocrinology
Kirk Voelker, MD, Critical Care Medicine & Research

**Faculty Development:**

*Strategies for a Successful ACGME Site Visit*, September 21, 2015
*FSU Fall GME & Clerkship Directors Meeting*, October 28-30, 2015
*Internal Medicine Residency Program Update*, November 18, 2015
*Internal Medicine Residency Mock Site Visit*, January 7, 2016
*GME Finance 101: Implications for Faculty*, April 7, 2016

**Program Improvement:**

The program was accredited April 2016 with commendations and no citations. The Program Evaluation Committee (PEC) was established in January 2016. Membership attached.

**Honors or Recognition:**

Dr. Karen Hamad was selected as Chief of Staff for Sarasota Memorial Hospital. Dr. Ashok Sastry was elected as Chief of Medicine for Sarasota Memorial Hospital. Dr. Wilhelmine Wiese-Rometsch serves on the following national committees:

- Executive Board Member for the Association for Hospital Medical Education
- Membership Committee, Association for Hospital Medical Education

**Patient Safety:**

In anticipation of the residency program, the hospital will institute geographic Structured Interdisciplinary Bedside Rounds (SIBR). While interdisciplinary rounds occur daily in the intensive care units, the process did not include general medicine wards.

**Transitions in Care:**

The program will be utilizing the I-PASS protocol for handoffs. This process will be implemented in the inpatient medical services, inclusive of the intensive care unit and in the Emergency Department.
Access to Care/Care of the Underserved:

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

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

Scholarly Activity:

Publications


National Presentations

Brunner N, Wiese-Rometsch W, Hamad K. Depression as the Sole Manifestation of a Brain Tumor. American College of Physicians National Meeting, Medical Student Poster Contest, May 2016, Washington DC.
**Regional Presentations**

Wiese-Rometsch, W. *Strategies for a Successful Residency Application*. Florida State University College of Medicine, Doctoring 3 Course, 23 March 2016.


**Local Presentations**


Wiese-Rometsch W. *Competency-Based Journaling: A Tool for Program Directors and Residents*, FSU Fall GME Clerkship Directors Meeting, 29 Oct 2015


Robinson B. *Dementia Care and Treatment—Updates, Memory and Dementia Care: Understanding Diagnosis, Care and Management of Dementia*. Sarasota Memorial Health Care System, 8 Apr 2016.

FSU College of Medicine Internal Medicine Program at Tallahassee Memorial HealthCare

Faculty Additions:
Mahnsheed Khajavi, MD, Hospitalist

Program Improvement:
The Program received notification of continued accreditation with no citations on March 2, 2016.

Quality Improvement:
Quarterly Quality Improvement Days on January 12, 2016 and January 14, 2016, on which residents presented their assigned quality improvement projects.

Graduates:
- 2015: 7 residents graduated
  - 1 graduate secured a Rheumatology Fellowship
  - 1 graduate working as THM Hospitalist
  - 3 graduates remained in Tallahassee and surrounding area
- 2016: 8 residents graduated
  - 1 graduate secured a Rheumatology Fellowship
  - 6 graduates working as Hospitalists in Florida and Georgia
  - 1 graduate remained with the program as Faculty
<table>
<thead>
<tr>
<th>Abstract/Poster/Oral Presentation Title</th>
<th>Presentation Mode</th>
<th>Resident(s)</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Hypervirulent Klebsiella pneumonia causing a primary liver abscess</td>
<td>Florida ACP</td>
<td>Tahirali Motiwala, MD</td>
<td>Gregory Todd, MD</td>
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<tr>
<td></td>
<td>Poster</td>
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<td>Madhuri Sankuratri, MD</td>
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<tr>
<td>Mediastinal lymphadenopathy in an African American male – your ordinary sarcoidosis?</td>
<td>FMA Poster</td>
<td>Tomonori Oyadomari, MD</td>
<td>Brittany Clark, MD</td>
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<tr>
<td></td>
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<td></td>
<td>David Huang, MD</td>
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<td></td>
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<td>Sergio Ginaldi, MD</td>
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<td>Raymond Shashaty, MD</td>
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<td></td>
<td>Gregory Todd, MD</td>
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<tr>
<td>Do Not Miss this Cause of Upper Extremity Edema</td>
<td>Florida ACP</td>
<td>Suzin Duwaik, MD</td>
<td>Raymond Shashaty, MD</td>
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<td></td>
<td>Poster</td>
<td></td>
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<tr>
<td>Gettin’ Hot in the OR</td>
<td>Florida ACP</td>
<td>Vikas Patel, MD</td>
<td>Raymond Shashaty, MD</td>
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<td>Poster</td>
<td>William Blake, MD</td>
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<tr>
<td>Unusual presentation of Sickle Cell Crisis</td>
<td>Florida ACP</td>
<td>Sabrina Ali, MD</td>
<td>Brittany Clark, MD</td>
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<td></td>
<td>Poster</td>
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<td>Marie Amanze, MD</td>
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<tr>
<td>Considering PNH in Pancytopenia</td>
<td>Florida ACP</td>
<td>Justin Cyr, MD</td>
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<td>Poster</td>
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<tr>
<td>Acquired hemophilia A in an HIV infected patient presenting with spontaneous retroperitoneal hematomata</td>
<td>Florida ACP</td>
<td>Cristin Sampson, MD</td>
<td>Ingrid Jones-Ince, MD</td>
</tr>
<tr>
<td></td>
<td>Oral Presentation</td>
<td>Tomonori Oyadomari, MD</td>
<td>Brittany Clark, MD</td>
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<tr>
<td></td>
<td></td>
<td>Rachel Russell, MD</td>
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<tr>
<td>A Tale of Two Sisters: A look into the variable findings of atypical Hemolytic Uremic Syndrome in 1st degree relatives</td>
<td>Florida ACP</td>
<td>Philip Denoux, MD</td>
<td>Brittany Clark, MD</td>
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<td></td>
<td>Oral Presentation</td>
<td>Vishal Dahya, MD</td>
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<td></td>
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<td>Matthew DeNunzio, MD</td>
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<td>Internal Medicine Residency Program (TMH)</td>
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<td>Abstract/Poster/Oral Presentations</td>
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<tr>
<td>Residents, 2015-2016</td>
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## Internal Medicine Residency Program Clinic Quality Improvement Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Status</th>
<th>Team Leaders</th>
</tr>
</thead>
</table>
| Flu Shot Administration                                                            | Ongoing (quarterly vs. semi-annual reporting) | Anthony Herzog, MD (Team Lead)  
Marta Klisinska, MD  
Zareen Vaghiwalla, MD  
Jana Cua, MD  
Anahita Sanaie, MD  
Christopher Selleck, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| AAA screening                                                                        | Ongoing (quarterly vs. semi-annual reporting) | Tahirali Motiwala, MD  
Cristin Sampson, MD  
Vishal Dahya, MD  
Latrisha Wright, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| Colonoscopy-Preventive Care                                                         | Ongoing (quarterly vs. semi-annual reporting) | Sahar Naeem, MD  
Tomonori Oyadomari, MD  
Suzin Duwaik, MD  
Andrew Golden, MD  
Krishna Patel, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| Advanced Care Planning                                                              | Ongoing (quarterly vs. semi-annual reporting) | Rachel Russell, MD  
Sachin Patel, MD  
Alexandra DaRocha, MD  
Eugene Bednov, MD  
Samantha Marrone, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| Hgb A1c Measurement- DM Management                                                  | Ongoing (quarterly vs. semi-annual reporting) | Luba Muaddi, MD  
Mittal Patel, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| Pneumonia Vaccine                                                                   | Ongoing (quarterly vs. semi-annual reporting) | Latrina Smith, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| CAD and statin use                                                                   | Ongoing (quarterly vs. semi-annual reporting) | Martin Honig, MD  
Brittany Clark, MD  
Gregory Todd, MD |
| Microalbuminuria screening                                                           | In-Progress                   | Tony Martinez, MD  
Jonathan Appelbaum, MD  
Brittany Clark, MD  
Gregory Todd, MD |
FSU College of Medicine General Surgery Program at Tallahassee Memorial HealthCare

Faculty Additions:

Vascular Rotation:
Lincoln A. Roland, M.D.

Soft Tissue and Complex Wound Care Rotation:
Christopher DeRosier, M.D.
Ben Kirbo, M.D.
Laurence Rosenberg, M.D.

Faculty Development Sessions:


Leadership Roles in National Organizations:

Robie DK. Foundation Agent, American Pediatric Surgery Association Foundation, 2012-Present.

Robie DK. Member, Quality and Safety Committee, American Pediatric Surgery Association, 2014-Present.

Scholarly Activity:

Publications- Journals, Textbook


**Regional or National Presentations**


TO: President John Thrasher
FROM: Provost Sally McRorie
DATE: September 27, 2016
SUBJECT: Amendment to Regulation FSU-5.002 Teaching, Research and Graduate Assistants Request for Approval

The proposed regulation amendment updates Regulation FSU 5.002 Teaching, Research and Graduate Assistants to current practices and law. It clarifies admission and appointment requirements and specifies application of the Collective Bargaining Agreement.

This regulation revision has been properly noticed.
FSU-5.002 Teaching, Research and Graduate Assistants

(1) All Graduate Assistants must be admitted to and meet the requirements of the Graduate School, be fully admitted to a graduate degree program, and be under the supervision of an appropriate graduate faculty member. Teaching and research are an integral part of the requirement of obtaining a graduate degree at Florida State University. Because of this, the primary relationship with the University for Graduate Assistants receiving a stipend for degree-related work is one of being a student. Graduate Assistant appointments must comply with University policies, appointment requirements, and the UFF-FSU-GAU Collective Bargaining Agreement (CBA).

(2) Graduate students appointed as Graduate Assistants are selected by academic departments for duties connected with instruction, or research, or professional activities of mutual benefit to the University and the student. Only students with regular graduate student status are eligible for graduate assistantships. “Special” and provisional students are ineligible. Application for a graduate assistantship should be made to the chairman of the major department. The stipend paid to a Graduate Assistant varies, depending upon the FTE amount of service rendered, the nature of the service, and the qualifications of the student, but must at least meet the minimum stipend specified in the CBA. Stipends for half-time graduate assistants begin at $277 per month. Applications will be accepted at any time. Graduate Assistants, one-third time or more, may be eligible for a waiver of the out-of-state tuition fees, but must pay the full registration fee according to the hours carried. Graduate assistant stipends for service are normally subject to federal income tax. Teaching assistants classified as part-time faculty must also pay the full registration fee according to the hours carried.

(3) A new student whose application for an assistantship is under consideration must also complete an application for admission through the Office of Graduate Admissions in the usual manner.

(4) To remain eligible for an assistantship, a student must discharge his assigned duties satisfactorily as determined by the supervisor and achieve a grade of “B” in at least one half of the course work carried each quarter. No A graduate student with less than a 3.0 cumulative grade point average is not allowed to be continued more than one (1) semester quarter as a Graduate teaching Assistant. All teaching assistants with full responsibility for a course must have either a baccalaureate degree and two (2) years of teaching experience or a master’s degree.

Specific Authority BOG Regulation 1.001(3) (j); Reg. Procedure July 21, 2005 Law Implemented 1001.74(5) BOG 1.001(4) (a), (5) (a) FS. History—New 9-30-75, Formerly 6C2-3.38, FSU-3.038, Amended and renumbered as FSU-5.002.
TO: President John Thrasher  
FROM: Provost Sally McRorie  
DATE: October 3, 2016  
SUBJECT: Repeal of Regulation FSU-6.010 Florida Resources and Environmental Analysis Center (FREAC)  
Request to Repeal  

The university seeks to repeal Regulation FSU-6.010 Florida Resources and Environmental Analysis Center (FREAC). Individual centers are governed by general regulations and policies and do not require individual regulations to define their authority or activities.

The proposed regulation amendment has been properly noticed.
FSU-6.010 Florida Resources and Environmental Analysis Center (FREAC).
The Center is an all-University, multi-disciplinary research and development center. The major objectives of the Center program are research and analysis relating to the physical and cultural resources and the environmental quality of our nation and state. An associated goal is the educational preparation of qualified personnel to staff our society’s resource agencies.

Administratively, the all-University Center is under the general supervision of the Provost of the Division of Graduate Studies and Research. Space for the Center has been provided by the Geography Department. The organization of the Center includes a director, an associated director, a full fiscal and secretarial staff, and research specialists in the areas of computer technology, cartography, statistical applications, remote sensing and a physical environments specialist. Research specialists are also readily available from other areas of the University such as education, business, communications as well as physical and social sciences.

Only the director, the administrative staff and the five (5) research specialists mentioned above are assigned to the Center staff. The open nature of the Center encourages all members of the faculty to be considered as potential Center researchers. The director and his staff are available to help any professor develop, obtain and administer a research grant or contract. In every case, however, the principal investigator is in charge of, and responsible for, his project. The Center is to serve the researcher in any way that can help him be more efficient. The investigator maintains his own department as his research and academic base.

A major function of the Center is to increase communication between state agencies with research needs and research resources of the University. The Center’s function is to encourage and support research efficiency and to provide a mechanism for multi-disciplinary cooperation when available. Although the Center is vitally concerned with projects funded by the State of Florida, projects funded by the federal government and private agencies are actively sought. In no way, however, is independent resources research discouraged and internal support from the Center will be provided when available.

The structure of the all-University Center is designed to provide as little interference to the researcher as possible and to allow the Center the flexibility essential to meeting the changing needs and opportunities of resource-oriented research and education.

Benefits to resource research efforts include:

(1) Creation of a multi-disciplinary resources research program;
(2) An increase in the number of qualified resource researchers;
(3) Identification of resource scholars within the State University System; and
(4) Dissemination of scientific information concerning resources and resource problems.

For the purpose of establishing priorities among state agency requests, a State Agency Priorities Committee has been established. This committee consists of one (1) representative each from the Department of Administration, Pollution Control and Natural Resources; the Trustees of the Internal Improvement Trust Fund; and the Governor’s Office. This committee meets only on those occasions when the agencies’ requests for research are more numerous than the Center can handle. The Provost of the Division of Graduate Studies and Research and a representative of the President’s Office are ex officio members and the Center Director chairs the Committee.

The Center Director also chairs an on-campus Advisory Committee consisting of two (2) representatives from each of the University divisions. These representatives are appointed by the
division provosts. The function of this committee is to advise the Director in decisions concerning resource allocation or personnel. This committee also serves as an editorial board for the publication of Center technical papers and reports.

Decisions regarding faculty support from Center funds are the responsibility of the Director, with the advice of the all-University Advisory Committee and the consent of the Provost of the Division of Graduate Studies and Research. Awards from the Center for state-related research efforts are made only following the receipt of a statement, from a Florida State Agency head at the Division level or above, declaring that the suggested study is needed by his agency. This restriction does not apply to research projects funded through specific research proposals.

Graduate Assistant support decisions are the responsibility of the Director with the consent of the Provost of the Division of Graduate Studies and Research. These awards are in accordance with Center research interests and help to develop a multi-disciplinary group of students. Graduate student funding will also depend upon the agreement of the Chairman of the Department within which the student is majoring.

TO: President John Thrasher
FROM: Provost Sally McRorie
DATE: October 3, 2016
SUBJECT: Amendment to Regulation FSU-5.088 Division of Sponsored Research Request for Approval

The proposed regulation amendment for Regulation FSU-5.088 updates outdated references to law, offices, positions and terminology. It eliminates unnecessary references to certain costs, payment of salaries, and personnel exemptions.

The proposed regulation amendment has been properly noticed.
FSU-5.088 Division of Sponsored Research.

(1) General Policies.

(a) The following general policies govern the operation of the Division of Sponsored Research, now the Office of Graduate Studies and Research under the direction of the Provost, Graduate Studies and Research, hereinafter called the Graduate Research Office Vice President for Research.

1. The Graduate Office of the Vice President for Research Office is an integral part of the University. Operating policies and procedures as they pertain to sponsored research, development, and training programs shall conform to established regulations and policies of the Board of Regents.

2. One of the general functions of the Graduate Office of the Vice President for Research Office is to administer and promote the sponsored research program inclusive of sponsored training and development programs and to support the total research program of the University in a manner which assures efficiency and effectiveness, producing the maximum benefit for the educational program of the University and maximum service to the State of Florida. In the performance of this general function, the Graduate Office of the Vice President for Research Office is responsible, under the Provost, Graduate Studies and Research, for:

   a. Arrangements for Authorizing the conduct of sponsored research, development, and training programs involving the services of University personnel or the use of University facilities.
   b. Negotiation of contracts and grants with sponsors.
   c. Maintenance of records related to the activities of sponsored research, development, and training programs.
   d. Budget preparation, management of the permanent Sponsored Research Development Fund, and fiscal reporting.
   e. Supervision of personnel employed by the Graduate Office of the Vice President for Research Office.
   f. Cooperation with other divisions and departments of the University and with other State universities and the Board of Regents to assure that the sponsored research, development, and training programs are effectively advancing the educational and service objectives of the university system.

3. All monies deposited in the permanent Sponsored Research Development Fund which are not required to pay for direct costs of contracts and grants shall be used to pay the cost of operating the Division of Sponsored Research section of the Graduate Research Office and to support other research programs in any area of the institution. The cost of operating the Division of Sponsored Research shall include direct costs and expenses incurred by the division but shall not include use charges on University buildings, custodial and maintenance expense, utilities expense, expenses for general administration, other indirect costs or expenses incurred or paid by the University.

4. All expenditures for the Sponsored Research Development Fund shall conform to the terms and requirements of the grant or contract under which they are received, as well as to this regulation policy statement and any additional policies, not inconsistent with Board of Regents or University regulations and policies, established by the President.

5. Salaries of persons paid in whole or in part from the Sponsored Research Development or Training Funds will be within the same ranges for equivalent positions paid from state funds, and equivalent criteria will be applied in determining specific salaries, regardless of source and will conform to general University and Board of Regents regulations and policies in these matters.

   a. Salaries for regular employees shall be paid through the University grants and donations trust fund on deposit in the State Treasury.
   b. Funds for the payment of salaries of these regular employees shall be transferred, as needed, into the State Treasury from the permanent Sponsored Research Development Fund.

6. Operating expenses of the Sponsored Research Division of Sponsored Research other than salaries of regular employees, shall be paid from the permanent Sponsored Research Development Fund. These expenses include other personnel services, expenses, and operating capital outlay. Persons appointed or employed for periods of less than twelve (12) months may be considered as temporary employees, and their compensation shall be classified as other personal services.

7. The President is authorized in accordance with Board of Regents policies F.S. § 1004.22(3) F.S. to enter into and execute contracts and to accept grants for research and training.
8. The President is authorized to make such additional policies and procedures as the President deems necessary to the proper conduct of the Division of Sponsored Research under the direct supervision of the Provost, Graduate Studies and Vice President for Research.

(b) Organization and Functions. The Division of Sponsored Research under the direct supervision of the Provost, Graduate Studies and Research is operated as an integral part of the University to avoid any undesirable or inefficient separation of teaching and research. Whenever possible, the administration of supporting services for sponsored research purchasing, shops, maintenance, etc., will be provided within the usual University organization with as little duplication of effort as possible. The principal functions of the Division of Sponsored Research, Graduate Research Office are enumerated in subparagraph 2. above. The duties and responsibilities of the various University Officers are as follows:

1. The President has the final university authority and responsibility for the operation of the Graduate Research Office, Division of Sponsored Research. He has delegated the authority to execute contracts and accept research, development and training grants for the University to the Provost, Graduate Studies and Vice President for Research.

2. The Provost/Executive Vice President for Academic Affairs and the Provost, Graduate Studies and Vice President for Research coordinate research with the teaching program of the University and provide overall supervision of the research program.

3. The Provost, Graduate Studies and Office of the Vice President for Research reviews and approves all research, development, and training grant and contract proposals. This review determines conformity with University, Board of Regents' Governors and State regulations, policies and laws; that proposals are in proper form for submission to the potential sponsors; and that implied or definite University commitments of funds, space and personnel can be met. The Vice President for Research:
   a. Administers the University patent regulation and policy.
   b. Maintains information about potential sources of funds to support University research. Communicates information about sources of support and research, development and training opportunities to the faculty.
   c. Maintains records and information about the research program(s) of the University.
   d. Prepares general reports of research activities required by the Board of Regents' Governors and necessary reports for research, development, and training grants and contracts to the University.
   e. Prepares the annual budget for the operation of the Graduate Research Office, Division of Sponsored Research.
   f. Approves all purchases made as exceptions to the usual State purchasing procedures.
   g. Recommends to the Executive Vice President action to be taken in the acquisition of computer equipment, and related computer items.
   h. Prepares for the President formal requests to the Board of Regents Trustees for the acquisition of land, construction or remodeling buildings, to be paid for with Sponsored Research Development Funds.
   i. Supervises employees of the Graduate Research Office, Division of Sponsored Research, except those for whom he has only a coordinative responsibility.
   j. Supervises the fiscal administration of research, development, and training grants and contracts accounts and the purchasing from grants and contracts accounts.
   k. Approves appointments of all employees of the Division.

4. The Associate Provost/Vice President for Research is directly responsible to the Provost, Graduate Studies and Research President for:
   a. Executive management, administration, and supervision of research, development and training contracts or grants administration.
   b. Establishment and maintenance of operations concerned with proposals to and projects supported by granting agencies.
   c. Liaison between University officials and faculty and sponsoring agencies in matters relating to the preparation of proposals and coordination and supervision of sponsored research, development, or training projects.
d. Developing and directing management control including personnel, operating budgets, property control, procurement, patents and copyrights, and reporting systems for all sponsored research, development and training projects.

5. Under the management control of the Associate Provost the Assistant Director of Sponsored Research will be responsible for budget control, record keeping and accounting for all funds in the permanent Sponsored Research Development Fund. He or she will maintain such records and make such reports as are required by law, by the Provost, Graduate Studies and Research, the President, University Controller, Board of Governors, and by good accounting practice. He or she will be responsible for determining that expenditures are made and reported within the terms of the grant or contract as well as within the regulations of the Division of Sponsored Research.

6. The Vice President for Research will be responsible for developing and maintaining liaison with the Director of Purchasing to expedite the purchases made from funds of the Sponsored Research Development Fund. He or she will see that the purchasing requirements of the State and of the granting agencies are met, or if exceptions to the State regulations are to be made, that such have the approval of the Provost, Graduate Studies and Research.

2. Operating Procedures.

(a) The operating procedures of the Graduate Research Office, Division of Sponsored Research, shall conform to established regulations and policies and procedures of the Board of Regents and of the Florida State University except where otherwise specifically indicated below.

1. Regulations of Effects of Research, Development, and Training Contracts, Grants and Gifts on the Educational Program of the University and on the Welfare of the State of Florida. Proposals for the solicitation of funds from agencies outside the University will be treated as follows: The principal investigator will arrange with his Department Head/Chairman for a schedule of duties that will allow adequate time to prosecute the proposed research, development, or training program, obtain approval that such research, development, or training is in the best interests of the department, of the Florida State University, and of the State of Florida, and assurance that the facilities of the department are adequate for the performance of the research, development, or training project or that adequate facilities can be provided.

2. Proposals: Proposals will be further reviewed by the Provost, Graduate Studies and Vice President for Research to see that the research, development, or training program is appropriate to the role and scope of the University and to its goals of service, good teaching and the advancement of knowledge and that the proposed contract or grant is legally and fiscally sound.

3. Administration of Personnel: Appointments of all employees shall be made in accordance with standards applicable to employment elsewhere in the University, except as set forth below, with respect to recruitment and selection; employment contracts; wage and salary administration; fringe benefits, such as holidays and prerequisites; Workers’ Compensation; unemployment compensation; retirement; nepotism; outside employment; political participation; loyalty oath and termination of employment. The following exceptions to the above general employment procedures will prevail: temporary personnel at any salary level may be appointed on the Sponsored Research Development Fund without obtaining approval outside the University.

4. Purchasing: All of the purchases of the Division of Sponsored Research shall be made in accordance with the regulations, policies and procedures of the Board of Regents for other University purchases. Exceptions to the requirements may be made in accordance with sponsored research exemption procedures set out in s. Rule 6C2R-5.0081, F.A.C.S. § 1004.22(7), F.S. and FSU-5.0881.

5. Budgeting and Accounting: The budgeting and accounting of research, development, and training contracts and grants shall conform with the standards and methods of good accounting practices and in accordance with such standards and methods compatible with Agency and University and State of Florida procedures.

6. Financing, Construction and Use of Physical Facilities: Whenever Sponsored Research Development Funds, either wholly or in combination with other non-state sources, are to be used for the construction or the purchase of real property, a request for the purchase of construction shall be presented by the President to the Board of Regents for review and recommendation. Such requests will go to the Board of Education when required.
Title to all real property shall vest in the University Board of Education Trustees.

7. Inventory of Assets: An inventory of property acquired through the use of Sponsored Research, Development or Training Funds will be maintained in a manner similar to that employed for State fund acquired property. Custodial rights will be vested in the University – not the Division of Sponsored Research.

8. Insurance: Custody of property acquired through the use of Sponsored Research, Development or Training Funds will be vested in the University. It will then be the University’s responsibility to protect such property with adequate insurance.

9. Copyrights and Patents: Copyrights and patents will be administered in accordance with regulations and policy prescribed by the Board of Regents and the Florida State University. Any royalties or other revenues accruing therefrom shall be deposited in the permanent Sponsored Florida State University Research Development Fund for further distribution as prescribed by the Board of Regents and the Florida State University regulation and policy.

10. Legal Aspects of Contracts, and Grants, and Gifts: All research, development, and training contracts and grants shall be examined as to legality prior to their execution. Any contract or grant that may unduly obligate the University in any way shall be referred to the University Counsel for examination and opinion. If deemed necessary, the documents may be forwarded to the Attorney General for opinion and/or approval and shall be returned by him or her to the Attorney General with comments to the Provost, Graduate Studies and Vice President for Research, with a copy of these comments to the Board of Regents. Only the President (or his duly appointed representative, the Vice President for Research) may execute or accept research, development, or training contracts and grants.

11. Solicitation of Research, Development, and Training Contracts, and Gifts: The Provost, Graduate Studies and Vice President for Research or other authorized persons may solicit research, development, or training support, but all proposals for support must conform to University regulation and policy and must have the approval of the Provost, Graduate Studies and Vice President for Research.

12. Negotiation and Execution of Sponsored Research, Development, or Training Contracts and Grants: Negotiations of research, development, or training contracts and grants will be made between the Agency and the University. The Provost, Graduate Studies and Vice President for Research is responsible for the University negotiations but shall consult with the principal investigator/project director in matters affecting the substance of the research, development or training to be conducted.

13. Fixing and Collecting of Fees, and Payments and Gifts, Deposit of Receipts: Fees, Payments and other collections will be made in accordance with existing State, Board of Regents and University regulations and policy. Other fees or payments not covered by grant and contract provisions will be fixed by the appropriate University official, in consultation with the Provost, Graduate Studies and Vice President for Research and the principal investigator/project director. The collection and deposit of such fees will be made by the University Comptroller in the State Treasury or Sponsored Research Administration.

14. Management of the Sponsored Research Development Fund:

a. Budget preparation of the permanent Sponsored Research Development Fund is the responsibility of the Provost, Graduate Studies and Vice President for Research. Fiscal accounting of the Sponsored Research Development Fund as well as the receipt and disbursement of funds shall be done by the Assistant Director of the Associate Vice President for Research under supervision of the Provost, Graduate Studies and Vice President for Research. Any funds accruing after payment of all direct costs associated with sponsored research, development, and training programs will be used to promote the programs of research, development, or training within the University in the following ways in accordance with the State of Florida, Board of Regents, Governors, and University law, regulation and policy.

b. The first responsibility of the Division of Sponsored Research will be to provide efficient and effective support of the sponsored research, development, and training programs of the University. Administrative costs of operating the Division of Sponsored Research and of providing necessary supporting services of sponsored research and training programs shall take the first priority for use of indirect-cost funds. After these needs are provided, remaining funds will be used as directed by the Board of Regents and University regulation and policy which shall include providing for the development of new research, development, or training programs and the expansion of existing ones.
TO: President John Thrasher
FROM: Provost Sally McRorie
DATE: October 3, 2016
SUBJECT: Amendment to Regulation FSU-5.0881 Sponsored Research Exemptions
Request for Approval

The proposed regulation amendment for Regulation FSU-5.0881 Sponsored Research Exemptions updates the current legal authorities and terminology including the names of offices and officials.

The proposed regulation amendment has been properly noticed.
FSU-5.0881 Sponsored Research Exemptions.

1. General Information:
   (a) Subsection 240.241(91004.22(7), Florida Statutes, allows the University, in particular instances, to exempt
   the purchase of materials, supplies, equipment, or services for research purposes from the general
   purchasingprocurement requirements of Chapter 287, Florida Statutes. Also subsection 240.241(12), Florida Statutes,
   allows exemption from Chapters 215 (Financial Matters), 216 (Planning and Budgeting), and 283 (Public Printing and
   Stationary), subject to subsection 240.241(9), the Florida Statutes.
   
   (b) The exemption shall be exercised only when the Vice President for Research certifies to the President, that it
   is necessary for the efficient or expeditious prosecution of a sponsored project.

2. Exemption Criteria: Exemptions may be granted from various statutory requirements if the conditions noted
   below exist.
   
   (a) Competitive BiddingSolicitation.
      1. The request to be exempted from the competitive bidding requirements must demonstrate that the exemption
         is “necessary for the efficient or expeditious prosecution of a research project”. This shall be shown, for example,
         where a certain vendor supplier is specified in a prime contract or grant award; a certain vendor supplier is approved in
         writing by the prime contractor or granting agency in accordance with the provisions of the prime contract or grant
         award; the purchase of specific goods or services from a certain vendor supplier can be demonstrated to be more
         efficient or expeditious based on compatibility, availability, or the current capabilities of the Principal Investigator
         and staff; the purchase of specific goods or services from a certain vendor supplier can be demonstrated to be necessary
         to meet the time requirements of the prime contract or grant award; the purchase of specific goods or services from a
         certain vendor supplier can be demonstrated to be mandated by scientific or technical requirements; the purchase of
         specific goods or services from a certain vendor supplier can be demonstrated to be at a cost below industry norms; or
         other conditions which can be demonstrated to meet the statutory criteria “necessary for the efficient or expeditious
         prosecution of a research project”.
      2. The Principal Investigator’s exemption request must include:
         a. Detailed justification for the request;
         b. Written quotation from the requested vendor supplier detailing the price, the FOB point, responsibility for
            freight and insurance, and payment terms;
         c. Statement and/or other evidence that some form of price comparison or determination of price reasonableness
            has been performed; and
         d. Completed conflict of interest statement by the Principal Investigator (subsection 287.057(19), Florida
            Statutes).
      3. The Principal Investigator will submit the request for the sponsored research exemption to the Office of the
         Vice President for Research, allowing sufficient time for adequate review of the request. The request shall be
         accompanied by the general requisition number, the documentation listed above and any additional essential
         documentation. The Office of the Vice President for Research will send a copy of the approved sponsored research
         exemption to Procurement Services for their review and posting requirements prior to the issuance of the purchase
         order.

   (b) Documentation and Advance Payments. To obtain exemption authorized by Chapter 215, Florida Statutes, the
   following conditions must be met:
      1. Documentation:
         a. Subcontractors’ invoices shall contain a level of detail that is, at a minimum, commensurate with the level of
            detail and reporting required of the University by the prime contract or grant award; and
         b. Subcontractors’ invoices submitted to the State Comptroller for payment must contain a certification that
            receipts in support of the invoice are maintained in the contractor’s records and may be inspected by officials of the
            State of FloridaUniversity.
      2. Advance Payments:
         a. Advance payment must be necessary to fund extensive start-up costs, realize discounts or cost savings, or create
            adequate cash flow in order to provide required goods or services.
b. The Principal Investigator must be responsible for determining that all goods/services, for which an advance payment has been made, are satisfactorily received.

c. The University may require the vendor/supplier to secure some form of liability protection to cover the amount of advance payments. In making this determination, based upon the facts and circumstances of each case, the University’s exposure to risks shall be considered.

d. When an exemption under paragraph (2)(b) is authorized, the contract will contain the following provision, “The Contractor agrees to return to the University any over payments due to unearned funds or funds disallowed pursuant to the terms of this Contract or by the prime agency that were disbursed to the Contractor by the University. Such funds shall be considered University funds and shall be refunded to the University within 45 days following the time the overpayment and/or disallowance is discovered unless otherwise authorized by the University in writing. In addition, the Contractor agrees to exclude from its expenditure reports and any other claims for reimbursement any amounts disallowed by the prime agency and/or the University in accordance with the terms of this contract.”

c) Miscellaneous Exemptions.

1. Other exemptions may also be authorized if it can be demonstrated that they are necessary for the efficient or expeditious prosecution of a project. These include but are not limited to:

   a. Travel: Subject to the conditions of subsection 1004.22(5), a subcontractor may be reimbursed for travel expenses of non-State of Florida personnel performing travel under a sponsored research subcontract in accordance with the provisions of the applicable prime contract or grant and the travel allowances normally provided by the subcontractor.

   b. Confidentiality: Where the conditions of subsection 240.2411004.22(2), Florida Statutes, are met, some information may be protected from disclosure as a public record pursuant to Chapter 119, Florida Statutes, if the research activity necessitates an exemption from public scrutiny.

(3) Certification by Vice President for Research:

   a. The Certification shall:
      1. State the necessity for exemption;
      2. Specify the legal or procedural requirements to be set apart; and
      3. Define the purchase, contract, award, project, or interrelated activities for which the exemptions are being given, specifically identifying the project title and number, contract title and number, as appropriate.

   b. Distribution:
      1. The original certification will be sent to the University President.
      2. A copy of the Sponsored Research Exemption Certification memorandum provided to the President, the general requisition number and a copy of the other documentation listed above will be sent to Purchasing/Procurement Services.

   (c) Purchasing/Procurement Services will be responsible for compliance with all other State of Florida and University rules and regulations. Prior consent to a Sponsored Research Exemption by the Director of Purchasing/Procurement Services is not required, although his/her Director’s advice and counsel may be sought. However, if after viewing the documentation provided, Purchasing/Procurement Services has knowledge of any information that would impact the use of a sponsored research exemption, the Office of the Vice President for Research shall be contacted prior to issuance of the purchase order. Any purchase order issued under a sponsored research exemption will contain a statement indicating that a sponsored research exemption was given.

   (d) Purchasing will forward a copy of the certification, along with a copy of the contract and/or purchase order to the University Controller’s Office. The University Controller’s Office will forward a copy of these documents to the State Comptroller as an attachment to the voucher for the payment of the first invoice.

   (d) Procurement Services will post the sponsored research exemption on a public website for three business days, and will maintain all documentation related to the purchase electronically.

(4) Other Requirements:

   a. A sponsored research exemption shall only be used when the purchase of goods or services is fully funded from sponsored research funds. Payments made for purchases or other actions under a sponsored research exemption shall not be reimbursed subsequently from other University funds.
(b) A copy of the Sponsored Research Exemption Certification and any supporting documentation will be maintained in the Office of the Vice President for Research.

MEMORANDUM

TO:     President John Thrasher
FROM:   Vice President Gary K. Ostrander
DATE:   September 30, 2016
SUBJECT: (1) Adoption of Revised Exclusion Resolution to Implement Policy on
Classified Research and Security Clearances; and

(2) Approval of Revisions to By-Laws of Florida State University Magnet
Research and Development, Inc.

Item 1. In September 2007, the Board of Trustees adopted a resolution appointing an
Executive Committee to fulfill its mission to oversee the activities of the classified
research programs at FSU. This eliminated the requirement for all members of the
Board of Trustees to comply with the extensive background screening process required
by the Defense Security Services.

Concurrently, the Board adopted a resolution (the Exclusion Resolution) excluding all
Trustees from having to obtain security clearances and allowing the Board to rely on the
Executive Committee to perform the oversight function.

As a result of recent changes to the composition of the Board of Trustees, we are
required to update the Exclusion Resolution. Any member of the Executive Committee
who does not hold a security clearance continues to be excluded through this revised
Exclusion Resolution.

Accordingly, I am requesting that the updated Exclusion Resolution be added to the
agenda for review and approval at the October 2016 Board of Trustees meeting.

Item 2: At its June 2016 meeting of the FSU Board of Trustees, the Board adopted
changes to FSU Regulation 2.025, pertaining to Direct Support Organizations (DSOs).
In recognition of these changes, the Directors of Florida State University Magnet
Research and Development, Inc. (FSUMRD) adopted revisions to its By-Laws.

Also pursuant to Regulation 2.025, these revisions must be submitted by the University
President to the Board of Trustees for final approval.
September 29, 2016
Memorandum, page 2

Accordingly, I am requesting the Revised by Laws for FSUMRD be submitted for approval at the October 2016 Board of Trustees’ meeting.

Attachment: (1) Proposed Amended Exclusion Resolution and (2) Proposed By-Laws Changes for FSUMRD, Inc.
RESOLUTION FOR EXCLUSION OF CERTAIN OFFICERS/DIRECTORS

I, Ed Burr, Chairman of the Board of Trustees of Florida State University, hereby certify that the following is a true and exact extract of a resolution adopted at a meeting of the Board of Trustees, held on October __, 2016.

WHEREAS, current Department of Defense (DoD) policy requires that the Chairman of the Board and principal officers (such as President, Senior Vice-President, Secretary, Treasurer, and those occupying similar positions) meet the personnel security clearance requirements established for the level of the contractor's facility security clearance; and

WHEREAS, said DoD policy permits the exclusion from the personnel clearance requirements of certain members of the Board and other officers, provided that this action is recorded in the Board of Trustees minutes or similar type official organization records.

NOW THEREFORE BE IT DECLARED that the Chairman of the Board of Trustees has designated an Executive Committee that will provide oversight of all classified operations performed at this University. The membership for this Executive Committee shall be of personnel who at the present time do possess, or shall be processed for, the required security clearance; and

BE IT RESOLVED FURTHER that the members of this Executive Committee, appointed by the Chairman of the Board of Trustees shall be charged with the oversight of all classified operations performed by Florida State University. That in the future, when any individual enters upon any duties as a member of this Executive Committee, as a replacement for one of the principal management officers of this University, such individual shall immediately make application for the required security clearance; and
BE IT RESOLVED FURTHER that the following members of the Board of Trustees and other officers, shall not require, shall not have, and can be effectively excluded from access to all classified information in the possession of the University, and do not occupy positions that would enable them to affect adversely University policies or practices in the performance of classified contracts for the DoD or other User Agencies of the National Industrial Security Program.

Maximo Alvarez  
Kathryn Ballard  
Edward E. Burr  
William Buzzett  
Emily Fleming Duda  
Susan Fiorito  
Joseph Gruters  
Mark Hillis  
Craig Mateer  
Nathan Molina  
Les Pantin  
Bob Sasser  
Brent Sembler  
President John Thrasher

_________________________  __________________________
Ed Burr, Chairman  Date
MEMORANDUM

TO: President John Thrasher

FROM: Vice President Gary K. Ostrander

DATE: September 30, 2016

SUBJECT: (1) Adoption of Revised Exclusion Resolution to Implement Policy on Classified Research and Security Clearances; and

(2) Approval of Revisions to By-Laws of Florida State University Magnet Research and Development, Inc.

Item 1. In September 2007, the Board of Trustees adopted a resolution appointing an Executive Committee to fulfill its mission to oversee the activities of the classified research programs at FSU. This eliminated the requirement for all members of the Board of Trustees to comply with the extensive background screening process required by the Defense Security Services.

Concurrently, the Board adopted a resolution (the Exclusion Resolution) excluding all Trustees from having to obtain security clearances and allowing the Board to rely on the Executive Committee to perform the oversight function.

As a result of recent changes to the composition of the Board of Trustees, we are required to update the Exclusion Resolution. Any member of the Executive Committee who does not hold a security clearance continues to be excluded through this revised Exclusion Resolution.

Accordingly, I am requesting that the updated Exclusion Resolution be added to the agenda for review and approval at the October 2016 Board of Trustees meeting.

Item 2: At its June 2016 meeting of the FSU Board of Trustees, the Board adopted changes to FSU Regulation 2.025, pertaining to Direct Support Organizations (DSOs). In recognition of these changes, the Directors of Florida State University Magnet Research and Development, Inc. (FSUMRD) adopted revisions to its By-Laws.

Also pursuant to Regulation 2.025, these revisions must be submitted by the University President to the Board of Trustees for final approval.
Accordingly, I am requesting the Revised by Laws for FSUMRD be submitted for approval at the October 2016 Board of Trustees' meeting.

Attachment: (1) Proposed Amended Exclusion Resolution and (2) Proposed By-Laws Changes for FSUMRD, Inc.
GENERAL BOARD MEETING - CONSENT ITEMS

3/15/07
9/23/16

Revised:

BYLAWS
Florida State University Magnet Research and Development, Inc.
[A Not-For-Profit Corporation]

ARTICLE I
Board of Directors

Section 1. Membership and Term of Office. The Board of Directors shall consist of up to seven (7) ten (10) voting members. The President of The Florida State University, the Vice President for Research and a member to be appointed by the Chair of the University Board of Trustees shall be members of the Board of Directors. The remaining members of the Board of Directors shall be appointed by the President of The Florida State University. At least two Directors shall not be employees of the Florida State University. The President of the University and the Vice President for Research shall serve as Directors for such time as each respective individual continues to serve as the President and Vice President for Research. Except for the member appointed by the Chair of the University Board of Trustees, who serves at the Chairman’s pleasure, and the ex officio members, each of the remaining Directors shall serve a four-year term and shall be eligible for re-election.

Section 2. Powers and Duties of the Board of Directors. The property, affairs, activities, and concerns of the corporation shall be vested in the Board of Directors. All management functions shall be exercised by the Board of Directors, subject to delegation by the Board to the officers and the Executive Committee. The Board of Directors shall approve operating budgets on an annual basis. These budgets shall be approved by the University President and recommended by the President to the University Board of Trustees for review. Such proposed budgets shall be submitted no later than ninety (90) days after the first day of the fiscal year to which the proposed budget pertains.

The President of the Florida State University shall have authority and responsibility to monitor and control the use of the University’s resources and name, monitor compliance of the corporation with federal and state laws and approve contributions of funds or supplements to support intercollegiate athletics. The University President shall review and approve quarterly expenditure plans.

The Corporation shall not give, directly or indirectly, any gift to a political committee or committee of continuous existence as defined in Section 106.011, F.S., for any purpose other than those certified by a majority roll call vote of the corporation’s governing board at a regularly scheduled meeting as being directly related to the educational mission of the University.

The Corporation shall comply with all rules adopted by the University Board of Trustees with regard to the operation of direct-support organizations.
Section 3. Meetings. A regular annual meeting of the Board of Directors shall be held at a date and time set by the Board of Directors. Notice of the meeting, signed by the Secretary, shall be mailed to the last recorded address of each Director at least ten days before the time appointed for the meeting. Notice of any meeting referenced in these bylaws may be sent by electronic communication. Special meetings of the Board may be called by the President or Secretary of this corporation, two or more Directors, or the President of the University. Notice of any special meeting of the Board of Directors shall be given at least ten days prior thereto by personal delivery or sent by U.S. Mail to each Director at the address as shown by the records of the corporation. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Business to be transacted at the meeting need not be specified in the notice or waiver, unless specifically required by law or by these Bylaws. The President of the University shall act as Chair of the Board of Directors. Proxies, general or special, shall not be accepted for any purpose in the meetings of the Board of Directors. Any meeting may be conducted through teleconference, videoconference or other appropriate electronic means.

Section 4. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, a majority of those present may adjourn the meeting from time-to-time without further notice.

Section 5. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 6. Vacancies. Whenever any vacancy occurs on the Board of Directors by death, resignation or otherwise, it shall be filled without undue delay. In the case of the President of the University and the Vice President for Research, the person who is acting as the President or the Vice President for Research will fill the vacancy. In the case of a vacancy of the Directors appointed by the President of The Florida State University, additional appointments shall be filled by the President as needed.

Section 7. Order of Business. The order of business shall be as follows at all meetings of the Board of Directors and Executive Committee:

(a) Calling of the roll.
(b) Proof of notice of meeting or waiver of notice.
(c) Reading of the minutes.
(d) Receiving communications.
(e) Election of the President of the Corporation, if necessary.
(f) Reports of officers.
(g) Reports of committees.
(h) Unfinished business.
(i) New business.

Any question as to the priority of business shall be decided by the Chair without debate. This order of business may be altered or suspended at any meeting by a majority vote of the members present.
ARTICLE II
Members

The Board of Directors shall have full discretionary power to admit and expel members except any Board member appointed by the Chairman of the University Board of Trustees or by the President of The Florida State University. The Board shall have the power to set qualifications for members in addition to those set out in the Articles of Incorporation, and establish the voting and other rights and privileges of members. Any Board member appointed by the Chair of the University Board of Trustees may be removed by said Chair upon written notice delivered to the President of The Florida State University or the President of this corporation. Any Board member appointed by the President of the University may be removed by the President upon written notice delivered to the President of this corporation. All Board members shall submit conflict of interest forms each year.

ARTICLE III
Officers

Section 1. Number. The officers of this corporation shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Appointment. The officers shall be appointed by the President of The Florida State University, shall serve for a term of one (1) year, and may be reappointed. However, the President of the Corporation shall be elected by the Board of Directors based upon the recommendation of the University President and shall report directly to the University President or a designee reporting directly to the President.

Section 3. Duties of Officers. The duties and powers of the officers of the corporation shall be as follows:

President. The President of this Corporation (who shall be a Director) shall act as Chair of the Board of Directors and preside at all meetings and shall be a member ex officio, with the right to vote, on all committees. At the regular annual meeting of the Board of Directors and at such other times as he deems proper, he shall communicate to the Board of Directors such matters and make such suggestions as may in his opinion tend to promote the prosperity and usefulness of the corporation. The President of this Corporation shall act as the Chief Executive Officer of this corporation and shall do and perform such other duties as may be assigned to him by the Board of Directors. The President of this Corporation is authorized to execute, in the name of the Florida State University Magnet Research and Development, Inc., with the Secretary attesting, all certificates, contracts, deeds, notes and other documents or legal instruments authorized or issued by the Board of Directors. In the absence or unavailability of the President of the Corporation to execute in the name of the Florida State University Magnet Research and Development, Inc. all certificates, contracts, deeds, notes and other documents or legal instruments authorized or issued by the Board of Directors, any member of the Executive
Committee may sign on behalf of the Corporation with the Secretary attesting to the authority of the officer/director and the authenticity of the signature. To facilitate the day-to-day operation of the Corporation, the President of the Corporation, or his or her designee, is authorized to make expenditures and/or obligations outside of the approved budget in amounts up to $10,000, with such expenditures and/or obligations presented for information purposes to the Florida State University Magnet Research and Development, Inc. Board of Directors at its next meeting. The President of this Corporation or his/her designee is also authorized to negotiate, enter into and execute contracts; to solicit and accept grants and donations; and to fix and collect fees, other payments, and donations that may accrue by reason thereof. The President or his/her designee may negotiate, enter into, and execute contracts on a cost-reimbursement basis.

**Vice President.** The Vice President shall assist the President in carrying out the programs of the Corporation. In the event of the prolonged absence or disability of the President of the Corporation, the Board shall appoint the Vice President as acting President, and, as such the acting President shall have all the authority and duties vested in the President.

**Secretary.** The Secretary shall keep full and accurate minutes of all meetings of the Board of Directors and Executive Committee in a book provided for that purpose and shall transmit all notices required by the Bylaws of this corporation. The Secretary shall have custody of the corporate seal of this corporation. The Secretary may sign documents with the President in the name of this corporation and, when required, shall affix thereto the seal of the corporation. The Secretary shall have charge of all official records of this corporation which shall be at all reasonable times open to the inspection of any Director, and shall in general perform all duties incident to the management of the office of Secretary for the Board of Directors. The Secretary shall exercise such authority to collect revenues and make routine expenditures delegated by the Board of Directors, the Executive Committee, or the President. In the absence or unavailability of the Secretary to attest to the execution of the documents referenced above, the Treasurer of the Corporation is designated to attest to the authority of the officer/director and, when required, to affix thereto the seal of the Corporation.

**Treasurer.** The Treasurer shall render to the Board of Directors an account and statement of all major financial transactions at the annual meeting of the Board and at other times as the Board may determine. The Treasurer will prepare an annual budget for the corporation for approval by the Board of Directors. The Treasurer shall work to ensure the solvency and financial strength of the corporation. The Treasurer shall establish and maintain written procedures to execute the following responsibilities of the Business Manager who will:

- Receive and keep the funds of this corporation;
- Pay out funds only in accordance with the guidelines established by the Board of Directors;
- Deposit all monies, checks, and other credits to the account of this corporation in such bank or banks or other depositories as the Board of Directors may designate;
- Review all receipts and vouchers for payment made to this corporation;
- Review all vouchers and checks made by this corporation;
With Board approval, the Treasurer may designate a business manager to act on his behalf in the duties described above.

Section 4. Bond. The officers of this corporation shall, if required by the Board of Directors, give to the corporation such security for the faithful discharge of their duties as the Board may direct.

Section 5. Checks. Checks or drafts on the funds of this corporation shall be signed by any two of the officers or Directors authorized to do so by the Board of Directors. However, checks for $5,000 or less may be signed by any one of the officers or Directors authorized to do so by the Board of Directors. The payee shall not, in any instance, be a signatory on his/her check.

Section 6. Audit. The President of this corporation, Audit Committee, as described in Article IV below, shall arrange for the auditing, at least annually, of the books, records, and accounts of this corporation by an independent certified public accountant. The annual audit and management letter shall be forwarded by the University President to the University Board of Trustees for review and oversight no later than the end of the fourth month following the close of the corporation’s fiscal year. The annual audit shall be conducted in accordance with University Board-of Trustees Rule Regulation 6C2- FSU 2.025, F.A.C.

Section 7. Vacancies. Vacancies in any office shall be filled by the University President based on the recommendation of the Board of Directors, made at its regular annual meeting or at a meeting specifically called for that purpose. However, in the case of a vacancy in the office of President of the corporation, that officer shall be selected by the Board of Directors based upon the recommendation of the University President.

Section 8. Compensation of Officers. The officers shall receive no special salary or compensation for being officers of this corporation other than their usual salaries as employees of The Florida State University, if so employed.

ARTICLE IV
Committees

Section 1. Executive Committee. The Board of Directors shall elect at its annual meeting an Executive Committee consisting of the President of The Florida State University, or his or her designee, the President of this Corporation, and one other Director, which committee shall have such powers as may be delegated to it by the Board of Directors. The Chair of the University Board of Trustees may also appoint a representative to the Executive Committee. A majority of the Executive Committee shall be sufficient to exercise all its powers. Proxies, general or special, shall not be accepted for any purpose in the meetings of the Executive Committee.
Section 2. Audit Committee. The President of the Corporation shall, subject to the approval of the Board of Directors, appoint an Audit Committee consisting of at least three members to assist the Board in fulfilling its fiduciary responsibilities relating to accounting and reporting practices. All Audit Committee members shall be financially literate and at least one member shall have strong professional working experience in accounting, business, finance, audit and internal controls. No member of the Audit Committee may be a member of FSUMRD management.

The Audit Committee shall be responsible for selecting the audit firm and shall forward its selection to FSUMRD’s Board of Directors for approval. The Board of Directors shall then forward the name of the selected audit firm to the University Board of Trustees for final approval. Once approved by the University Board of Trustees, the Audit Committee shall engage the independent auditor.

All new audit firm contracts may be for a period of up to five years. At the end of the five year period, or earlier, FSUMRD may elect to extend the first contract for an additional five-year period or, at its option, issue another Request for Proposal for the next five year period. If FSUMRD chooses to issue an RFP for the second five-year period, the current audit firm may respond to the RFP for consideration for the additional five-year period. An audit firm entering into a second five-year contract must designate a new lead audit partner for the second five year term.

The RFP issued shall identify criteria for evaluation of the audit firm proposals to include, for example, areas such as experience and ability; understanding of applicable laws, rules and regulations; familiarity with auditing similar organizations; project requirements; approach and method; and a fee proposal.

The Audit Committee shall first give consideration to the quality of the audit proposal in terms of work to be performed and after such deliberation the Audit Committee shall take into consideration the proposed fee. Weights and scoring processes shall be based on the priorities and needs of FSUMRD. The Audit Committee shall negotiate with the first ranked audit firm to agree on a contract to include the audit fee and related expenses. If a contract cannot be agreed upon, negotiations will formally end and negotiations shall begin with the second ranked audit firm, and so forth, until a contract is agreed upon.

Section 3. Standing Committees. At the first meeting of the Board of Directors or as soon thereafter as is practical, the President of the Corporation shall, subject to the approval of the Board of Directors, appoint such committees as may be deemed necessary and advisable to assist in the conduct of this corporation’s affairs.

Section 34. Special Committees. The President of the Corporation may, at any time, appoint other committees on any subject for which there are no standing committees.
Section 45. Committee Quorum. A majority of any committee of this corporation shall constitute a quorum for the transaction of business, unless any committee shall by majority of its entire membership decide otherwise.

Section 56. Committee Vacancies. The Board of Directors shall have the power to fill vacancies in the membership of the various committees.

ARTICLE V
Seal

The seal of this corporation shall be as more particularly shown in the following impression:
ARTICLE VI
Amendments

The Bylaws of this corporation may be amended by majority vote of the current Directors of this corporation at any duly organized meeting, subject to final approval by the President of the University and the University Board of Trustees. Upon statutory enactments, amendments to existing laws or promulgation of rules affecting University support organizations by the University Board of Trustees or the University, the Board of Directors shall meet and amend the Bylaws to remain in conformity with such changes. A special meeting may be held for such purposes.

ARTICLE VII
Fiscal Year

The fiscal year of this corporation shall commence on July 1 of each year and end on June 30 of the following year.

ARTICLE VIII
Employment

Any person employed by the corporation shall not be considered to be an employee of the Florida State University Board of Trustees by virtue of such employment. The Corporation shall provide equal employment opportunities to all persons regardless of race, creed, color, sex, religion, gender, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, or national origin or any other legally protected group status.

ARTICLE IX
Indemnification

Section 1. Indemnification. Pursuant to Sections 607.0850 and 617.0831, Florida Statutes, any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigatory (other than an action by, or in the right of, the corporation), by reason of the fact that he is or was a Director or Officer of the corporation shall be indemnified against expenses (including attorneys’ fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit, or proceeding, including any appeal thereof, but only if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.

Section 2. Authorization of Indemnification. Any indemnification hereunder shall be made by the corporation only upon a determination that indemnification of the Director or Officer is proper in a specific case because he has met the standard of conduct set forth in Section 1 above. Such determination shall be made by the Board
of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding or, if such quorum is not obtainable, by a majority vote of a committee duly designated by the Board of Directors (in which Directors who are parties may participate) consisting solely of two or more Directors not at the time parties to the action, suit, or proceeding or by a committee comprised of individuals who were not parties to such action, suit, or proceeding where such committee is selected by a majority vote of the full Board of Directors (in which Directors who are parties may participate).

**ARTICLE X**

**Confidentiality of Corporation Documents**

The successful relationship between the Florida State University and the Florida State University Magnet Research and Development, Inc. is based on effective service, trust and accountability. The Florida State University Magnet Research and Development, Inc., as a direct support organization of the Florida State University, believes it should be sensitive to public scrutiny of its financial affairs. However, the Florida State University Magnet Research and Development, Inc. must be able to assure the Florida State University and its employees that it will protect the confidentiality of the university’s work products, including intellectual property and other proprietary material, as is recognized in Section 1004.22(2), Fla. Stat. The Florida State University Magnet Research and Development, Inc. must also assure research sponsors, co-developers, customer, clients, licensees, and co-venturers that their research, development and business plans, licensing strategy, financial information and other proprietary information will be held in confidence. These protections are vital to the promotion and encouragement of research activities by the university’s faculty, staff, and students, to the administration of grants and contracts, as well as to the negotiation and maintenance of licensing agreements which are designed to provide income from the development and commercialization of university work products.

It is the Florida State University Magnet Research and Development, Inc.’s policy, upon receipt of a reasonable and specific request in writing, to make public its financial information, including expenditures from Florida State University Magnet Research and Development, Inc. funds, and information about the investment and management of Florida State University Magnet Research and Development, Inc. assets to the extent that disclosure of such information will not compromise the confidentiality of work products and proprietary information as stated above. With regard to research projects, the Florida State University Magnet Research and Development, Inc. will release upon request the title and description of a research project, the names(s) of the researcher(s), and the amount and source of funding.
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ARTICLE 1
PURPOSE AND MISSION

1.1 Purpose. The purposes of the corporation shall be as stated in its Articles of Incorporation.

1.2 Mission. To the extent consistent with the corporation’s purposes, the mission of the corporation is to serve as a Direct Support Organization for Florida State University. As a fundraising arm of Florida State University, the corporation generates current and deferred contributions primarily for the purpose of enhancing the overall educational environment, financial security, and long-term success of the University’s athletic program, while promoting the education, health, and physical welfare of student athletes at the University.

ARTICLE 2
MEMBERSHIP

2.1 Members. The membership of the corporation during any fiscal year shall consist of all persons who have made an annual financial contribution to the corporation for that fiscal year at not less than the minimum level established by the Board of Directors. The membership shall comply with the Articles of Incorporation and the Bylaws of the corporation and the rules and regulations of Florida State University Board of Trustees and the National Collegiate Athletic Association. The members shall have no voting rights as members of the corporation. No member will be personally liable for any of the corporation’s debts, liabilities, or obligations, nor will any member be assessed for the debts, liabilities, or obligations of the corporation.
ARTICLE 3
ADMINISTRATION

3.1 General Powers. The business and affairs of the corporation shall be conducted under the general supervision and control of a Board of Directors.

3.2 Specific Powers. The specific powers of the Board of Directors shall be those granted to the Board of Directors by the Articles of Incorporation, Chapter 617, Florida Statutes, and these Bylaws. The corporation shall comply with all applicable laws, regulations, and rules of Florida State University Board of Trustees and Florida State University that apply to university direct-support organizations. Any conflicts between these Bylaws and the Articles of Incorporation, the Rules promulgated by the Board of Trustees or Florida statutes will be resolved in favor of the Articles, Rules or Statutes.

3.3 Chief Financial Officer. The corporation shall employ a Chief Financial Officer to manage the fiscal affairs of the corporation. The Board of Directors may delegate routine supervision of this position to the President of the corporation. The Chief Financial Officer shall report directly to the Vice President of Finance and Administration of Florida State University. The Chief Financial Officer shall not be a member of the Board of Directors or the Executive Committee.

3.4 University Oversight. The President of Florida State University may designate University personnel as liaison on a continuing basis between the University and the corporation. The books and records of the corporation shall be open to such persons at all times. The President of Florida State University has authority to monitor all transactions by the corporation relating to Florida State University, its resources, and name, to monitor the corporation’s compliance with federal and state laws, and to approve contributions of funds or supplements to support intercollegiate athletics, and shall have such powers and duties related thereto as are provided by applicable law.
3.5 Employees. Employees of the corporation are not employees of the State of Florida or Florida State University by virtue of their employment by the corporation. The corporation shall not discriminate in providing employment opportunities based on a person's race, color, religion, gender, age, disability, national origin, sexual orientation, veteran status, marital status, or any other legally protected group status.

3.6 Prohibited Activities. The corporation shall not, directly or indirectly, (a) make any gift to a political committee or committee of continuous existence as defined in Section 106.011, Florida Statutes (as it may be amended), for any purpose, (b) intervene in, or participate in, any political campaign on behalf of any candidate for public office, or (c) engage in any activity that is not permitted to be engaged in by a corporation that is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any corresponding future provision of the Internal Revenue Code.

ARTICLE 4
BOARD OF DIRECTORS - MEMBERSHIP, ELECTION, AND TERM OF OFFICE

4.1 Board Membership. The Board of Directors shall consist of not less than twenty-one (21) nor more than fifty-nine (59) members, each of whom shall have attained the age of eighteen (18). Within the above-stated range, the number of members constituting the full Board of Directors at any particular time shall be determined from time to time by the Board of Directors. Thirteen (13) members of the Board of Directors shall be Ex-Officio members ("Ex-Officio Members"), determined as provided in Section 4.2, and the remaining members of the Board of Directors shall be At-Large members ("At-Large Members") elected to the Board as provided in Sections 4.3 and 4.4. All Ex-Officio Members and At-Large Members of the Board of Directors shall have the right to vote on all matters brought before the Board for a vote. All members of the Board of Directors
shall comply with the Articles of Incorporation, the Bylaws, the Code of Responsibility, Code of Ethics and Conflict of Interest Policy of the corporation, and the rules and regulations of the Board of Trustees of Florida State University and the National Collegiate Athletic Association.

4.2 Ex-Officio Members. The following persons shall be the Ex-Officio Members of the Board of Directors, with the right to vote on all matters brought before the Board for a vote:

- The Chairman of Florida State University Board of Trustees or his or her designee;
- The President of Florida State University or his or her designee;
- The Chairman of Florida State University Athletic Board;
- The Athletic Director of Florida State University or his or her designee;
- The Chairman of the Board of Directors of Florida State University Foundation or his or her designee;
- The Chairman of Florida State University Alumni Association or his or her designee;
- A member active in the support of women’s athletics at Florida State University, who shall be subject to the term of office provisions of Section 4.3 below;
- The President of Florida State University Varsity Club or his or her designee;
- The current Chairman of the Board of Directors of Seminole Boosters, Inc.;
- The current Vice-Chairman of the Board of Directors of Seminole Boosters, Inc.;
- The two immediate past Chairmen of the Board of Directors of Seminole Boosters, Inc.; and
- The President of the Student Seminole Boosters or his or her designee.
4.3 Classes and Terms of Office of At-Large Members. The At-Large Members of the Board of Directors consist of various, staggered classes. At the time of its election, each class consists of approximately one-third of the total number of At-Large Members, and the term of office of one class of the At-Large Members expires at the end of each fiscal year. Unless elected to fill an unexpired term (in which case he or she shall serve for the remainder of the unexpired term), each At-Large Member of the Board of Directors shall be elected by the Board for a term of three (3) years, commencing on the first day of the fiscal year of the corporation immediately following the annual meeting of the Board of Directors in the year during which he or she is elected. Each director shall hold office for the term to which he or she is elected and until his or her successor has been elected or appointed and qualified or until his or her earlier resignation, removal from office, or death. No person, other than Ex-Officio Members whose terms are not subject to this Section 4.3, shall serve on the Board of Directors for more than two (2) consecutive terms. After an At-Large Member has been off of the Board of Directors for two (2) consecutive years, he or she is then eligible to fill the unexpired term of a vacant seat or for re-election to the Board of Directors for a full term.

4.4 Election of At-Large Members. Each fiscal year, at the annual meeting or a special meeting of the Board of Directors in that fiscal year, the Board of Directors shall elect At-Large Members to fill the seats of At-Large Members whose terms are expiring at the end of that fiscal year and to fill any vacancies then existing on the Board of Directors.

4.5 Resignation of Directors. A director may resign at any time by delivering written notice to the Board of Directors, the Chairman of the Board, or the President. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may
fill the pending vacancy before the effective date if the Board of Directors provides that the successor does not take office until the effective date.

4.6 Removal of Directors. An At-Large Member of the Board of Directors may be removed from office, with or without cause, by a vote of two-thirds of the directors present at an annual or regular meeting of the Board of Directors at which a quorum is present, or at a special meeting of the Board of Directors, called for the purpose of removing one or more directors, at which a quorum is present. At any meeting at which a director is removed, the Board of Directors may fill the vacancy created by the removal. Any director removed from office shall turn over to the corporation, within 72 hours, any and all records of the corporation in the director's possession.

4.7 Vacancies. If the seat of an At-Large Member on the Board of Directors is vacant for any reason (including a death, resignation, or removal of an At-Large Member or an increase in the number of At-Large Members), the vacancy may be filled with a candidate who has been approved by the President of the University and elected by the affirmative vote of the majority of the remaining directors, even though the remaining directors constitute less than a quorum. An At-Large Member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

4.8 Past Chairmen of the Board of Directors. Each past-Chairman of the Board of Directors is a "Chair Emeritus" of the Board of Directors. Each of the immediate two past Chairmen of the Board of Directors is also an Ex-Officio Member of the Board of Directors. Following the expiration of his or her term of office as an Ex-Officio Member, each Chair Emeritus shall be an Honorary Board Member for life. Each such Honorary Board Member is invited to attend and participate in all meetings of the Board of Directors but shall not be a member of the Board of Directors and shall not be counted
toward determination of a quorum nor have the right to vote on any matters coming before the Board. However, each Chair Emeritus who no longer serves as an Ex-Officio Member and who is otherwise eligible for election to the Board of Directors may be elected as an At-Large Member of the Board of Directors in accordance with the applicable provisions of these Bylaws, and any such At-Large Member shall have all the rights and authority of an At-Large Member of the Board, including the right to vote on all matters coming before the Board.

ARTICLE 5
MEETINGS OF THE BOARD OF DIRECTORS

5.1 Annual Meetings. The Board of Directors shall hold an annual meeting during each fiscal year of the corporation, at a date, time, and place determined by the Chairman of the Board. The purpose of the annual meeting will be to elect At-Large Members of the Board, members of the Executive Committee, and officers of the corporation, and fill any vacancies in those positions that have not already been filled at a special meeting, and for the purpose of conducting any other business that may come before the Board.

5.2 Regular Meetings. The Chairman of the Board of Directors may establish a schedule of additional regular meetings of the Board of Directors. The corporation need not provide notice to the members of the Board of Directors of any such regular meeting of the Board of Directors if the date, time, and place of the regular meetings have been determined by resolution of the Board of Directors establishing the schedule of such meetings.
5.3 **Special Meetings.** Special meetings of the Board of Directors may be called by the President or the Chairman of the Board of Directors or upon written request of ten members of the Board of Directors.

5.4 **Notice of Meetings.** Notice of the time and place of special meetings of the Board of Directors shall be given in accordance with Article 9 of these Bylaws.

5.5 **Remote Participation.** The Chairman of the Board of Directors may permit any or all directors to participate in an annual, regular or special meeting of the Board of Directors by, or through the use of, telephone conference call, video conference, or any other means of electronic communication. Remote participants who can hear, and be heard by, all other participants, and who have access to any materials distributed to participants shall be considered “present” for purposes described in these Bylaws.

5.6 **Adjournments.** A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the Board members present, to reconvene at a specific time and place. Written notice of the time and place of any such reconvened meeting shall be given in the manner specified in Article 9 of these Bylaws. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the adjourned meeting.

5.7 **Quorum and Voting.** One-third (1/3) of the total number of members of the Board of Directors, as determined by the Board of Directors in accordance with Section 4.1 of these Bylaws, constitutes a quorum of the full Board of Directors. An action approved by a majority of the Board members present at a meeting of the Board at which a quorum is present constitutes an act of the Board of Directors. A majority vote consists of one vote more than one-half (1/2) of the number of votes represented by the directors who are present at a meeting at which a quorum is present.
5.8 Voting Procedures. All Ex-Officio Members and At-Large Members of the Board of Directors have the right to vote on all matters coming before the Board. A Director must be present at the meeting in order to cast a vote on any matter brought before the meeting. No proxies or absentee ballots will be allowed or counted at any time. Remote participants shall cast their vote by voice or e-mail, so long as their vote is part of the record of the meeting.

5.9 Presumption of Assent. A director who is present at a meeting of the Board of Directors when corporate action is taken is deemed to have assented to the action taken unless: (a) the director objects, at the beginning of the meeting or promptly upon the director's arrival, to holding the meeting or transacting specified affairs at the meeting due to a failure to give a required notice of the meeting; or (b) the director votes against or abstains from the action taken.

ARTICLE 6
COMMITTEES

6.1 Standing Committees. The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may establish and appoint the following standing committees of the Board of Directors: an Executive Committee; a Nominating Committee; an Investment Committee; an Audit Committee; and a Finance and Budget Committee.

Each standing committee shall have five or more members who are appointed by, and serve at the pleasure of, the Chairman of the Board of Directors. The governance, authority, and responsibilities of each of the standing committees shall be set forth in individual Committee Charters approved by the Board of Directors that prescribe the number of members of the committee, the manner in which committee members are appointed, the qualifications for membership on the committee, the authority and responsibility of the committee, and the rules, policies and practices the committee will
follow in discharging the duties delegated to it by the Board of Directors. Each standing 
committee shall prepare and submit to the Board of Directors, for its approval, a proposed 
Committee Charter that is consistent with these Bylaws and shall periodically review the 
Committee Charter and propose any recommended revisions to the Board of Directors. 
Any provision within a Committee Charter that conflicts with these Bylaws, the Articles of 
Incorporation, the Rules promulgated by the Board of Trustees or the Florida Statutes 
shall be resolved in favor of the Bylaws, Articles, Rules or Statutes.

6.2 Special Committees. From time to time the Chairman of the Board of 
Directors may appoint such special or advisory committees, including (but not limited to) a 
Strategic Planning Committee and Bylaws Committee, as the Chairman of the Board of 
Directors determines to be beneficial for the purpose of advising or assisting the Board of 
Directors.

6.3 Authority and Composition of Committees. From time to time, the Board of 
Directors may adopt additional resolutions, policies, or Committee Charters governing the 
authority and responsibilities of any committee. All committees have the authority 
delegated to them by the Board of Directors as recited in these Bylaws, the approved 
Committee Charters, or resolutions of the Board of Directors. Each committee is expected 
to include members who possess the requisite skill, knowledge and expertise for the 
committee to accomplish its purpose. A majority of the members of each standing 
committee shall consist of members of the Board of Directors; other members may be 
added for their expertise, knowledge or skill, but they shall not vote on any action to be 
taken by the committee nor count toward establishment of a quorum. The Board of 
Directors may dissolve any committee at any time by resolution.
6.4 Executive Committee of Board of Directors.

(a) There shall be an Executive Committee of the Board of Directors (the "Executive Committee"), consisting of not more than thirteen (13) members of the Board of Directors. The Board of Directors may delegate to the Executive Committee any of the Board’s powers, except that the Executive Committee shall have no power or authority (i) to fill vacancies on the Board of Directors or any committee thereof, (ii) to adopt, amend, or repeal the Bylaws, or (iii) to establish corporate policy without the approval of the Board.

The function and purpose of the Executive Committee shall be to implement the policies and directives of the corporation, including identifying Core Assets as required by these Bylaws and the Investment Policy, as established by the Board of Directors; the Executive Committee shall have the authority to exercise such powers subject to the supervision and control of the Board.

(b) The Executive Committee shall consist of the Chairman of the Board, Vice-Chairman, Secretary, and Treasurer of the corporation, the President of Florida State University or his or her designee, the Chairman of Florida State University Board of Trustees or his or her designee, the Athletic Director of Florida State University or his or her designee, the two (2) Immediate Past Chairmen of the corporation, and four At-Large Members of the Board of Directors who are elected to the Executive Committee by the Board of Directors. If two (2) or more of the Executive Committee members, other than those who are Ex-Officio Members or At-Large Members of the Board of Directors, reside in Leon County, Florida or within 100 miles of boundary of Leon County, Florida, then at least two (2) of the four (4) At-Large Members elected to the Executive Committee must be elected from among At-Large Members who reside more than 100 miles outside the boundaries of Leon County, Florida. The Board of Directors shall elect the four At-Large
Members to the Executive Committee annually, at the Board’s annual meeting or a special
meeting. A member of the Executive Committee who resigns or is removed from the
Board of Directors shall cease to be a member of the Executive Committee. The President
of the corporation shall attend all Executive Committee meetings but shall not be a
member of the Executive Committee nor be entitled to vote on matters being voted upon
by the Executive Committee.

(c) Except with the approval of the Board of Directors at an annual,
regular, or special meeting, the Executive Committee shall not make or authorize any
unbudgeted expenditure during any fiscal year if the expenditure, in the aggregate with
all other unbudgeted expenditures made or authorized by the Executive Committee during
that fiscal year, would exceed two percent (2%) of the corporation’s total budgeted
expenses during that fiscal year. However, the Executive Committee may make
unbudgeted “urgent” expenditures exceeding two percent of the corporation’s total
budgeted expenses if each of the following conditions is satisfied: (1) the full Board of
Directors is given written notice (which may be given by mail, personal delivery, fax, e-
mail, or other effective means) at least seven (7) days prior to the meeting of the Executive
Committee at which the expenditure is approved, describing the proposed expenditure in
reasonable detail, specifying why immediate approval of the expenditure is necessary,
inviting each member of the Board of Directors to attend the meeting of the Executive
Committee at which the expenditure will be considered, and giving each Board member
present an opportunity to speak on the issue; and (2) the Executive Committee, by a vote
of a majority of the sum of members of the Board of Directors and the Executive
Committee, in attendance at a meeting for which such notice was given and at which a
quorum of the Executive Committee is present, determines that the expenditure is urgent and approves the expenditure.

6.5 Nominating Committee; Election Procedures.

(a) The Nominating Committee shall consist of the Chairman of the Board of Directors, who shall serve as Chairman of the Nominating Committee, the Vice-Chairman, the Immediate Past Chairman, the President of Florida State University or his or her designee, and seven (7) members of the Board of Directors appointed by the Chairman of the Board of Directors from each of the following areas: (1) Big Bend, (2) Northwest Florida, (3) Northeast Florida, (4) Central Florida, (5) Suncoast, (6) Gold Coast, and (7) Out-of-State. If, after reasonable efforts, the Chairman is unable to make an appointment from any of these areas, the Chairman may make an appointment at large.

(b) No member of the Nominating Committee, except the President of Florida State University or his or her designee, shall be eligible to serve on the Nominating Committee for more than two (2) consecutive years, except that a director who serves during consecutive years as the Vice-Chairman, Chairman of the Board, and Immediate Past Chairman may continue to serve on the Nominating Committee for as long as he or she serves in those capacities. Upon the expiration of the above-stated maximum term, a member of the Nominating Committee shall be eligible to serve again on the Nominating Committee beginning one (1) year after the expiration of that member's prior term of service on the Nominating Committee.

(c) A member of the Nominating Committee shall not be eligible for nomination as a candidate for election to the Board of Directors, the Executive Committee,
or any office, and a member of the Nominating Committee shall not resign from the Nominating Committee to become a candidate for election.

(d) The Nominating Committee shall meet at least once each fiscal year for the purpose of nominating candidates to fill the seats of At-Large Members on the Board of Directors and Executive Committee whose terms will expire at the end of that fiscal year and to nominate candidates to succeed the officers whose terms will expire at the end of that fiscal year. The Nominating Committee shall not nominate a candidate for the office of Chairman of the Board of Directors, and the Vice-Chairman shall automatically become the Chairman of the Board of Directors beginning on the first day of the next fiscal year, unless the Board of Directors, by a vote of two-thirds (2/3) of the members of the Board who are present at a meeting of the Board at which a quorum is present, directs the Nominating Committee to submit a nominee other than the Vice-Chairman for the office of Chairman of the Board of Directors.

(e) Members of the Board of Directors and the President of Florida State University will be given an opportunity to suggest candidates for nomination for all open positions. A member of the Board of Directors may suggest candidates by providing the President of the corporation with the names of suggested candidates and their biographical information prior to the President's submission of a list of possible candidates to the President of Florida State University. The President of the corporation shall review the list of possible candidates, and the candidates’ biographical information, with the President of Florida State University to obtain his or her approval of possible nominees before a slate of nominees is determined by the Nominating Committee.

(f) No less than three (3) weeks prior to each annual or special meeting of the Board of Directors at which election of Officers and Directors will occur, the
Nominating Committee shall prepare and deliver to all current Board members a slate of the Nominating Committee's nominees of new At-Large Members of the Board of Directors, new members of the Executive Committee, and new officers to succeed those officers whose terms of office are expiring. The slate shall specify the cities of residence and biographical information for each candidate. The Nominating Committee also may propose alternate nominees who have been approved by the President of Florida State University and who may be elected to serve if a nominee of the Nominating Committee declines to serve. No nominations from the floor shall be allowed unless the candidate has been approved by the President of Florida State University.

(g) The Nomination Committee's nominees of new At-Large Members, new members of the Executive Committee, and new officers shall be presented for election at the annual meeting or a special meeting of the Board of Directors. All At-Large Members and Ex-Officio Members of the Board of Directors attending the meeting at which elections are held have the right to vote in all such elections. The Chairman of the Board of Directors may conduct the election of new At-Large Members, new members of the Executive Committee, and new officers by a voice vote, written ballot, or other reasonable means, but if any director requests a vote by ballot, the election shall be held by ballot. If an election is held by ballot, all ballots shall be submitted and forthwith tallied by the Secretary and Treasurer of the corporation. The ballots shall be available for review by any Board member.

(h) In order to be elected, a candidate must receive a majority of votes cast by the members of the Board of Directors present and voting at a meeting at which a quorum of the Board of Directors is present. If more than one candidate for any position receives a majority of the votes cast, then the candidate receiving the most votes shall be
elected. If the number of nominees for election as At-Large Members or members of the Executive Committee who receive a majority vote exceeds the number of positions to be filled, the nominees receiving the greatest number of votes and who are sufficient to fill the open positions shall be elected.

6.6 Other Standing Committees. Other standing committees of the Board of Directors shall consist of the following ("Other Standing Committees"):

(a) Finance and Budget Committee. The Finance and Budget Committee shall assist the Board of Directors in assuring that the budgetary and financial practices of the corporation are sound and prudent. The committee will consist of the Treasurer, who shall be the Chairperson of the Committee, the Chairman of the Board of Directors, the Chairman-Elect, the Immediate Past Chairman, and the Secretary of the corporation. Duties of the committee are specified in the Charter of the Committee.

(b) Investment Committee. The Investment Committee shall consist of not less than five (5) nor more than nine (9) persons, exclusive of Ex-Officio Members, a majority of whom shall be members of the Board of Directors, and all of whom shall be appointed by the Chairman of the Board. The Chairman of the Committee shall be a member of the Board of Directors. Members shall have staggered terms of three (3) years, with a limit of four (4) terms. This committee shall have as its primary obligation devising, overseeing and periodically revising the investment strategy for all assets classified as “investment assets.” The committee shall assist the Executive Committee in determining those real property assets which will be considered “Core Assets.” Core Assets support the mission of Florida State University and its athletic program(s) and are specifically excluded from the investment strategy. Such Core Assets are likely to be held longer than investment assets, and therefore the return (positive or negative) should not
be considered when evaluating the performance of the investment assets. The investment strategy should include, at a minimum, the strategies enumerated in the Committee’s Charter. The committee shall have the power to establish rules and subcommittees, and to engage financial advisors, by which to carry out its responsibilities, subject to the approval of the Board of Directors.

(c) Audit Committee. The Audit Committee shall review the audit plan of the corporation, appraise and approve the effectiveness of the plan, assist the Board of Directors in fulfilling its fiduciary responsibilities relating to accounting and reporting practices and maintain a direct line of communication between the Board and the corporation’s independent accountants. The committee shall consist of a minimum of five (5) members, a majority of whom shall be current members of the Board of Directors. The Chairman of the Committee shall be a member of the Board of Directors. At large members of the Committee will serve a two (2) year term, and may serve successive terms, so long as they are members of the Board of Directors. The Chairman of the committee, and all committee members, shall be appointed by the Chairman of the Board of Directors of the corporation. The independent auditor will report to this committee, and the committee shall be responsible for engaging or disengaging an auditor, and approving auditor’s fees. To meet these responsibilities the committee shall comply with the duties enumerated in the Charter of the Committee.

(d) Committee Membership. The Chairman and Vice-Chairman of the Board shall be members of all Other Standing Committees. The Chairman shall appoint all other members of the Other Standing Committees, each of whom shall serve at the pleasure of the Chairman. The Chairman of all Other Standing Committees shall serve on the Board of Directors.
(e) Authority. Each Other Standing Committee shall have and may exercise the authority delegated to it by the Board of Directors, except that no such committee shall have the authority (i) to fill vacancies on the Board of Directors or any committee, (ii) to adopt, amend, or repeal the Bylaws or any Committee Charter, or (iii) to establish corporate policy without the approval of the Board of Directors.

6.7 Special Committees.

(a) Bylaws Committee. The Chairman of the Board of Directors may appoint a special Bylaws Committee to review the Bylaws and changes to laws and regulations applicable to the governance of the corporation and to make recommendations to the Board of Directors concerning amendments of the Bylaws to ensure compliance with all applicable laws and regulations. If appointed, the Bylaws Committee shall consist of the corporation's Attorney and at least two (2) members or former members of the Board of Directors appointed by the Chairman of the Board of Directors, who shall serve at the pleasure of the Chairman.

(b) Strategic Planning Committee. The Chairman of the Board of Directors may appoint a special Strategic Planning Committee to develop and recommend to the Board of Directors a written strategic plan designed to further the accomplishment of the corporation's purpose and mission, and to periodically review and recommend updates and revisions of the strategic plan. If appointed, the Strategic Planning Committee shall consist of the Chairman of the Board of Directors, the Vice-Chairman, and at least three (3) other members of the Board of Directors appointed by the Chairman, who shall serve at the pleasure of the Chairman.
(c) Other Special Committees. The Board of Directors or Chairman of the Board may appoint such other special committees as the Board of Directors or Chairman of the Board determines to be advisable, each of which shall serve at the pleasure of the Board of Directors or Chairman of the Board. No such committee shall have the authority:

(i) to fill vacancies on the Board of Directors or any committee, (ii) to adopt, amend, or repeal the Bylaws or any Committee Charter, or (iii) to establish corporate policy without the approval of the Board of Directors.

6.8 Committee Meetings.

(a) Any committee may meet at such times as may be specified in the applicable Committee Charter or designated by the Chairman of the Board of Directors or the Chairman of the committee, or upon the written request of the President or any two (2) members of the committee. The committee may meet by telephone conference call or video conference, provided that each member of the committee participating in the call or video conference can hear each other such member at the same time. A committee member participating in a meeting by this means is deemed to be present in person at the meeting.

(b) The person calling a meeting of any committee shall give notice of the committee meeting in accordance with Article 9 of these Bylaws.

(c) A majority of the members of a committee then in office (excluding any vacancies on the committee) constitutes a quorum of the full committee. An action approved by a majority of the committee members present at a meeting of the committee at which a quorum is present constitutes an act of the committee. A majority vote consists of one vote more than one-half (1/2) of the votes cast at a meeting of the committee at which a quorum is present.
(d) A member of a committee must be present at the meeting of the committee at which an action is taken in order to cast a vote on that action. No proxies or absentee ballots will be allowed or accepted at any time.

(e) A meeting of a committee, whether or not a quorum is present, may be adjourned by a majority of the committee members present to reconvene at a specific time and place. It shall not be necessary to give notice of the reconvened meeting or of the business to be transacted, other than by announcement at the meeting which was adjourned. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the adjourned meeting.

6.9 Minutes. The Executive Committee shall prepare and submit minutes to the Board of Directors recording and reporting the actions of the Executive Committee. All other committees shall prepare and submit minutes to the Executive Committee concerning the meetings and actions of such committees. The Executive Committee shall review the committee minutes submitted to them, and include them in the materials submitted to the Board of Directors.

ARTICLE 7
OFFICERS OF THE CORPORATION

7.1 Officers. The officers of the corporation shall consist of a Chairman of the Board of Directors, a Vice-Chairman, a President, a Secretary, and a Treasurer. The officers shall be elected by, and shall serve at the pleasure of, the Board of Directors.

7.2 Chairman of the Board of Directors. The Chairman of the Board of Directors shall be the presiding officer of the corporation and shall be responsible for general supervision of the business of the corporation. He or she shall preside at all meetings of the Board of Directors and Executive Committee and shall see that all orders and
resolutions of the Board of Directors are carried into effect. The Chairman shall perform such other duties as may from time to time be delegated to him or her by the Board of Directors.

7.3 Vice-Chairman. The Vice-Chairman shall serve in the absence of the Chairman. The Vice-Chairman shall be the Chairman-elect of the Board of Directors and shall automatically become the Chairman of the Board of Directors beginning on the first day of the next fiscal year following the expiration of the term of office of the Chairman of the Board, unless the Board of Directors, by a vote of two-thirds (2/3) of the members of the Board who are present at a meeting of the Board at which a quorum is present, directs the Nominating Committee to submit a nominee other than the Vice-Chairman for the office of Chairman of the Board of Directors, and that nominee is elected.

7.4 President. The President shall be the person primarily responsible for the daily operation of the business of the corporation. The President shall be the chief executive officer of the corporation, subject to direction of the President of Florida State University and the Board of Directors. He or she shall report directly to the Chairman of the Board of Directors and to the President of Florida State University (or a designee reporting directly to the President) on issues of development and corporate operations and shall be responsible for putting into effect the orders and resolutions of the Board of Directors and Executive Committee. The President shall attend each meeting of the Board of Directors and Executive Committee and shall appoint the Secretary or another person attending the meeting to record minutes of each meeting. The President shall distribute the minutes of each meeting of the Board of Directors and each meeting of the Executive Committee to the members of the Board of Directors and Executive Committee at least five (5) days prior to the next meeting of the Board of Directors or Executive
Committee. The President of the Corporation shall be selected and appointed by the Board of Directors, provided the candidate has received the express prior approval of the President of Florida State University.

7.5 Secretary. The Secretary shall oversee the recording of accurate minutes of the meetings of the Board of Directors and Executive Committee, sign such minutes, and make any corrections of such minutes that are approved by the Board of Directors or Executive Committee at its next meeting. The Secretary shall be the custodian of the corporate minute books, records, contracts, and other documents. The Secretary may affix the corporate seal to any lawfully executed documents requiring the seal and shall sign such instruments as may require the Secretary's signature. The Secretary shall perform whatever additional duties and have whatever additional powers the Board of Directors may assign to him or her.

7.6 Treasurer. The Treasurer shall oversee the financial affairs of the corporation, chair the Finance and Budget Committee, and review the corporation's budget and financial statements. The Treasurer shall perform such additional duties as may be assigned to him or her from time to time by the Board of Directors.

7.7 Terms of Office. The term of the Chairman of the Board of Directors shall be the fiscal year following his or her term as Vice-Chairman or the term for which he or she is elected and shall continue until his or her successor is elected and qualified, or until his or her earlier death, resignation, or removal. The term of the Chairman of the Board may be extended through the next fiscal year if, prior to the commencement of the next fiscal year, the Vice-Chairman dies, resigns, or is removed from office and the Board of Directors does not fill the vacancy or elect another person to serve as Chairman of the Board. The Chairman of the Board of Directors shall not be eligible for election as
Chairman of the Board, Vice-Chairman, Secretary, or Treasurer for a period of two (2) years following the end of his or her term as Chairman (as such term may be extended in accordance with the preceding sentence). The Vice-Chairman, President, Secretary, and Treasurer shall serve for such terms as the Board of Directors may determine or until his or her earlier death, resignation, or removal.

7.8 Removal. The Board of Directors, by the affirmative vote of two-thirds (2/3) of the directors present at a properly noticed meeting of the Board of Directors at which a quorum is present, may remove any officer, with or without cause, and elect a successor to the removed officer. Removal and election of a successor President of the corporation requires approval of the President of Florida State University.

ARTICLE 8
REQUIREMENTS FOR THE VALIDITY OF CORPORATE ACTION; FISCAL AND ACCOUNTING MATTERS; CORPORATE RECORDS

8.1 Execution of Documents. The Chairman of the Board of Directors, the Vice-Chairman of the Board of Directors, the President, the Secretary, and the Treasurer of the corporation are authorized to execute, on behalf of the corporation, deeds, notes, bonds, contracts, and other documents and instruments approved by the Board of Directors or the Executive Committee pursuant to the Bylaws. The Board of Directors or the Executive Committee may designate other persons ("Other Authorized Signatories") to execute deeds, notes, bonds, contracts, and other documents and instruments on behalf of the corporation, but such designation must be in writing and duly approved by the Board of Directors or Executive Committee. The signature of any one (1) such officer or Other Authorized Signatory of the corporation is sufficient for the execution of any deed, note, bond, contract, or other document or instrument that involves an expenditure or the
The creation of a liability of the corporation of less than $50,000 or a disposition of assets of the corporation having a fair market value of less than $50,000. The President of the corporation, subsequent to approval of the transaction by the Board of Directors, the Executive Committee or the Investment Committee (provided the transaction is consistent with the current Investment Policy), may execute any deed, note, bond, contract, or other document or instrument regardless of the amount involved; this authority includes contracts and other documents that are executed as being within the yearly expenditure budget of the corporation.

8.2 Fiscal and Accounting Requirements.

(a) Gifts and bequests made for a specific purpose must be rigorously administered by the corporation to insure that such funds are used solely for the purposes prescribed by the donor.

(b) By May 1 of each year (or as soon thereafter as practicable if delivery by May 1 is not practicable), the corporation shall submit to the President of Florida State University, for his or her review, approval, and submission and recommendation to Florida State University Board of Trustees, an annual operating budget for the next fiscal year that has been approved by the corporation's Board of Directors, which approval may be by special meeting. Each such budget shall include any budgeted expenditures for: (i) construction of physical facilities, (ii) salary supplements, compensation, and benefits to be paid or provided to the President, faculty, or staff of Florida State University not employed by the corporation, to the extent that they are to be paid or provided with assets of the corporation; and (iii) salary supplements, compensation, and benefits to be provided by the corporation directly to employees of the corporation.
(c) The corporation may use the name, resources and indicia of Florida State University so long as permission for said use has not been rescinded by the President of Florida State University.

(d) Copies of annual financial statements of the corporation, including all statements required by State of Florida Statutes, shall be filed with the President of Florida State University for his/her review and approval. The corporation's anticipated expenditures (capital and operating) will quarterly be submitted to the President of Florida State University.

(e) An annual audit of the financial statements of the corporation shall be conducted by an independent public accounting firm and the results shall be submitted to the Audit Committee of the Board, the Board and the University President. The identity of donors desiring anonymity shall be protected. The independent certified public accountant shall be issued an engagement letter which provides that the accountant will render his or her opinion on the financial statement and result of the operation.

(f) The corporation's fiscal year shall begin on the same date as Florida State University's or as established by the state of Florida statutes or rules.

8.3 Corporate Records. The corporation shall maintain the following records in written form or in another form capable of conversion into written form within a reasonable time: (a) a record of its members in a form that permits preparation of a list of the names and addresses of all members in alphabetical order; (b) minutes of all meetings of the Board of Directors and each committee of the Board of Directors and records of all actions taken by the Board of Directors; (c) accurate accounting records; (d) a list of the names of its current directors and officers and their business street addresses (or the home
address for a director or officer if he or she has no business street address); and (e) the
corporation's most recent annual report filed with Florida Secretary of State.

ARTICLE 9
NOTICE OF MEETINGS

9.1 Notice Requirements. Notice of the date, time and place of special meetings
of the Board of Directors (and the applicable telephone number for a meeting by
conference call) shall be given, at least seven (7) days before the meeting, to each director
by personal delivery, facsimile transmission, electronic mail, or United States mail.

Notice of the time and place of any meetings of a committee of the Board of Directors (and
the applicable telephone number for a meeting by conference call) shall be given, at least
seven (7) days before the meeting, to each committee member by personal delivery,
facsimile transmission, electronic mail, or United States mail. Except as otherwise
expressly required by these Bylaws, neither the business to be transacted at, nor the
purpose of, any annual, regular, or special meeting of the Board of Directors or any
meeting of a committee need be specified in the notice of that meeting or in any waiver of
notice. Depositing a letter in the mail, addressed to a director or committee member at his
or her last known address as shown by the records of the corporation, shall be deemed
sufficient for the giving of notice. In addition, by posting notice in a section of the
corporation's website maintained for the purpose of providing public notices of meetings of
the Board of Directors and committees, the corporation shall provide reasonable notice of
the date, time, and place of the next scheduled meetings of the Board of Directors and
each committee, together with an agenda of the meeting if an agenda has been prepared.

9.2 Effectiveness of Notice. Written notice of any meeting of the Board of
Directors or any committee of the Board, if such notice is in a comprehensible form, is

effective upon the earliest of the following: (a) when received by the director or committee member; (b) when mailed, if mailed postpaid and correctly addressed to the director's or committee member’s address shown in the corporation’s records; (c) when actually transmitted by facsimile telecommunication, if correctly directed to a number at which the director or committee member has consented to receive notice; (d) when actually transmitted by electronic mail, if correctly directed to an electronic mail address at which the director or committee member has consented to receive notice; (e) when posted on an Internet website that the director or committee member has consented to consult, upon the later of such correct posting or the giving of a separate notice to the director or committee member that the notice has been posted; or (f) when correctly transmitted to the director or committee member, if by any other form of electronic transmission consented to by the director or committee member to whom notice is given. Consent by a director or committee member to receive notice by electronic transmission is revocable by the director or committee member by written notice to the corporation.

9.3 Waiver of Notice. Notice of a meeting of the Board of Directors or any committee need not be given to any director or committee member who signs a waiver of notice before, during, or after the meeting. Attendance of a director or committee member at a meeting constitutes a waiver of notice of that meeting and waiver of all objections to the time and place of the meeting, and the manner in which it was called or convened, except when the director or committee member attends the meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.
9.4 Public Notice. All annual meetings, regular meetings, special meetings and
committee meetings shall be publicly noticed as required by Florida Statute (Sect. 286.011
and Sect. 1004.28).

ARTICLE 10
LIABILITY AND INDEMNIFICATION

10.1 Liability of Directors. A director of the corporation shall not be personally
liable for any debts, obligations, or liabilities of the corporation, except to the extent that
the corporation is liable for fraudulent acts committed by that director.

10.2 Indemnification. Any person (or any such person's heirs, executors, or
administrators) who is made or threatened to be made a party to any threatened, pending,
or completed action or proceeding, whether civil, criminal, administrative, or investigative,
because the person is or was a director or officer of the corporation or serves or served any
other corporation or enterprise in any capacity at the request of the corporation, shall be
indemnified by the corporation, and the corporation may advance their related expenses,
to the full extent permitted by law. The foregoing right of indemnification or
reimbursement shall not be exclusive of other rights to which the person (or the person's
heirs, executors, or administrators) may be entitled.

10.3 Insurance. Upon approval by the Board of Directors, the corporation may
purchase insurance for the purpose of indemnifying its directors and officers.

10.4 Prohibition Against Self-Dealing. Notwithstanding anything contained in
this Article 10 to the contrary, the corporation shall not indemnify any person otherwise
entitled to such indemnification if such indemnification would constitute “self-dealing” as
defined in Section 4941 of the Internal Revenue Code of 1986, as amended.
ARTICLE 11
AMENDMENTS

11.1 Procedure for Amending. These Bylaws may be amended, altered, or repealed (a) with the approval of two-thirds of the members of the Board of Directors who are present and voting at any annual or regular meeting of the Board at which a quorum is present or at any special meeting of the Board called in accordance with the Bylaws for the purpose of considering the amendment and at which a quorum is present. Written notice of any meeting at which an amendment, alteration, or repeal of these Bylaws or the adoption of new Bylaws is to be considered shall be given at least seven (7) days before the meeting and shall specify in general the nature of the amendments or new Bylaws to be considered. Any amendment of the Bylaws requires the approval of Florida State University Board of Trustees before the amendment becomes effective. Any amendment of the Bylaws approved by the Board of Directors shall be submitted to the President of Florida State University for submission to Florida State University Board of Trustees for its approval.
The Future is Florida State: Florida State University Strategic Plan, 2017-2022
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Introduction
Demographically, economically, environmentally, politically—the consensus is clear: If you want to know what the future of the United States will look like, look to Florida today.

We would add: If you want to know what the future of higher education should look like, look to Florida State University today.

We are an institution that delivers every day—in measurable ways—on both daring ideas and career-ready graduates. At a time when it can seem like the rewards of the 21st century are available only to the elite or very lucky, FSU is inventing a future where no one is relegated to the sidelines.

Driven by the challenges and possibilities unfolding in our bellwether state, and inspired by Florida’s exuberantly ambitious character, FSU is a true original: wide-ranging in academic excellence, tenaciously entrepreneurial, and a trailblazer in preparing one of the most diverse student populations in the nation to become globally competent and competitive. Our collegial, inclusive campus is a genuine community, a place where interdisciplinary thinking is the norm and every student finds the support and agency to flourish.

Look around FSU and you’ll see signs everywhere that this is our breakout moment.

- We are a national leader in the retention and on-time graduation for traditionally underrepresented students, thanks to the innovative, intensive programs of our Center for Academic Retention & Enhancement (CARE). Overall, we have one of the highest freshman retention rates in the United States—92 percent—and a graduation rate 20 percentage points higher than the national average.

- We are a Carnegie Research I Institution and one of only two higher-education institutions in Florida designated Preeminent Universities by the state legislature. In fact, our 2017 ranking by US News & World Report is #38 among public research universities, up from #43 in 2016. This jump was the biggest among all Top 50 publics for the year and reflects our investments in academic excellence.

- Our reputation for excellence is attracting more top talent than ever before, people like internationally renowned physicist and National Academy of Science member Laura H. Greene, and Kennedy Center Honors and National Medal of Honor in the Arts recipient, ballerina Suzanne Farrell.

- In less than two decades since its founding, our highly selective College of Medicine has become a top producer of Hispanic and African-American physicians, including many much-needed family physicians. We’re also pioneering new ways to diversify our nation’s physician workforce through “pipeline” initiatives, like SSTRIDE (Science Students Together Reaching Instructional Diversity & Excellence) for middle and high school students, the Bridge to Clinical Medicine for students in our M.S. Program in Biomedical Sciences, and our combined seven-year B.S./M.D. program.
• This year, FSU researchers were part of a multi-university team that discovered that the Zika virus directly targets brain development cells—a nationally reported breakthrough that explained why the disease causes catastrophic birth defects. Our faculty colleagues across the FSU campus have brought in over $1 billion in research funding in just the last five years—a testament to their dedication and innovation in solving problems that affect our nation and world.

• Our National High Magnetic Field Laboratory (MagLab) is the largest and highest-powered magnet laboratory in the world. Each year, it attracts thousands of top FSU and visiting researchers from universities and institutes around the globe who probe the fundamental questions of materials, energy, and life. Their findings result in more than 400 scientific publications in the most prestigious peer-reviewed journals annually.

• Through the example of our 28 Entrepreneurs-in-Residence and the innovation mindset that infuses every college, we’re showing students how they can be confident entrepreneurs of their own lives: able to recognize and seize on opportunities, turn information into insights, and communicate compellingly and thoughtfully, regardless of their college, major or discipline, or career path.

• Our circle of donors, and their generosity, is growing. Jan Moran and the Jim Moran Foundation recently made a transformational gift of $100 million—the largest in our history—to create the nation’s largest interdisciplinary, degree-granting school of entrepreneurship. And we rank first among all Florida public universities for percentage of alumni giving back.

All these point to FSU as a place of singular vision. This strategic plan brings fresh momentum to our trajectory and offers an ambitious blueprint for capitalizing on our strengths.

The plan is the product of widespread input, reflecting open meetings, extensive discussion groups and interviews with faculty, students, and staff from all of FSU’s colleges, programs, and disciplines. It embodies our belief that something extraordinary is underway at FSU: that what we are learning and doing has profound value both within our state and far beyond it. It reflects how deeply we take to heart our stewardship as a Florida public institution. And it is testament to our ongoing, shared commitment for everything we want to achieve.

We’ll be the source for breakthroughs in creating, storing, and delivering energy—from more economical high-density batteries to Smart Grids—to strengthen our nation’s energy independence and decrease its carbon footprint.

We’ll build on our history as a center for excellence in the arts and humanities, and continue to be a beacon for creativity and imaginative thinking. These ways of looking and making invite us to see the richness of the human experience from new perspectives. They’re also essential to growing the state’s film, entertainment, and tourism sectors.
We’ll uncover answers for making a long life synonymous with quality of life—no small consideration in a state with the highest percentage of people over the age of 65 (a ratio that will soon be reflected throughout the U.S.).

We’ll develop strategies and solutions to counter the impact of climate change and rising ocean levels—finding sustainable approaches that work with Florida’s booming population growth and the state’s role as a global food producer.

We’ll help local governments foster growth while ensuring a more level playing field for all citizens, leveraging our expertise in law, business, and data-driven policy. Our location in the Florida capital uniquely positions us—literally—to make a real difference in civic life.

We’ll tackle the root causes of disparities that hold back communities, making the most of our extensive research, outreach, and alumni network in health care, social work, education, and related fields.

We’ll amplify our faculty’s exceptional commitment to teaching—rare in a research institution of our stature—with new forms of educational technology. We’ll develop more curricular and co-curricular approaches (like “Think 15”) to ensure our students persist and graduate on time. We’ll provide pathways for more students to become part of our nationally recognized undergraduate research initiative, with a goal of participation by the majority of undergraduates by 2020.

Above all, we’ll continue to deliver on our first priority: transforming the lives of our students and graduating them with a foundation of in-demand skills and an appetite for lifelong learning. Young men and women become FSU Seminoles at the most formative period of their lives. It’s our joy and responsibility to ensure they are role models in their families, innovative contributors to their workplaces, and leaders in their communities. Our success in achieving that goal has been exemplary. But it’s not the FSU way to accept the status quo.

For our students, our state, and our world, Florida State University is setting the terms for the future: erasing disciplinary boundaries, realizing the potential in every student, connecting diverse perspectives to unleash new ideas, and embracing bold, calculated risks. This is not the usual path. The way forward will be challenging and life changing—just like FSU itself. Let’s go.
Mission, Core Values, and Vision

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

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

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

Dynamic Inclusiveness: We believe the benefits of a richly varied community arise not only from the diversity of people it includes, but more importantly from intentional efforts to create a strong sense of belonging that encourages deep and high-quality connections.

Responsible Stewardship: We transform the resources we are given and the public's trust in us into powerful impact that betters the lives of those around us, near and far.

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

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

Deepening our Distinctive Commitment to Continuous Innovation
Amplifying Excellence Across Our Academic and Research Programs
Realizing the Full Potential of Diversity and Inclusion
Ensuring Student Success on Campus and Beyond
Preparing our Graduates for 21st-Century Careers
Investing Strategically in Our Institution and Reputation

I. Deepening our Distinctive Commitment to Continuous Innovation
At Florida State, the entrepreneurial mindset is a pervasive, animating force. We believe entrepreneurial principles are very much in keeping with the goals of every aspect of higher education—after all, being a “first mover” in any endeavor starts with a dedication to discovery and transformation. In this spirit, we’ll empower all members of our community to launch solutions early, evaluate results critically, and make improvements continuously. Above all, we want this rapid innovation cycle to be flexible and collaborative, and to reflect profound empathy for the end user—which we define as humanity itself.

1. Expand and incentivize FSU’s internal capacity for innovation
   - Develop the new Jim Moran School of Entrepreneurship into a nationally recognized center for the study and practice of innovation and entrepreneurship across the academic disciplines and in the private, public, and nonprofit sectors.
   - Broaden opportunities for innovation and entrepreneurship across the University. Strategies and mechanisms might include special funds for ideas with potential to contribute to the culture of entrepreneurship; an entrepreneurial sabbatical and professional leave program; recognition of entrepreneurial endeavors as “service” or “research” in academic evaluations and promotion; and the like.
   - Prepare students, faculty, and staff with the skills to understand and engage in successful innovation and entrepreneurial activity across all disciplines, career fields, and civic engagements. Efforts might include promoting courses, degrees, and certificate programs focused on innovation and entrepreneurship; developing an innovation and entrepreneurship Living and Learning Community; and expanding the “Lessons in Entrepreneurship” program.
   - Incentivize innovation and entrepreneurship through competitions that challenge our faculty, students, and staff. We’ll also explore recognition efforts such as a “Dare to Err” award that would recognize thoughtful risk taking on campus or a “Seminole
100" celebration that would honor the 100 fastest growing FSU alumni-owned or alumni-led businesses in the world.

2. Increase the University’s role as an engine for Florida’s economic development

The University will actively support an innovative future for Florida that enhances economic development and quality of life across the State while providing FSU students and faculty with greater opportunities for training and work experiences to enhance their education.

- Address Florida’s new and evolving workforce needs for entrepreneurially minded employees with strong critical-thinking skills. We’ll build strategic alliances with government agencies, professional associations, and nonprofit organizations, and encourage businesses to seek talent from our campuses and expand career opportunities for our students.

- Expand and deepen relationships between Florida’s extensive creative-industries sector and the University’s historically strong arts and humanities programs. This will increase students’ access to careers in the creative industries and provide businesses in these industries access to the expertise of FSU faculty and students.

- Bring together the University’s strong arts, design, and STEM capabilities in academic, experiential, and service initiatives that focus on ensuring environmental sustainability at a time of significant population growth.

- Expand FSU’s capacity for social entrepreneurship and bring it to bear on important social and community challenges locally and statewide.

- Build on FSU’s existing strengths in public policy and its location in the state capital. We want to become the go-to source for unbiased public policy research on key issues that leverage our deep expertise in areas such as criminal justice, education, aging and longevity, and child welfare, among others.

3. Translate FSU research, scholarship, and creative production into applications that enhance economic development and quality of life

- Identify potential partners in the private, public, and nonprofit sector that can work with FSU faculty to accelerate the translation and commercialization of ideas. We’ll also connect entrepreneurs across the state with resources and expertise at FSU that can help them further develop their businesses.

- Develop a focused strategy for elevating the visibility of FSU’s research, scholarship, and creative activity enterprise to business and industry.

- Improve the University’s infrastructure and policies to better support entrepreneurial knowledge translation.
• Include undergraduate and graduate students as meaningful participants in FSU knowledge translation activities.

II. Amplifying Excellence Across our Academic and Research Programs

The Florida State name and an FSU degree should command respect and open doors around the world. Our successes in undergraduate retention and degree completion are rightly considered standard-setting among public universities. But FSU’s reputation for excellence is also rooted in the quality of our academic programs and research, and raising our profile in this regard takes concerted, significant investment on many fronts at once: attracting and retaining top faculty talent; becoming a destination for the brightest graduate students; encouraging high-impact interdisciplinary inquiry; and developing innovative teaching strategies. To serve the needs of our students, our scholars, and our state, we will ensure that FSU is synonymous with breakthrough thinking in every respect.

1. Define and develop an FSU “faculty for the future”

FSU’s faculty remain highly attuned to the importance of cross-disciplinary inquiry and to the needs and aspirations of an increasingly diverse student body. We’ll support the development of new pedagogies and modes of inquiry necessary to anticipate and respond to these changes.

• Identify the most critical characteristics faculty of the future will need to thrive and help their students thrive. These should become criteria for the hiring of new faculty and the professional development of all faculty.

• Align faculty hiring with the strategic goals of the University—leveraging existing strengths with emerging disciplines, identifying synergies between college-initiated efforts and FSU-wide goals, and rewarding inter-college efforts with additional resources.

• Strengthen the development and retention of faculty, especially at the junior level, by increasing mentorship and setting clear milestones for promotion. We’ll also expand recognition—in tenure, promotion, and merit allocation decisions—of interdisciplinary research and teaching as well as commercialization and entrepreneurship activities.

• Provide strong professional development for faculty that encourages ongoing pedagogical innovation and mentorship of students for careers and advanced study.

• Address staffing needs in support of faculty through both new hires and improved retention of current staff.

• Create incentives and encouragement for faculty members to connect with the Tallahassee community in their research, pedagogy, and service and to use these experiences to increase student experiential learning and civic engagement.
2. **Enhance the quality of graduate education to achieve preeminence in strategically important areas of study and research**

- Leverage the world-class strengths of the National High Magnetic Field Laboratory and expand the resources of FSU’s Innovation Park. We want to attract the highest caliber researchers and graduate students, enhance the research experiences of undergraduate students, and strengthen outreach to scientists worldwide.

- Strengthen relationships between the graduate school and professional schools and among the professional schools to encourage the development of multidisciplinary, multi-degree programs that are attractive to students.

- Attract the best graduate and post-doctoral students through greater financial support and improvement in campus amenities and quality of life.

- Expand and enrich FSU’s research enterprise by strengthening the research infrastructure—IT, space, support staff, equipment, and library—required to support a substantial increase in interdisciplinary research.

- Grow and improve the volume and visibility of innovative research in engineering.

3. **Strengthen the excellence and reputation of the University’s professional schools**

- Continue to attract and retain more diverse students and faculty, building on our nationally recognized success in preparing African-American and Hispanic professionals.

- Build our partnership with FAMU in advancing the mission of the FAMU/FSU Joint College of Engineering by together increasing faculty and students and building a stronger research portfolio, while meeting our mission to help prepare African-American and women Engineers.

- Increase opportunities for paid internships, high impact community experiences, and research opportunities for all students.

4. **Encourage and incentivize high-impact, interdisciplinary and inter-college initiatives that address pressing societal issues**

We will build on existing FSU strengths and capabilities in such areas as successful longevity and quality of life for senior citizens, energy and materials, public policy, and security and safety.

- Enhance the leadership and coordination of interdisciplinary programs and activities across the University.

- Engage the FSU community in identifying broad thematic areas in which to develop new programs and interdisciplinary faculty hiring initiatives.
• Review FSU’s current guidelines for establishing and evaluating interdisciplinary centers, institutes, and academic programs and revise as appropriate.

• Promote interdisciplinary teaching and programs at the undergraduate level and, at the graduate level, remove barriers to the development of new interdisciplinary programs such as student financial support and the allocation of credit among programs in different colleges and departments.

5. **Expand innovative teaching strategies**

• Establish an FSU Center for Teaching and Learning to support faculty professional development and innovation in pedagogical practice. This initiative will include learning from other universities and organizations employing “best” and “emerging” practices.

• Expand active engagement in research and scholarship for undergraduates, beginning in their first year at the University. This will include increasing faculty mentorship and providing more opportunities for collaborative work with faculty members, graduate students, and fellow undergraduates.

• Implement online learning strategies that will enable expansion of online programs, hybrid learning, and online collaboration while increasing student retention and lifelong learning.

• Identify digital creation, communication, and computation competencies critical for student learning and future careers.

• Recognize and support a wide variety of strategies for learning technologies, including online courses, hybrid learning, online collaboration, technology-assisted advisement, and support for lifelong and “life-wide”\(^1\) learning.

6. **Enhance FSU’s strategy for expanding its global footprint and fostering a culturally rich learning environment on campus**

• Expand and strengthen strategic partnerships with universities and organizations abroad and domestically to provide more opportunities for education experiences outside of the United States.

• Create faculty and staff professional development initiatives that foster international engagement, including faculty exchanges and international research collaborations.

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\(^1\) Life-wide learning comprises formal and informal learning outside of the linear K-16 education process and in a variety of settings and times, including home, museums and other cultural spaces, athletics, political involvement, workplaces, etc.
• Expand experiential, cross-cultural, and collaborative learning opportunities on campus and abroad to help students develop intercultural competencies and global awareness.

• Build and sustain a globally-minded FSU community by increasing opportunities that promote interaction and understanding among students of all cultures.

III. Realizing the Full Potential of Diversity and Inclusion
Across the nation, institutions of higher education are struggling to build meaningful community from an increasingly diverse student body. With programs like Unconquered Scholars, FSU is redefining what inclusion can mean on college campuses—which has led to our being named one of only 10 “Diversity Champion” universities nationally by INSIGHT Into Diversity magazine. Our approach starts with a belief that diversity is about more than a particular head count: it must reflect the quality and depth of interactions. By valuing, celebrating and leveraging the differences and similarities within our community, we create a fertile environment for problem-solving—one that is more inventive and compassionate. We’re proud that our cohesive community has become a signature of the FSU experience. But we can, and we will, do more.

1. Increase the diversity of FSU’s student body, faculty, and staff
We will set and pursue aggressive goals to enroll students and recruit and retain faculty and staff at all levels of the University who reflect the diversity of Florida and our nation.

• Provide numerous pathways to FSU enrollment—including links to schools and community organizations that serve populations underrepresented in higher education—to expand access for an increasingly diverse market of prospective students.

• Ensure an affordable FSU education for all students regardless of socioeconomic status.

• Support and strengthen initiatives for the recruitment, retention, and development of a diverse faculty and staff.

• Support student affairs initiatives and employee professional development programs that help ensure a welcoming atmosphere for members of historically marginalized and underrepresented populations who join the FSU community.

• Become the nation’s most veteran-friendly university, through targeted efforts to recruit and retain students, faculty, and staff from veteran populations.

2. Expand and strengthen academic and co-curricular programs, as well as administrative initiatives, that increase diversity and inclusiveness
• Provide continued fiscal and administrative support to successful programs focused on inclusiveness in students’ academic and co-curricular experiences, among them the Unconquered Scholars, Service Scholars, and Womanist Scholars programs.

• Develop new programs that recognize and support the fullest range of diversity and multiculturalism, including but not limited to disability/ability, socio-economic, age, rural/urban, veterans, sexual orientation, race, and gender identification.

• Strengthen FSU’s commitment to the establishment, preservation, and strengthening of small, minority, veteran, LGBT, and women-owned business enterprises through the University’s diversity in procurement initiatives.

• Work closely with the joint FAMU-FSU College of Engineering to increase the number of students from historically underrepresented groups pursuing careers in engineering and other STEM fields.

3. Develop globally and culturally competent students who are prepared to succeed in an increasingly multicultural and international society

• Incorporate into curricula, courses, and materials perspectives that prepare students to live and work in a diverse and global society.

• Provide more academic, co-curricular, and experiential opportunities for students to immerse themselves in other cultures, both outside and inside the United States.

• Foster welcoming community engagement of the FSU international community with the full academic, co-curricular, and social life of the University.

• Create an Alumni Diversity and Inclusion Board within the FSU Alumni Association that will interact on an ongoing basis with the FSU Foundation, student and faculty diversity and inclusion groups, among others, in support of diversity activities.

• Develop programs through which alumni of FSU’s diverse communities offer mentorship and support to students with similar backgrounds and interests.

IV. Ensuring Student Success on Campus and Beyond

The possibilities that open up to students at FSU can be both exciting and overwhelming: the choices they make, and the achievements they strive for, often set the stage for an entire lifetime. Our student success initiatives honor students’ determination and dreams by offering the right support at the right time—with impressive, nationally recognized results. By growing and evolving these programs, we can continue to help students focus their ambitions, unleash new talents, and cultivate broader perspectives. We produce graduates who become confident entrepreneurs of their own lives—and alumni who not only remain deeply engaged with their alma mater but also have significant impact on the communities they live in.
1. **Expand FSU’s high-impact programs of advising, leadership development, community-building, and academic support**

   - Continue to be a national leader in student retention, satisfaction, engagement, and completion, building on FSU’s successful programs in these areas.
   - Redesign and support a distinctive honors program that emphasizes academic excellence, collegiality, and collaboration. Our goal is to create a powerful sense of community that will encourage students to raise their academic aspirations to the highest levels.
   - Enhance support for the Presidential Scholars Program to facilitate recruitment of a diverse group of highly motivated critical and innovative thinkers.
   - Increase academic and personal success among the cohorts of students most at-risk for attrition through multi-faceted programs and support. This may include establishing partnerships with state and local agencies that support foster youth to build a strong pipeline to the Unconquered Scholars Program.
   - Reestablish a first-year experience program that complements existing first-year engagement programs and gives students the tools for undergraduate success early in their FSU years.
   - Establish programs that help students connect work goals to student goals to life goals.

2. **Deepen FSU’s tradition as an engaged campus community that makes a difference locally and abroad**

   - Ensure that every student has the opportunity for at least one significant experience in student organizations, research, community service, leadership roles, internships, and/or international experiences.
   - Improve college readiness and outcomes by building strong connections with K-12 schools in the Tallahassee area, Florida community colleges, and other state four-year institutions from which significant numbers of students transfer to FSU.
   - Increase partnerships with community agencies and schools to stimulate social entrepreneurship and to educate and involve students in civic responsibility.

3. **Ensure that FSU remains a welcoming and safe campus community that develops the “whole person” and promotes well-being for all students.**

   - Encourage widespread student participation in programs that promote resilience, physical and mental health, and lifetime habits for healthy living.
• Maintain excellence across all intercollegiate athletics programs. We will expect all our athletes to succeed on the playing field and in the classroom, and to become valued community members, volunteers, and leaders on campus and beyond.

• Promote strong and enduring relationships with the FSU’s surrounding communities to enhance quality of life on and off campus.

4. Broaden and strengthen engagement with FSU alumni and friends worldwide

• Take advantage of social media and other digital technologies to deepen the engagement of alumni and friends locally and worldwide.

• Provide a broad array of opportunities for alumni to connect with each other and with the University around areas of common interest.

• Enhance opportunities for alumni and students—our future alumni—to engage with and provide philanthropic support to FSU.

V. Preparing our Graduates for 21st Century Careers

The defining assets of any modern organization are its intellectual property, its human capital, and its capacity to continuously test assumptions. In this new reality, helping FSU students succeed means preparing them to be professionals with keen foresight, offering them future-focused academic programs, real-world experiences, and savvy career advising. We want our students to compete and lead anywhere—whether they’re working in a small business, a multi-national corporation, the non-profit sector, public service, or the “gig economy.”

As we grow our graduate programs across the University—ensuring that FSU is well-represented among the next generation of pioneers, experts, and thought-leaders—we must be ready to offer these advanced students, as well as their undergraduate counterparts, the mentoring and employment networks that make the most of their talents and their educational investment.

1. Expand experiential, cross-cultural, and collaborative learning

• Increase opportunities for community service, internships, and paid employment, and connect these experiences to preparation for post-graduation success.

• Engage all students in research, clinical, and project-based-learning experiences that provide them with career-ready competencies.

• Incorporate more learning approaches that reflect the modern workplace: such as group projects, collaborative problem solving, oral and multi-media presentations, and the like.
2. **Provide students strong career advising and mentoring**

- Encourage students to explore career options and determine appropriate programs of study to support their career and personal goals.
- Identify faculty who are knowledgeable about employment opportunities in their fields of academic interest and encourage and incentivize them to help students identify and prepare for these opportunities.
- Link students with FSU alumni, employers, and friends of the university who can provide career advising and mentorship.

3. **Engage graduate students in programs and services that prepare them for employment opportunities within and outside of the academy**

- Increase our graduate students’ capabilities for successful academic careers by improving access to teaching experiences and other pedagogical opportunities.
- Support the coordination of efforts by faculty, departments, and colleges to strengthen graduate student advising and professional development. We need to share successful advising practices, explore career fields spanning disciplines and departments, and identify outside resources for academic and non-academic employment opportunities.
- Help graduate students explore employment options beyond academia by providing information on employment opportunities and connecting them to training and experiential learning opportunities in the private, public, and nonprofit sectors.

4. **Leverage technology and relationships with employers and workforce development agencies throughout Florida for the benefit of students and alumni**

- Create strategic alliances with Florida organizations supporting economic and workforce development that allow them to seek talent from our campus.
- Build partnerships and connections via technology that expand our reach with employers and alumni. We’ll enhance FSU’s value as a source of expertise and talent—able to provide Florida’s employers with both potential employees and programs for professional development.
- Continue to develop our electronic job-search application that guides students and alumni through the process: providing them guidance on networking, interviewing, and resume development; and offering employers the ability to post career opportunities viewable only by FSU students.
- Analyze student experiences and satisfaction in short- and long-term employment as well as employer feedback on their satisfaction with the FSU students they hire, and
use this information to improve employers’ recruitment success, retention of new hires, and quality of job fit for students.

VI. Investing Strategically in Our Institution and Reputation

While FSU’s track record in stewarding resources is impressive, “doing more with less” is not a sustainable fiscal plan for an institution determined to hold the line on affordability while taking its rightful place on the national and global stage. We’ve already proved we have what it takes to become one of Florida’s two Preeminent Universities. With support from our stakeholders that is commensurate with our bold, ambitious vision, FSU’s momentum will be truly unstoppable: we will be known as a university that makes a difference in the lives of our students and in the quality of life of our society.

1. **Build and promote a public identity for FSU that reflects our impressive academic strengths and achievements.**

   The University must better inform the world about its preeminence as a major public research institution of high rank and distinguished academic quality. In particular, it needs to be proactive in clarifying its institutional identity and explaining its importance to the continued economic vitality and quality of life in Florida.

   - Define a clear and compelling FSU identity. This must capture the culture, character, and academic strengths of the University; resonate deeply with its many stakeholders; and hold true for all of FSU’s locations, including its online presence.

   - Strengthen public understanding of FSU’s commitment to excellence, affordability, access, and diversity; the quality of its undergraduate, graduate, and professional programs; and the value, impact, and importance of an FSU education to the State of Florida and the nation.

   - Promote and enhance FSU’s reputation as an unparalleled higher education destination for the world’s best scholars, researchers, educators, and staff.

   - Communicate FSU’s achievements broadly among alumni worldwide to increase their awareness of the growing value of their FSU degrees and strengthen bonds with their alma mater.

2. **Strengthen the University’s financial foundation**

   Now is the time to thoughtfully and analytically re-imagine FSU’s business model. To ensure our longer-term financial health, we’ll diversify and grow revenue streams, identify ways of improving efficiency, and reduce operating expenses.

   - Prepare a sustainable long-range financial plan aligned with this Strategic Framework. Such a plan should seek to increase and diversify the University’s operating income, provide for appropriate tuition increases, improve operational efficiency, and streamline administrative processes and procedures.
• Develop a new business model for the start-up costs of STEM faculty hires to address the growing funding requirements to attract outstanding STEM faculty.

• Reach broader, more diverse populations of students and increase tuition revenue by implementing new course delivery methods—enabling us to attract new applicants, improve utilization of the physical plant, and establish a more efficient course schedule.

• Increase use of classroom and residence hall capacity, particularly during the summer, creating revenue-generating programs for non-FSU students and promoting FSU space to outside groups for weekend use.

3. **Provide an up-to-date and adaptable information infrastructure**
   We will extend our technology platform to touch every function of the modern university environment—supporting teaching and learning, enhancing communication, and increasing nimbleness.

   • Refine our technology platform to make it more robust and flexible for teaching and learning, assessment, research, institutional communications, and informed decision-making.

   • Ensure that all departments and schools have adequate access to the technology necessary for innovative pedagogical practices and enhanced collaboration among faculty, students, staff, and departments.

   • Design and implement electronic systems that will streamline administrative processes and move the University toward simpler and more efficient operations.

4. **Foster a culture of service, problem solving, and teamwork among all FSU employees**
   Today’s higher education environment requires a culture of service at every level and in every part of the University enterprise—and this demands offering meaningful opportunities for faculty and staff to grow and develop.

   • Become a rewarding “workplace-of-choice” for all FSU employees.

   • Use organizational performance assessments to determine gaps in current service levels and conduct surveys to understand the perspectives of both “users” and “providers” on the current quality and relevance of services. Use these to identify and improve processes that are inefficient, ineffective, or unnecessary.

   • Create and implement a training plan that provides opportunities for employees to develop and apply their talents in new and innovative service and problem-solving approaches.
• Continue to recognize and reward staff who demonstrate an entrepreneurial and innovative mindset in their work.

5. **Incorporate sustainable living practices into all FSU activities**

We will incorporate practices that reduce our overall footprint and build a University-wide culture of environmental care. We will actively pursue:

• *Climate action* by focusing on the reduction of greenhouse gas emissions and energy use through increased conservation and efficiency efforts, increased sustainable transportation options that support a bicycle- and pedestrian-friendly campus, and optimizing the use of green building technologies.

• *Waste minimization* by increasing our overall waste diversion rate through enhanced 3R efforts (reduce, reuse, and recycling), responsible purchasing practices, and responsible waste disposal strategies.

• *Resource stewardship* by expanding conservation activities across our campuses while supporting environmentally-friendly land, habitat, and watershed management practices.

• *Education for sustainability* by increasing communication efforts and related curricular, co-curricular, service, and research initiatives.
Conclusion: **Fulfilling Our Promise**

Career-ready graduates. Breakthrough thinking in service to the entire human community. These should be the dual aims of every institution of higher learning. But as growing calls for greater accountability and transparency make clear, many institutions—and especially public institutions—are falling far short.

Florida State is proving to be one of the rare exceptions. For too long, however, we’ve let others define us. With this strategic plan, we lay the groundwork for a new story—our story.

Look at FSU’s accomplishments in a multitude of fields, the success of our students, and our ambitions to rapidly expand knowledge and measurably improve opportunity and quality of life: it’s clear we are a force to be reckoned with. The ideas we’ve set forth here will enable us to anticipate, heed, and capitalize on the future as it unfolds in our bellwether state. With this plan, we invite the entire FSU community and all our stakeholders to join us on this journey. More than ever, the world needs a strong FSU.
MEMORANDUM

TO: President John Thrasher
FROM: Kyle Clark, Vice President for Finance and Administration
DATE: October 14, 2016
SUBJECT: Requesting authorization for the Seminole Boosters to issue taxable debt up to $46M for College Town Phase I and Phase III

In compliance with the Board of Governors Debt Management Guidelines, The Board of Trustees must adopt a formal resolution requesting the Board of Governors approval to issue debt in an amount not to exceed $46,000,000 for the purpose of refunding certain privately held indebtedness relating to College Town Phase I and financing the development of the College Town Phase III Project.

- Seminole Boosters is requesting approval to issue taxable debt in amount not to exceed $15,000,000 for the principal purposes of purchasing certain privately held indebtedness relating to College Town Phase I and financing a portion of the construction of College Town Phase III. The debt is to be secured by a first lien upon and pledge of legally available revenues of the Seminole Boosters. The debt will mature not more than five years after issuance, including any extensions or renewals.

- Seminole Boosters is requesting approval to issue taxable debt in amount not to exceed $31,000,000 for the principal purpose of financing up to 80% of the construction of College Town Phase III costs. The debt is to be secured by a first lien upon and pledge of the net revenues of the Project and a mortgage on the Project. The debt will mature not more than thirty years after issuance, including any extensions or renewals.

Recommendation:
I recommend the approval of taxable debt not to exceed $46,000,000 for the development of the College Town Projects.

KCC/kp