MEMORANDUM

TO:       FSU Board of Trustees
FROM:     John E. Thrasher, President
DATE:     September 4, 2019
RE:       FSU Athletic Association (FSUAA) Board of Directors Nominee

Per FSU Athletic Association Bylaws, Article II.E (Membership), a member of the University faculty or administration, shall be appointed by the University President, who does not directly report to the University President, I appoint Dr. James Clark, to the FSUAA Board of Directors.

Dr. Clark shall serve a two (2) year term, subject to reappointment by the University President.
BYLAWS OF THE
FLORIDA STATE UNIVERSITY ATHLETIC ASSOCIATION, INC.

ARTICLE I
NAME AND PURPOSE

The name of this Corporation shall be the Florida State University Athletics Association, Inc. ("FSUAA"). The FSUAA shall serve as a Direct Support Organization of the Florida State University ("University") within the definition of Section 1004.28, Florida Statutes, as set forth in the FSUAA Articles of Incorporation.

The purpose of this corporation is to administer varsity collegiate athletics for and on behalf of Florida State University, including oversight, governance, and coordination between the Department of Intercollegiate Athletics and Seminole Boosters, Inc.

ARTICLE II
MEMBERSHIP

The membership of the FSUAA shall consist of persons who are interested in the economic and educational mission of the Corporation. The following individuals shall serve as directors of FSUAA:

A. The University President;
B. The University Faculty Athletics Representative;
C. A member of the University Board of Trustees appointed by the Chair of the University Board of Trustees;
D. The Chair of Seminole Boosters, Inc., or its designee; and
E. A member of the University faculty or administration, appointed by the University President, who does not directly report to the University President. This appointee shall serve a two (2) year term, subject to reappointment by the University President.

ARTICLE III
BOARD OF DIRECTORS

A. The University President shall serve as Chair of the Board of Directors.
B. The Board of Directors shall have the following duties:

1. To discharge faithfully all the duties imposed upon it by the FSUAA Articles of Incorporation and to see that all other provisions of the Articles are properly executed;
2. To meet upon the call of the Chair or any three (3) members of the Board of Directors;
3. To select banks or other depositories for the deposit of the funds and securities of the FSUAA, and to conduct its financial affairs in conformity with the policies and procedures adopted by the Board of Directors;

4. To audit the books and records of the FSUAA at least once each fiscal year, together with a management letter, including the response from management, and financial statement reflecting a post-audit of financial accounts. Such audit shall be conducted by a firm of independent Certified Public Accountants selected by the Chair, consistent with University policy on auditor selection and rotation. The firm’s engagement letter shall provide that it render an opinion on the financial statements in accordance with generally accepted accounting principles and to have the results of the audit reported to the Board of Directors. Thereafter, the audit report and management’s responses shall be sent to the University President or the President’s designee for review not later than the end of the third month following the close of the FSUAA’s fiscal year.

C. A majority of the Directors shall constitute a quorum at any meeting of the Board of Directors or Committees thereof, and all questions shall be determined by a majority affirmative vote of the members of the Board of Directors, at least two of whom must be full-time administrative or faculty employees of the University.

D. The Chair shall preside at meetings of the Board of Directors. In the absence of the Chair at any meeting, the Chair may appoint any Director to preside.

E. Meetings may be conducted by conference telephone or similar communications equipment provided all persons participating in such meetings are able to communicate with each other.

F. Proxies, whether general or special, shall not be accepted for any purpose in the meetings of the Board of Directors or Committees thereof.

G. Meetings of the Board of Directors or any Committee shall comply with the requirements of Florida Law, including laws governing public meetings, and shall provide for public comment.

ARTICLE IV
CHAIR OF THE BOARD OF DIRECTORS

The Chair of the Board of Directors shall have the following duties:

A. The University President, in consultation with the Board of Directors, shall appoint the University Athletic Director and designate the Athletic Director as the Chief Executive Officer of this Corporation. The Chief Executive Officer shall report to the University President and to the Board of Directors. The Chief Executive Officer shall attend all meetings of the Board of Directors, as practicable, and may attend the meetings of any committee. The Chief Executive Officer may be removed for cause or unacceptable performance by the University President after consultation with the Board of Directors. “Unacceptable performance” means persistent failure to fulfill duties of the position to high standards and in a manner that serves the best interests of the Corporation and the University, as determined by the University President after consulting with the Board of Directors.

B. To monitor and control the use of FSUAA resources, including the Corporation’s name;
C. To monitor and ensure compliance with NCAA bylaws, State and Federal laws, and policies and regulations of the Florida Board of Governors and the Florida State University Board of Trustees.

D. To review and approve expenditure plans. The expenditure plans shall separately delineate planned actions which may result in a commitment of University resources or the resources of this Corporation;

E. To possess line-item authority over the budget of the FSUAA, including the establishment of additional line items and reduction or elimination of existing budgetary items;

F. To prepare the agenda for all meetings of the Board of Directors;

G. To appoint the Officers of the FSUAA annually from the voting membership; and

H. To engage a firm of independent Certified Public Accountants for the performance of a financial audit, and the rendering of the associated management letter, for each fiscal year.

ARTICLE V
OFFICERS

The Officers of the FSUAA shall include the Chief Executive Officer, a Vice President, a Secretary, and a Treasurer. In the event of absence, inability, or refusal to act by any of the Officers, the Chair of the Board of Directors shall appoint a successor or successors to perform the duties of their respective offices.

A. Chief Executive Officer. The Chief Executive Officer shall:

1. Attend all meetings of the Board and its Committees, as practicable;

2. Sign the name of this Corporation to all documents requiring the signature of this Corporation; and

3. Promptly implement the orders of the Board of Directors, or to advise the Board if its orders are not carried out.

B. Vice President. The Vice President shall perform the duties of the Chief Executive Officer during the absence or incapacity of that officer.

C. Secretary. The Secretary shall ensure that this Corporation:

1. Keep and maintain accurate minutes of the proceedings of the annual meeting of this Corporation and all meetings of the Board of Directors and preserve same in a book or electronic file of such nature as to serve as a permanent record;

2. Keep and maintain record copies of the FSUAA Articles of Incorporation and Bylaws;

3. Keep and maintain accurate lists of membership, including terms of service and appointments to the Board, its Committees, and Officer positions; and

4. Carry on the general correspondence of this Corporation as may be assigned by the Chief Executive Officer or the Chair of the Board of Directors.
D. Treasurer. The Treasurer shall:

1. Assure that adequate provision is made for the care and custody of all the assets of this Corporation; and

2. Maintain and keep in force a blanket surety bond to assure that each officer and employee who is authorized to collect, hold, or disburse funds of the Corporation shall faithfully discharge their duties, the adequacy of which shall be determined by the Executive Committee.

ARTICLE VI
COMMITTEES

The Chair of the Board of Directors may, with the approval of the Board of Directors, create standing and/or select committees.

ARTICLE VII
MISCELLANEOUS PROVISIONS

A. The Chief Executive Officer shall have the authority to hire personnel and to sign the name of the Corporation to all documents requiring the signature of this Corporation.

B. Contracts for the routine activities of this Corporation, such as those covering radio broadcasts, concessions, use of facilities and ordinary purchases shall be signed in the name of this Corporation by the Chief Executive Officer or such officer’s designee.

C. Directors and Officers of this Corporation shall not receive any compensation from this Corporation for their services as director or officer; provided, however, that they may be reimbursed from funds of this Corporation for any traveling expenses or other expenditures incurred by them in the proper performance of their duties.

D. This Corporation shall indemnify and hold harmless all directors, officers, and agents of this Corporation for any liability heretofore or hereafter incurred as a result of their actions in the performance of their duties on behalf of this Corporation. This Corporation shall have the authority to purchase insurance for this purpose.

E. This Corporation shall not make, directly or indirectly, any gift to a political committee or other committee defined in Section 106.011, Florida Statutes, for any purpose other than those certified by a majority of the Board of Directors at a regularly scheduled meeting as being directly related to the educational mission of the University.

F. This Corporation shall at all times comply with the applicable provisions of Florida law, as well as the Regulations of the Florida Board of Governors and the Florida State University Board of Trustees.

G. These Bylaws shall be altered, amended, or rescinded only by an affirmative vote of the majority of all of the voting members. In case it becomes necessary to call a special meeting for this purpose, written notice shall be given to each voting member of the Corporation at least fifteen (15) calendar days before the date set for the meeting, and such notice shall indicate the provision sought to be amended and the nature of the amendment proposed to be adopted. All amendments
shall be forwarded to the University President for review and approval prior to becoming effective.

H. The fiscal year of this Corporation shall begin on July 1 and end on June 30 of the following year.

I. This Corporation is committed to non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status.

J. All actual or potential conflicts of interest involving directors of the Corporation shall be disclosed and addressed in accordance with the applicable Conflict of Interest Policy and Florida law.

I HEREBY CERTIFY that the foregoing constitutes the Bylaws of the Florida State University Athletic Association, Inc., and were adopted by the Board of Directors on the ___ day of ____________, 2019.

__________________________  ______________________
Secretary                                          Date
# AMENDED AND RESTATED BYLAWS OF THE SEMINOLE BOOSTERS, INC.
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AMENDED AND RESTATED BYLAWS OF THE
SEMINOLE BOOSTERS, INC.
As Amended September ??, 2019

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, manages sources of revenue and makes investments
intended to produce income and capital appreciation primarily for the purpose of
financially supporting 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 students 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. The membership
shall comply with the Articles of Incorporation and the Bylaws of the corporation and the
laws, rules, regulations and policies of Florida State University Board of Trustees, the
Florida State University Athletic Association Board of Directors 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 the Seminole Boosters, Inc. Board of Directors (SBI Board or Booster Board).

3.2 Specific Powers. The specific powers of the SBI Board 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, rules, regulations, and policies 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 Chief Financial Officer shall report to the Vice President of Finance of Florida State University and the SBI Board. The SBI Board may delegate routine supervision of this position to the CEO of the corporation. The Chief Financial Officer shall not be a member of the SBI Board or the Executive Board; nor shall the CFO be considered an Officer of the corporation.

3.4 University Oversight. The President of Florida State University and the Florida State University Athletic Association (FSUAA) 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 and the FSUAA have 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. In order to eliminate duplication, and because the President of the University also serves as Chairperson of FSUAA, all informational or financial reporting requirements to the University President are considered provided to the FSUAA.

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 SBI Board 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 SBI Board at any particular time shall be determined from time to time by the SBI Board. Thirteen (13) members of the SBI Board shall be Ex-Officio members ("Ex-Officio
Members"), determined as provided in Section 4.2, and the remaining members of the SBI Board 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 SBI Board shall have the right to vote on all matters brought before the Board for a vote. All members of the SBI Board 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 SBI Board, 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/her designee;
- The President of Florida State University, or his/her designee;
- The University Vice President of Advancement;
- The Athletic Director of Florida State University;
- The Faculty Athletic Representative;
- The Chairman of the Board of Directors of Florida State University Foundation;
- The Chairman of Florida State University Alumni Association;
- 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;
- 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.
4.3 Classes and Terms of Office of At-Large Members. The At-Large Members of
the SBI Board 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 SBI Board 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 SBI Board 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 SBI Board for more than two (2) consecutive terms. After an At-Large Member has
been off of the SBI Board 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 SBI Board for a full
term.

4.4 Election of At-Large Members. Each fiscal year, at the annual meeting or a
special meeting of the SBI Board in that fiscal year, the SBI Board 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 SBI Board.

4.5 Resignation of Directors. A director may resign at any time by delivering
written notice to the SBI Board, the Chairman of the Board, or the CEO. 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 SBI Board may fill the pending vacancy
before the effective date if the SBI Board provides that the successor does not take office until the effective date.

4.6 Removal of Directors. An At-Large Member of the SBI Board 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 SBI Board at which a quorum is present, or at a special meeting of the SBI Board, 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 SBI Board 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 SBI Board 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 SBI Board is a “Chair Emeritus” of the SBI Board. Each of the immediate two past Chairmen of the SBI Board is also an Ex-Officio Member of the SBI Board. 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 SBI Board but shall not be a member of the SBI Board 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 SBI Board may be elected as an At-Large Member of the SBI Board 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 SBI Board 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 Board, 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 SBI Board may establish a schedule of additional regular meetings of the SBI Board. The corporation need not provide notice to the members of the SBI Board of any such regular meeting of the SBI Board if the date, time, and place of the regular meetings have been determined by resolution of the SBI Board establishing the schedule of such meetings.

5.3 Special Meetings. Special meetings of the SBI Board may be called by the CEO or the Chairman of the SBI Board or upon written request of ten (10) members of the SBI Board.

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

5.5 Remote Participation. The Chairman of the SBI Board may permit any or all directors to participate in an annual, regular or special meeting of the SBI Board 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 SBI Board, 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 SBI Board, as determined by the SBI Board in accordance with Section 4.1 of these Bylaws, constitutes a quorum of the full SBI Board. 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 SBI Board. 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 SBI Board 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 SBI Board 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 SBI Board, by resolution adopted by a majority of
the SBI Board, may establish and appoint the following standing committees of the SBI
Board: an Executive Board; 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 SBI Board. The governance, authority, and responsibilities of each of the
standing committees shall be set forth in individual Committee Charters approved by the
SBI Board 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 SBI Board. Each
standing committee shall prepare and submit to the SBI Board, 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 SBI Board.
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 SBI Board may
appoint such special or advisory committees, including (but not limited to) a Strategic
Planning Committee, an Executive Search Committee and Bylaws Committee, as the Chairman of the SBI Board determines to be beneficial for the purpose of advising or assisting the SBI Board.

6.3 Authority and Composition of Committees. From time to time, the SBI Board 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 SBI Board as recited in these Bylaws, the approved Committee Charters, or resolutions of the SBI Board. 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 SBI Board; 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 SBI Board may dissolve any committee at any time by resolution.
6.4 **Executive Board.**

(a) There shall be an Executive Board consisting of not more than thirteen (13) members of the SBI Board. The SBI Board may delegate to the Executive Board any of the Board of Director's powers, except that the Executive Board shall have no power or authority (a) to fill vacancies on the SBI Board 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 Board shall be to implement the policies and directives of the corporation, including identifying Core Assets as required by these Bylaws and implementing the Investment Policy, as established by the SBI Board; the Executive Board shall have the authority to exercise such powers subject to the supervision and control of the Board.

(b) The Executive Board shall consist of the Chairman of the Board, Vice-Chairman, Secretary, and Treasurer of the corporation, the President of Florida State University, or his/her designee, the Chairman of Florida State University Board of Trustees, or his/her designee, the Athletic Director of Florida State University, the two (2) Immediate Past Chairmen of the corporation, and four At-Large Members of the SBI Board who are elected to the Executive Board by the SBI Board. If two (2) or more of the Executive Board members, other than those who are Ex-Officio Members or At-Large Members of the SBI Board, 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 Board must be elected from among At-Large Members who reside more than 100 miles outside the boundaries of Leon County, Florida. The SBI Board shall elect the four At-Large Members to the Executive Board annually, at the Board's annual meeting or a special meeting. A member of the Executive Board who resigns or is removed from the SBI Board shall cease to be a member of the Executive Board. The CEO of the corporation

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shall attend all Executive Board meetings but shall not be a member of the Executive Board nor be entitled to vote on matters being voted upon by the Executive Board.

(c) Except with the approval of the SBI Board at an annual, regular, or special meeting, the Executive Board 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 Board during that fiscal year, would exceed two percent (2%) of the corporation's total budgeted expenses during that fiscal year. However, the Executive Board 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 SBI Board 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 Board 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 SBI Board to attend the meeting of the Executive Board at which the expenditure will be considered, and giving each Board member present an opportunity to speak on the issue; and (2) the Executive Board, by a vote of a majority of the sum of members of the SBI Board and the Executive Board, in attendance at a meeting for which such notice was given and at which a quorum of the Executive Board 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 thirteen (13) members, including the Chairman of the SBI Board, who shall serve as Chairman of the Nominating Committee, the Vice-Chairman, the Immediate Past Chairman, the President of Florida State University, or his designee, the Director of Athletics, and eight (8) members of the SBI Board appointed by the Chairman of the SBI Board, as follows: two from the Big Bend and one from (1) Northwest Florida, (2) Northeast Florida, (3) Central Florida, (4) Suncoast, (5) Gold Coast and (6) 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 SBI Board, the Executive Board, 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 SBI
Board and Executive Board 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 SBI Board, and the Vice-Chairman shall automatically become the Chairman of the SBI Board beginning on the first day of the next fiscal year, unless the SBI Board, 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 SBI Board.

(c) Members of the SBI Board 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 SBI Board may suggest candidates by providing the CEO of the corporation with the names of suggested candidates and their biographical information prior to the CEO's submission of a list of possible candidates to the President of Florida State University. At least a week before becoming final the CEO of the corporation shall provide the list of possible candidates, and the candidates' biographical information, to the President of Florida State University to obtain their 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 SBI Board 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 SBI Board, new members of the Executive Board, 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 Board, and new officers shall be presented for election at the annual meeting or a special meeting of the SBI Board. All At-Large Members and Ex-Officio Members of the SBI Board attending the meeting at which elections are held have the right to vote in all such elections. The Chairman of the SBI Board may conduct the election of new At-Large Members, new members of the Executive Board, 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 SBI Board present and voting at a meeting at which a quorum of the SBI Board 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 Board 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 SBI Board shall consist of the following ("Other Standing Committees"): 

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(a) **Finance and Budget Committee.** The Finance and Budget Committee shall assist the SBI Board 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, Vice Chairman and Secretary of the SBI Board, the two Immediate Past Chairman, and the Director of Athletics. 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 SBI Board, and all of whom shall be appointed by the Chairman of the Board. The Chairman of the Committee shall be a member of the SBI Board. 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 Board 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 SBI Board.

(c) **Audit Committee.** The Audit Committee shall review the audit plan of the corporation, appraise and approve the effectiveness of the plan, assist the SBI Board
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 SBI Board. The Chairman of the Committee shall be a member of the SBI Board. 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 SBI Board. The Chairman of the committee, and all committee members, shall be appointed by the Chairman of the SBI Board 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 SBI Board.

(e) **Authority.** Each Other Standing Committee shall have and may exercise the authority delegated to it by the SBI Board, except that no such committee shall have the authority (a) to fill vacancies on the SBI Board 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 SBI Board.

6.7 **Special Committees.**

(a) **Bylaws Committee.** The Chairman of the SBI Board 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 SBI
Board 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 SBI Board appointed by the Chairman of the SBI Board, who shall serve at the pleasure of the Chairman.

(b) **Strategic Planning Committee.** The Chairman of the SBI Board may appoint a special Strategic Planning Committee to develop and recommend to the SBI Board 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 SBI Board, the Vice-Chairman, the Athletic Director and at least two (2) other members of the SBI Board appointed by the Chairman, who shall serve at the pleasure of the Chairman.

(c) **Other Special Committees.** The SBI Board or Chairman of the Board may appoint such other special committees, such as an Executive Search Committee, as the SBI Board or Chairman of the Board determines to be advisable, each of which shall serve at the pleasure of the SBI Board or Chairman of the Board. No such committee shall have the authority (a) to fill vacancies on the SBI Board 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 SBI Board.

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 SBI Board or the Chairman of the committee, or upon the written request of the CEO 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
classroom 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. All committees shall prepare and make available minutes of their
meetings and actions taken to the Executive Board.
ARTICLE 7
OFFICERS OF THE CORPORATION

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

7.2 Chairman of the SBI Board. The Chairman of the SBI Board 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 SBI Board and Executive Board and shall see that all orders and resolutions of the SBI Board 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 SBI Board.

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 SBI Board and shall automatically become the Chairman of the SBI Board 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 SBI Board, 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 SBI Board, and that nominee is elected.

7.4 Chief Executive Officer (CEO). The CEO shall be the person primarily responsible for the daily operation of the business of the corporation. He or she shall report directly to the Chairman of the SBI Board and to the Director of Athletics; and shall be responsible for putting into effect the orders and resolutions of the SBI Board and Executive Board. The CEO shall attend each meeting of the SBI Board and Executive Board and ensure minutes of each meeting are recorded. The CEO shall distribute the
minutes of each meeting of the SBI Board and each meeting of the Executive Board to the members of the SBI Board and Executive Board at least five (5) days prior to the next meeting of the SBI Board or Executive Board. The CEO of the corporation shall be selected and appointed by the SBI Board, 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 SBI Board and Executive Board, sign such minutes, and make any corrections of such minutes that are approved by the SBI Board or Executive Board 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 SBI Board may from time to time 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 SBI Board.

7.7 Terms of Office. The term of the Chairman of the SBI Board shall be the fiscal year following his or her term as Vice-Chairman or the term for which he or she otherwise 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 SBI Board does not fill the vacancy or elect another person to serve as Chairman of the Board.
The Chairman of the SBI Board 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, CEO, Secretary, and Treasurer shall serve for such terms as the SBI Board may determine or until his or her earlier death, resignation, or removal.

7.8 Removal. The SBI Board, by the affirmative vote of two-thirds (2/3) of the directors present at a properly noticed meeting of the SBI Board 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 CEO 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.

(a) The Chairman of the SBI Board, the Vice-Chairman of the SBI Board, the CEO, the Secretary, and the Treasurer of the corporation are authorized to execute documents on behalf of the corporation. The SBI Board or the Executive Board may designate other persons ("Other Authorized Signatories") to execute documents on behalf of the corporation, but such designation must be in writing and duly approved by the SBI Board or Executive Board. Described below are additional provisions if the document to be signed obligates the corporation for more than one year, has a total value greater than one hundred thousand dollars ($100,000) or involves the acquisition or disposition of real property.
(b) Documents that are multi-year commitments, such as long-term contracts involving services, notes, bonds, or other financial instruments may be signed by any of the authorized signatories recited in paragraph 8.1(a), if the SBI Board or Executive Board has previously approved the transaction.

(c) Documents that involve a commitment or transaction valued at $100,000, or more, may be signed by any of the authorized signatories recited in paragraph 8.1(a), if the SBI Board or Executive Board has previously approved the transaction.

(d) **Transactions involving real property, including the execution of deeds, notes or mortgages require the signature of the CEO. If the asset under consideration has been reviewed and recommended for sale (or purchase) by the Investment Committee and is valued at or above (for a sale), or at or below (for a purchase) appraisal the CEO may execute the documents without further approval. If the asset is being purchased above or sold below appraised value both the CEO and the Chairman or Vice Chairman must consent to the sale of the asset prior to executing the necessary sales documents.**

(d) Documents that must be executed for yearly expenses included in the approved budget can be signed by any of the signatories cited in paragraph 8.1(a), above, or as provided in the Contract Policy.

8.2 **Fiscal and Accounting Requirements.**

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

(b) By June 30 of each year (or as soon thereafter as practicable if delivery by June 30 is not practicable), the corporation shall submit to the President of Florida State University, for their review, approval, and submission and recommendation to the
Florida State University Board of Trustees and FSUAA, an annual operating budget for the next fiscal year that has been approved by the SBI Board, 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 FSUAA and/or 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 and/or the FSUAA.

(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 SBI Board, the FSUAA and the University President. The identity of donors desiring anonymity shall be protected. The independent certified public accountant shall be selected and report as required by FSU Regulation 2.025 and 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 SBI Board and each committee of the SBI Board and records of all actions taken by the SBI Board; (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 SBI Board (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 SBI Board (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 SBI Board or any meeting of a committee need be specified in the
notice of a meeting or in any waiver of notice. The notice should contain or reference to an agenda, or if no agenda is available, a statement of the general subject matter to be considered. 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 SBI Board and committees, the corporation shall provide reasonable notice of the date, time, and place of the next scheduled meetings of the SBI Board 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 SBI Board 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 SBI Board 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 SBI Board, 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 SBI Board 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 SBI Board shall be submitted to the FSUAA and the President of Florida State University for submission to Florida State University Board of Trustees for its approval.
MEMORANDUM

TO: John Thrasher, President

FROM: Kyle Clark, Vice President for Finance & Administration

DATE: September 19, 2019

SUBJECT: Request for Approval
Status Report on Purchase Orders $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 in excess of $1.0 million and contracts or agreements that exceed 5 years in length made from July 2018 through June 2019.

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

KC

Attachments
Suppliers with Orders over $1,000,000 and Service Contracts over Five Years
(July 2018 through June 2019)

**Purchase Orders**

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Description and Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax Building</td>
<td>$2,000,000.00 Carraway Building Renovations (materials, labor, equipment and supplies), Project #18259DO.</td>
</tr>
<tr>
<td>Albritton Williams</td>
<td>$3,613,925.06 Labor, materials, equipment and supplies for the new CAPS building at the Southwest Campus of FSU, Project #FS-276.</td>
</tr>
<tr>
<td>Albritton Williams</td>
<td>$3,613,925.06 CAPS New Building, Project #FS276 (CB1800035).</td>
</tr>
<tr>
<td>Allstate Construction</td>
<td>$1,004,139.75 Phase 1 GMP and Phase 2 Emergency Repairs - Holley Building – materials, labor, equipment and supplies, including misc. gypsum repairs and allowance for testing and recertifying smoke evac system, FSU Project #1900099.</td>
</tr>
<tr>
<td>Alpha Video and Audio</td>
<td>$2,463,969.84 ACC Network Upgrades for Seminole Productions per ITN 5932-6.</td>
</tr>
<tr>
<td>BFrank Studio, Inc.</td>
<td>$1,232,911.00 New Florida State University School STEAM Classroom Building and Auditorium construction (labor, materials, equipment and supplies), project #FS-268.</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$1,928,323.88 Interdisciplinary Health Clinic site work construction, FSU Project #1700336.</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$2,000,000.00 Collins Building Renovations, Project #FS-259A.</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$6,453,536.11 – Don Veller Golf Course Renovation Project (CM1700288) - Amendment #1 for Golf Course</td>
</tr>
<tr>
<td>Childers Construction</td>
<td>$20,010,333.00 Bio Unit 1 (Bldg. 0039), Third Floor Renovation - Cold Room Renovations (CC1826410), AMD #1 and #2.</td>
</tr>
<tr>
<td>City of Tallahassee (StarMetro)</td>
<td>$3,524,400.00 for StarMetro bus service for students, faculty, and staff which includes the FSU campus and the entire Tallahassee metro area per ITN5837-A.</td>
</tr>
<tr>
<td>Cook Brothers</td>
<td>$1,061,519.25 Pepper Building Structural Repairs, FSU Project #1800026.</td>
</tr>
<tr>
<td>Culpepper Construction</td>
<td>$1,999,413.00 FSUS Buildings 8 &amp; 9 Renovations; FSU Project #1826800.</td>
</tr>
<tr>
<td>Company</td>
<td>Description and Details</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dell Marketing</td>
<td>$1,172,768.06 NWRDC Managed Management Console Firewall, Per NASPO Cooperative Alternate Source Contract.</td>
</tr>
<tr>
<td>Delta</td>
<td>$1,100,600.00 Football 2018 round trip team air charter for season. Emergency Procurement.</td>
</tr>
<tr>
<td>Graybar Electric</td>
<td>$1,239,641.76 US3 Switchgear Equipment Upgrade Project for NHMFL, FSU Project #1900063.</td>
</tr>
<tr>
<td>Mad Dog Construction</td>
<td>$1,800,000.00 Pre-Construction and renovation construction services for the Rodgers Building Renovation project, FSU Project #FS-259C.</td>
</tr>
<tr>
<td>Mad Dog Construction</td>
<td>$1,855,037.74 DeGraff Hall West 4024 Duct Cleaning/Shower Repairs Project, FSU Project #1800340.</td>
</tr>
<tr>
<td>Olson Restoration Inc. (dba ServPro)</td>
<td>$2,465,322.58 Water Extraction and Remediation of Mold Impact Project for FSU Panama City Campus due to Hurricane Michael, UCF Disaster Recovery ITN 1228LCSA.</td>
</tr>
<tr>
<td>Oracle America, Inc.</td>
<td>$1,342,759.42 for software maintenance for Oracle database enterprise – Licensing and support. Sole Source Exemption.</td>
</tr>
<tr>
<td>RAM Construction and Development LLC</td>
<td>$1,765,883.81 Research A&amp;B Tenant Renovation at the FSU SW Campus, FSU Project #1800401.</td>
</tr>
<tr>
<td>Rlpee Construction, Inc.</td>
<td>$1,600,000.00 Love Building Renovations Project, FSU Project #FS-259B.</td>
</tr>
<tr>
<td>Sciberus, Inc.</td>
<td>$1,287,932.36 for Software development for the CPalms project. GSA Contract: GS-35F-0438X.</td>
</tr>
<tr>
<td>Secureworks, Inc.</td>
<td>$1,447,380.00 Advanced Security Services for NWRDC (Managed Services for DOH), NASPO/Value Point Cooperative Alternate Source Contract #AR2472.</td>
</tr>
<tr>
<td>SHI Government</td>
<td>$1,525,000.00 for Cloud Professional Services (145 post duplication TB at Site NWRDC-TLH, NWRDC-ATL Back up as a service for DOE). State of Florida Contract #252-001-09-1 for Microsoft License Maintenance &amp; Services and Contract #43230000-15-02 for Licensing Solutions Providers (LSP) of Microsoft Software and services.</td>
</tr>
<tr>
<td>Siemens Building</td>
<td>$1,192,194.30 Campus-wide Exterior Lighting Upgrade Project, FSU Project #1800395.</td>
</tr>
</tbody>
</table>

**Five Year + Service Contracts - Expense**

<table>
<thead>
<tr>
<th>Company</th>
<th>Description and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Expense FYE 2019</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Alpha Video and Audio (formerly Videotech)</td>
<td>$2,537,495.58</td>
</tr>
<tr>
<td>American Servco Inc. (ASI)</td>
<td>$478,828.97</td>
</tr>
<tr>
<td>Astro Travel, Annette Buses and Champion Coach</td>
<td>$699,854.20</td>
</tr>
<tr>
<td>Audienceview Ticketing Corporation</td>
<td>$32,500.00</td>
</tr>
<tr>
<td>Blackboard Transact (software for OBS only)</td>
<td>$179,802.00</td>
</tr>
<tr>
<td>Blackboard Inc.</td>
<td>$0</td>
</tr>
<tr>
<td>Brightview Tree Care Service</td>
<td>$17,990.00</td>
</tr>
<tr>
<td>CDW-G</td>
<td>$4,427,920.68</td>
</tr>
<tr>
<td>Clean All, LLC</td>
<td>$186,170.00</td>
</tr>
<tr>
<td>Contemporary Services Corp.</td>
<td>$402,220.86</td>
</tr>
</tbody>
</table>
Cyxtera (formerly CenturyLink/Embarq) $514,717.87 expense FYE 2019. Term: 10/25/2014 – 6/30/2016 plus three 1-year renewal options which extends contract through 6/30/2019. Provides Disaster recovery and remote backup site hosting services. ITN5659-A

Dial Communications $421,084.37 expense FYE 2019. Term: 8/15/15 - 7/2/18 plus two 1-year renewal options which extends contract through 7/2/2020. Provides information technology services and labor to install wiring and cabling for all FSU campuses. ITB5766-A and ITB 5816-A

Digital Measures LLC $0 expense FYE 2019. Term 2/15/2016 – 2/14/2021. Data Service to assist College of Business with its accreditation for the AACSB and SACS

Envoy Aviation (formerly Baer Air) $98,102.00 expense FYE 2019: Term: 07/01/2014 – 06/30/2019. Provide private air charter services to the University and Athletics. ITN5990-A


GroupOne Health Source, Inc. $162,443.22 expense FYE 2019. Term: 10/19/2015 – 6/30/2018 plus two 1-year renewal options which extends contract through 6/30/2020. Provides health services/medical claims management services. ITN5779-A


Instructure (Canvass)  

International Fire Protection  

Jostens, Inc.  
$139,342.13 expense FYE 2019. Term: 9/1/2016 – 8/31/2019 (plus two 1-year renewal options to 8/31/2021). Provides multiple sports award and championship rings, for the Athletic Department. ITN 5803-9

Kerigan Marketing Associates Inc  
$156,404.11 expense FYE 2019. 07/01/2014 – 6/30/2017 plus two 1-year renewal options which extends contract through 6/30/2019. Provides advertising services for the Panama City campus. ITN5688-A

Konica Minolta Business Solutions  
$502,175.89 expense FYE 2019. Term: 10/6/2011 – 9/30/2015 (plus two 1-year renewal options to 9/30/2017). Contract was extended until 9/30/19 for the completion of the competitive solicitation which was awarded to RJ Young with an effective term start of 4/29/2018. Provides leased copiers, which are sub-leased to departments and used to provide print and copy services to students for a fee. ITN5443-4

Labor Ready  
$31,337.03 expense FYE 2019. Term: 7/1/2016 – 6/30/2017 plus two 1-year renewal options which extends contract through 6/30/2019. Provides temporary labor for FSU home football games. ITB5800-A

Localist  

Matheson Tri-Gas, Inc.  

Medline  
$10,338.60 expense FYE 2019. Term: 7/1/2015 – 6/30/2020 (plus one 5-year renewal option). Provides Medical Supplies for Campus Departments/Labs. E&I Contract #CNR01385

Modo Labs / Grey Heller  
$85,457 expense FYE 2019. Term 9/15/2015 – 9/14/2018 (plus three 1-year renewal options) – currently in first one year renewal until 9/14/2019. Provides base mobile platform services. ITN5716-4

Nalco Company  
$33,475.62 expense FYE 2019. Term 7/1/16 – 6/30/2021 (plus three 1-year renewal options). Provides water treatment chemicals, equipment and service.
<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Cable Service</td>
<td>$1,760.00 expense FYE 2019. Term 9/14/17-6/30/20 (plus two 1-year renewal options). Provides information technology services and labor to install wiring and cabling for all FSU campuses. ITB 5816-A</td>
</tr>
<tr>
<td>Office Depot</td>
<td>$1,352,971.18 expense FYE 2019. Term: 02/13/2012 – 02/12/2020 (plus one 1-year renewal option). Provides Office Supplies, paper, toner and accessories for the University. FIU ITN12-004</td>
</tr>
<tr>
<td>Oglesby Union</td>
<td>$298,735 (20,267 sq. feet @ $14.74/sq ft.) – total paid for the dining locations remaining in the Davis Building in FY 18-19. Term 7/1/2012-7/1/2014 (plus three 1-year renewal options to 7/1/2017), plus a 4th extension month-to-month for up to an additional year. Business Services leased 33,933 square feet of dining space from the Union at $14.74 per square foot through May 2018. Due to construction of the new Student Union, beginning May 2018 dining services space allocation is now 20,267.</td>
</tr>
<tr>
<td>Oracle (PeopleSoft)</td>
<td>$1,817,234.14 expense for FYE 2019; BOG Agreement that provides enterprise software support for mission-critical systems. Oracle agreement US-OMA-1375238. Exempt Service in accordance with FSU-2.015 (9)(d)(14)</td>
</tr>
<tr>
<td>Pittman Law Group</td>
<td>$30,000 expense FYE 2019. Term: 10/19/2017 – 6/30/2019 (plus two 1-year renewal options). Provides governmental legal consulting services. ITN5864-A</td>
</tr>
<tr>
<td>Premise Network Solutions</td>
<td>$133,962.70 expense FYI 2019. Term: 9/14/17-6/30/20 (plus two 1-year renewal options). Provides information technology services and labo to install wiring and cabling for all FSU campuses. ITB 5816-A</td>
</tr>
<tr>
<td>Rideshark</td>
<td>$5,000.00 FYE 2019. Term '0/9/17 – 6/30/20 (plus two 1-year renewals. Provides FSU Transportation rideshare and ride matching services</td>
</tr>
<tr>
<td>RJ Young</td>
<td>$0 expense FYE 2019. Term: 4/29/2018 – 4/28/2024 (plus four 1-year renewal options to 4/28/2028 and then a month to month option until 4/28/2029). Provides leased multifunctional device documents, which are sub-leased to departments and used to provide print and copy services to students for a fee. ITN 5914-4.</td>
</tr>
</tbody>
</table>
Rogers Gunter Vaughn Insurance $141,216.74 expense FYE 2019. Term: 11/1/2017 –
11/1/2022 (plus one 5-year renewal option). Provides
insurance for Florida High School. ITN5876-A

Roundtower $1,127,255.11 expense FYE 2019. Term: 10/20/2014 –
6/30/2018 plus three 1-year renewal options which
extends contract through 6/30/2019. Provides desktop
server backup for departments and workgroups.
ITN5667-A

SCL Holding (SC Logic) $8,385 expense FYE 2019. Term: 6/20/2016 –
6/30/2019 (plus three 1-year renewal options). Provides
for a postal campus delivery management system.
ITN5781-4

Jaegger (formerly SciQuest) $422,061.82 expense for FYE 2019. Term: 9/30/2008 –
3/27/2023. Provides electronic procurement software-as-
a-service (SpearMart). E&I Contract #CNR-01206

Spectra (formerly Global Spectrum, LP) $2,482,201.07 expense FYE 2019. Term: 2/26/2014 –
2/26/2019 (plus two 1-year renewal options to
2/26/2019) – extended to 2/25/2020. Spectra is a
professional arena management company that manages
the Donald L. Tucker Civic Center. Per ITN5666-7.

Super Lube (Name changed to Take 5 Oil
Change) $12,214.04 expense FYE 2019. Term: 10/26/2015 –
6/30/2020 (plus one 1-year renewal option). Provides for
fleet maintenance services. ITN5764-0

SurveyMonkey $45,000.00 expense FYE 2019. Term: 6/15/2016 –
6/18/2018 (plus executed three 1-year renewal option
until 8/27/2021. Provides submission management
software system services. ITN5727-4

Tallahassee Car Care $140,040.36 expense FYE 2019. Term: 10/26/2015 –
6/30/2020 (plus one 1-year renewal option). Provides
fleet maintenance services. ITN5764-0

Thyssenkrupp $1,708,028.84 expense FYE 2019. Term: 7/1/2011 –
6/30/2016 (plus one 5-year renewal option). Renewed
vertical transportation maintenance on elevators owned
and operated by Florida State University.

Triumvirate $178,695.54 expense FYE 2019 Term: 07/01/2014 –
6/30/2017 (plus two 1-year renewal options). Renewed
6/30/2017 and ends 6/30/2019. Provides FSU with
chemical waste pick-up, transportation, and disposal
services. ITN5674-A

T2 $77,462.68 expense FYE 2019. Term: 1/24/2014 –
6/30/2016. Exercised 1st renewal term: 7/1/16 – 6/30/18
and 2nd renewal term: 7/1/18 – 6/30/20. Provides
Transportation Management System. ITN 5614-4


VION  $850,000.00 expense FYE 2019. Term: 1/3/2018 – 1/2/2022 (plus two 1-year renewal options). Provides NWRDC Enterprise SANS solution. ITN 5835-A


Wells Fargo  $59,277,518.38 expense FYE 2019. Term: 1/1/18 – 12/31/23 (plus one 5-year renewal option). Provides for general banking Services and procurement card services. ITN 5824-A

World Class Athletic Surfaces  $37,634.00 expense FYE 2019: Term 07/07/2014 – 06/30/2017 (plus three 1-year renewal options to 6/30/2020). Field marking paint for Athletics. RFP5690-0

Yellow Cab (dba Capital Transportation)  $1,623.00 expense FYE 2019. Term: 7/31/2017 – 6/30/2020 plus two 1-year renewal options to 6/30/2022. Yellow Cab provides late night taxi service to students for a fixed fee ($9) in an agreed upon geographical area and a fixed fee ($15) for transportation to the airport. Student Government pays 56% ($5) of cost, and FSU pays 44% (4) of the cost for late night taxi service. ITN 5843-A.

Collection Services (Multi-Award)  Term: 7/1/2018 – 6/30/2023 (plus two 2-year (15 vendors) renewal options extending to 6/30/2027). Provides unpaid account collection services for state university system. Discounts of 20-33% as negotiated. POs are not issued. ITN 5879-A (FSU utilized General Revenue Corp; $78,414.07 expense FYE 2019, Williams and Fudge $123,280.41 expense FYE 2019; and Conserve $40,577.24 expense FYE 2019).

Five Year + Service Contracts - Revenue

AT&T  $50,400 annual revenue; 2011 – 2021; Space lease for Doak Campbell distributed antenna system (DAS). Initial term: 8/24/2011 – 8/24/2021 with three 5-year extension options.
$50,400 annual revenue; 2015 – 2025; Space lease for Williams Building distributed antenna system (DAS). Initial term: 5/19/2015 – 5/19/2025 with two 5-year extension options.


$50,400 annual revenue; 2013 – 2023; Space lease for McCollum Hall distributed antenna system (DAS). Initial term: 11/12/2013 – 11/12/2023 with two 5-year extension options.


Captiveyes Group, Inc.


Centurylink


Coca-Cola, Inc.

$622,538 revenue FYE 2019. Term: 8/01/2017 – 7/31/2027). Coca-Cola operates the beverage vending machines and has exclusive pouring rights on campus and pays a commission of 50% of sales, $2,522,757 sponsorship, and excess commissions over the $315,000 guaranteed commissions. This is Office of Business Services Revenue, of which $490,000 is received from the $2.5M sponsorship. Combined $490K + $132,538 excess commissions is OBS’s revenue from this contract in FYE 2018. ITN #5546-2
Follett Higher Education

$1,983,376 revenue FYE 2019. Term: 7/17/2018 – 6/30/2028 plus one 5-year renewal option. Follett operates the campus bookstore, the Sport Shops at the stadium, Civic Center, and the Panama City campus bookstore. Revenue includes escalating variable commission guarantees throughout the initial term of the agreement. Solicitation of Competition SOC 5881-2

FSU Real Estate Foundation

$8,700 revenue FYE 2019. 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 $725 per month.

FSView

$13,000 revenue FYE 2019. Term 7/1/2001 - 6/30/2015 (renewal options to 6/30/2019). 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.

Gilly National

$177,866 revenue FYE 2019. Term: 1/1/2016 – 12/31/2022 (plus three 1-year renewals to 12/31/2025). Gilly provides snack vending on the FSU campus. Gilly pays 26% commission on revenues with an annual guarantee of $92,000, plus a 10% of sales above $400,000. The commission is reduced by the 7.5% sales tax Gilly National pays on behalf of FSU. ITN #5769-2

GOTCHA

$0 - revenue FYE 2019. 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

$58,415 rebate revenue FYE 2019. Term: 10/6/2011–9/30/2016 (plus two 1-year renewal options to 9/30/2018 and then extended until 9/30/2019 until new ITN was completed). Provides leased copiers to OBS Copier Program, which are sub-leased to FSU departments and also used to provide print and copy services to students for a fee. Rebates are (1) 10% for paid invoices for maintenance (per copy charges) and (2) 4% for paid invoices on new business. This contract is currently being solicited/negotiated. ITN #5443-4

Mako Consulting (Mako Valet)

$2,952 revenue FYE 2019. 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.

Park Mobile

$17,041 revenue FYE 2019. Term 5/15/2018 – 5/14/2020 with three (3) consecutive one (1) year renewal terms; provides solutions for the management of all parking related matters, including providing a system for the payment of street parking by mobile telephone.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Revenue FY 2019</th>
<th>Term Dates</th>
<th>Contract Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Coach</td>
<td>$7,500</td>
<td>2/7/2019 – 6/30/2022</td>
<td>Provides point-to-point motor coach travel from FSU's Tallahassee campus to locations within Florida.</td>
</tr>
<tr>
<td>Seminole Golf Partners</td>
<td>$7,753.93</td>
<td>August 1, 2014 – August 12, 2018</td>
<td>FSU leased Don Veller Seminole Golf Course operations and right of use of the assets thereon to Seminole Golf Partners for a commission on gross revenues ranging from 2% and 3% the first two years, respectively, and 4% for revenue over $2,350,000 each year. Due to renovation, contract was terminated on 8/12/2018.</td>
</tr>
<tr>
<td>Sodexo Operations, LLC</td>
<td>$1,040,842</td>
<td>5/31/17 – 5/30/2027</td>
<td>Vendor oversees all Seminole Dining operations; contract provides for a quality and affordable food service program in all aspects of the operation. Contract includes capital investments, annual equipment, marketing, scholarships, In-Kind and other funding; and, annual guaranteed commissions. ITN #5807-1</td>
</tr>
<tr>
<td>SunTrust Bank</td>
<td>$195,253</td>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>SunTrust Bank (Office Lease)</td>
<td>$38,048.95</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$17,712.00 annual revenue; FYE 2019. Fiber lease – UCA. Term: 9/1/2017 – 6/30/2021 with three 1-year extension options.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
extension options.


UPS Store (Millenium Eagle Enterprises) - 1

$147,967 revenue FYE 2019. 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

$7,618 revenue FYE 2019. Term: July 8, 2010 – July 31, 2016, plus renewals extending to 7/9/2021. 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


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

$19,200 annual revenue; 2013 – 2028; Space lease for Fine Arts Monopole (Palm Court) cell site. Initial Term: 6/16/2017 – 6/16/2027 with three 5-year extension options.

Zipcar

$166 revenue FYE 2019. Term: 8/11/2011 – 7/31/2017 as amended (plus two 1-year renewal options and a one-year month-to-month extension to 7/31/2020). Zipcar provides hourly and daily car rental rates for employees and students with cars provided and parked on campus. Zipcar pays a biannual commission of gross revenues of 1% on June 30 and December 31 each year.
MEMORANDUM

TO: John Thrasher, President

FROM: Kyle Clark, Vice President for Finance & Administration

DATE: September 19, 2019

SUBJECT: Request for Approval
Status Report on Construction Projects over 2.0 Million Summary and Change Orders

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 2018-19. These reports fulfill our annual reporting obligation to our UBOT.

I recommend approval of the Status Report on Construction Projects over 2.0 Million and Change Order Summary.

KC

Attachments
## ACTIVE MAJOR PROJECTS

### Projects Underway

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Project Number</th>
<th>Description</th>
<th>FSU PM</th>
<th>Architect/Engineer</th>
<th>Chief Mgr/Contractor</th>
<th>SCHEDULE</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NTP AE</td>
<td>Bid or CMP</td>
</tr>
<tr>
<td>1</td>
<td>FS-259</td>
<td>Earth Observ. &amp; Atmosph. Sci. (EOAS)</td>
<td>KB</td>
<td>BCI</td>
<td>Ajax</td>
<td>09/05/13</td>
<td>02/10/17</td>
</tr>
<tr>
<td>2</td>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Collaboration (IRC)</td>
<td>BQ/MJS</td>
<td>Wilkins</td>
<td>WT</td>
<td>04/10/15</td>
<td>TBD</td>
</tr>
<tr>
<td>3</td>
<td>FS-253</td>
<td>Student Union Expansion</td>
<td>KB</td>
<td>Westfall, W</td>
<td>Ajax</td>
<td>01/15/17</td>
<td>06/15/18</td>
</tr>
<tr>
<td>4</td>
<td>FS-205</td>
<td>College of Business Building</td>
<td>BA</td>
<td>GC</td>
<td>Culppepper</td>
<td>03/15/18</td>
<td>TBD</td>
</tr>
<tr>
<td>5</td>
<td>FS-269</td>
<td>STEAM Classroom Building &amp; Auditorium</td>
<td>GF</td>
<td>BFG</td>
<td>Culppepper</td>
<td>07/15/18</td>
<td>03/15/19</td>
</tr>
<tr>
<td>6</td>
<td>FS-240</td>
<td>Technology Services Building Renovation</td>
<td>BQ</td>
<td>AGWDCA</td>
<td>05/01/18</td>
<td>02/01/19</td>
<td>03/13/19</td>
</tr>
<tr>
<td>7</td>
<td>FS-275</td>
<td>Center for Advanced Power Systems (CAPS)</td>
<td>MJS</td>
<td>AWHI</td>
<td>09/30/18</td>
<td>01/15/19</td>
<td>03/07/19</td>
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<tr>
<td>8</td>
<td>1700335</td>
<td>Interdisciplinary Health Clinic</td>
<td>BQ</td>
<td>DAS</td>
<td>Childers</td>
<td>09/15/17</td>
<td>05/15/18</td>
</tr>
<tr>
<td>9</td>
<td>FS-254</td>
<td>Hoffman Teaching Lab Renovations</td>
<td>MJS</td>
<td>Childers/HNAE</td>
<td>11/01/17</td>
<td>11/01/18</td>
<td>01/15/19</td>
</tr>
<tr>
<td>10</td>
<td>FS-254A</td>
<td>Bio Unit One Renovations</td>
<td>MJS</td>
<td>Childers/HNAE</td>
<td>10/15/17</td>
<td>12/14/18</td>
<td>03/07/19</td>
</tr>
<tr>
<td>11</td>
<td>FS-288</td>
<td>Don Veller Golf Course Renovation</td>
<td>JS</td>
<td>Childers/Nicklaus/Laudir</td>
<td>06/15/17</td>
<td>04/15/18</td>
<td>08/15/18</td>
</tr>
</tbody>
</table>

### Projects Underway

- **Total Budget:** $476,121,431

- **FSU PM (Project Manager) Abbreviations**
  - BL = Bill Lamb (644-3504)
  - GF = Gary Feldman (644-4930)
  - KB = Kim Ball (644-1290)
  - BQ = Biff Quairas (644-0478)
  - LR = Larry Rubin (644-3591)
  - BA = Brad Adams (644-0281)
  - MB = Mark Bertolami (644-8458)
  - SC = Brian Canaday (648-9439)
  - JS = Justin Shafer (644-2902)
  - JK = Jay Lueddecke (645-5685)
  - MJS = Mary Jo Spectorsky (644-8313)
  - KM = Kent Malik (519-3397)
  - GM = Gary Metcalfe (691-8413)

- **Architect/Engineer Abbreviations**
  - AEI = Affiliated Engineering
  - ALW = Architects: Lewis + Whitlock
  - BCI = Buhin Cynwinski Jackson
  - BFBA = Barnett, Frankcon Barlowe Architects
  - EMI = Elliott, Marshall, Innes
  - GC = Goody Clancy
  - GRC = Gresham Ross & Cool Architects
  - GH = Hicks Nation
  - Wksbp = Workshop Architects
  - BFS = B. Frank Studios

- **Construction Manager Abbreviations**
  - WI = Willis A. Smith Construction
  - WT = Willing-Turner Contracting Company
  - JA = Ajax Building Corporation
  - CCC = Culppepper Construction Company

- **DB = Design/Build**

- **TBD = To Be Determined**
<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>PROJECT NAME/PHASE</th>
<th>MANAGER</th>
<th>PROJECT STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-259</td>
<td>Earth Ocean &amp; Atmospheric Sciences Building Construction</td>
<td>Ball</td>
<td>The new EOAS Building is 85% complete and rapidly progressing toward Substantial Completion in mid-November 2019. Interior finishes are in progress. Building envelope punchlists and final site work are beginning. Furniture and equipment purchases are underway. The building will be ready for classes Spring 2020.</td>
</tr>
<tr>
<td>FS-275</td>
<td>Interdisciplinary Research &amp; Commercialization Building (IRCB) Design</td>
<td>Spector</td>
<td>The project is on hold pending receipt of enough funding to begin construction. Design documents are complete, and we will wait and see the outcome of the 2020 legislative session.</td>
</tr>
<tr>
<td>FS-263</td>
<td>Student Union Expansion Design/Construction</td>
<td>Ball</td>
<td>Demolition and utilities work is mostly complete. Construction of foundation and slab systems is ongoing. A GMP for vertical structural systems has been received and is being reviewed. Final Construction Documents are anticipated to be delivered to FSU Permitting on August 30, 2019. Final bids are planned to be received late September 2019. Substantial Completion is scheduled Spring 2021.</td>
</tr>
<tr>
<td>FS-206</td>
<td>College of Business Design</td>
<td>Adams</td>
<td>The College of Business consists of approximately 210,000 GSF of Academic and Administrative spaces on the site south of the Civic Center. The design team has submitted 50% construction documents. The project has been put on hold until sufficient funding is in place. We await the outcome of the 2020 legislative session.</td>
</tr>
<tr>
<td>FS-268</td>
<td>STEAM Classroom Building &amp; Auditorium &amp; Hardening Design/Construction</td>
<td>Feldman</td>
<td>The hardening phase is under way &amp; should be complete in November 2019. The Classroom Building and Auditorium are in design with 50% construction documents due in October 2019.</td>
</tr>
<tr>
<td>FS-240</td>
<td>Technology Services Building Renovation Final Completion</td>
<td>Quarles</td>
<td>Construction is complete and Substantial Completion occurred in April 2019. Furniture has been installed and all occupants have been moved in.</td>
</tr>
<tr>
<td>FS-276</td>
<td>CAPS New Building Construction</td>
<td>Spector</td>
<td>Site work and underfloor work is complete. Building frame to be erected September 2019. Substantial Completion of work is expected March 2020.</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>1700336</td>
<td>Interdisciplinary Health Clinic</td>
<td>Quarles</td>
<td>Substantial Completion was achieved on April 29, 2019. The facility is now occupied and being used as a walk-in clinic.</td>
</tr>
<tr>
<td></td>
<td>Final Completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-264</td>
<td>Hoffman Teaching Labs Renovations</td>
<td>Spector</td>
<td>Construction is underway. First phase (three new organic labs on fifth floor) will be completed December 2019. Phase 2 (three new analytical labs on the fourth floor) will be completed April 2020. Third floor general chemistry labs will be completed September 2020. Remainder of work to be done by December 2020.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-264A</td>
<td>Bio Unit One Renovations</td>
<td>Spector</td>
<td>Third floor is being abated with general construction scheduled to begin September 2019. Completion of the third floor to be October 2020 with remainder of work to be done Spring 2021.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-288</td>
<td>Don Veller Golf Course Renovation</td>
<td>Shafer</td>
<td>The golf course is in construction, progressing nicely, and approximately 90% complete. Holes 16 and 18 are finishing up and efforts are shifting to the team practice area, and the short game course. We are scheduled to be substantially complete with construction and grow in efforts on October 1, 2019.</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Construction Change Order Summary

**FY 2018-19**

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

## Main Campus

### Project Name & No.

<table>
<thead>
<tr>
<th>Description</th>
<th>GMP/ CO#</th>
<th>Dir. Own. purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS-221, University Housing Replacement Phase 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMP</td>
<td>1,857,529.00</td>
<td>Orig</td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>16,361.00</td>
<td>CO 1</td>
</tr>
<tr>
<td>Amd 2: GMP for Site, Shell &amp; Interiors</td>
<td>59,091,326.00</td>
<td>CO 2 - 16</td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>(12,402,399.97)</td>
<td>*</td>
</tr>
<tr>
<td>Return of Project Savings</td>
<td>706,100.14</td>
<td>CO 17-19</td>
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<tr>
<td></td>
<td>(247,129.61)</td>
<td>CO 20</td>
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<tr>
<td></td>
<td>49,024,358.68</td>
<td>Total</td>
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<table>
<thead>
<tr>
<th>FS-259, Earth Ocean &amp; Atmospheric Sciences Building</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>GMP</td>
<td>300,973.54</td>
<td>Orig</td>
</tr>
<tr>
<td>Amd 1: Gunter Building Demolition</td>
<td>398,760.00</td>
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<tr>
<td>Amd 2: Shell and Envelope</td>
<td>1,730,455.09</td>
<td>CO 1</td>
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<tr>
<td></td>
<td>(736,606.30)</td>
<td>*</td>
</tr>
<tr>
<td>Amd 3: Additional Scope Elevators, HVAC, and Electrical Systems</td>
<td>6,000,000.00</td>
<td>CO 2</td>
</tr>
<tr>
<td></td>
<td>21,426,662.03</td>
<td>*</td>
</tr>
<tr>
<td>Included in prior year reports</td>
<td>1,850,476.05</td>
<td>CO 3-8</td>
</tr>
<tr>
<td>Removes allowance listed in CO 7 for future renovations at Collins, Love, Careaway &amp; Rogers Bldgs.</td>
<td>(9,000,000.00)</td>
<td>CO 9</td>
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<tr>
<td></td>
<td>(1,064,416.07)</td>
<td>*</td>
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<td>50,443,687.72</td>
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<table>
<thead>
<tr>
<th>FS-263, Student Union Replacement</th>
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<tbody>
<tr>
<td>GMP</td>
<td>516,541.82</td>
<td>Orig</td>
</tr>
<tr>
<td>Amd 1: Demolition, Utilities &amp; Temporary Facilities</td>
<td>13,450,210.00</td>
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<tr>
<td>Amd 2: Deep Foundation Package</td>
<td>25,519,350.00</td>
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<td></td>
<td>(452,250.00)</td>
<td>CO 1</td>
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<td>(470,294.53)</td>
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<td>24,898,648.47</td>
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<table>
<thead>
<tr>
<th>FS-264, Hoffman Teaching Lab Renovations</th>
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<tbody>
<tr>
<td>GMP</td>
<td>10,083,298.00</td>
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<td></td>
<td>70,026.00</td>
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<td>10,154,194.00</td>
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<th>FS-265, Chieftan Way Realignment</th>
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<tbody>
<tr>
<td>GMP</td>
<td>3,560,398.00</td>
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<table>
<thead>
<tr>
<th>FS-274, Campus Dining &amp; Kitchen Upgrades</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GMP: Sequence 1</td>
<td>4,295,275.00</td>
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</tr>
<tr>
<td>Amd: GMP Sequence 2</td>
<td>2,340,221.00</td>
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<tr>
<td>Included in prior year reports</td>
<td>(1,770,310.76)</td>
<td>CO 1-8</td>
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<tr>
<td></td>
<td>26,675.75</td>
<td>CO 9</td>
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<td>22,257.20</td>
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<tr>
<td>Roof Replacement</td>
<td>88,841.00</td>
<td>CO 11</td>
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<td></td>
<td>(171,460.00)</td>
<td>CO 12</td>
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<td>63,408.22</td>
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<td>(2,614.34)</td>
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<td>2,015.49</td>
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<tr>
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<td>13,284.61</td>
<td>CO 16</td>
</tr>
<tr>
<td>Landscape, Irrigation and Lighting</td>
<td>2,983.77</td>
<td>CO 17</td>
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<tr>
<td></td>
<td>410,750.00</td>
<td>CO 18</td>
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<tr>
<td></td>
<td>(7,043.72)</td>
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*DOP (Direct Owner Purchase)*
### DOWNTOWN

<table>
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<tr>
<th>Description</th>
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<th>Dir. Own. purchase</th>
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</thead>
<tbody>
<tr>
<td>1700182 Jim Moran Institute for Global Entrepreneurship</td>
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<tr>
<td>Amd 1: Building Demolition and Site Utilities</td>
<td>767,146.60</td>
<td>Orig</td>
</tr>
<tr>
<td>Amd 2: Construction Build Out</td>
<td>5,619,257.00</td>
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<tr>
<td>Included in prior year reports</td>
<td>(366,774.90)</td>
<td>CO 1-12</td>
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<tr>
<td>Included in prior year reports</td>
<td>245,389.72</td>
<td>CO 13-21</td>
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<tr>
<td>Return of Project Savings</td>
<td>0.00</td>
<td>CO 22</td>
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<tr>
<td></td>
<td>(241,997.92)</td>
<td>CO 23</td>
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<td>6,021,718.90</td>
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### INNOVATION PARK

<table>
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<th>Description</th>
<th>GMP/ CO#</th>
<th>Dir. Own. purchase</th>
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</thead>
<tbody>
<tr>
<td>FS-240/1700274, Technology Services Building</td>
<td></td>
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</tr>
<tr>
<td>GMP</td>
<td>7,058,032.77</td>
<td>Org</td>
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<tr>
<td>Included in prior year reports</td>
<td>(341,705.40)</td>
<td>CO 1-3</td>
</tr>
<tr>
<td>Additional Carpet</td>
<td>113,316.96</td>
<td>CO 4</td>
</tr>
<tr>
<td>Site Improvements, Additional Skim Cost, Primer &amp; Paint</td>
<td>239,564.07</td>
<td>CO 5</td>
</tr>
<tr>
<td></td>
<td>17,627.45</td>
<td>CO 6</td>
</tr>
<tr>
<td></td>
<td>26,531.43</td>
<td>CD 7</td>
</tr>
<tr>
<td></td>
<td>7,113,337.28</td>
<td>Total</td>
</tr>
</tbody>
</table>
TO: President John Thrasher
FROM: Provost Sally McRorie
DATE: September 3, 2019
SUBJECT: FSU College of Medicine Graduate Medical Education Annual Institutional Review Executive Summary (AY 2018-2019)

Request for Approval

The College of Medicine requests approval of the attached Graduate Medical Education Annual Institutional Review Executive Summary.
ANNUAL INSTITUTIONAL REVIEW EXECUTIVE SUMMARY
Florida State University College of Medicine
Graduate Medical Education Division
Academic Year July 1, 2018 -- June 30, 2019

Submitted by
Joan Younger Meek, MD, MS
Associate Dean for Graduate Medical Education
Designated Institutional Official
August 22, 2019

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

Overview:

Accreditation Status:

The Florida State University College of Medicine (FSU COM) received continued accreditation as a provider of Graduate Medical Education by the Accreditation Council for Graduate Medical Education (ACGME) effective January 14, 2019, with no current citations and commendation for its demonstrated substantial compliance with the ACGME’s Institutional Requirements.

Administration:

The Florida State University College of Medicine Graduate Medical Education (GME) Division consists of Joan Younger Meek, MD, MS, Associate Dean for Graduate Medical Education and Designated Institutional Official (DIO); Connie Donohoe, MPH, C-TAGME, GME Program Director; and, Jesse Graham, Program Associate. LaQuanta J.G. Rosier, MBA, Assistant Director, 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 and the Academic Affairs Committees.

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 emphasis on engagement in quality improvement, ensuring standardized transitions of care, providing adequate supervision of trainees, monitoring trainee clinical experience, training residents and faculty in fatigue management, and ensuring the well-being and professional development of residents, faculty, and staff. The ACGME assesses compliance through annual electronic confidential surveys and
web-based updates, as well as through the CLER (Clinical Learning Environment Reviews), which occur at the training sites. The FSU COM last had a CLER review at the Lee Health campus in January of 2018.

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

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

The GME Division implemented the American Medical Association Graduate Medical Education Competency Education Program, interactive online training modules, to address core competencies in patient safety, quality improvement, fatigue mitigation and sleep deprivation, professionalism, and practice management as mandatory training during academic year 2015-2016. In 2018, the GME Division required the Institute for Healthcare Improvement (IHI) Basic Certificate in Quality and Safety be completed by all incoming trainees, before they begin resident orientation. These modules also address basic leadership competencies.

In addition, the GME Division conducts an annual orientation for incoming residents and fellows at the College of Medicine. The most recent orientation occurred in Tallahassee in June 2019 for the Tallahassee programs. A second orientation was held in Sarasota that week for the programs based in Sarasota and Ft. Myers. This geographic distribution allows for comradery, but also minimizes disruption in schedules and the expense of traveling to Tallahassee. The orientation included content on resident wellness, response to medical errors, ACGME competencies, professionalism, and residents as teachers. Residents also received training in use of the FSU medical library. The trainees in Tallahassee completed standardized scenarios in the Clinical Learning Center at the COM to address teamwork, patient safety, and medical errors during orientation. This will be accomplished at the other programs later in the academic year.

The GME office performs the following administrative duties: providing assistance with information technology and library resources; development of budgets and financial planning, ensuring that all residency programs are registered with the appropriate accreditation (ACGME) and residency recruitment management programs; managing the residency management software program; facilitating faculty appointments and promotions, in conjunction with the COM department chairs; tracking and providing faculty development; facilitating residency forums; and participating in program activities as requested. Annual program evaluations are reviewed through the GME office. The program directors provide a summary of their action plans for program improvement and responses to previous program citations to the GMEC.
Dr. Joan Meek gave a presentation on “Wellness in GME: The Florida Experience” at the national ACGME annual educational conference in March 2019. Dr. Meek also chairs the Project Advisory Committee at the American Academy of Pediatrics for a Centers for Disease Control and Promotion funded project on integrating education on breastfeeding, infant nutrition, and maternity care into the continuum of medical education. Ms. Donohoe serves on the Training Administrators of Graduate Medical Education (TAGME), Board of Directors, Institutional Representative; Training Administrators of Graduate Medical Education (TAGME), Marketing Committee, Institutional Representative; and, the Association for Hospital Medical Education (AHME), Council on Program Administrators and Coordinators (COPAC), AHME Board of Directors COPAC Member Services Committee Representative.

Program Changes:

The FSU COM Emergency Medicine Residency Program at Sarasota Memorial Hospital continued faculty development and preparation for the first class of residents, which they successfully recruited through the National Resident Matching Program in 2019.

In conjunction with Sarasota Memorial Hospital, the FSU GMEC appointed a fellowship director, Dr. Joelle Vlahakis, to develop a new program in Hospice and Palliative Medicine. This is a one-year program offered to residents who have completed a primary program in another residency. Two fellows will train each year. Accreditation of the program is pending.

The founding program director for the FSU COM Family Medicine Residency Program at Winter Haven Hospital, Dr. Nate Falk, developed the new program application, recruited faculty, and helped develop the plans for the Family Medicine Clinic in Winter Haven, in conjunction with BayCare and community stakeholders. The new program application was submitted in May 2019. A site visit was conducted in August 2019, with accreditation pending.

Lee Health has collaborated with the COM and Dr. Elena Reyes to expand the Clinical Health Psychology Postdoctoral Fellowship Program to include Lee primary care clinics in family medicine and pediatrics to develop an integrated care model. Three fellows will be placed at Lee Health facilities and three with the Healthcare Network in Immokalee. Lee also has initiated the development of a new residency program in internal medicine at the Cape Coral Hospital.

Follow-up from Prior Annual Institutional Review:

One action item identified is that the new ACGME common program requirements provide much more specificity in terms of the work environment and culture addressing resident and staff wellness. A GMEC wellness subcommittee was developed during the prior academic year. This subcommittee, with representation from all programs, developed a policy on wellness, made recommendations regarding programmatic activities to enhance wellness of residents, faculty, and staff and provided education regarding monitoring of resident, faculty and staff wellness. The wellness subcommittee chair was added to the new resident orientation to discuss wellness and to provide techniques to promote awareness of wellness. A current resident also participated in those orientation wellness sessions. The wellness subcommittee developed a baseline survey and administered it to trainees in the program. The committee then reviewed and analyzed the data, providing feedback regarding further activities to enhance wellness. One action item was to include wellness tips, suggestions, or an article in each of our internal GME monthly newsletters. During the past academic year, these were written by members of the subcommittee, with the responsibility rotated among the representatives from different programs. Residents, faculty members, and staff contributed to this effort. We also initiated clinical psychology small group support for all
programs in conjunction with wellness activities and training. Some programs have imbedded or contracted clinical psychologists to provide this support.

Research support continues to be an area of need for many of the programs. It can be challenging for the residents and faculty from the residency programs to obtain IRB approvals from both FSU and the GME clinical training institution. There has been a committee established to bridge the gap between the FSU IRB and Tallahassee Memorial HealthCare. This need exists at Sarasota Memorial Hospital.

We have encouraged all programs to develop either a designated faculty member who oversees research, or additional faculty mentorship for residents with their research projects. We have promoted greater interaction between faculty in the biomedical sciences with the programs. This is most accessible to the programs in Tallahassee. FSU COM participates in a statewide collaborative to access de-identified patient data from multiple participating institutions.

Faculty development in clinical teaching techniques and understanding of the ACGME common program requirements and specialty requirement of the ACGME is an additional area of need. With new program development and recruitment of junior faculty with minimal or no prior teaching experience, a centralized way to address these needs would be helpful.

Individual summaries of all programs submitted by the program directors follow.
Dermatology Associates of Tallahassee

Micrographic Surgery and Dermatologic Oncology Fellowship Program
Arnold B. Cognetta, Jr, MD, Program Director

Faculty Development Activities:

All faculty and fellow have been active in faculty development during the 2018-2019 academic year. Dr. Cognetta attended the advisory council on Radiation Protection in Orlando in May 2019. Also Drs. Cognetta, Mirza, Green, and Wolfe attended the American College of Mohs 2019 Annual Meeting in Baltimore, MD in May of 2019. They received updated training in Mohs surgery histotechnology, hands on cutaneous flaps, flaps and grafts, and Merkel cell carcinoma (MCC).

Quality Improvement Activities:

Dr. Mirza is actively involved training of nursing staff in the verification of surgical sites prior to surgery, review of pathology biopsy sections before seeing the patients for surgery to ascertain that the correct diagnosis has been determined, and review of all quality slides of frozen biopsies which are generated at an outside dermatopathologist. If any discrepancies occur, they are immediately reviewed and rectified.

Patient Safety:

The fellow is monitored constantly by Program Director, Dr. Armand B. Cognetta and other faculty members and staff to ensure medical care is properly completed from beginning to end.

Transitions in Care:

The fellow is monitored constantly by Program Director, Dr. Armand B. Cognetta and other faculty members and staff to ensure medical care is properly completed from beginning to end.

Access to Care/Care of the Underserved:

Clinics in Carrabelle, Florida and Albany, Georgia address access to care and providing medical care to rural and underserved communities.

Wellness Initiatives for the Program:

Dr. Cognetta has active discussions with the fellow on the importance of physician wellness and self-care. In addition, he regularly schedules off work activities with the fellow and residents to help strengthen wellness and morale

Scholarly Activity:


Dermatology Residency Program
George Cohen, MD, Program Director

Graduates:

Dr. Tarek Shaath is entering private practice in Orlando, Florida.
Dr. Christopher Wolfe will be a MOHS Fellow at Dermatology Associates under Dr. Armand Cognetta.

Program Improvement/Major Changes:

We added three additional faculty: Dr. Andras Shaffer in dermatopathology, Dr. Beverly Johnson in general dermatology, and Dr. Frank Lomagistro who volunteers as a plastic surgeon to help with excisions and closure. We have also secured a grant for Botox and fillers and will begin a dermatology cosmetic clinic beginning August 2019 directed by Dr. Kaisa Van De Kooi.
Honors this academic year included the induction of Dr. Christopher Wolfe in the Alpha Omega Alpha Honor Medical Society as a resident, and Dr. Cohen being named Physician of the Year by the National Association of Dermatology Nurse Practitioners.

Quality Improvement Activities:

We have begun to use genetic analysis of melanoma specimens to predict the chance of recurrence/metastasis. Cutaneous melanomas have varying mutation patterns. Commercially available tests can check for over 30 mutations and place the patient in high v. low risk categories. This testing has proven to be more accurate than pathologic parameters and allows us to risk stratify patient care and follow up in a more precise manner. Genetic testing is also coming into vogue for the identification of fungal infections. Heretofore, we have relied on the time-honored practice of identifying pathogenic cutaneous fungi by their growth patterns and colony morphology on agar slants. The genetic testing is more objective and helps eliminate interpreter/observer error.

Patient Safety:

Ultraviolet light therapy and laser are an integral part of our practice, however there are many potential sources of error. We have a policy of requiring two people to verify and confirm dose entry at the respective machines to decrease the error rate. We have had not had one erroneous treatment given this year.

Access to Care/Care of the Underserved:

We continue to provide care at several satellite clinics in rural areas. These clinics include Marianna, Madison, Blountstown, Dowling Park and Carrabelle. The residents are endeavoring to start a free screening on Saturdays at the Bond Clinic. In addition, we held a Skin Cancer screening in Carrabelle under the Auspices of the Florida Cancer Society.

Wellness Initiatives:

Dr. Samantha Marrone is the leader of our wellness initiatives. The residents are keeping fit physically (they all attend gyms, yoga and other group activities). Dr. Marrone has organized numerous social activities to provide fun, relaxation and bonding. These activities include dining, trivia contests and attendance at musical/cultural performances.
Scholarly Activities:

We have multiple research projects ongoing that involve the faculty and residents e.g. the DAMP study which is examining the skin microbiome and its effect on dryness, the use of narocellulose in wound healing, a recently completed in vitro study on keloid fibroblast which has served as the bench research behind the translational efforts to improve keloid therapy via superficial radiation and a recently published study that demonstrated the relationship between diuretics (hydrochlorothiazide) and skin cancer.

Drs. Marrone and Thareja are our representatives for the Capital Medical Society and the Women’s Dermatology Society at the American Academy of Dermatology (AAD). Drs. Marrone, Thareja and Boshnick are presenting at the American Society of Dermatologic Surgery in Chicago. Drs. Cohen, Shaath and Wolfe have given oral presentations at national and regional conferences. Dr. Beverly Johnson has completed a study on the treatment of melisma with laser therapy and cystenamine cream.

Peer-Reviewed Articles:

Case Report: Triple Combination Therapy for Recalcitrant Perineal Pyoderma Gangrenosum

Psoriasiform eruption on the face and extremities associated with nivolumab therapy.
Om A, Cardon B, Cohen G.

Slowly Enlarging Nodule on the Chest: Answer.
Wolfe CM, Shaath TS, Dolson DJ.

Han S, Wolfe CM, Angnardo L, Pedersen SA, Gaist D, Pottegård A, Cognetta AB Jr.

Slowly Enlarging Nodule on the Chest: Challenge.
Wolfe CM, Shaath TS, Dolson DJ.

Integrating the Integumentary System with the Arts: A Review of Dermatologic Findings in Artwork.

Faculty Development:

The faculty continues to take advantage of the myriad educational opportunities in dermatology. Representative examples include participation in the AAD conference, the Georgia Dermatology Association conference, the National Medical Association Conference, where Dr. Cohen was honored for achievements in dermatologic education, and the American Professors of Dermatology Conference in Chicago, which featured discussion of issues of national concern in resident education. Crucial conversation there included the emerging importance of LGBTQ issues in patient care and residency training, workshops on expanding diversity in dermatology, and wellness initiatives.
The faculty and residents had mandatory active shooter training at DAT. Members of Tallahassee SWAT were the instructors. It is an unfortunate reality, but this type of faculty development training is necessary given the threats in today’s workplace.
Program Improvement:

- Matched third expanded class of eight residents through the National Residency Match Program
- Graduated fourth full class on June 30, 2019 with a total of 24 graduates so far
- 100% pass rate on first attempt of all graduates on the ABFM board certification exam
- Two new Global Health fellows recruited and started in July 2019
- New satellite clinic started at Babcock Ranch in December 2018
- Our clinic was approved as a National Health Service Corps (NHSC) site
- Three of our faculty achieved American Board of Lifestyle Medicine certification

Faculty Additions:

Dr. Tanya Anim (Full Time Core Faculty) December 2018
Dr. Kristen Dimas (Full Time Clinical Faculty) August 2019
Graduates:

<table>
<thead>
<tr>
<th>Name</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Danley, M.D.</td>
<td>Fort Myers, FL: Physician’s Primary Care</td>
</tr>
<tr>
<td>Kristen Dimas, M.D.</td>
<td>Fort Myers, FL: FSU COM Family Med Residency Program</td>
</tr>
<tr>
<td>Clay Duval, M.D.</td>
<td>Colorado Springs, CO: Centura Health</td>
</tr>
<tr>
<td>Elizabeth Duval, M.D.</td>
<td>Colorado Springs, CO: Centura Health</td>
</tr>
<tr>
<td>Charles Fleischer, M.D.</td>
<td>Tallahassee, FL: FSU COM Asst. Professor</td>
</tr>
<tr>
<td>Kenneth O’Dell, M.D.</td>
<td>Sebring, FL- Private Practice</td>
</tr>
</tbody>
</table>

Summary of Annual Program Evaluation:

1. Discussion and Review of Mission and Vision statements:
   - Mission: “We develop well-rounded family physicians who compassionately serve patients and their communities, while leading by example.”
   - Vision: “To prepare exceptional family physicians to serve, lead, teach, and heal the Southwest FL Community.”

2. Improvements to resident recruiting process: Increase number of interview dates offered (Monday, Thursday, and Friday). We will offer interviews during the last week of September for applicants that are rotating with us. We plan to increase the involvement of our chief residents during the interviewing process. Drs. Cavanagh and Dalrymple are working on the faculty schedule to ensure we have available faculty for interviews. We will provide administrative time to our recruitment committee during the first week ERAS opens.

3. Professionalism Agreement: Drs. Illes and Dalrymple developed a professionalism agreement that all residents will sign yearly.

4. Faculty Recruiting: All core faculty positions filled with Kristen Dimas, MD starting on August 5, 2019.

5. Faculty development series: Faculty development may be extended by 30 minutes on Tuesday afternoons to increase education. Drs. Gitu and Cavanagh will reach out to Dr. Jo Brown about working together with the Department of Family Medicine at the FSU COM campus. A book club is being developed and will meet once a month for 20 minutes to discuss the book.

6. Major Event Planning:
   - Welcome Back Weekend: 1/31/2020-2/1/2020
   - Holiday Party: 12/14/2019
   - Resident Retreat: 3/6/2020-3/9/2020
   - Graduation Date: 6/26/2020
   - Employee Appreciation: 3/24/2020
   - Intern Orientation: 6/22/2020

7. Gynecology Update: Drs. Anim and Cavanagh are working with Lee Physician Group to secure better gynecology rotation opportunities for our residents.

8. SWOT analysis: Different areas identified as Strengths, Weaknesses, Opportunities and Threats to the program were discussed. See Minutes.

9. Resident Suggestions for Improvement: Faculty discussed in detail the suggestions residents had made during their retreat and came up with detailed action plans for each one: Ongoing, with various faculty taking responsibility, but ultimate responsibility belong to the Program Director.

10. Individual resident review: Faculty completed an in-depth discussion regarding each of our active residents and all were found to be meeting criteria for promotion and/or graduation, or close to
meeting these criteria. Each faculty advisor was to work with their advisees to complete any outstanding requirements.

11. Faculty and clinic leadership spent time together for team building and bonding on the Pink Shell Resort and Marina at the end of the APE week.

12. Revision of Faculty Areas of Responsibility for Curriculum, to include new faculty, occurred, as follows:

**Dr. Tanya Anim**
Women's Health Director
Obstetrics
GYN
Advanced Obstetrics Elective
Health Disparities Elective

**Dr. James Breen**
Pediatrics (Office, Inpatient, Nursery, NICU)
Practice Management
Community Medicine
Geriatrics
Dermatology
Cosmetic Procedures Elective
Scholarly Activity
Research Director
Didactics Director

**Dr. Christy Cavanagh**
Medicine (Inpatient)
Adult Medicine Selective (Advisors will assist)
Pulmonary Medicine/ICU
Critical Care Medicine Elective
Cardiology
ECG Interpretation Elective
Rural Medicine Elective – Immokalee
Gastroenterology Elective/Selective
Billing Elective
Direct Primary Care Elective/Selective
Hospital Medicine Track
Pre-Doctoral Coordinator
AFP Journal Review
OSCEs

**Dr. Lee Coghill**
Sports Medicine
Orthopedics
Neurology
Emergency Medicine
EM/EMS Participation Elective
Global Health Elective
Radiology Elective
Board Review Elective
Medical Informatics Elective
Medical Spanish
Global Health Track
Sports Medicine Track
Point of Care Ultrasound Curriculum
The Team Physician Elective
Spirituality in Medicine
Social Media Director

Dr. Jennifer Dalrymple
General Surgery
Ophthalmology
ENT/Otolaryngology
Urology
Independent Study Elective
Nutrition Elective
Urgent Care Elective
MOC/Part IV Module (METRIC)
MOC/Self-Assessment Modules (SAMs)
Lifestyle Medicine Director/Track

Dr. Alfred Gitu
Orientation
Global Health Fellowship Director

Dr. Jacqueline Hidalgo
Director of Integrated Care

Dr. Rose Anne Illes
Director of Behavioral Medicine
Sleep Medicine Elective
Special Topics in Behavioral Medicine Elective

Dr. Art Morrow
Osteopathic Track and Elective

Dr. Brian Selius
Laboratory Medicine Elective
Special Procedures Elective
Journal Club

Dr. Amy Skiff
Pharmacotherapy Elective

Graduation Awards:

Outstanding Resident for Inpatient Medicine: Dr. Elizabeth Duval
Outstanding Resident for Pediatrics: Dr. Kenneth O’Dell
Outstanding Resident for OB/GYN: Dr. Tyler Spradling
STFM Teaching Award: Dr. Charles Fleischer
Outstanding Community Teaching Award: Dr. John Lawlor
Staff Recognition for Outstanding Resident: Dr. Kristen Dimas
Excellence Award in Teaching: Dr. RoseAnne Illes
Service Award: Drs. Kristen Dimas and Elizabeth Duval
Alpha Omega Alpha Honor Medical Society Induction: Dr. Kristen Dimas
AFMRD Award: Dr. Arieal Felix

**Faculty Development:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Faculty Involved</th>
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<tbody>
<tr>
<td>7/10/2018</td>
<td>What is Lifestyle Medicine?</td>
<td>Drs. Dalrymple, Gitu, Coghill, Skiff, Illes, Hidalgo, Selius, Breen, Kiankhoooy</td>
</tr>
<tr>
<td>8/14/2018</td>
<td>A Resident in Difficulty</td>
<td>Drs. Gitu, Dalrymple, Coghill, Illes, Skiff, Selius, Caceres, Hidalgo, Morrow, Kiankhoooy, Cavanagh</td>
</tr>
<tr>
<td>09/05/2018</td>
<td>Interviewing (Finding the Fit)</td>
<td>Drs. Breen, Cavanagh, Gitu, Illes, Hidalgo, Dalrymple, Skiff, Selius, Caceres</td>
</tr>
<tr>
<td>1/08/2019</td>
<td>High Functioning Residency Clinics</td>
<td>Drs. Cavanagh, Gitu, Illes, Hidalgo, Coghill, Breen, Skiff, Morrow, Dalrymple, Caceres</td>
</tr>
<tr>
<td>2/12/2019</td>
<td>Billing as a Resident Supervisor</td>
<td>Drs. Cavanagh, Gitu, Illes, Hidalgo, Coghill, Breen, Morrow, Selius, Dalrymple</td>
</tr>
<tr>
<td>3/12/2019</td>
<td>Precepting OB Care</td>
<td>Drs. Cavanagh, Gitu, Illes, Hidalgo, Coghill, Breen, Skiff, Morrow, Dalrymple</td>
</tr>
<tr>
<td></td>
<td>Sharing Pearls and Lessons Learned</td>
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<tr>
<td>4/16/2019</td>
<td>Active Shooter Training</td>
<td>Drs. Gitu, Cavanagh, Illes, Hidalgo, Breen, Dalrymple, Anim, Coghill</td>
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<tr>
<td>5/2/2019-5/5/2019</td>
<td>FAFP Spring Forum</td>
<td>Drs. Gitu and Cavanagh</td>
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<tr>
<td>5/11/2019</td>
<td>Communication-Professor Mark Zeigler</td>
<td>Drs. Gitu, Cavanagh, Coghill, Skiff, Illes, Hidalgo, Dalrymple, Breen, Morrow</td>
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<tr>
<td>5/21/2019</td>
<td>Informatics/Epic Qi Resources</td>
<td>Drs. Coghill, Breen, Anim, Dalrymple, Gitu, Illes</td>
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<tr>
<td>5/21/2019</td>
<td>ACLS Training</td>
<td>Drs. Gitu, Illes, Anim, Breen, Selius, Morrow</td>
</tr>
</tbody>
</table>
Quality Improvement Activities:

- Team Strategies & Tools to Enhance Performance & Patient Safety (TeamSTEPPS) training
  - Dr. Jacqueline Hidalgo has taken over TeamSTEPPS leadership
  - Dr. Amy Skiff serves as a member of the TeamSTEPPS action council
- Monthly TeamSTEPPS Action Council meetings including residents, faculty and staff with several quality improvement issues already identified and PDCA cycles ongoing or completed.
- The Clinic Operations Workgroup (COW) was set up to address workflow issues in the clinic. The COW meets bi-weekly and is comprised of faculty, residents, and staff. Many of their quality improvement ideas have already been implemented
- All residents have been updated on LMHS safety and quality initiatives as well as quality improvement methodology
- All residents and faculty complete required Learn@Lee online modules each year on updated quality and safety requirements.
- 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. Lee Coghill participates in the Lee Memorial Hospital Quality Committee and is joined by resident physician- Dr. Kathleen Dixon.
- Dr. Christy Cavanagh is a member of the Lee Physicians Group Quality and Peer Review Committee and is joined by resident physicians Drs. Amanda Danley, Shayna Smallwood, and Tatianna Pizzutto. The residents participate in reviewing and presenting cases to the Lee Physician Group Quality and Peer Review Committee.
- All residents and faculty completed an AAFP METRIC quality improvement project on Asthma during Academic Afternoon (one QI project annually).
- Dr. Alfred Gitu serves on the Best Care Collaborative (BCC) Accountable Care Organization as a member of the Managing Board of Directors and Co-Chair of the Physician Advisory Council.
- Dr. Christina Cavanagh serves as a member of the Physician Advisory Council of the BCC.
- Dr. Christina Cavanagh serves on The Physician Advisory Council for Vivida and was joined by resident physician Dr. Charles Fleischer.
- Dr. James Breen serves as a clinical committee member of the Lee Physician-Hospital Organization.
- Dr. Jennifer Dalrymple is a member of the Lee Physician-Hospital Organization, a clinically-integrated network.
- Dr. Jennifer Dalrymple is the Medical Champion of Reach out and Read in our GME clinic
- Dr. Coghill is on the System-wide Medical Informatics Workgroup which residents join during their informatics elective.

Patient Safety:

- All residents and faculty were educated on patient safety and system approaches to quality through several didactic sessions during Academic Afternoon.
- All residents were updated on LMHS safety and quality initiatives as well as quality improvement methodology during Academic Afternoon in July (intern orientation block).
- All residents and faculty complete required Learn@Lee online modules each year on updated quality and safety requirements.
- Residents are encouraged to report safety issues to the faculty, Program Director, and via the PAVISSE online incident reporting system for Lee Health (http://intranet1/3M_redirect.asp). This online site also allows follow up on reported incidents which are discussed with the involved residents and faculty.
Quality and safety issues are also discussed during monthly grand rounds for the medicine, pediatric, and OB/GYN services.

- All residents participate in safety and quality committee meetings and have the opportunity to participate in Root Cause Analysis activities involving our patient cases.

Transitions in Care:

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

Access to Care/Care of the Underserved:

- Our GME Clinic provides comprehensive care to patients in all payer groups.
- Our GME Clinic offers care to patients without insurance who qualify for financial assistance based on their income.
- Our GME Clinic maintained certification as an NCQA Level 3 Patient Centered Medical Home.
- We offer extended hours (5-6 PM) on Mondays and Wednesdays; (7-8 AM) Thursdays and Fridays; 9 AM to 1 PM on Saturdays.
- Our quarterly Weight Management group visits organized by Dr. RoseAnne Illes and the third-year residents have improved access of care and improved quality improvement parameters for our diabetic patients attending these sessions.
- The residency also provides physicians to perform high school pre-participation sports physicals at Immokalee High School each spring, a high school with a large number of underserved students who would not be able to play sports without the ability to obtain a free physical.
- Our residents and faculty participated in outreach activities at the PACE center for at-risk teenage girls and the Lee Adolescent Mothers Program (LAMP).

Wellness:

- We have established a Program Resident Wellness Committee comprised of Drs. Jennifer Dalrymple, James Breen, RoseAnne Illes, Hannah Schrubbe, and Christine Norton. They meet regularly and recommend interventions to enhance resident wellness.
- We have established a new mentorship program for interns, who are each paired with a resident from each of the PGY-2 and PGY-3 classes to serve as a mentor and support even before they arrive in June to begin their orientation.
- Dr. RoseAnne Illes does a presentation annually for all residents on recognizing and managing resident fatigue as well as promoting personal and professional wellness.
- Each residency class meets with a facilitator (clinical psychologists not on our core faculty) each month for their monthly support group meetings. Once a quarter, these meetings are re-organized to allow for residents in different classes to interact. The residents discuss issues of concern with their facilitator confidentially and report a positive experience with these sessions.
- We have instituted a residency wellness series for Academic Afternoon coordinated by the wellness committee but involving all faculty members. The committee presented lectures emphasizing strategies to promote physician wellness and resilience.
- The programs fund a quarterly Team Building Event for all residents on a Friday afternoon in which they participate in an enjoyable group activity designed to build rapport and teamwork among the residents.
- The residency also sponsors an annual Resident Retreat for all residents. Each resident class meets separately to develop ideas to improve the residency program, and then two class representatives met with Dr. Gitu to share their ideas. These ideas were then presented at the Annual Program Evaluation meeting and action plans developed to address each issue.

Scholarly Activity:

Publications:

Peer Review of FPIN Evidence-Based Practice Articles:

Gitu, A. Which Intra-articular Corticosteroid is most effective? Evidence Based Practice, 2018; Family Physicians Inquiries Network, September 2018

FPIN Evidence-Based Practice Articles (accepted for publication)

Cavanagh C, Hall J, Felix A. For vaginal candidiasis, does topical treatment provide quicker and more effective symptom relief than oral treatment? Evidence Based Practice. Accepted for publication Jan 25 2019.


Skiff A, Norton C, Noud K, Illes R, Selius B. Does omega-3 fatty acid supplementation help reduce muscle soreness after exercising? Evidence Based Practice. Accepted for publication April 16, 2019.

Grants:

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

Regional Presentations:


National Presentations:

Cavanagh C. Advanced Life Support in Obstetrics – Halifax Family Medicine Residency Program. National Advisory Faculty and Faculty Presenter. Daytona Beach, FL. June 25, 2019


Coghill L. Cavanagh C. Gitu A. “Falling Together (Not Falling Apart): Lessons Learned in Implementation of a Family Medicine Global Health Fellowship” National Presentation at the AAFP Global Health Summit. September 2018

Leadership Roles in National Organizations:

Cavanagh, Christina:
- Society of Teachers of Family Medicine: Council of Academic Family Medicine, Advocacy Network Representative
- American Academy of Family Physicians: Advanced Life Support in Obstetrics National Advisory Faculty
- Family Physicians Inquiry Network (FPIN): Peer Reviewer
- State Surgeon General Technical Advisory Panel for Children and Youth with Special Health Care Needs: Family Physician Representative

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

Other:
- Drs. Gitu and Anim are working with faculty at the College of Medicine and Lee Health administration to develop a Population Health curriculum and system-wide changes to better address health inequities.
- Coghill L. Student Lecture-Immokalee FSU COM Students- “Anemia,” Feb 2019
Clinical Health Psychology Postdoctoral Fellowship Program
Elena Reyes, PhD

The Fellowship Program expanded this year to include Lee Health, forming a Consortium along with FSU COM and Healthcare Network of Southwest Florida. The Lee primary care clinics, where the fellows will be placed are: Family Medicine Residency, Lee Community Clinic in Lehigh, and Pediatrics Clinic at Page Field. The affiliation with Lee calls for FSU COM consulting with Lee Health to convert to an integrated care model for all their primary care clinics. Natalie Rivera, PhD was hired as the Director of Clinical Training for Lee. She and Elena Reyes, PhD the Program Director have focused on working for the past 8 months with the Lee system to prepare the clinics, electronic medical records and personnel to work with the integrated care model. Giuliana McQuirt, PsyD will take over the Clinical Director of Training for the Immokalee site. The Association of Psychology Postdoctoral and Internship Centers Match was successful with six new fellows accepted to start September 1st. Three fellows will be placed with each clinical partner – Healthcare Network in Immokalee and Lee in Ft Myers. Our two current fellows complete the program on August 30th. One has been hired by Healthcare Network to focus on pediatric integrated care in their Naples and Immokalee clinics. The second fellow has been hired by the Healthcare District of Palm Beach County to help bring the integrated care model to their system. Her main placement will be in Belle Glade expanding the FSU COM mission to rural areas.
Sarasota Memorial Health Care System

Internal Medicine Residency Program
Wilhelmine Wiese-Rometsch, MD, Program Director

Program Improvements or Major Changes:

The program had its second ACGME Site Visit in April 2018 and was awarded continuous accreditation with commendations:

- Program leadership – experience; commitment; well-designed and innovative curriculum
- Faculty members specifically chosen for their commitment to teaching and supervising residents
- Faculty members, hospital leadership and residents engaged and involved in ongoing program assessment and improvement
- SMH support – compensation for faculty member teaching time; hired director of wellness and resiliency training and director of research
- Structured Interdisciplinary Bedside Rounds (SIBR) with demonstrated patient care outcome improvements
- Competency-based journaling for resident self-reflection and life-long learning

Review of the 2018-2019 ACGME Resident Survey:

While ratings are at or significantly higher than the national average; the following areas are being reviewed:

- 83% satisfied with program using evaluations to improve. We attribute this lower score to participation, as current PGY-1 had not yet participated in APE which was conducted on May 8, 2019. All residents who are not post-call participate in PEC and APE so that they can help address areas of concerns.
- Satisfied with opportunities for scholarship (87%): While we are a relatively young GME program, we believe residents may have unrealistic expectations for scholarship. In the last quarter alone, there have been 23 presentations from residents. Some of these have culminated in first place awards.
- Provided with ways to transition when fatigued – 87% compliance: Residents are encouraged to utilize the Jeopardy system and frequently reminded to call program leadership in cases when they are too tired or sick to work.
- Satisfied with process to deal with problems and concerns: 83% compliance. Residents are reminded about processes available to raise concerns including but not limited to class representatives, de-identified feedback with Wellness Director, program leadership, GMEC, PEC, among others.
- We believe that the following question was answered in error: "Does the supervising resident with one R1 ever have responsibility for the care of more than 14 patients (excluding night float and cross coverage)- 8.6% -- Typically there are 2-3 interns in the resident team with a cap of 18 patients).
- Do residents provide care for non-teaching patients: 4.3% - we believe this was an error. There are only 2 inpatient teaching teams that residents cover.
- Do Residents write all of the orders on the teaching service: 13% non-compliance. We believe this is an opportunity for improvement. We are discussing this with our subspecialty coordinators.
Summary of Annual Program Evaluation:

The Program Evaluation Committee conducted its Annual Program Evaluation in May 2019. All residents, core faculty, and subspecialty coordinators for Year 1 and 2 rotations were in attendance. Minutes and action plan were approved by all. Relevant findings and status include: adjustments to didactic series based on group’s feedback and formal evaluation of individual (completed), improving processes for patient flow in the ambulatory clinic, continued work in the outpatient electronic medical record; and redesign of peer evaluations.

2018-2019 Annual Program Evaluation Committee Action Plan:

<table>
<thead>
<tr>
<th>Category</th>
<th>Action Item</th>
<th>Responsible Party</th>
<th>Timeline for Completion</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Quality-ACGME Accreditation</td>
<td>Program now has been granted Continuous Accreditation Status. Anticipate Self-Study in 2020; Site Visit in 2020</td>
<td>Drs. Wiese-Rometsch, Hamad, Katie Akiotis</td>
<td>On-going; Self-study is based on FEC Action Plans</td>
<td>On-going</td>
</tr>
<tr>
<td>Program Quality-Didactics</td>
<td>Didactic lecture series reviewed based on group’s feedback Ensure alignment of didactics to ITE</td>
<td>Dr. Karen Hamad (APD), Dr. R. Heibel, Dr. Hurwitz</td>
<td>On-going; 18 month curriculum reviewed</td>
<td>On-going; review of 2019 Lectures completed during APE</td>
</tr>
<tr>
<td>Program Quality-IT-Newtown Practice</td>
<td>Program to facilitate meetings with IT between residents and faculty to address concerns.</td>
<td>Robert Alkerro, Brian Henderson, Cori Wethington, Drs. Farhang, Calikas, Ashley Alexander</td>
<td>On-going; Enhancements to Ambulatory Electronic Health Records - Revised note template - Lab Results / Inbox - Disease management - Health maintenance</td>
<td>Most enhancements have been completed; Quest Labs remain an issue as these do not go directly in the EHR.</td>
</tr>
<tr>
<td>Program Quality-Newtown Practice</td>
<td>Enhancements needed in patient flow, scheduling, nurse staffing</td>
<td>Drs. Wiese-Rometsch, Farhang, Hamad, A Alexander, M. Shrey, L Henderson</td>
<td>- Shortage of MAs addressed immediately with PPG leadership. For 2019, Newtown chief medical resident will provide resident schedule at least 59 days in advance.</td>
<td>On-going</td>
</tr>
<tr>
<td>Resident Performance-ITE</td>
<td>PD will work with Subspecialty coordinators in ensuring areas scoring less than 40th percentile correct are emphasized in didactics.</td>
<td>Drs. Heibel, Wiese-Rometsh</td>
<td>Review ITE scores near end Identify at risk learners</td>
<td>Rush Review Initiated for at-risk learners with significant improvement in pre and post tests.</td>
</tr>
<tr>
<td>Resident Performance-OSCEs</td>
<td>Creation of &quot;Resident Boot Camp&quot; for all incoming residents with an emphasis on history taking, physical exam skills and medical decision making</td>
<td>Drs. Heibel and Handa, selected residents</td>
<td>Yearly in July</td>
<td>Re-implement for 2019 With PGY 2 &amp; 3 residents</td>
</tr>
<tr>
<td>Resident Performance-Newtown Outcomes</td>
<td>Identify barriers for prevention in Newtown (cost, access, etc) by working with SMH, PPG, Newtown Director</td>
<td>Drs. Farhang, Wiese-Rometsh, M. Shrey, Ashley Alexander, SMH/PPG Finance Team</td>
<td>QI projects dedicated to addressing outcomes at Newtown</td>
<td>On-going</td>
</tr>
<tr>
<td>Research</td>
<td>Work with IT to expedite data mining opportunities (inclusive of Newtown)</td>
<td>Drs. Smith and Wiese-Rometsh, IT</td>
<td>On-going</td>
<td>On-going</td>
</tr>
<tr>
<td>Research</td>
<td>Collaborate with subspecialty education coordinators (SEC) to identify system-wide and local research opportunities and develop roster</td>
<td>Drs. Smith, Voelker, SECs</td>
<td>Dr. Smith and Justin Intorcia will maintain list of ongoing and completed research projects</td>
<td>On-going</td>
</tr>
<tr>
<td>Resident Wellness</td>
<td>Development of wellness survey to address strengths and opportunities for the Wellness curriculum.</td>
<td>Drs. Scarpellini, Hamad, Wiese-Rometsh, residents</td>
<td>On-going</td>
<td>On-going</td>
</tr>
<tr>
<td>Resident Wellness</td>
<td>Development of assessment tool for peer evaluation between classes</td>
<td>Drs. Scarpellini, Wiese-Rometsh, Dawkins, Bass</td>
<td>Developed during JPE.</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

Submitted by Wilhelmine Wiese-Rometsh, MD
Annual Program Evaluation
May 9, 2019
Faculty Development Activities: Program Level Faculty Development Activities:

The program provided the following faculty development activities for the 2017-2018 Academic Year:
Aug. 2018: Multidisciplinary Bedside Rounding Workshop: Karen Hamad MD, Faisal Keen MD, Richard Heibel MD, & Kevin Scorgie, PharmD
Oct. 2018: & CMS Guidelines for Faculty Documentation of Teaching; Chris Francazio
Oct. 2018: Decreasing Evaluation Bias; Heidi Kromrei, PhD.
Dec. 2018: Review of CCC duties and responsibilities: Karen Hamad MD; Wilhelmine Wiese-Rometsch, MD
Mar. 2019: A Pain in the Past: Understanding, Treating and even Curing Unresolved Trauma; Chris Cortman, PhD.; Jill Scarpellini-Huber, PhD.

Faculty Development Activities: Program Sponsored Meeting Attendances:

The program sponsors selected faculty and program coordinator to attend a yearly educational conference. 2019 Florida ACP Annual Medical Residents and Students Meeting (W. Wiese-Rometsch, Karen Hamad, Robert Smith, Mary Geary, Richard Heibel were among the faculty in attendance).
2019 AHME Institute (W. Wiese-Rometsch & K. Hamad- Faculty)
2019 AAIM: Chief Resident Meeting (Rishin Handa and Antoni Wojtkowski) - Chief Medical Resident 2019-2020

Faculty Development Activities: Fall 2018 FSU GME and Clerkship Directors Workshops:

Multidisciplinary Bedside Rounding Workshop; K. Hamad

2018-2019 Faculty Additions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ziad Ghamra</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
</tr>
<tr>
<td>Heidi Goedicke</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
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<tr>
<td>Randall Schwartz</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
</tr>
<tr>
<td>Craig Harcup</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
</tr>
<tr>
<td>Kisha Morgan</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
</tr>
<tr>
<td>Lakshmi Reddy</td>
<td>MD</td>
<td>Pulmonary &amp; Critical Care Medicine</td>
</tr>
<tr>
<td>Scott Corbett</td>
<td>MD</td>
<td>Gastroenterology</td>
</tr>
<tr>
<td>Brent Murchie</td>
<td>MD</td>
<td>Gastroenterology</td>
</tr>
<tr>
<td>Kevin Koehler</td>
<td>MD</td>
<td>Hematology / Oncology</td>
</tr>
<tr>
<td>Anjan Patel</td>
<td>MD</td>
<td>Hematology / Oncology</td>
</tr>
<tr>
<td>Ranjan Ghose</td>
<td>MD</td>
<td>Nephrology</td>
</tr>
<tr>
<td>Janis Lawrence-Jackson</td>
<td>DO</td>
<td>Nephrology</td>
</tr>
<tr>
<td>Betzaida Rodriguez</td>
<td>MD</td>
<td>Nephrology</td>
</tr>
<tr>
<td>Justin Lee</td>
<td>MD</td>
<td>Interventional Radiology</td>
</tr>
<tr>
<td>Ryan Harvey</td>
<td>MD</td>
<td>Radiology</td>
</tr>
<tr>
<td>Roberto Mercado</td>
<td>MD</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Manuel Gordillo</td>
<td>MD</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Michael Millam</td>
<td>MD</td>
<td>Internal Medicine / Infectious Diseases</td>
</tr>
<tr>
<td>Mark Lupo</td>
<td>MD</td>
<td>Endocrinology</td>
</tr>
<tr>
<td>Chippy Nalluri</td>
<td>MD</td>
<td>Cardiology</td>
</tr>
</tbody>
</table>
Honors, Recognition, or Special Achievements for Faculty, Residents, Program, or Students:

Program Recognition:

The Program was the recipient of the 2019 Women & Medicine Luncheon hosted by Sarasota Memorial Health Care Foundation. A total of $170,000.00 was raised to assist in eliminating health care disparities in the community of Newtown, Sarasota. Drs. Karen Hamad and Wilhelmine Wiese-Rometsch were recognized. Please refer to section “Access to Care/Care of the Underserved”.

Faculty Awards:

Wilhelmine Wiese-Rometsch, MD serves as Region III Representative and member of the Executive Board of Directors for the Association of Hospital Medical Education (AHME) and is a Board Member of the Florida Chapter of the American College of Physicians (ACP).

2018 Florida ACP Chapter Community Teacher Award: Adam Getzels, DO

2018-2019 Faculty Teaching Award: Ibrahim Saad, MD

2018-2019 Faculty Mentoring Award: Adam Getzels, DO

Bradd Kaplan, MD, Academic Hospitalist, serves as the 2018-2019 Chair Department of Medicine and Member of the Medical Executive Committee, Sarasota Memorial Hospital

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

Joseph Seaman, MD Pulmonology Subspecialty Coordinator, serves as:
2018-2019 Chief of Staff, Sarasota Memorial Hospital
Resident Awards:

2018-2019 Peer Selected Representatives: Christian Lorenzo, MD; Dona Rose, DO
PGY-2 Representatives: Ijeoma Eccles-James, MD; Belissa Ramos-Chaves MD
2018-2019 ACP Resident Representatives: Caitlin Bass, MD; Ijeoma Eccles-James, MD; Justin George, MD
2018-2019 Intern of the Year Award: Niraj Patel, MD
2018-2019 Professionalism Award: Christopher Jenkins, MD
2018-2019 Dominick Cover Humanism Award: Caitlin Bass, MD
2018-2019 ACP Resident Award: Caitlin Bass, MD

Quality Improvement (QI) Activities: All residents are involved in IRB approved QI activities.

1. Phenotyping of Hospitalized Patients with Heart Failure and Multiple Chronic Conditions: A Learning Health System Initiative using Electronic Medical Records (HF-MCC Cohort Study)
   - Faculty: Drs. Wiese-Rometsch, Hamad, Heibel and Smith
   - Residents: Drs. Gerasimova and Jenkins
   - Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN

2. Data-driven Clinical Phenotyping of Hospitalized Patients with Multiple Chronic Conditions: A Natural Experiment using Electronic Medical Records (MCC NatX Study)
   - Faculty: Drs. Wiese-Rometsch, Vlahakis and Smith
   - New College Data Science Master’s Program Director: Dr. McDonald

3. Compare management of co-morbidities in heart failure patients with reduced ejection fraction (≤35%) who do versus do not experience rehospitalization within 42-days: Improving likelihood of eligibility for Medicare reimbursed cardiac rehabilitation services
   - Faculty: Drs Wiese-Rometsch, Hamad, Heibel and Smith
   - Resident: Drs Lorenzo, Abdelal and Conte
   - Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN

4. Patient-Level Risk Stratification and Cluster Analysis to Characterize Heterogeneity in Patients with Heart Failure
   - Faculty: Drs Wiese-Rometsch, Hamad, Heibel and Smith
   - Residents: Drs Lorenzo, Abdelal and Conte
   - Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN

5. Direct versus Indirect Admission to Intensive Care from the Emergency Care Center: A Quality Improvement Study of Sepsis Outcomes in Older Adults
   - Faculty: Drs Seaman, Wiese-Rometsch, Hamad and Smith
   - Resident: Drs. Ramos-Chaves, Dawkins, George and Yorlenis Rodriguez.
   - Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN

6. Readmission patterns and outcomes in elderly survivors of index hospitalization with intensive care: An improvement science study to characterize risk in resilient and vulnerable phenotypes.
   - Faculty: Drs Seaman, Wiese-Rometsch, Hamad and Smith
   - Resident: Drs. Dawkins, Ramos-Chaves, George and Yorlenis Rodriguez.
   - Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN

7. A method to personalize blood chemistry reference intervals (RI): Getting to patient-centric laboratory medicine using electronic medical record (EMR) data in chronic heart failure (HF) patients
   - Faculty: Drs Wiese-Rometsch, Hamad, Heibel and Smith
   - Residents: Drs Abdelal, Lorenzo and Conte
8. Identifying potentially ineffective intensive care using daily APACHE IV mortality predictions and 100d post hospital discharge outcomes
   • Faculty: Drs Fleegler and Smith
   • Resident: Dr Bass
   • SMH Staff: Cindy Grimes RN (APACHE IV Database Coordinator)
9. SMHCS/FSU Newtown Resident’s Continuity Clinic: Patient-Centric Primary Care Continuously Improved Guided by STEPSforward® and Choosing Wisely® Initiatives Integrated with Kaufman’s Mega Thinking and Planning Model
   • Faculty: Drs. Wiese-Rometsch, Farhangi, Hamad, King and Kennedy
   • Resident QI projects:
     i. Drs. Petrenko and Rose: Intensive primary care in patients with pre-diabetes or type 2 diabetes
     ii. Drs. Gerasimova, Jenkins and Conti: Continuously improve quality of heart failure care to achieve disease progression stability
     iii. Drs. Eccles-James and Campdesuner: Colorectal cancer screening
     iv. Drs. Kimsey and Campdesuner: Screening and early detection of breast and cervical cancer
     v. Drs. Amer, Dawkins, George and Rodrigues: Lung health and LDCT lung cancer screening
     vi. Dr. Mosquera: Improve quality of activities of daily living in patients with rheumatic diseases
10. I-PASS Formatted Handoff Tool Integrated in the Electronic Medical Record (e-PASS): Quality of Implementation by Resident-Physicians
    • Faculty: Drs. Hamad, Wiese-Rometsch, Keen, Baker, Kaplan, Ranasinghe, Sheridan, Vasko and Hurwitz
    • Residents: Drs. Calkins, Bass, Jenkins, Kimsey, Patel and Marini
    • Executive Director, Quality, SMHCS, Mary E. Geary PhD, RN
11. TransDisciplinary Bedside Rounds (TDBR): Practice Quality Improvement Integrated with Patient-centric Care and Resident Experiential Learning
    • Faculty: Drs. Hamad, Wiese-Rometsch, Keen, Baker, Kaplan, Ranasinghe, Sheridan and Vasko
    • Residents: Drs. Bass, Kimsey, Kassover, Rose and Pacholec
    • Executive Director, Quality, SMHCS Mary E. Geary PhD, RN
12. Characterize risk and outcomes in patients undergoing treatment with biologics: A pharmaco-epidemiology study using propensity matched cohorts
    • Faculty: Dr Smith
    • Resident: Dr Bell
    • Faculty: Dr Gordillo
    • Resident: Dr Bell
14. Autonomic Neural Regulation Therapy to Enhance Myocardial Function in Heart Failure (ANTHEM-HF) Study
    a. Faculty: Dr Morsli
    b. Resident: Dr Jenkins
15. Reduce Elevated Left Atrial Pressure in Patients with Heart Failure (REDUCE-LAP) Trial
• Faculty: Dr Morsli
• Resident: Dr Jenkins

16. Implementation and Evaluation of a Smartphone Application for the Perioperative Care of Patients Undergoing Trans-Catheter Aortic Valve Replacement (TAVR) and MitraClip: Implications for Patient Satisfaction, Surgery Cancellations, and Readmissions
• Faculty: Dr Morsli
• Resident: Dr Jenkins

17. AXIOS Stent for treating pancreatic fluid collections in patients at Sarasota Memorial Hospital: A quality improvement initiative to compare outcomes with meta-analysis benchmarks.
• Faculty: Drs. Kucera and Harris
• Residents: Drs. Alkayali, Ricardo and Salem

Patient Safety:

The program received a commendation at its latest ACGME site visit (April 2018) for conducting geographic Structured Interdisciplinary Bedside Rounds (SIBR). The program also conducted a training session for faculty, residents, and other members of the disciplinary team in August 2018. The program provides yearly didactic sessions on the following topics: Risk management, Infection Control, and Incident Reporting. Risk management is also covered during the FSU COM Orientation for its new residents.

Transitions in Care:

The program will utilize I-PASS for supervision of transitions of care. Residents, Chief Resident, and Attending Physicians attend the morning and evening handoff sessions. Residents are assessed using published I-PASS evaluation tools.

Access to Care/Care of the Underserved:

To decrease health disparities in the community, our hospital and program leadership continues to engage 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) to continually enhance the Resident’s Continuity Clinic.

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

The practice opened on July 6, 2017. As of March 2019, there were a total of 5787 visits of 1325 individual patients, reflecting a true continuity practice. Through its partnership with Good Samaritan Pharmacy, established patients have received over $330,000.00 in medication assistance.

Resident Wellness Activities

To develop a culture of wellness, the program identified a content expert, devoted financial resources, and provided protected time for curricular development and implementation. Our content expert regularly observes, participates in and debriefs critical programmatic elements such as the Clinical Competency and Program Evaluation Committees.
We developed a roadmap “Beyond Wellness” that aims to provide residents with an emotional toolkit, empowering them to embrace the "light" of their careers, while learning to face the challenges inherent in the profession of medicine.

The curriculum incorporates didactics, workshops, retreats, panel discussions, resident confidential feedback, and journaling activities that promote self-reflection. The program assigns scheduled reflection journaling activities and incorporates these themes in the longitudinal curriculum. Other activities acknowledge cultural differences both within the program and in terms of patient care. One specific area of concern is dealing with end-of-life issues from personal and professional standpoints. One of our most successful retreats focuses on gratitude as a form of resilience. In this activity, participants go off site and reflect on those most important to them and share their reflections.

When possible, throughout the curriculum, sessions will include experiences of known residents or Attendings discussing personal work-related challenges (death of a patient, depression, ethical dilemma, moral distress, personal conflict, etc.). The purpose of this is to reduce stigma, build a culture of support and appropriate sharing and remind residents that these are commonly occurring challenges. (Presented as a workshop during the 2019 National AHME meeting.)

Scholarly Activity:

National Presentations:

Faculty:
Robin Wagner, RN; Wilhelmine Wiese-Rometsch, MD: Addressing Health Care Disparities Through the Lens of Quality Improvement Across Clinical Learning Environments; Invited presentation, AHME 2019 Institute; May 2019; Savannah, Georgia

Karen Hamad, Wilhelmine Wiese-Rometsch, Jill Scarpellini-Huber: Beyond Wellness: A Roadmap to Finding and Holding on to the Light in Medicine; Oral presentation; AHME 2019 Institute; May 2019; Savannah, Georgia

Residents:
Mallory Kimsey, Caitlin Bass, Derek Calkins, Karen Hamad, Faisal Keen, Jacquelyn Zaleski, Mary E. Geary, Wilhelmine Wiese-Rometsch; "Translating Graduate Medical Education (GME) to a Community Hospital: High-Value Care Sustained with Inaugural PGY-1 Resident-Physician Training"; 1st Place Award for Improving Healthcare Outcomes; 2018 AMA Annual Research Symposium; Baltimore, Md, Nov. 2018

Ijeoma Eccles-James, Belissa Ramos, Pedro Veloz-Peralta; "Cerebral Venous Thrombosis in an Acute Crohn's Disease Flare-Up" 2018 AMA Annual Research Symposium; Baltimore, Md, Nov. 2018

Belissa M Ramos-Chaves, Ijeoma Eccles-James, Juan Ricardo, Olesya Petrenko, Roberto Mercado "Cryptococcus Meningoencephalitis in a Newly Diagnosed Elderly HIV Patient"; 2018 AMA Annual Research Symposium; Baltimore, Md, Nov. 2018
Juan Ricardo, Ahmed Salem, Talal Alkayali, Wilhemine Wiese-Rometsch, Stephen Kucera. *Diffuse Caroli’s Disease: A Rare Form of Intrahepatic Bile Duct Dilation Presenting with Acute Cholangitis;* 2018 American College of Gastroenterology Meeting; Philadelphia, PA, Nov. 2018

Juan Ricardo, Raynieri Fernandez, Fernando Contreras, Carlos Esteva, Santiago Collado, Magnolia Fernandez; *Recurrence of Primary Epididymal Leiomysarcoma to Colon and Stomach;* 2018 American College of Gastroenterology Meeting; Philadelphia, PA, Nov. 2018

Juan Ricardo, Ahmed I. Salem, Talal Alkayali, Kenneth Meredith; *Esophageal Cancer in Hispanic Patients: A Demographic Analysis of National Cancer Database,* Poster Presentation American Society of Clinical Oncology, May 2019 Chicago, IL.

Ahmed I. Salem, Talal Alkayali, Juan Ricardo, Ravi Shridhar, Jamie Huston, Kenneth L. Meredith; *Has Accuracy of Clinical Staging of T1N0M0 Esophageal Cancer Improved Over Time? A Hospital Based Analysis From The National Cancer Database (NCDB);* Digestive Disease Week, May 2019 San Diego, CA. Poster presentation.

Juan Ricardo, Talal Alkayali, Ahmed I. Salem, Belissa Ramos Chaves, Jorge Conte; *Stuck Between a Rock and a Hard Place,* Digestive Disease Week, May 2019 San Diego, CA, Case Report Presentation.

Juan Ricardo, Jorge Conte, Talal Alkayali, Ahmed I. Salem; *Kratom Induced Cholestatic Hepatitis,* Digestive Disease Week, May 2019 San Diego, CA, Case Report Presentation.

Olesya Petrenko, Talal Alkayali, Belissa Ramos, Wilhemine Wiese-Rometsch; *Invasive Rhinocerebral Mucormycosis Leading To Gradengo’s Syndrome in Type I Diabetic,* American Association of Clinical Endocrinologist Annual Meeting, April 2019 Los Angeles, CA, Case Report Presentation.


Christopher Jenkins; F Yturralde, MD; *Single Center Experience with Transradial Access (TRA) for Diagnostic Coronary Angiography and Intervention with Resultant Fluoroscopy Times and Contrast Volumes;* Society of Cardiovascular Angiography & Interventions, May 2019, Las Vegas, Nevada
Hospice and Palliative Medicine Fellowship
Joelle Vlahakis, MD, Program Director

Program Improvements or Major Changes:

We have begun building the FSU-SMH Hospice and Palliative Medicine Fellowship Program website. Dr. Vlahakis participated in a video shoot for the FSU HPM Fellowship Program.

Summary of Annual Program Evaluation:

ACGME application was submitted in June and will be reviewed on the September 25-26 Internal Medicine Review Committee agenda. Dr. Meek and Dr. Wiese-Rometsch provided guidance and mentorship through this process. We should receive an email notification about their decision within five business days from the close of the meeting.

Faculty Development Activities:

Dr. Vlahakis participated in the Internal Medicine Residency Program’s “A Day in the Life of...” The first HPM faculty dinner has been scheduled in September. During this meeting we will connect in a relaxed setting, review our timeline and curriculum, briefly, as well as establish our Clinical Competency Committee (CCC). Dr. Vlahakis will attend the Fall GME Conference in Orlando in September.

Faculty Additions:

Three more physicians, Drs. Gross, Torres and Valenti, now have FSU Faculty Appointments in preparation for the Hospice and Palliative Medicine Fellowship Program. They each represent different learning environments (inpatient palliative care, long term care and home hospice).

Wellness Initiatives for the Program:

These are in development as they are especially important to HPM programs. We have made contact with a bereavement specialist interested in assisting fellows in this specialty. Dr. Vlahakis is now a member of the Sarasota Memorial Hospital’s Physician Wellness Committee.

Other:

The Supportive Care Team at Sarasota Memorial Hospital has been asked to present a case for the Center to Advance Palliative Care (CAPC) Master Clinician Series. The palliative care team will present “An Interdisciplinary Approach to the Disruptive Family Member” in a live webinar on September 19 at 2:30 PM. This series is available nationally and usually hosts around 200 sites/attendees.
Emergency Medicine Residency Program  
Kelly O'Keefe, MD, Program Director  

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

Faculty Additions:  

Sagar Galwankar, MBBS, MPH came on as a full-time emergency physician at Sarasota Memorial Hospital, and as the Research Director for the FSU EM residency in March 2019. Dr. Galwankar attended medical school and completed a residency in Internal Medicine in India. He subsequently came to the U.S., obtained a Master’s Degree in Public Health at the University of South Florida (USF), and was accepted into the USF Emergency Medicine Residency at Tampa General Hospital by Dr. O’Keefe, who started both the EM program at USF and here at FSU. Following graduation, Sagar embarked on a mission to bring the specialty of Emergency Medicine to India. Through his leadership and vision, an entire new focus and direction for the provision of health care in India was generated. Government funds were obtained, Emergency Medicine was recognized as a specialty, an academic community was created, residencies were started throughout the country, a board certification process was put in place, and the model of education that is used by our own program became the standard across the country of India. Sagar has not rested since, and he is now involved in a similar process to advance the specialty throughout all of the Middle East and in Southeast Asia.  

Here is a partial list of some of Sagar’s accomplishments and work in the last few years:  
-Founded the International Academy of Academic Medicine  
-Founded, and serves as Executive Editor, Editor in Chief, or Principal Editor for four different international medical journals, the Journal of Emergencies, Trauma, and Shock, the Journal of Global Infectious Disease, The International Journal of Critical Illness and Injury Science, and the The International Journal of Academic Medicine.  

In the last year, Sagar has published 17 articles, has served as an invited expert or scientific director for five different international efforts, and most importantly, started the research program at our EM residency. He was recently named to the 2019 Scroll of Honor, awarded by The Commonwealth Association for Health & Disability in Association with the World Health Organization, CHPA & Commonwealth Foundation, UK for Visionary Work in Organizational Leadership to better the healthcare of patients at large. We are very fortunate to have added him to our faculty.  

Scholarly Activity:  

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

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

- $400,000 donation from private charitable fund for purchase of simulation equipment
- Additional $400,000 grant from same source for purchase of additional ultrasound equipment for use in the ED, and physical plant improvements to allow for additional workspaces for residents
- Matched first class of resident
- Completed faculty contracts, and contracts with off-service rotations
- Faculty Development completed on readiness for teaching
- Two faculty, Drs. Temple and Grant, attended the American College of Emergency Physicians Teaching Fellowship, phase 1
Tallahassee Memorial Healthcare

Internal Medicine Residency Program
Claudia Kroker-Bode, MD, PhD, Program Director

Graduating Residents

<table>
<thead>
<tr>
<th>Name of graduating residents from 2019</th>
<th>Destination/practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haydar Ali, MD</td>
<td>Moonlighting as a hospitalist and applying for CC/Pulm. Fellowship AY 2020-21</td>
</tr>
<tr>
<td>Eugene Bednov, MD</td>
<td>Hospitalist Mercy Health, Joplin, MO</td>
</tr>
<tr>
<td>Joshua Hickman, DO</td>
<td>Hospitalist Advent Health, New Smyrna Beach, FL</td>
</tr>
<tr>
<td>Luba Muaddi, MD</td>
<td>Nephrology/Critical Care Fellow Allegheny General Hospital, Pittsburgh, PA</td>
</tr>
<tr>
<td>Krishna Patel, MD</td>
<td>Unknown</td>
</tr>
<tr>
<td>Mittal Patel, MD</td>
<td>Hospitalist CHI Memorial, Chattanooga, TN</td>
</tr>
<tr>
<td>Zareen Vaghaiwalla, MD</td>
<td>Rheumatology Fellowship University of Florida, Jacksonville, FL</td>
</tr>
<tr>
<td>Latrisha Wright, MD</td>
<td>Hospitalist Bay Care Medical, Tampa, FL</td>
</tr>
<tr>
<td>Nathaniel Richins, DO</td>
<td>Anesthesiology Resident University of Utah, Salt Lake City, UT</td>
</tr>
</tbody>
</table>

Program Improvements or Major Changes

- Started a 3+1 schedule which will provide time during clinic weeks for outpatient focused didactics
- Noon conference restructuring with weekly board review and push for more lectures from subspecialists. Noon conferences to be inpatient focused.
- Targeted board reviews weekly as part of noon conference schedule
- Standardized MKSAP goals/expectations
- Option for a '3 to 5 days of self-study' for PGY3 residents which will be structured and monitored.
- Creation of an Online Platform called DOCLAUNCHER to enable residents to have all in one access to schedule, on calls, policies etc.
- Senior residents are rotating per schedule for 3-4 weeks each through the Transition Clinic at TMH and the Kearney Center doing Telemedicine to provide patient care to the underserved patient population.

Annual Program Evaluation (APE)

Florida State University/Tallahassee Memorial Healthcare Internal Medicine Residency Program Performance Evaluation Committee --- Annual Program Evaluation (2018/19 academic year)
Official evaluation prepared by Dr. Philip Denoux based on comprehensive program reviews conducted on January 17, 2019 and June 25, 2019. Those involved in creation and approval of this evaluation include the following:

**January 17, 2019 meeting attendees:**
Philip Denoux (Chair), Claudia Kroker-Bode (Program Director), Raymond Shashaty (Assistant PD)
PGY3 - Zareen Vaghaiwalla, Eugene Bednov, Haydar Ali
PGY2 - Sandra Zaki, Alma Fe Houghton, Kanuboddu Reddy
PGY1 – Vincent Riesgo, Echo Osland
Inez Hudlow (Program manager/coordinator)

**June 25, 2019 meeting attendees:**
Philip Denoux (Chair), Claudia Kroker-Bode (PD), Raymond Shashaty (APD)
Sandra Zaki (PGY2), Alma Fe Houghton (PGY2), Sangeeta Nair-Collins (PGY1)
Ramiz Kseri (Incoming chief resident)
Inez Hudlow (Program manager/coordinator)
Discussed and accepted by faculty via email correspondence 06.28.2019.

**Summary of Annual Program Evaluation:**

**Resident Performance:**
Goals of improvement are one of the main foci for next year. In place are:

- Individual ITE remediation 1:1 with faculty
- Noon Conferences restructure for July 2019 by subspecialist and targeted to the IM Board exam. Now with journal club, M&M’s and academically oriented noon conferences.
- Weekly targeted board reviews as part of noon conference and morning report schedule
- Standardized MKSAP goals/expectations written out.
- CME for official board review courses will be allowed. Option for 3 to 5 days of self-study for PGY3 residents which will be structured and monitored.
- Monthly MKSAP assignments and monitoring monthly by faculty.

**Program Quality:**

- Schedule changed to a 3+1 schedule to allow stress reduction with designated and uninterrupted time in clinic to foster a great ambulatory experience.
- Telemedicine rotation with resident presence in local shelter clinic (Keamey Center) and TMH Discharge Clinic for the uninsured (Transition Center) July 2019
- Monitoring of resident satisfaction via resident surveys
- Designated faculty for coordinating scholarly/academic projects with all faculty involved in dedicated QI projects.
- Mandatory mentorship program for all residents with at least every 4-month sessions
- Confidentiality of evaluations education and fear of raising concerns, will be addressed by the creation of an “Confidentiality Resident.” Possibility of a designated ombudsman versus FSU-COM source to present concerns to. Open door policy for all faculty and conferences/education about this topic will be given.
- Will provide practice data to residents and faculty. Project of our APD for coming year.
- 3-4 times a year Program Evaluation Committee (PEC) with majority of resident members will discuss, how we use evaluations to improve the system-residency
- Designated sign out time between day and night teams with regular monitoring by attendings
Multiple Faculty Development plans given by PD are scheduled for the AY 2019-20.
US teaching course organized but financing of it is still an issue
Hiring of needed faculty with addition of a fourth year chief medical resident

Faculty Development Activities:

- CME for telemedicine in the outpatient setting.
- Ultrasound education.
- Regular CME online conferences focused on GME.

Faculty Additions:

- Dr. Susan Manson will start on August 1, 2019
- Dr. Nakeisha Johnson will start on January 6, 2020

Faculty Leaving:

- Dr. Philip Denoux leaving on September 6, 2019

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

- Dr. Kroker-Bode has been elected to the national Council of APDIM/AAIM for the next three years.

Quality Improvement Activities:

AY 2018-19 an entire lecture series of 8 lectures were given like the ones below
Below are the research lectures/workshops that were given on the dates provided.

<table>
<thead>
<tr>
<th>QI Lecture Dates 2019-20</th>
<th>Presentations</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, August 21st, 2019</td>
<td>Introduction to Research</td>
<td>Jessica De Leon and Meadith Pooler</td>
</tr>
<tr>
<td>September 18th</td>
<td>Research Design 1</td>
<td>Meadith Pooler</td>
</tr>
<tr>
<td>November 20th</td>
<td>Research Design 2</td>
<td>Meadith Pooler</td>
</tr>
<tr>
<td>December 18th</td>
<td>Dissemination</td>
<td>Meadith Pooler</td>
</tr>
<tr>
<td>February 19th, 2020</td>
<td>IRBs</td>
<td>Jessica De Leon</td>
</tr>
<tr>
<td>March 18th</td>
<td>Designing Research Posters</td>
<td>Meadith Pooler</td>
</tr>
<tr>
<td>May 20th</td>
<td>(None)</td>
<td>NA</td>
</tr>
</tbody>
</table>

QI project list

<table>
<thead>
<tr>
<th>Name of resident</th>
<th>Name of faculty</th>
<th>Title of QI project 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mittal Patel</td>
<td>Dr. Jones-Ince</td>
<td>Appropriate Use of Antibiotics</td>
</tr>
<tr>
<td>Krishna Patel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zareen Vaghaiwalla</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zachary Gross</td>
<td>Dr. Jones-Ince</td>
<td>Assessment of Accurate Blood Pressure Testing in the Medical Clinic</td>
</tr>
<tr>
<td>Chris Myrtil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naga Reddy</td>
<td>Dr. Shashaty</td>
<td>BP parameters and reduction in pages</td>
</tr>
<tr>
<td>Cassidy Pattik Luba Muaddi</td>
<td>Dr. Jones-Ince</td>
<td>Screening for OSA/OHS Epworth Sleepiness Scale in new Patient packets</td>
</tr>
<tr>
<td>Joshua Hickman Juan Dorado</td>
<td>Dr. Denoux</td>
<td>A specific Contact Between residents and ED Nurse managing care of their respective patients</td>
</tr>
<tr>
<td>Latrisha Wright Sandra Zaki</td>
<td>Dr. Denoux</td>
<td>Increase use of Shingles vaccine</td>
</tr>
<tr>
<td>Alma Fe Houghton Amanda Bertoli Eugene Bednov</td>
<td>Dr. Kroker-Bode</td>
<td>Educate paging with all the information rather than just the number. Time spent daily</td>
</tr>
<tr>
<td>Haydar Ali William Johnson</td>
<td>Dr. Khajavi</td>
<td>Use of restraints in the ICU</td>
</tr>
</tbody>
</table>

**Patient Safety:**

- Dr. Krober-Bode gave a noon conference on safety issues and reporting and will do so again this AY, most likely in September.
- We did and will report one example together each year (residents and faculty).
- I have asked residents to be a part of the root cause analysis in general but so far, they were only involved if they were a participant on the case.

**Transitions in Care:**

- Designated sign out time between day and night teams with regular monitoring by attendings. AM mandatory presence of attending and PM sign out call in from attending till senior is signed off for doing sign out alone.
- Method used is I-PASS
- Teaching of I-PASS via PP at noon conference
- Seniors teaching juniors at the time and feedback from attending

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

- Senior residents are rotating per schedule for 3-4 weeks each through the Transition Clinic at TMH and the Kearney Center doing Telemedicine
- We are seeing Medicaid and uninsured patient in our own clinic.
Wellness Initiatives for the Program:

- Two elected wellness officers (residents) with fourth year Chief Medical Resident Support
- Every month a noon conference for activities such as:
  - Healing touch
  - Cooking classes/Food Rx Day
  - Visiting dog/Animal therapy
  - Bring your own dog to work
  - Presentation about communication and healthy work relationships
  - Welcome new interns party at PD house
  - Two parties during AY 2018-19 at APD’s house. International cuisine

Scholarly Activity for July 1, 2018-June 30, 2019:

<table>
<thead>
<tr>
<th>Abstract/Poster/Oral Presentation Title</th>
<th>Presentation Mode</th>
<th>Resident(s)</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical and CT Angiographic Predictors of VARC II Vascular Complications Following Percutaneous Transfemoral TAVR&quot;</td>
<td>SCAI 2019 Scientific Sessions Abstract (Submitted/Accepted)</td>
<td>Krishna Patel, MD</td>
<td>N/A</td>
</tr>
<tr>
<td>Sarcoid Myopathy: An Uncommon Presentation of Sarcoidosis Headache, Ptosis and Double Vision: A Rare Cause of Ophthalmoplegia</td>
<td>FL ACP 2019 Spring Conference (Submitted)</td>
<td>William Johnson, MD</td>
<td>Charles Maitland, MD</td>
</tr>
<tr>
<td>Beware of Dog: A Case of Severe Sepsis due to Capnocytophagia Canimorsus in an Immunocompetent Patient</td>
<td>FL ACP 2019 Spring Conference (Submitted/Accepted)</td>
<td>William Johnson, MD Cassidy Pattik, MD</td>
<td>Mahsheed Khajavi, MD</td>
</tr>
<tr>
<td>Turned to Stone: Calcinosi s Universalis</td>
<td>FL ACP 2019 Fall Conference (Submitted)</td>
<td>Kristin Price, MD</td>
<td>Less Shrestha, MD</td>
</tr>
<tr>
<td>Four Colonoscopies Later: Challenges in the Diagnosis of Hereditary Angioedema</td>
<td>FL ACP 2019 Fall Conference (Submitted)</td>
<td>Kristin Price, MD</td>
<td>Ronald Saff, MD Shawn Nader Akhavan, MD</td>
</tr>
</tbody>
</table>
General Surgery Residency Program  
Wade Douglas, MD, Program Director

Program Improvements:

1. Developed Faculty Milestones  
2. Developed opportunities for autonomy for the chief residents  
   a. Call  
   b. Clinic  
3. I have increased the number patients seen by the junior residents at the transition center  
4. Program participated in the Pediatric Surgery Research day at Wolfson Children’s Hospital

Summary of Annual Program Evaluation:

1. Citations  
   a. The majority of citations were the result of a few unhappy preliminary residents responses on the ACGME Survey.  
   b. The majority of these areas have improved on the most recent survey.  
   c. Plan to improve scholarly activity is to present the faculty and residents with additional opportunities to collaborate with faculty at FSUCOM. Also, residents will participate in the pancreatic cancer collaborative clinical trial.  
2. Program Evaluation Committee  
   a. Met in October 29th and June 24th

Faculty Development Activities:

1. Reviewed changes in Section VI of the Common Program Requirements  
2. Reviewed changes in Sections II-V of the Common Program Requirements  
3. Reviewed the changes in the Surgery milestones  
4. Dr. Watkins applied for the American College of Surgeons as Educators Course

Honors, Recognition:

1. Dr. Clark obtained a plastics fellowship that will start in 2020  
2. Dr. Mansoura was awarded the ABSITE award

Quality Improvement Projects:

1. Clinical  
   a. Small bowel project will be closing  
   b. Appendicitis will be starting this year to streamline and decrease the hospital stay for low risk patients  
   c. Colorectal surgery outcomes improvement project.  
2. Residency  
   a. Faculty milestones to better assess faculties teaching ability in the operating room, clinic and on hospital rounds.
Patient Safety:

1. Patient safety presentation on how to report patient safety issues at TMH during orientation
2. Discussed and reinforced weekly during M&M where we identify opportunities for improvement in diagnosis, treatment or system based
3. Use of combined case and topic presentation with IM, GS and FM programs at TMH is helpful in identifying system-based problems that impact all the residencies
4. Trauma Conference is similar to the above

Transitions in Care:

1. We use the EHR, face to face and telephonic methods
2. Dr. Hunt observes this 2-3 times a week
3. Program director observes transitions in care on 7/1
4. Report from Dr. Roby about transitions in care from Wolfson's

Access to care/Care to the underserved:

1. Madison county hospital provide endoscopy services
2. Transition center at TMH provide surgical services to the underserved

Wellness initiatives:

1. Monthly activities
   a.  Cold brew
   b.  Smoothie truck
   c.  Pet therapy
   d.  Birthday cards
2. Annual
   a.  Christmas party
   b.  Welcome party for new residents
   c.  Resident retreat
3. Sporadic
   a.  Wellness checks after difficult cases
   b.  Wellness checks during increased work compression
      i.  During hurricanes

Scholarly Activities:

1. 37 scholarly activities were performed by the faculty and the residents
2. 5 publications by the residents and the faculty
3. 2 video/poster presentations at National meetings
4. 29 local regional presentations


Winter Haven Hospital (BayCare)

Family Medicine Residency Program
Nate Falk, MD, MBA, Program Director

Leadership Changes in the Program:

Dr. Nathan Falk was hired and started in September 2018 as the founding program director for the residency program.

Program Improvements or Major Changes:

The residency coordinator, Nicole Russell, was hired January 2019. Block schedule for rotations was created, and program letters of agreement were signed by site directors and rotation faculty. The program application was prepared and submitted in May 2019. Two core faculty were hired to start July 2019.

Faculty Development Activities:

Dr. Falk attended the ACGME conference including New Program Directors Workshop, completed the AAMC GME Leadership Certificate Program, and taught a faculty development session at the Florida Academy of Family Physicians Spring Forum entitled “They’re Not Just Little Residents: Strategies for Working with Medical Students in Your Busy Practice.”

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

Dr. Falk was presented the 2018 Florida Academy of Family Physicians Exemplary Full-Time Educator Award and nominated for the national level award through the AAFP for 2019. In addition, Dr. Falk was named to the AAFP FMX Advisory Board and the FAFP Continuous Professional Development Committee, the two committees overseeing CME at the national and state levels. In addition, Dr. Falk was elected as the chair of the CME committee for Winter Haven Hospital and appointed to the BayCare Health System CME committee.

Wellness Initiatives for the Program:

Dr. Falk served on the FSU GMEC Wellness Subcommittee. Resident half-day didactic schedule created with last session dedicated to a wellness topic was created.

Scholarly Activity:


Falk NP. (2019, May) They’re Not Just Little Residents: Strategies for Working with Medical Students in Your Busy Practice. Florida Academy of Family Physicians Spring Forum, Orlando, FL.


Dr. Falk:
Member – AAFP FMX Advisory Board
Peer reviewer – American Family Physician - Expert/peer reviewer for American Family Physician, the peer-reviewed journal of the American Academy of Family Physicians
Peer Reviewer – Current Sports Medicine Reports - Expert/peer reviewer for Current Sports Medicine Reports, the peer-reviewed journal of the American College of Sports Medicine

Institutional Improvement:

Continued support in discussions regarding appropriate resource allocation for the program by BayCare Health System and BayCare Medical Group, particularly around resident and faculty compliment.

Other:

The ACGME application for initial accreditation was prepared and submitted May 2019. Site visit occurred August 7, 2019. Clinic staff has been hired to open the new Winter Haven Family Health Center, the residency home for the Family Medicine Residency program. Clinic opened August 1, 2019.
2/4/2019

Joan Y Meek, MD, MS
Associate Dean, Graduate Medical Education
Florida State University College of Medicine
250 E. Colonial Drive, Suite 200
Orlando, FL 32801

Dear Dr. Meek,

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

Florida State University College of Medicine
Tallahassee, FL

Institution: 8001101088

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

Status: Continued Accreditation
Effective Date: 01/14/2019

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

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

Olivia Orndorff, MSLIS
Associate Executive Director
Institutional Review Committee
oorndorff@acgme.org

Participating Site(s):
  Dermatology Associates of Tallahassee
  HealthPark Medical Center
  Lee Memorial Hospital
  Sarasota Memorial Health Care Clinic at Newtown
  Sarasota Memorial Hospital
  Tallahassee Memorial Healthcare
# Florida State University College of Medicine Graduate Medical Education Programs
## Academic Year 2018-2019

<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dermatology Associates of Tallahassee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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: 01/01/2025 10-yr Site Visit (approx.): 07/01/2026</td>
</tr>
<tr>
<td>Dermatology Residency</td>
<td>George Cohen, MD</td>
<td>Faith Stoutamire</td>
<td>Continued Accreditation</td>
<td>Self Study: 01/01/2027 10-yr Site Visit (approx.): 07/01/2028</td>
</tr>
<tr>
<td><strong>Lee Health</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Family Medicine Residency</td>
<td>Alfred Gitu, MBChB</td>
<td>Katelyn Caldwell</td>
<td>Continued Accreditation</td>
<td>Self Study: 08/01/2026 10-yr Site Visit (approx.): 02/01/2028</td>
</tr>
<tr>
<td>Global Health Fellowship</td>
<td>Alfred Gitu, MBChB</td>
<td>Katelyn Caldwell</td>
<td>N/A (no accreditation available)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Sarasota Memorial Health System</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Emergency Medicine Residency</td>
<td>Kelly O'Keefe, MD</td>
<td>Jean Dunn</td>
<td>Initial Accreditation</td>
<td>Site Visit (approx.): 07/01/2020</td>
</tr>
<tr>
<td>Internal Medicine Residency</td>
<td>Wilhelmine Wiese-Rometsch, MD</td>
<td>Katie Axiotis</td>
<td>Continued Accreditation</td>
<td>Self Study: 09/01/2028</td>
</tr>
<tr>
<td>Program</td>
<td>Director</td>
<td>Team Lead</td>
<td>Status</td>
<td>Next Visit</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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<td>----------------------------</td>
</tr>
</tbody>
</table>
| Florida State University College of Medicine Graduate Medical Education Programs  
Academic Year 2018-2019                      |                    |              | 10-yr Site Visit (approx.): 03/01/2030      |
| Hospice and Palliative Medicine Fellowship  | Joelle Vlahakis, MD| Katie Axiotis| Application pending for submission          |
| Tallahassee Memorial Healthcare             |                    |              |                                             |
| Internal Medicine Residency                 | Claudia Kroer-Bode, MD | Inez R. Hudlow | Continued Accreditation                      | Self Study: 01/01/2026  
10-yr Site Visit (approx.): 07/01/2027 |
| General Surgery Residency                   | Wade G. Douglas, MD | Erin Easterling | Continued Accreditation with Warning        | Self Study: 04/01/2028  
10-yr Site Visit (approx.): 10/01/2029 |
| Winter Haven Hospital (BayCare)             |                    |              |                                             |
| Family Medicine Residency                   | Nathan Falk, MD    | Nicole Russell | Application submitted May 2019              | TBD                        |
# Florida State University College of Medicine Graduate Medical Education Programs
## Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Program</th>
<th>Board Passage</th>
<th>In-Training Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micrographic surgery and dermatologic oncology fellowship (DATFL)</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Dermatology (DATFL)</td>
<td>N/A</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-4</td>
</tr>
<tr>
<td>Family Medicine (Lee Health)</td>
<td>100% board passage rate (18/18) (Threshold: 90%) 5-year mean: Program: 533 National: 525</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PGY-3</td>
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<tr>
<td></td>
<td></td>
<td>Overall:</td>
</tr>
<tr>
<td>Internal medicine (TMH)</td>
<td>3-year rolling average: 78% (Threshold: 80%)</td>
<td>Year</td>
</tr>
<tr>
<td></td>
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<td>PGY-1</td>
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<tr>
<td></td>
<td></td>
<td>PGY-3</td>
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<tr>
<td>Internal medicine (SMH)</td>
<td>N/A</td>
<td>Year</td>
</tr>
<tr>
<td></td>
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<td>PGY-1</td>
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<tr>
<td></td>
<td></td>
<td>PGY-2</td>
</tr>
<tr>
<td>General surgery (TMH)</td>
<td>N/A</td>
<td>Year</td>
</tr>
<tr>
<td></td>
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<td>PGY-1</td>
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<tr>
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<tr>
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### Clinical and Educational Work

<table>
<thead>
<tr>
<th>Institution Means</th>
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<tr>
<td>4.9</td>
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<tr>
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#### Faculty

<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>93%</td>
<td>4.4</td>
<td>92%</td>
</tr>
<tr>
<td>Appropriate level of supervision</td>
<td>100%</td>
<td>4.8</td>
<td>98%</td>
</tr>
<tr>
<td>Sufficient instruction</td>
<td>90%</td>
<td>4.4</td>
<td>89%</td>
</tr>
<tr>
<td>Faculty and staff interested in residency education</td>
<td>87%</td>
<td>4.5</td>
<td>89%</td>
</tr>
<tr>
<td>Faculty and staff create environment of inquiry</td>
<td>85%</td>
<td>4.3</td>
<td>80%</td>
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#### Evaluation

<table>
<thead>
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<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to access evaluations</td>
<td>99%</td>
<td>5.0</td>
<td>99%</td>
</tr>
<tr>
<td>Opportunity to evaluate faculty members</td>
<td>99%</td>
<td>5.0</td>
<td>99%</td>
</tr>
<tr>
<td>Satisfied that evaluations of faculty are confidential</td>
<td>90%</td>
<td>4.4</td>
<td>88%</td>
</tr>
<tr>
<td>Opportunity to evaluate program</td>
<td>95%</td>
<td>4.8</td>
<td>98%</td>
</tr>
<tr>
<td>Satisfied that evaluations of program are confidential</td>
<td>89%</td>
<td>4.3</td>
<td>89%</td>
</tr>
<tr>
<td>Satisfied that program uses evaluations to improve</td>
<td>68%</td>
<td>3.9</td>
<td>76%</td>
</tr>
<tr>
<td>Satisfied with feedback after assignments</td>
<td>81%</td>
<td>4.1</td>
<td>73%</td>
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#### Educational Content

<table>
<thead>
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<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided goals and objectives for assignments</td>
<td>99%</td>
<td>5.0</td>
<td>94%</td>
</tr>
<tr>
<td>Instructed how to manage fatigue</td>
<td>99%</td>
<td>4.9</td>
<td>91%</td>
</tr>
<tr>
<td>Satisfied with opportunities for scholarly activities</td>
<td>85%</td>
<td>4.1</td>
<td>77%</td>
</tr>
<tr>
<td>Appropriate balance between ed and other clinical demands</td>
<td>94%</td>
<td>4.4</td>
<td>81%</td>
</tr>
<tr>
<td>Education (not) compromised by excessive reliance on non-physician obligations</td>
<td>94%</td>
<td>4.6</td>
<td>76%</td>
</tr>
<tr>
<td>Supervisors delegate appropriately</td>
<td>100%</td>
<td>4.7</td>
<td>99%</td>
</tr>
<tr>
<td>Provided data about practice habits</td>
<td>81%</td>
<td>4.2</td>
<td>71%</td>
</tr>
<tr>
<td>See patients across variety of settings</td>
<td>100%</td>
<td>5.0</td>
<td>98%</td>
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#### Resources

<table>
<thead>
<tr>
<th>% Program Compliant</th>
<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<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>100%</td>
</tr>
<tr>
<td>Use electronic medical records in ambulatory setting*</td>
<td>100%</td>
<td>5.0</td>
<td>99%</td>
</tr>
<tr>
<td>Electronic medical records integrated across settings*</td>
<td>73%</td>
<td>3.9</td>
<td>87%</td>
</tr>
<tr>
<td>Electronic medical records effective</td>
<td>100%</td>
<td>4.3</td>
<td>95%</td>
</tr>
<tr>
<td>Provided a way to transition care when fatigued</td>
<td>93%</td>
<td>4.7</td>
<td>82%</td>
</tr>
<tr>
<td>Satisfied with process to deal with problems and concerns</td>
<td>70%</td>
<td>3.9</td>
<td>81%</td>
</tr>
<tr>
<td>Education (not) compromised by other trainees</td>
<td>94%</td>
<td>4.7</td>
<td>90%</td>
</tr>
<tr>
<td>Residents can raise concerns without fear</td>
<td>75%</td>
<td>4.1</td>
<td>82%</td>
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#### Patient Safety/Teamwork

<table>
<thead>
<tr>
<th>% Program Compliant</th>
<th>Program Mean</th>
<th>% National Compliant</th>
<th>National Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tell patients of respective roles of faculty and residents</td>
<td>98%</td>
<td>4.7</td>
<td>99%</td>
</tr>
<tr>
<td>Culture reinforces patient safety responsibility</td>
<td>100%</td>
<td>4.7</td>
<td>98%</td>
</tr>
<tr>
<td>Participated in quality improvement</td>
<td>93%</td>
<td>4.7</td>
<td>97%</td>
</tr>
<tr>
<td>Information (not) lost during shift changes or patient transfers</td>
<td>99%</td>
<td>4.2</td>
<td>97%</td>
</tr>
<tr>
<td>Work in interprofessional teams</td>
<td>100%</td>
<td>4.8</td>
<td>99%</td>
</tr>
<tr>
<td>Effectively work in interprofessional teams</td>
<td>100%</td>
<td>4.5</td>
<td>99%</td>
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### Total Percentage of Compliance by Category

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<tr>
<td>Clinical and Educational Work</td>
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<td>99.3</td>
</tr>
<tr>
<td>Faculty</td>
<td>99.4</td>
<td>99.4</td>
</tr>
<tr>
<td>Evaluation</td>
<td>84.6</td>
<td>84.5</td>
</tr>
<tr>
<td>Educational Content</td>
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<td>91.0</td>
</tr>
<tr>
<td>Resources</td>
<td>88.6</td>
<td>88.1</td>
</tr>
<tr>
<td>Patient Safety/Teamwork</td>
<td>93.0</td>
<td>89.7</td>
</tr>
</tbody>
</table>

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*Response options are Yes or No. These responses aren't included in the Program Means and aren't considered non-compliant responses. Percentages may not add to 100% due to rounding.
TO: President John E. Thrasher

FROM: Provost Sally McRorie

DATE: September 3, 2019

SUBJECT: Textbook and Instructional Material Affordability

Request for Approval

State law requires each university to submit an annual report to the Chancellor of the State University System on textbook and instructional material affordability. Using a template and instructions provided by the Florida Board of Governors, the Provost’s Office compiled and analyzed this information.

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

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

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

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

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

*Florida Board of Governors methodology for determining high enrollment: Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment. Report the total number of courses (n).*

The high enrollment courses offered in Fall 2018 and Spring 2019 were identified by the Registrar’s Office (a total of 40 courses). Based on policy set for curriculum by the Faculty Senate, the Student Information System (the campus enterprise resource planning system) was used to pull course information and enrollment for high enrollment courses as of July 30, 2019. All of the high enrollment courses are general education courses. The process for selecting textbooks and instructional materials is the same across all campuses. Each instructor adopts the course material for his/her course. High enrollment courses are provided in the tables below.

High Enrollment  
Fall 2018

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MAC1105</td>
<td>COLLEGE ALGEBRA</td>
<td>3653</td>
</tr>
<tr>
<td>ENC2135</td>
<td>RESEARCH, GENRE, AND CONTEXT</td>
<td>3058</td>
</tr>
<tr>
<td>CHM1045</td>
<td>GEN CHEMISTRY I</td>
<td>2824</td>
</tr>
<tr>
<td>Class Code</td>
<td>Course Title</td>
<td>Enrollment</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
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</tr>
<tr>
<td>MAC1140</td>
<td>PRECALCULUS ALGEBRA</td>
<td>1671</td>
</tr>
<tr>
<td>STA2023</td>
<td>FUND BUS STATISTICS</td>
<td>1627</td>
</tr>
<tr>
<td>STA2122</td>
<td>INTRO APPL STATISTIC</td>
<td>1515</td>
</tr>
<tr>
<td>BSC2010</td>
<td>BIOLOGICAL SCIENCE I</td>
<td>1448</td>
</tr>
<tr>
<td>ECO2013</td>
<td>PRIN OF MACROECON</td>
<td>1271</td>
</tr>
<tr>
<td>IDS2930</td>
<td>E-SERIES:INTRO TO INTERDISCIPL</td>
<td>1206</td>
</tr>
<tr>
<td>CHM1045L</td>
<td>GEN CHEM I LAB</td>
<td>1198</td>
</tr>
<tr>
<td>ECO2023</td>
<td>PRIN OF MICROECON</td>
<td>1186</td>
</tr>
<tr>
<td>MAC1114</td>
<td>ANALYTIC TRIGNOMETRY</td>
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<tr>
<td>PSY2012</td>
<td>GEN PSYCHOLOGY</td>
<td>1148</td>
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<tr>
<td>ENC1101</td>
<td>FRESH COMP &amp; RHE. TRC</td>
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<tr>
<td>PSB2000</td>
<td>INTRO BRAIN &amp; BEHAVR</td>
<td>1054</td>
</tr>
<tr>
<td>ARH2000</td>
<td>ART ARCH ARTISTIC VISN</td>
<td>1033</td>
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<tr>
<td>BSC1005</td>
<td>GEN BIO NON-MAJORS</td>
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*Spring 2019*

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<td>RESEARCH, GENRE, AND CONTEXT</td>
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<td>CHM1045</td>
<td>GEN CHEMISTRY I</td>
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<td>MAC2233</td>
<td>CALCULUS FOR BUSINESS</td>
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<td>GEN CHEMISTRY II</td>
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<td>FUND BUS STATISTICS</td>
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</table>
b) Report the course title(s) and number of section(s) that do not require or recommend the purchase of a textbook(s) and instructional material(s).

<table>
<thead>
<tr>
<th>Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials</th>
<th>Number of Sections</th>
<th>Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials</th>
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<tr>
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<td>IFS2022</td>
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<td>IFS2036</td>
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  - AMH2097 - RACE/ETHNICITY IN US (5 sections)
  - AMH2583 - HISTORY OF SEMINOLES (1 section)
  - ANT2511L - INTRO PHY ANTHRO LAB (3 sections)
  - ARH2000 - ART ARCH ARTITC VISN (4 sections)
  - ART2003C - CONTEMP ART SCHOL & PRCTC (2 sections)
  - BSC1005L - GENERAL BIOLOGY LAB (3 sections)

**Spring 2019**

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  - AMH2097 - RACE/ETHNICITY IN US (2 sections)
  - AMH2583 - HISTORY OF SEMINOLES (1 section)
  - ANT2100L - INTRO ARCHAEOLOGY LAB (2 sections)
  - ANT2301 - HUMAN SEXUALITY (1 section)
  - ARH2000 - ART ARCH ARTITC VISN (4 sections)
  - ART2003C - CONTEMP ART SCHOL & PRCTC (4 sections)
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</tr>
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<td>REL3505</td>
<td>CHRISTIAN TRADITION</td>
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<td></td>
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<td>SYG1000</td>
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<td>SYO3100</td>
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<td>URS1006</td>
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<tr>
<td>WOH1023</td>
<td>MODRN WORLD TO 1815</td>
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<td></td>
<td></td>
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<tr>
<td>WOH1030</td>
<td>MODRN WRLD SINC 1815</td>
<td>3</td>
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<td>HUM2250</td>
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<td>1</td>
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<td>IDS2370</td>
<td>FESTIVALS</td>
<td>1</td>
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<td>IDS2930</td>
<td>E-SERIES:INTRO TO INTERDISCIPL</td>
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<tr>
<td>SPT3391</td>
<td>HISPANIC CINEMA</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

The Office of the Provost requests that textbooks and instructional materials be entered into the Student Information System by the first date of course registration (e.g., mid-
March for Summer and Fall semesters and October for Spring semester). Students access the Student Information System through an online student web portal in order to use the course look up feature to make decisions about course registration. The textbook and instructional material information for courses is available to students during this process. Students are able to make decisions about courses, considering textbook and instructional material costs, months in advance of the start of the term, and the early posting of textbook and instructional material information gives students time to shop for the best prices.

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

In addition, the University Bookstore (Follett) has a “price match guarantee” that allows students to price match against Amazon, Barnes and Noble, or a local competitor. For Academic Year 2018-19, participating students saved $2,314 as a result of the price match guarantee offered by the University Bookstore.

University Libraries have a course reserve program in which faculty can request that textbook and/or instructional material be placed on reserve for access by students. Course materials available through the course reserve program are searchable by course, instructor, and title through the library catalog. Each academic department is assigned a subject librarian who communicates to faculty about library services, including course reserves. Students obtain information about the course reserves from the course instructor. From July 2018 through June 2019, the course reserve program at the University Libraries included the material for over 293 courses, approximately 80% of which were general education courses. From December 2018 to August 2019, the course reserve program had 3,186 textbooks or instructional materials checked out from Dirac and Strozier Libraries.

In November 2016, the University Libraries launched the FSU Libraries Alternative Textbook Grant Program, which has awarded mini-grants of $1,000 to 35 faculty applicants to support the development of open or library-licensed course materials that are freely available to students. Applications were evaluated based on criteria balancing the estimated savings to students, the openness of the proposed materials, and the likelihood of the materials being adopted by other courses at Florida State University. As part of this initiative, Libraries have begun adding open textbooks and instructional materials to its OneSearch discovery service to make it easier for FSU instructors to discover affordable materials to adopt for their classes. Of the 35 grants awarded since the launch of the program, nine grants were awarded for zero-cost course material
adoptions in general education courses. The University Libraries estimate that the total projected savings to students across nine courses was approximately $450,000 by Summer 2019 (based on the new print cost of the commercial textbooks previously required in these courses); this does not include the recurring savings to students when the course is repeated in subsequent semesters.

The University Libraries also invited representatives from the Open Textbook Network to host faculty and staff workshops on open textbooks in Fall 2018. The workshop was designed to aid faculty in identifying open textbooks for their courses. Following the workshop, attendees were awarded $200 for completing a review of an open textbook—a strategy for incentivizing faculty to evaluate relevant open textbooks and eventually adopt them for their courses. Ten attendees completed reviews and indicated that they intend to adopt the reviewed material for their courses.

Affordability initiatives under current development include a pilot program for using library-licensed ebooks in the classroom, forming open resource adoption committees to continue to analyze and promote high quality open educational resources across multiple disciplines, and integrating the use of open textbooks in existing course redesign programs. The Provost is organizing a campus-wide committee to increase awareness of affordable options on campus, ensure compliance to policy regarding affordable materials, and increase impact through collaboration with stakeholders (e.g. bookstore, administration, library, etc.). The integration of open textbooks and licensed affordable materials in existing course redesign program further supports faculty and may increase the amount of open textbook adoptions.

Some academic departments have adopted open textbooks for high-enrollment general education courses. Chemistry and Physics adopted open educational resources for CHM 1045, CHM 1046, CHM 1050, PHY 2053, and PHY 2054. Textbook materials in these courses are available to students at no cost.

With the transition of the university’s learning management system to Canvas, the university piloted the Follett IncludED program that allows students to “opt in” to purchase materials at a reduced cost from the University Bookstore (Follett). These materials are digitally delivered to students through private access web links by the first day of classes, providing advantages in both material accessibility and affordability for participating students. For Fall 2018, the pilot included ENC 2135. The Follett IncludED program expanded to AST 1002, ANT 2410, ECO 2023, MAR 4613, CGS 2100, and POS 1041 in Spring 2019.

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

With the implementation of these initiatives, there has been a reduction in the cost of textbook and instructional materials to the students. Comparisons between semesters
are difficult for several reasons. Year-to-year savings will demonstrate a $0 cost savings in future academic terms once open access instructional materials have been implemented within a course. Faculty members and department representatives also may indicate that no textbook or instructional materials are required by students when they are providing instructional materials to students as zero-cost, open access materials. The following describes university cost-saving initiatives adopted to reduce textbook and instructional material costs for students.

In Spring 2019, the University Bookstore (Follett) implemented the IncludED program in seven courses, including ENC 2135, the university course with the most student enrollment. The University Bookstore estimates that the cost savings is approximately $74,175 in Spring 2019. In Summer 2019, the program expanded to include two additional courses for a savings of $37,525 to students who opted-in to participate in the program.

For Academic Year 2018-19, participating students saved $2,314 as a result of the price match guarantee offered by the University Bookstore.

The following courses now offer textbook and instructional materials online at no cost to the student: CHM 1045, CHM 1046, CHM 1050, PHY 2053, and PHY 2054. Previously, the cost to a student for textbooks in these courses were CHM 1045 ($130.82), CHM 1046 ($181.75), CHM 1050 ($132.24), PHY 2053 ($229.75), and PHY 2054 ($229.75), resulting in significant savings to the students. The chemistry courses alone served more than 4,100 students in Academic Year 2018-19.

In addition, the Alternative Textbook Grant Program administered by the University Libraries expanded to include eleven additional courses offered during Academic Year 2018-19. With the assistance of the University Libraries' staff, previously assigned textbooks were converted to e-books, open source material, and online journals that can be accessed by students through the University Libraries. The projected cost savings for the conversion of these 11 courses is approximately $200,000.

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

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

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

b) Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

The university’s policies have been effective in meeting the reporting requirements. In the university’s three most recent published operational audits conducted by the state auditor general, Florida State University had no findings related to compliance with s.1004.085, Florida Statutes, concerning textbook affordability.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Course Sections</th>
<th>Course Sections In Compliance</th>
<th>Compliance Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>10,844</td>
<td>10,625</td>
<td>97.98%</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>11,037</td>
<td>10,899</td>
<td>98.75%</td>
</tr>
<tr>
<td>Total</td>
<td>21,881</td>
<td>21,524</td>
<td>98.37%</td>
</tr>
</tbody>
</table>

d) Report the number of course sections and the total percentage of course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. Provide an explanation as to why the course sections were not able to meet the posting deadline. Note: A course section is not considered in compliance if all textbooks and instructional materials in the course section were not entered by the deadline.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Total Course Sections</th>
<th>Course Sections Out of Compliance</th>
<th>Non-Compliance Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>10,844</td>
<td>219</td>
<td>2.02%</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>11,037</td>
<td>138</td>
<td>1.25%</td>
</tr>
<tr>
<td>Total</td>
<td>21,881</td>
<td>357</td>
<td>1.63%</td>
</tr>
</tbody>
</table>

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

e) Report the number of courses that received an exception to the reporting deadline. Describe the exception(s).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Section Exemption</th>
<th>Exemption Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>1,074</td>
<td>Course sections added to course offerings less than 45 days prior to semester start date in order to meet unanticipated student demand.</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>1,005</td>
<td>Course sections added to course offerings less than 45 days prior to semester start date in order to meet unanticipated student demand.</td>
</tr>
<tr>
<td>Total</td>
<td>2,079</td>
<td></td>
</tr>
</tbody>
</table>

The university made exceptions for courses created less than 45 days before the last day of class for each term. Florida Board of Governors Regulation 8.003 indicates that courses or course sections added within the 45-day window are exempt. The University had a total of 881 courses that were created less than 45 days before the first day of class for Fall 2018 and 1,005 courses for Spring 2019.
ADDENDUM TO THE ANNUAL TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY REPORT

On September 5, 2019, the Chancellor instructed universities to provide information on the number of course sections that revised textbook and instructional materials after the posting deadline. These course sections are counted as noncompliance in 3(c) and 3(d).

<table>
<thead>
<tr>
<th>Term</th>
<th>Number of Course Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>54</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td>94</td>
</tr>
</tbody>
</table>
August 29, 2019

MEMORANDUM

TO: President John Thrasher

FROM: Sam M. McCall, Chief Audit Officer

SUBJECT: Agenda Items for the September 20, 2019, BOT Meeting:

Office of Inspector General Services 2019-20 Audit Plan

Request for Approval to be placed on the BOT Consent Calendar

Please find enclosed the Office of Inspector General Services 2019-20 Annual Audit Plan. I respectfully request the audit plan to be included on the BOT Consent Agenda for the September 20, 2019, BOT Meeting.

Thank you.

Attachment
# I. New Audit Projects for 2019-20

## A. 2018-19 Audit Projects Carried Forward to Be Completed in 2019-20

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Tuition Waivers</td>
<td>320</td>
</tr>
<tr>
<td>Cybersecurity – Network Security</td>
<td>641</td>
</tr>
<tr>
<td>Spearmart/Jaggaer</td>
<td>460</td>
</tr>
<tr>
<td>Athletics Financials</td>
<td>364</td>
</tr>
<tr>
<td>College of Law</td>
<td>646</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>388</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>743</td>
</tr>
<tr>
<td>Seminole Boosters – Receivables</td>
<td>800</td>
</tr>
</tbody>
</table>

**Total Hours for Audit Projects Carried Forward from 2018-19 Work Plan**: 4,362

## B. New Audit Projects for 2019-20

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>State University System Performance-Based Funding (Mandatory)</td>
<td>680</td>
</tr>
<tr>
<td>State University System Preeminence Funding (Mandatory)</td>
<td>725</td>
</tr>
<tr>
<td>Audit of the Office of the University Registrar’s Internal Controls over the Driver and Vehicle Information Database (DAVID) (Mandatory)</td>
<td>140</td>
</tr>
<tr>
<td>Cybersecurity – Continuous Vulnerability Management</td>
<td>800</td>
</tr>
<tr>
<td>Campus Safety with Focus on Boundary Properties</td>
<td>620</td>
</tr>
<tr>
<td>National High Magnetic Field Laboratory</td>
<td>893</td>
</tr>
<tr>
<td>Cybersecurity – Inventory and Control of Hardware Assets*</td>
<td>298</td>
</tr>
<tr>
<td>Major Construction Project – Earth, Ocean, and Atmospheric Sciences (EOAS) Building Closeout*</td>
<td>629</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA) – Compliance*</td>
<td>535</td>
</tr>
<tr>
<td>Admissions Acceptance - Compliance*</td>
<td>282</td>
</tr>
<tr>
<td>Florida State University School (FSUS) – Business Practices Enhancement Program (BPEP)*</td>
<td>537</td>
</tr>
<tr>
<td>Foundation – Compliance with Donor Intent*</td>
<td>677</td>
</tr>
<tr>
<td>Direct Support Organizations (DSOs) External Audits – Financial Report Reviews (Required)</td>
<td>40</td>
</tr>
</tbody>
</table>

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1 We have planned that these six audit projects indicated by an asterisk (*) will be carried over with additional hours and completed in the next fiscal year, 2020-21.
## II. Audit Projects Carried Forward from 2018-19 Work Plan

### A. 2018-19 Audit Projects Carried Forward to be Completed in 2019-20

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Tuition Waivers</td>
<td>The purpose of this ongoing audit is to evaluate the University’s administration and oversight of graduate student tuition waivers, in accordance with applicable laws, rules, and regulations, as well as University policies. Relative to our audit time period of Fall 2017, the total University-wide allocation for 2017-18 graduate waivers was $45,494,138. The three largest allocations were to the College of Arts and Sciences ($23,047,887), College of Education ($4,634,857), and College of Music ($3,128,915). These allocations are to cover both matriculation and out-of-state tuition waivers. Each college determines the amount of each type of waiver it will provide. The 2017-18 graduate tuition rates for FSU’s main campus were $403.52 per credit hour for a graduate matriculation waiver and $601.31 per credit hour for a graduate out-of-state waiver.</td>
</tr>
<tr>
<td>Cybersecurity – Network Security</td>
<td>Network control devices, when effectively managed, help protect internal network resources from external risks. The purpose of this audit is to assess the University’s current policies, procedures and processes to provide assurance that network device configuration weaknesses are identified and remediated in a timely manner.</td>
</tr>
<tr>
<td>Spearmart/Jaggaer</td>
<td>On March 20, 2017, the University launched its new SpearMart electronic procurement system by Jaggaer (formerly SciQuest). The purpose of this audit is to review cybersecurity audits of the cloud-based service provider to evaluate the potential impact of any cybersecurity concerns on the University. We will also review security roles for appropriateness and determine whether workflow approvals have been properly implemented, including workflow approvals by Sponsored Research Administration.</td>
</tr>
<tr>
<td>Athletics Financials</td>
<td>At many universities, athletics expenses outpace athletics revenue, which requires a growing need for additional revenues. The purpose of this audit will be to report on and evaluate trends in revenue and expenditures at FSU over recent fiscal years and to identify any additional areas in need of review.</td>
</tr>
<tr>
<td>College of Law</td>
<td>The College of Law maintains independent control over student admissions and processes grade information outside of the University’s ERP system. The primary purpose of the audit of the College of Law will be to determine whether the College has implemented adequate internal controls over student admissions and recording and securing grade information. We will also review the process for awarding scholarships.</td>
</tr>
<tr>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cybersecurity - Continuous Vulnerability Management</td>
<td>Attackers take advantage of the time between the identification of new information on vulnerabilities and the remediation of those vulnerabilities. The purpose of this project will be to determine whether the University continuously acquires, assesses, and takes action on new information in order to identify vulnerabilities, remediate, and minimize the window of opportunity for attackers.</td>
</tr>
<tr>
<td>Campus Safety with Focus on Boundary Properties</td>
<td>As FSU has expanded its boundaries of properties off the main campus, Florida State University Police Department (FSUPD) faces increased challenges to manage the security of these properties. These include the School for Entrepreneurship, the new Foundation building, the Challenger Learning Center, the new College of Medicine Clinic near Innovation Park, the College of Law, the School for Autism/Autism Institute, the Master Craftsman facility on Gaines Street, and other zones outside the main campus. This audit would entail assessing key security controls such as uniform card access, CCTV, panic buttons, training of staff in security, alarms, routine patrol coverage, and a crime prevention assessment, with assistance from FSUPD crime prevention staff. This is a necessary audit to ensure these environments have sufficient controls in place for a rapid response to a crisis situation.</td>
</tr>
<tr>
<td>National High Magnetic Field Laboratory</td>
<td>The National High Magnetic Field Laboratory (MagLab), is the largest and highest powered magnet lab in the world. The MagLab is funded by the National Science Foundation and offers scientists from across the globe access to unique instruments and expertise. The scope of this audit will be determined through discussions with MagLab management and a review of risks and controls related to revenue sources, expenditures, and cost allocations, and may include auditing one or more major contracts.</td>
</tr>
<tr>
<td>Cybersecurity - Inventory and Control of Hardware Assets*</td>
<td>ITS maintains an inventory of hardware that is a part of the University’s core network. ITS - CTS manages servers and devices outside the core network if they have been given the authority. Servers and devices not managed by an ITS entity cannot be readily identified, but are connected to the core network in the building in which the equipment resides. The purpose of this audit will be to evaluate the maturity of the University’s information technology hardware inventory management process with attention to non-ITS managed servers and devices, wireless devices, and VPN. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2020-21.</td>
</tr>
<tr>
<td>Major Construction Project – EOAS Building Closeout*</td>
<td>The purpose of this construction closeout audit will be to evaluate the adequacy of controls over the administration of capital construction operations and determine if construction costs on the EOAS construction project are documented and in compliance with contractual provisions and applicable laws, rules, and regulations. The audit will identify any over-payments, for recovery. Based on available hours this fiscal year and the estimated hours needed for completion, we anticipate carrying over this project into fiscal year 2020-21.</td>
</tr>
<tr>
<td><strong>DSOs IRS Form 990 Reviews (Required)</strong></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><strong>Fraud and Internal Controls Training to University Entities (Required)</strong></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. Training classes are held at least four times per year.</td>
</tr>
<tr>
<td><strong>Review of College Town Financial Statements</strong></td>
<td>College Town, LLC was formed as a limited liability company in December 2011, to develop, maintain, manage, and operate a mixed-use project consisting of approximately 34,000 square feet of commercial space, 71 residential units, and an entertainment and food service venue. Initial construction was completed in July 2013 and the company continues to develop. At December 31, 2017, assets were $25.2 million, with liabilities exceeding assets by $3.88 million. Total operating income for 2017 was $2.54 million, operating expenses were 1.31 million, and after other expenses to include interest expense, depreciation, management fees, and other items, the net loss for the year was $596,484. This consulting engagement will include continued review and summary reporting on financial statements issued to date and additional inquiries and audit work considered necessary.</td>
</tr>
<tr>
<td><strong>Advisory Services for University-Wide Cybersecurity Initiatives</strong></td>
<td>The IT audit function monitors the implementation of and is asked to provide advisory services during the continuous improvement of University-wide cybersecurity. In addition, it has become critical for the IT audit function to familiarize itself with significant new technology projects. This offers the opportunity to evaluate internal controls during implementation and become familiar with these technologies.</td>
</tr>
<tr>
<td><strong>Research and Consulting</strong></td>
<td>OIGS Research and Consulting hours are dedicated to assisting University and other entities with informational/advisory services, as needed.</td>
</tr>
</tbody>
</table>

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**C. Follow-up Projects for 2019-20**

| **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. |
July 30, 2019

MEMORANDUM

FROM: Danielle Morgan Acosta, Ph.D
TO: Student Senate
RE: Bills and Resolutions Considered 5/2018-7/2019

70th Student Senate Bills: Summer & Fall

<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>A transfer of $655 from Office of Student Sustainability Campus/Expense to Food Recovery Network to purchase carts, coolers, vests, a scale and tarps.</td>
<td>PASSED 6-6-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIGNED SBP 6-26-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIGNED VPSA 6-28-18</td>
</tr>
<tr>
<td>60</td>
<td>A transfer of $5,000 from Executive Projects to the Navigators Expense to provide equipment and resources to be used during Seminole Sensation Week.</td>
<td>WITHDRAWN BY SPONSOR 5-23-18</td>
</tr>
<tr>
<td>61</td>
<td>A transfer of $5,000 from Senate Projects to the Navigators Expense to provide equipment and resources to be used during Seminole Sensation Week.</td>
<td>WITHDRAWN BY SPONSOR 5-23-18</td>
</tr>
<tr>
<td>62</td>
<td>A transfer of $7,221.35 from Programming Allocation Committee (PAC) to Senate Projects to transfer remaining monies in PAC to Senate Projects.</td>
<td>PASSED 6-6-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIGNED SBP 6-26-18</td>
</tr>
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<td></td>
<td>VPSA 6-28-18</td>
</tr>
<tr>
<td>63</td>
<td>A transfer of $9,871.04 from Resource and Travel Allocation Committee (RTAC) to transfer remaining monies in PAC to Senate Projects.</td>
<td>PASSED 6-6-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIGNED SBP 6-26-18</td>
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<tr>
<td></td>
<td></td>
<td>SIGNED VPSA 6-28-18</td>
</tr>
<tr>
<td>64</td>
<td>An allocation of $1,500 from Senate Projects to FSU Chapter of the NAACP to fund their trip to the National Annual Conference on July 14-18, 2018, in San Antonio, Texas.</td>
<td>PASSED 6-20-18</td>
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<td></td>
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<td>SIGNED SBP 7-3-18</td>
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<td></td>
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<td>SIGNED VPSA 7-12-18</td>
</tr>
<tr>
<td>65</td>
<td>An allocation of $800 from Senate Projects to Students for Justice in Palestine to bring Cody O’Rourke to speak at FSU</td>
<td>PASSED 6-20-18</td>
</tr>
<tr>
<td>66</td>
<td>An allocation of $1,940 from Senate Projects to National Pan-</td>
<td>VETOED 7-11-18.</td>
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<td></td>
<td></td>
<td>PASSED 6-20-18</td>
</tr>
</tbody>
</table>
Hellenic Council to pay for stage for Summer Oasis on July 21, 1.
at 6 p.m. in the FSU Ballrooms.

67 An allocation of $2,640 from Senate Projects to Theta Tau
Professional Engineering Fraternity to fund their trip to the
National Convention on August 9, 2018 in San Diego, CA.

68 An allocation of $1,350 from Senate Projects to Honors Medical
Scholars and Society to fund their trip to Immokalee, FL to
continue with their migrant outreach efforts.

69 An allocation of $2,000 from Senate Projects to Horn Studio to
fund a trip on July 31, 2018.

70 A transfer of $2,500 from Executive Projects to the Center
for Leadership and Social Change – Peace Jam.

71 A transfer of $2,500 from Senate Projects to the Center
for Leadership and Social Change – Peace Jam.

72 An allocation of $320 from Senate Projects to Academic Center
for Excellence (ACE) to provide free test prep booklets and
practice problems for students taking the GRE, MCAT, GMAT, LSAT.

73 An allocation of $800 from Senate Projects to AAA Health to buy
Name tags, t-shirts and a table cloth.

74 An allocation of $2,500 from Senate Projects to College
of Criminology Student Leadership to help fund events
and programming for the Fall 2018-19 school year.

75 A revision to the Student Body Statutes Chapter 711.7,
to revise the Election Code.

76 A revision to the Student Body Statutes Chapter 705.4
And 706.5 to revise the Election Code.

77 An allocation of $500 from Senate Projects to Office of
Governmental Affairs to provide t-shirts for Voter
Registration

78 An allocation of $500 from Executive Projects to Office of
Governmental Affairs to provide t-shirts for Voter
Registration.

79 A revision to the Student Body Statutes Chapter 706,
to revised the election code.

80 A revision to the Student Body Statutes Chapters 702 and
703, to revise the powers and duties of the Supervisor
of Elections.
80 A A revision to the Student Body Statutes Chapters 702 and 703, to revise the powers and duties of the Supervisor of Elections.

81 An allocation of $1500 from Senate Projects to Corazon Dancers.

82 An allocation of $1,297 from Senate Projects to Senate Clothing and Awards to purchase Senate Polos.

83 A revision to the Student Body Statutes Chapters 710 and 711.

84 A revision to the Student Body Statutes Chapter 711, to reform the penalty system for violating the Election Code.

85 A revision to the Student Body Statutes Chapter 701, The Election Code, to revise definitions in the Code.

86 An allocation of $350 from Senate Projects to Senate Food for committee meetings after Inauguration.

87 A revision to the Student Body Statutes Chapter 1009.2 to amend the membership of the Executive Board of the Pride Student Union.

88 A revision to the Student Body Statutes Chapter 700 the Election Code to state that the code cannot be changed within three (3) weeks of an election

89 A revision to the Student Body Statutes Chapter 207 to establish specific guidelines for new Senator Orientation.

90 A revision to the Student Body Statutes Chapter 701.1, 702 and 709, to revise the election code approving campaign materials.

2019 A transfer of $13,790,000 from Sweepings to A&S Fee Recipients.
<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An addition to the Student Body Statutes Chapter 418 C, adding Chapter 803.2 B, to expand the authority of the Internal Affairs Committee to oversee transfer functions of SGA branches.</td>
<td>FAILED IN JUDICIARY AND BUDGET.</td>
</tr>
<tr>
<td>2</td>
<td>A revision to the Student Body Statutes Chapter 418 C, to allow greater flexibility between standing committees.</td>
<td>FAILED IN RULES AND CALENDAR 11-14-18</td>
</tr>
<tr>
<td>3</td>
<td>A revision to the Student Body Statutes Chapter 700, Election Code to amend the election code where it references other Statutes.</td>
<td>PASSED 11-28-18 SIGNED SBP 11-30-18 SIGNED VPSA 12-10-18</td>
</tr>
<tr>
<td>4</td>
<td>A transfer of $336,000 from A&amp;S Sweepsings Account to Requesting Organizations to reallocate unspent funds from the previous fiscal year.</td>
<td>PASSED 12-7-18 SIGNED SBP 12-10-18 SIGNED VPSA 12-11-18</td>
</tr>
<tr>
<td>5</td>
<td>An allocation of $4410.00 from Senate Projects to the Askew Student Life Center to fund an adaptive Xbox controller and Accessories to make the center more accessible.</td>
<td>PASSED 12-6-18 SIGNED SBP 12-10-18 SIGNED VPSA 12-17-18</td>
</tr>
<tr>
<td>6</td>
<td>An allocation of $5,000 from Senate Projects to FSU International Program to fund the Leadership Perspective Scholarship providing discounted passports for FSU students.</td>
<td>PASSED 1-23-19 SIGNED SBP 1-30-19 SIGNED VPSA 2-1-19</td>
</tr>
<tr>
<td>7</td>
<td>An allocation of $102 from Senate Projects to Senate Engagement Committee to purchase a banner for tabling for SGA during Market Wednesday.</td>
<td>PASSED 1-30-19 SIGNED SBP 2-6-19 SIGNED VPSA 2-13-19</td>
</tr>
<tr>
<td>8</td>
<td>An allocation of $2,272 from Senate Projects to University Libraries to fund Strozier and Dirac Libraries with graphing calculators, computer chargers and cameras.</td>
<td>PASSED 1-23-19 SIGNED SBP 1-30-19 SIGNED VPSA 2-1-19</td>
</tr>
<tr>
<td>9</td>
<td>A revision to the Student Body Statutes Chapter 707.2, to require the Supervisor of Elections to publish an advance warning of the deadline for the declaration of candidacy.</td>
<td>PASSED 1-23-19 SIGNED SBP 1-30-19 SIGNED VPSA 2-1-19</td>
</tr>
<tr>
<td>10</td>
<td>A revision to the Student Body Statutes Chapter 800, the Finance Code, to facilitate the Finance Committee mandated</td>
<td>PASSED 4-10-19 SIGNED SBP 4-17-19 SIGNED VPSA 4-18-19</td>
</tr>
<tr>
<td>11</td>
<td>A transfer of $1,500 from Organizational Funds to PAC, to move funds from Organizational Funds to PAC.</td>
<td>PASSED 1-30-19 SIGNED SBP 2-6-19 SIGNED VPSA 2-13-19</td>
</tr>
<tr>
<td>12</td>
<td>A transfer of $1,500 from Organizational Funds to RTAC, to move funds from Organizational Funds to RTAC.</td>
<td>PASSED 1-30-19 SIGNED SBP 2-6-19 SIGNED VPSA 2-13-19</td>
</tr>
<tr>
<td>13</td>
<td>An allocation of $1500 from Senate Projects to the</td>
<td>PASSED 1-23-19</td>
</tr>
</tbody>
</table>
14 A transfer within the Black Student Union from Contractual Services to Expense for the Service trip and spring programming.

15 A revision of Student Body Statutes Chapter 413.7A renaming the Senator of the Year Award.

16 An allocation of $2000 from Senate Projects to the FSU Career Center Professional Closet.

17 An allocation of $5000 from the Office of Student Sustainability to Sustainable Campus for a lecture.

18 A revision to Student Body Statutes Chapter 307.3 A, 1 regarding the SGA Application.

19 A revision to Student Body Statutes Chapter 415 regarding the Student Senate Certificate Program.

20 A revision to Student Body Statutes Chapter 701 regarding financial expense statements.

21 An allocation from Senate Projects to fund World Affairs Program travel.

22 An allocation of $9000 from Senate Projects to RTAC, to replenish funds available for student organizations to travel.

23 A revision to Student Body Statutes Chapter 710, fixing mistakes in the election code.

24 An allocation from Senate Projects to purchase choose-to-re-use containers for 200 students.

25 Adding Chapter 420 to Student Body Statutes, creating the Senate Accountability Office.

26 An allocation of $4500 from Senate Projects to New Student & Family Programs to fund orientation bags.

27 An allocation of $4500 from Executive Projects to New Student & Family Programs to fund orientation bags.
<table>
<thead>
<tr>
<th>No.</th>
<th>Proposal</th>
<th>Sponsor</th>
<th>Date Passed</th>
<th>Date Signed SBP</th>
<th>Date Signed VPSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>A transfer of $4000 from Women Student Union Contractual to Women Student Union Expense to fund the annual WSU Community service trip.</td>
<td>Withdrawn by Sponsor</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>29</td>
<td>A revision to Student Body Statutes Chapters 702 and 704 allowing the Supervisor of Elections to change seats under specific criteria.</td>
<td>Passed 3-6-19</td>
<td>Signed SBP 3-26-19</td>
<td>Signed VPSA 3-28-19</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>A revision to Student Body Statutes Chapters 701, 702, 704, And 712 to add Candidate Statements of Interest.</td>
<td>Passed 4-17-19</td>
<td>Signed SBP 4-26-19</td>
<td></td>
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</tr>
<tr>
<td>31</td>
<td>A revision to Student Body Statutes Chapter 1002 to amend the membership of the AASU eboard.</td>
<td>Passed 3-6-19</td>
<td>Signed SBP 3-26-19</td>
<td>Signed VPSA 3-28-19</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>An allocation of $7000 from PAC to RTAC to replenish funds for student organization travel.</td>
<td>Passed 3-16-19</td>
<td>Signed SBP 3-26-19</td>
<td>Signed VPSA 3-28-19</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>A revision to Student Body Statutes Chapter 413 to revise the names of the Senate Awards.</td>
<td>Passed 3-13-19</td>
<td>Signed SBP 3-26-19</td>
<td>Signed VPSA 3-28-19</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>A transfer of $500 from Office of Governmental Affairs Food to Office of Governmental Relations to fund the FSU Day at the Capitol Reception.</td>
<td>Withdrawn by Sponsor</td>
<td></td>
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</tr>
<tr>
<td>35</td>
<td>An allocation of $3300 from Senate Projects to OGA to fund FSU Day at the Capitol reception as outlined in budget proviso.</td>
<td>Passed 3-27-19</td>
<td>Signed SBP 4-1-19</td>
<td>Signed VPSA 4-2-19</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>A transfer of $2500 from Office of Governmental Affairs Expense to Office of Governmental Relations to fund the FSU Day at the Capitol.</td>
<td>Withdrawn by Sponsor</td>
<td></td>
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</tr>
<tr>
<td>37</td>
<td>An allocation of $800 from Senate Projects to fund Safety Whistles for the Student Body.</td>
<td>Passed 3-13-19</td>
<td>Signed SBP 3-26-19</td>
<td>Signed VPSA 3-28-19</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>A transfer of $160 within Pride Student Union from Expense to Clothing &amp; Awards for their annual banquet.</td>
<td>Passed 3-27-19</td>
<td>Signed SBP 4-1-19</td>
<td>Signed VPSA 4-2-19</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>A revision of Student Body Statutes Chapter 807 requiring PAC &amp; RTAC members to know their budget.</td>
<td>Passed 3-27-19</td>
<td>Signed SBP 4-1-19</td>
<td>Signed VPSA 4-2-19</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>An allocation of $3,683.70 from Senate Projects to FSU Undergraduate Mock Trial in order to fund travel to the National Championship tournament in Philadelphia.</td>
<td>Withdrawn by Sponsor</td>
<td></td>
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</tr>
<tr>
<td>41</td>
<td>Revising Student Statute 700 to clarify the statute of limitations of Election Code violations.</td>
<td>Passed 4-17-19</td>
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</tr>
<tr>
<td>42</td>
<td>A revision to Student Body Statutes Chapter 419 to clean Statutes.</td>
<td>Passed 4-10-19</td>
<td>Signed SBP 4-17-19</td>
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<tr>
<td>No.</td>
<td>Proposal Description</td>
<td>Status</td>
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<tr>
<td>43</td>
<td>An allocation of $5000 from Executive Projects to RTAC to replenish travel funds for student organizations.</td>
<td>SIGNED VPSA 4-18-19</td>
<td></td>
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</tr>
<tr>
<td>44</td>
<td>A revision to Student Body Statutes Chapter 700 to align with University policy.</td>
<td>WITHDRAWN BY SPONSOR</td>
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<tr>
<td>45</td>
<td>Revising Student Body Statutes Chapter 300 to clarify the powers and duties of the Attorney General.</td>
<td>TABLED</td>
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</tr>
<tr>
<td>46</td>
<td>A transfer of $2500 within the Hispanic Latino Student Union from Contractual Services to Expense to fund promotional items.</td>
<td>PASSED 4-10-19</td>
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<td>SIGNED SPB 4-17-19</td>
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<td>SIGNED VPSA 4-18-19</td>
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<tr>
<td>47</td>
<td>A transfer of $3000 within the Hispanic Latino Student Union from Contractual Services to Food to fund HLSU Gala.</td>
<td>PASSED 4-10-19</td>
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<td>SIGNED SPB 4-17-19</td>
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<td></td>
<td>SIGNED VPSA 4-18-19</td>
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<tr>
<td>48</td>
<td>A transfer of $1000 within the Asian American Student Union from Contractual Service to Clothing &amp; Awards for the end of the year. SIGNED VPSA 4-18-19</td>
<td>PASSED 4-10-19</td>
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<td></td>
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<td>SIGNED SPB 4-17-19</td>
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<td>SIGNED VPSA 4-18-19</td>
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<tr>
<td>49</td>
<td>A transfer of $5750 within the Asian American Student Union from Contractual Services to Expense.</td>
<td>PASSED 4-10-19</td>
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<td>SIGNED SPB 4-17-19</td>
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<td>SIGNED VPSA 4-18-19</td>
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<tr>
<td>50</td>
<td>Revising Student Body Statutes Chapter 908.8 and 908.9.</td>
<td>WITHDRAWN BY SPONSOR</td>
<td></td>
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</tr>
<tr>
<td>51</td>
<td>Revising Student Body Statutes Chapter 605.2 and 605.4 regarding Union Board.</td>
<td>WITHDRAWN BY SPONSOR</td>
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</tr>
<tr>
<td>52</td>
<td>Revising Student Body Statutes Chapter 605.6 and 605.7 regarding the Union Board.</td>
<td>PASSED 4-24-19</td>
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<td>SIGNED SPB 4-30-19</td>
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<td>SIGNED VPSA 5-6-19</td>
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<tr>
<td>53</td>
<td>A transfer within the Black Student Union from Expense to Clothing &amp; Awards for summer shirts.</td>
<td>PASSED 4-17-19</td>
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<td>SIGNED SPB 4-26-19</td>
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<td>SIGNED VPSA 5-6-19</td>
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<tr>
<td>54</td>
<td>Revising Student Body Statutes Chapter 702 regarding publicizing the election.</td>
<td>WITHDRAWN BY SPONSOR</td>
<td></td>
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<tr>
<td>55</td>
<td>A transfer within the Inter Residence Hall Council of $150 from Contractual Services to Clothing &amp; Awards.</td>
<td>PASSED 4-24-19</td>
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<td>SIGNED SPB 4-30-19</td>
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<td>SIGNED VPSA 5-6-19</td>
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<tr>
<td>56</td>
<td>Revising Student Body Statutes Chapter 909, removing it.</td>
<td>PASSED 4-24-19</td>
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<td>SIGNED SPB 4-30-19</td>
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<td>SIGNED VPSA 5-6-19</td>
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<tr>
<td>#</td>
<td>Description</td>
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<tr>
<td>57</td>
<td>Revising Student Body Statutes Chapter 900.1, in line with Bill 56.</td>
<td>PASSED 4-24-19</td>
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<td>SIGNED SBP 4-30-19</td>
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<td>SIGNED VPSA 5-6-19</td>
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<tr>
<td>58</td>
<td>A transfer of $1000 within the Hispanic Latino Student Union from Expense to Food.</td>
<td>WITHDRAWN BY SPONSOR</td>
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<tr>
<td>59</td>
<td>A transfer of $2000 within the Hispanic Latino Student Union from Expense to Clothing &amp; Awards.</td>
<td>PASSED 5-29-19</td>
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<td></td>
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<td>SIGNED SBP 5-30-19</td>
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<td></td>
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<td>SIGNED VPSA 6-5-19</td>
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</tr>
<tr>
<td>60</td>
<td>Revising Student Body Statutes Chapter 100.6</td>
<td>REFERRED TO JUDICIARY</td>
<td></td>
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</tr>
<tr>
<td>61</td>
<td>A transfer of $4000 within the Hispanic Latino Student Union from Contractual Services to Clothing &amp; Awards.</td>
<td>WITHDRAWN BY SPONSOR</td>
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</tr>
<tr>
<td>62</td>
<td>Amending Student Body Statutes 401.2 specifying roles for Primary Sponsors and Co-Sponsors on Forms of Legislation</td>
<td>REFERRED TO JUDICIARY</td>
<td></td>
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</tr>
<tr>
<td>63</td>
<td>Funding the Honors medical Engineers Society.</td>
<td>WITHDRAWN BY SPONSOR</td>
<td></td>
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<tr>
<td>64</td>
<td>A transfer of $2500 from Executive Projects to Peace Jam.</td>
<td>PASSED 7-10-19</td>
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<td></td>
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<td>SIGNED SBP</td>
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<td>SIGNED VPSA</td>
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<tr>
<td>65</td>
<td>A transfer of $2500 from Senate Projects to Peace Jam.</td>
<td>PASSED 7-10-19</td>
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<tr>
<td>66</td>
<td>A transfer of $2,243 from the Office of Servant Leadership to the Organizational Fund.</td>
<td>PASSED 7-24-19</td>
<td></td>
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<td></td>
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<td>SIGNED SBP</td>
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<td></td>
<td>SIGNED VPSA</td>
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</tr>
</tbody>
</table>
### 70th Student Senate Resolutions: Summer and Fall

<table>
<thead>
<tr>
<th>Res.</th>
<th>Description</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Allowing Connecting Experimental Lab and Life Sciences (CELLS) to receive reimbursement of fund spent attending a conference on April 21, in Gainesville, Florida. The group members must be financially certified and shall not seek any kind of reimbursement of funds spent retroactively again for the remainder of the semester.</td>
<td>PASSED 6-6-18</td>
</tr>
<tr>
<td>27</td>
<td>Approving the allocations and expenditures of the SAP Committee to the World Affairs Program, Lambda Alpha Epsilon, Case Competition Club, Forensics, and Student Nurses Association.</td>
<td>PASSED 7-11-18</td>
</tr>
<tr>
<td>28</td>
<td>Granting permission to the Black Student Union to have their Pep Rally off campus at the Florida A&amp;M University.</td>
<td>PASSED 9-5-18</td>
</tr>
<tr>
<td>29</td>
<td>Setting the date of the fall SGA elections and approving the Reapportionment of the Student Senate.</td>
<td>PASSED 9-5-18</td>
</tr>
<tr>
<td>30</td>
<td>Requesting the SGA Advisor to make homemade guacamole For the final Senate meeting of the 70th Student Senate.</td>
<td>PASSED 10-17-18</td>
</tr>
<tr>
<td></td>
<td>BY ACCLIMATION</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Nominating Senator Sabrina Bousbar to the Student Senate Hall of Fame.</td>
<td>PASSED 10-17-18</td>
</tr>
<tr>
<td></td>
<td>BY ACCLIMATION</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Nominating Senate President Peter Singhal for the Senate Hall of Fame.</td>
<td>PASSED 10-2418</td>
</tr>
<tr>
<td></td>
<td>BY ACCLIMATION</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Nominating Ms. Mattie Durham for the Senate Award for Excellence.</td>
<td>PASSED 10-24-18</td>
</tr>
<tr>
<td></td>
<td>BY ACCLIMATION</td>
<td></td>
</tr>
<tr>
<td>Res.</td>
<td>Description</td>
<td>Action Taken</td>
</tr>
<tr>
<td>------</td>
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<td>-----------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Amending the Rules of Procedure, Rule 2.9 a (1),</td>
<td>WITHDRAWN BY SPONSOR 11-14-18</td>
</tr>
<tr>
<td>2</td>
<td>Amending the Rules of Procedure, Rules 2.9 (d)(1), 6.5 and 8.3 (q),</td>
<td>PASSED 11-14-18</td>
</tr>
<tr>
<td>3</td>
<td>Adopting the FSU-SGA 2019 Legislative Agenda.</td>
<td>PASSED 11-14-18</td>
</tr>
<tr>
<td>4</td>
<td>Honoring and thanking former President George Herbert Walker Bush for his lifetime dedication to public service and American Patriotism.</td>
<td>PASSED 12-5-18</td>
</tr>
<tr>
<td>5</td>
<td>Setting the date of the Spring 2019 SGA elections to take place on Wednesday, February 20, 2019.</td>
<td>PASSED 12-5-18</td>
</tr>
<tr>
<td>6</td>
<td>Recommending that FSU President Thrasher and the Board of Trustees affiliate with the Worker's Right Consortium.</td>
<td>PASSED 1-23-19</td>
</tr>
<tr>
<td>7</td>
<td>Recommending FSU ratify the University Climate Change Coalition and join the 346 universities across the United States to mitigate the cause of climate change.</td>
<td>PASSED 1-16-19</td>
</tr>
<tr>
<td>8</td>
<td>Asking the community to joins FSU in supporting a stronger National effort to resettle the world's most vulnerable refugees.</td>
<td>PASSED 1-16-19</td>
</tr>
<tr>
<td>9</td>
<td>Supporting the revision of Chapter 413.7, changing the name Senator of the Year Award to the Mattie Durham Senator of Year Award.</td>
<td>PASSED BY ACCLAMATION 12-5-18</td>
</tr>
<tr>
<td>10</td>
<td>Stating that the 71st Student Senate does not condone the The actions displayed by several members of the FSU student Body and stands in solidarity with the Hispanic/Latinx Community and those affected by this insensitive act.</td>
<td>PASSED BY ACCLAMATION 12-5-18</td>
</tr>
<tr>
<td>11</td>
<td>Recognizing the findings of the National Climate Assessment 2018, and encouraging Florida State University take action to ensure the reduction of carbon emissions.</td>
<td>PASSED 1-30-19</td>
</tr>
<tr>
<td>12</td>
<td>Recommending gun-related violence research.</td>
<td>WITHDRAWN BY SPONSOR</td>
</tr>
<tr>
<td>13</td>
<td>Amending Senate Rules of Procedure to include open-ended questions.</td>
<td>FAILED IN COMMITTEE</td>
</tr>
<tr>
<td>14</td>
<td>Amending the Senate Rules of Procedure regarding Statements of Dissent.</td>
<td>PASSED 2-20-19</td>
</tr>
<tr>
<td>15</td>
<td>Approving the allocation and expenditures of the College Leadership Council (CLC) funding committee.</td>
<td>PASSED 2-6-19</td>
</tr>
<tr>
<td>16</td>
<td>Encouraging students to make use of alternatives to driving including university</td>
<td>PASSED 2-27-19</td>
</tr>
</tbody>
</table>
buses, the Rider App, carpooling, biking, the Noles in Motion App, and walking on campus.

17 Amending the Senate Rules of Procedure regarding paperless Senate. PASSED 2 20 19
18 Amending the Senate Rules of Procedure limiting the use of vaping devices in Senate or Senate committee meetings. PASSED 3-6-19
19 Encouraging FSU Faculty to consider the financial burden traditional textbooks Place on students and assign alternatives when available. PASSED 3-27-19
20 Encouraging Student Senators to participate in Orientation to create a more welcoming, informational, and transparent environment for new students. BY ACCLIMATION
21 Amending the Senate Rules of Procedure regarding Senate Liaisons. PASSED 3-28-19
22 Expressing condolences and sympathy to family, friends, and loved ones of Florida State students lost during the 2017-2018 year. BY ACCLIMATION
23 Expressing condolences and sympathy to family, friends, and loved ones of Florida State students lost during the 2018-2019 year. BY ACCLIMATION
24 Adding support of SB 7076 to the 2019 SGA Legislative Agenda. PASSED 3-28-19
25 Adding support of SB 530 and HB 595 to the 2019 SGA Legislative Agenda. PASSED 3-28-19
26 Revisions to the SGA Application submitted by Internal Affairs. PASSED 4-10-19
27 Nominating Christopher Pinango to the Senate Hall of Fame. BY ACCLIMATION
28 Adding support of SB 1080 and HB 727 to the 2019 SGA Legislative Agenda. PASSED 3-28-19
29 Celebrating the success of the Women's and Men's basketball teams. WITHDRAWN BY SPONSOR
30 Approving AASU contractual expense for AAMP'D over $3000.00 PASSED 4-3-2019
31 Approving CPE to host a two day event off campus on April 20th and 21st. PASSED 4-3-2019
32 In support of the refugee and immigrant community at Florida State. PASSED 4-17-19
33 Congratulating the Men's Basketball team. WITHDRAWN BY SPONSOR.
34 Regarding Student Statutes Chapter 417. PASSED 4-17-19
35 Amending the Senate Rules of Procedures regarding Closing Announcements. PASSED 4-24-19
36 Amending the Senate Rules of Procedure to call for a new and uniform procedure for the naming and renaming of awards. PASSED 4-17-19
37 Encouraging accessibility and a relationship with the SDRC. BY ACCLIMATION
38 Recommending the removal of the “No Turn on Red” sign at the intersection of PASSED 4-24-19
Call Street and Stadium Drive.

39 An appeal on behalf of SCRUC to retroactively reimburse a student travel grant. PASSED 4-24-19

BY ACCLIMATION
39 An appeal on behalf of the Trumpet Guild to retroactively fund a trip. PASSED 4-24-19

41 Congratulating the Women’s Soccer team on a successful season and on winning the 2018 Women’s College Cup and celebrating the seniors. PASSED 4-17-19

BY ACCLIMATION
42 Congratulating the Florida State softball team on their 2017-2018 winning season and becoming the Women’s College World Series Champions for the first time in program history. PASSED 4-17-19

BY ACCLIMATION
43 Permitting the Center for Participant Education to host their DIY day event off campus at The Plant. PASSED 4-17-19

44 Congratulating the FSU Women's Basketball team on a successful season. PASSED 4-17-19

BY ACCLIMATION
45 Congratulating the FSU Men's Basketball team on a successful season. PASSED 4-17-19

BY ACCLIMATION
46 Congratulating FSU Baseball Head Coach Mike Martin on a highly successful coaching career. PASSED 4-17-19

BY ACCLIMATION
47 Encouraging Florida State to match Tallahassee’s resolution regarding renewable and sustainable energy. TABLED.

48 An appeal on behalf of Big Event to retroactively reimburse a student for February programming. PASSED 4-24-19

49 Setting the Fall Election date on Wednesday, October 16, 2019. PASSED 4-24-19

BY ACCLIMATION
52 Nominating Claudia Villegas to the Senate Hall of Fame. PASSED 4-24-19

BY ACCLIMATION
53 Nominating Rachel Glanton for the Senate Award for Excellence. PASSED 4-24-19

BY ACCLIMATION
54 Nominating Ryan Hopely for the Senate Award for Excellence. PASSED 4-24-19

BY ACCLIMATION
55 Allowing Kappa Kappa Psi Gamma Nu to use previously allocated funds after the fact for student travel reimbursement. PASSED 5-29-19

BY ACCLIMATION
56 Allowing American Society of Engineers to use previously allocated funds after the fact for student travel reimbursement. PASSED 5-29-19

BY ACCLIMATION
57 Allowing HLSU to transfer funds to Peace Jam, using previously allocated funds after the fact for student travel reimbursement. PASSED 5-29-19

BY ACCLIMATION
58 Allowing Black Student Union to use previously allocated funds after the fact for promotional items. PASSED 5-29-19

BY ACCLIMATION
59  Allowing the Black Student Union to have an event off campus

60  Allocating Student Academic Program funds to organizations as decided in the SAP Committee meeting.

WITHDRAWN BY SPONSOR

PASSED 7-24-19
ACCLIMATION
May 7, 2019

MEMORANDUM

TO: Student Government

FROM: Debi Schalch
       Recruitment & Student Services Coordinator
       FSU/Asolo Conservatory for Actor Training

RE: Fall/Spring 2018-2019
       FSU/Asolo Conservatory Student Council Activity

October, 2018

Provide funding to purchase scripts for Showcase $ 400.00  Passed
Provide funding for Stage Combat Training $ 3,000.00  Passed
Provide funding for Professional Audition Weekend $ 8,000.00  Passed
Provide funding for Graduation Brunch $ 1,500.00  Passed
Provide funding for Roy Hart Workshop $ 3,000.00  Passed
Total Approved Funds $15,900.00

February, 2019

Provide additional funding for Professional Audition Weekend $1509.80  Passed

April, 2019

No meeting held in April since there were no new agenda items for discussion or vote.

The FSU/Asolo Conservatory does not have a summer session.
Motion 1-37.A

Sponsored By: Senator Kirke

Motion to appoint Billy Bradley as President Pro Tempore of the 37th Student Government Council beginning summer semester 2018 and ending with the current term of the representative being appointed per section VI.C.5 of the SGC Bylaws.

Signed: Michael Kirke
Senator Michael Kirke

Signed: Justine Powell
SGC President

Signed:
FSU Panama City Dean

Hearing date: May 17, 2018 (Tabled)
Hearing date: May 24, 2018
Motion 1-37.B

Sponsored By: Rep. Steele

Motion to appoint Michael Kirke as Senator of the 37th Student Government Council beginning summer semester 2018 and ending with the current term of the representative being appointed per section VI.C.5 of the SGC Bylaws

Signed: Representative Timothy "Tyke" Steele

Signed: Justine Powell
SGC President

Signed: FSU Panama City Dean

Hearing date: May 17, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 2-37.A.1

Sponsored By: Senator Kirke

Motion to appoint Muath Kabuka as Student Government Council Representative for the summer 2018 semester.

Signed: Michael Kirke
Senator Michael Kirke

Signed: Justine Powell
SGC President

Signed: Date
FSU Panama City Dean

Hearing date: May 24, 2018
Motion 2-37.A.2

Sponsored By: Senator Kirke

Motion to appoint **Jeffery Williams** as Student Government Council Representative for the summer 2018 semester.

Signed: **Michael Kirke**
Senator Michael Kirke

Signed: **Justine Powell**
SGC President

Signed: **[Signature]**
FSU Panama City Dean

Hearing date: May 24, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 3.37.A

Sponsored By: Senator Kirke

Motion to approve an amount not to exceed $325.00 from Sweepings Unallocated to purchase SGC promotional items.

Signed:  
Senator Michael Kirke  Date

Signed:  
SGC President Justine Powell  Date

Signed:  
FSU Panama City Dean  Date

Hearing date: June 7, 2018
Motion 3.37.B

Sponsored By: Representative Donahue

Motion to approve an amount not to exceed $400.00 from General Operating – Office Supplies to purchase SGC imprinted tablecloth.

Signed: [Signature]
Representative Angela Donahue

Signed: [Signature]
SGC President Justine Powell

Signed: [Signature]
FSU Panama City Dean

Hearing date: June 7, 2018
Motion 4.37.A

Sponsored By: President Pro Tempore Bradley

Motion to amend the following Student Government Bylaws:

1. Section D. Representatives Responsibilities. The following shall become the new letter I shifting the existing responsibilities down.

   It is the responsibility of an SGC representative to check their email and respond to issues that are directly related to them, their position, all of SGC, or an appointed task within 48 hours except in cases deemed excusable by the President.

2. Section D. Representative Responsibilities. The following shall become the new letter J shifting the existing responsibilities down.

   All tasks as described under specific chair duties and responsibilities or reasonably appointed by another chair member/officer shall be completed in a timely manner as deemed reasonable by the President, President Pro Tempore and Senator by 2/3 majority.

3. Section VI. Elected Officers: C. PCC Senator(s). The following shall become the new number 7 shifting the existing responsibilities down.

   Gulf Coast SGA attendance is mandatory at least twice monthly with committee meetings counting as attendance for no more than once monthly.

4. Elected Officers: C. PCC Senator(s) Current 7 will be shifted to 8 and state:
   A. “PCC Senators shall:

   1. Report at each SGC meeting on matters before the Tallahassee Student Senate and Gulf Coast SGA as well as their various committees that are of concern to PCC students.
2. Represent the wishes of the SGC on matters before the Tallahassee Student Senate and Gulf Coast SGA concerning PCC and University-wide issues.

5. The Student Development & Wellness Committee shall be renamed the Health & Wellness Committee.

Signed: William Bradley  8/6/18
President Pro Tempore Bradley

Signed: Justine Powell  8-6-15
SGC President  Date

Signed: [Signature]
FSU Panama City Dean  Date

Hearing date: June 21, 2018
Motion 5-37.A

Sponsored By: Pro Tempore Bradley

Motion to change the Presidential Scholarship application deadline to July 27, 2018.

Signed: William Bradley 8/6/18
Pro Tempore Bradley  Date

Signed: Justine Powell 8-6-18
SGC President Justine Powell  Date

Signed:  
FSU Panama City Dean  Date

Hearing date: July 5, 2018
Motion 5-37. B

Sponsored By: President Pro Tempore Bradley

Motion to amend the following Student Government Bylaws:

I. Section III. Elections Procedures: A. Definitions, 6. shall become:

A. “Campaign Material” all artifacts, including, but not limited to, signs, circulars, buttons, balloons, and t-shirts which publicize a candidate for elected office.

II. Section IV. Attendance: I. shall be split into into Section IV: I. and Section IV: J., stating:

A. The process by which vacancies are filled shall begin within five business days of notification of vacancies. Vacancies shall be advertised and applications taken for at least five business days. An appointment hearing shall be held at the first business meeting following the application period. The SGC President shall have the power to fill permanent vacancies after the second meeting, if desired, with the approval of Council by majority vote.

B. Expected vacancies for the following semester shall be filled at the last regularly scheduled SGC business meeting each semester. These appointment hearings shall be advertised and applications taken for at least five business days.

III. Section VI. Officers, B. President Pro Tempore, 1. shall become:
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 5-37.C

Sponsored By: Rep. Schweinsberg

Motion to close gym until such time as smell is identified, at which time vote will be held to either re-vamp or re-purpose the student gym.

Signed: Dylan S
Representative Dylan Schweinsberg

Signed: Justine Pawell
SGC President

Signed: [Signature]
FSU Panama City Dean

Hearing date: July 5, 2018
A. The SGC shall, by ⅔ vote, elect the SGC President Pro Tempore from among its duly sworn representatives during the first meeting of the summer semester.

IV. Section VI. Elected Officers: B. President Pro Tempore, 7., a., i. shall become:

A. Be knowledgeable in the SGC Bylaws, the Student Body Statutes, and Robert's Rules of order.

V. Section VI. Elected Officers: B. President Pro Tempore, 7., a., ii. shall become:

A. Assist the presiding officer to maintain order in SGC matters by advising on matters concerning the SGC Bylaws, the Student Body Statutes, and parliamentary procedure.

VI. Section VI. Officers: B. President Pro Tempore, 9. shall become:

A. The President Pro Tempore will file officer and committee reports for public view.

VII. Section VI. Elected Officers: C. PCC Senator(s), 1-3 shall be consolidated into:

A. The SGC shall, by ⅔ vote, elect the SGC Senator from among its duly sworn representatives in order to fill the SGA Senate seat allocated to FSU-PCC.

VIII. “…and chair all fundraising activities throughout the year” under Section VII. Committees:

4. Scholarships & Awards Committee: d. shall be deleted.

IX. Section VII. Committees: 5. Publicity Committee: b., i. shall be deleted.

X. Section VII. Committees: 5. Publicity Committee, b., iii. shall become

A. Coordinate with Historian to publicize via picture, video, and misc. on any and all social media.

XI. Section VII. Committees: 7. Health & Wellness Committee: a., iii. shall be replaced with the current Section VII. Committees: 7. Health & Wellness Committee: b., i., moving it from its current position.

XII. Section VII. Committees: 8. Historian Committee: a., iv. shall become:
A. Be required to coordinate with the Office of Advancement in regard to the management of the Student Government Council webpage, including maintaining bylaws, meeting minutes, recordings, and any other relevant records on the FSU Panama City website.

XIII. "Publicity" under Section VII. Committees: 8. Historian Committee: a., v. shall be capitalized.

XIV. "Director of Student Affairs" under Section VII. Committees: 8. Historian Committee: a., vii. shall be deleted.

XV. Section VII. Committees: 8. Historian Committee: a., ix. shall be deleted.

Signed: William Bradley 8/6/18
President Pro Tempore Bradley Date

Signed: Justine Powell 8-6-18
SGC President Justine Powell Date

Signed: Randall Young 5/6/18
FSU Panama City Dean Date

Hearing date: July 5, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 6-37.A

Sponsored By: Pro-Tempore Bradley

Motion to consolidate Student Government Council Bylaws III. Election Procedures. Numbers 12 and 13 to state the following:

III. Election Procedures. Numbers 12 and 13 consolidation

"12. The “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “SGC Representative of the Year,” “RSO of the Year,” and “RSO Advisor of the Year” awards shall be included on the ballot in the spring semester election. These shall be comprised of the top three nominees from student body canvassing through nomination forms tallied by the Scholarship and Awards Committee. This will be accomplished in the first two weeks of February and the results provided to the Elections as well as Publicity Chair by the 15th of February or the first school day thereafter. The award recipients shall be chosen by popular vote of the student body. The purpose of these awards is to recognize superior service; commitment to student-related activities, functions, and services; and performance “above and beyond” in their specific duties with regard to the betterment of FSU-PCC as well as its student body. SGC will break all ties via vote.

A. The list of eligible faculty, adjunct faculty, and staff members for the corresponding awards shall be provided by Human Resources.

B. The “SGC Representative of Year” candidates shall include any SGC Representative who has either served on Council during the previous fall or summer semester, or one who is currently serving during the spring. This list will be provided by the SGC Advisor.

C. The “RSO of the Year” and “RSO Advisor of the Year” awards shall include any RSO and RSO Advisor that has either been active during the previous fall or summer semester, or that is currently active in the spring. The list of eligible nominees will be provided by the SGC Advisor.

Signed: William Bradley 8/16/18
Pro Tempore Billy Bradley Date

Signed: Justine Powell 8-6-18
SGC President Justine Powell Date

Signed: Ronald W. Jones 5/11/18
FSU Panama City Dean Date

Hearing date: July 19, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 7.37.A

Sponsored By: President Pro Tempore Bradley.

Motion to transfer $38,000 from the SGC Operating Budget to the SGC Sweepings Budget. Surplus funds shall go into the "Unallocated RSO Allocations" under Sweepings.

Signed: President Pro Tempore Bradley
8/31/18

Signed: SGC President Justine Powell
Date

Signed: FSU Panama City Dean
9/4/18

Hearing date: August 2, 2018
Amended: August 30, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 7-37.B

Sponsored By: President Pro Tempore Bradley

Motion to approve an amount not to exceed $1500 from Sweepings Unallocated in order to fund RSO Quidditch Club for the 2018-2019 fiscal year.

Signed: Pro Tempore Bradley 8/31/18
President Pro Tempore Bradley

Signed: 
SGC President Date

Signed: 
FSU Panama City Dean Date

Hearing date: August 2, 2018
Amended: August 30, 2018
Motion 7-37. C

Sponsored By: President Pro Tempore Bradley

Motion to amend the following Student Government Bylaws:

I. Abolishment of Section VII. Committees: 8. Historian Committee.

II. Section VII. Committees: 5: Publicity Committee shall become:

1. Publicity Committee

   a. The Publicity Committee shall:

      i. Interact with the SGC and its committees in a combined effort to publicize their events and activities. This is to include:

         a. Designing flyers and posters for meetings, socials, and other events.

         b. Forwarding information to the Office of Advancement, such that they may publicize on the televisions throughout campus.

         c. Assisting the Office of Advancement in maintaining the website, including maintaining bylaws, meeting minutes, recordings, and any other relevant records up to date on the FSU Panama City website.

      ii. Publicize all pictures, videos, and misc. on any and all social media. This is to include:
a. Photographing and/or collecting photos of all SGC activities and/or A&S fee sponsored events, processing photos within one week of the activity/event.

b. Promoting SGC at orientation and other applicable functions.

c. Promoting SGC at all A&S fee sponsored events.

iii. Be responsible for posting portraits of current SGC members on the SGC bulletin board.

iv. Be responsible for ensuring all SGC event announcements are posted in public areas throughout campus.

v. Be available to assist any and all student publications on campus.

vi. Be allowed to check the camera out during working hours.

III. Creation of Section VII. Committees: 8. Service Committee. It shall read:

1. Service Committee

   a. The Service Committee shall:

      i. Coordinate with Service Chair at Gulf Coast State College.

      ii. Be responsible for the implementation of service projects at Florida State University Panama City.

      iii. Advertise various service opportunities in conjunction with Publicity.

      iv. Assist the SGC Advisor in discovering community service events throughout the local area. There shall be at least one event coordinated and announced at an SGC meeting per month in a timely manner as defined by the President.

      v. Coordinate with local organizations for implementation of service opportunities for the student body.
vi. Ensure, with the assistance of the Finance Chair, that all A&S guidelines are followed.


V. VII. Committees: 1. Elections Committee. b., adding vii and viii, moving everything else down.
   
   A. Coordinate an election drive during the summer and fall semesters.
   
   B. Invite representatives from all major local political parties to participate in an open forum during the fall semester.

VI. Replacement of VII. Committees: 2. Programming Committee. a. with VI. Elected Officers:
   
   B. President Pro Tempore. 5., moving the rest down.
   
   A. The President Pro Tempore shall ensure that all RSOs are fulfilling their duties, taking part in organized SGC events, keep RSOs informed regarding SGC, and file all meeting minutes.

VII. Replacement of VII. Committees: 2. Programming Committee b. with VI. Elected Officers:
   
   A. President. 6., moving the rest down.
   
   A. The President shall promote a good relationship between the SGC, the Office of Advancement, and Student Affairs.

VIII. Addition of VIII. SGC Presidential Scholarship Requirements and Information: E.

   Conditions. 3., moving the rest down.

   A. Must submit at least one letter of recommendation.

IX. IX. Registered Student Organizations: B. shall become:
   
   A. Registered Student Organizations requesting A&S fees shall be open to all FSU students and may include GCSC students. There shall be a non-voting faculty or staff advisor and no less than six members, including 3 officers.
X. IX. Registered Student Organizations: G shall read:

A. Registered Student Organizations must submit meeting minutes to the SGC President Pro Tempore on or before the 15th of the following month. They must also attend at least one SGC meeting or event per month.

Signed: William Bradley 8/6/18
President Pro Tempore Bradley

Signed: Justine Powell 8/6/18
SGC President Date

Signed: [Signature] 8/7/18
FSU Panama City Dean Date

Hearing date: August 2, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 7-37.D

Sponsored By: President Pro Tempore Bradley

Motion to set aside Article IV: Attendance, Section J, temporarily replacing it with “Nominations shall be tallied by the President and those candidates with the highest number of nominations shall be approved for appointment by 2/3 of the voting members of SGC.”

Signed: William Bradley 8/6/18
President Pro Tempore Bradley

Signed: Justine Powell 8-6-18
SGC President Date

Signed: [Signature]
FSU Panama City Dean Date

Hearing date: August 2, 2018
Motion 7-37.E

Sponsored By: Rep. Kabuka

Motion to appoint Angela Donahue, Kyle Greer, Gabriel McAfee, Matthew Robertson and Jeffery Williams as Student Government Council Representatives for the fall 2018 semester.

Signed: 
Representative Muath Kabuka

Signed: Justine Powell
SGC President Date

Signed: 
FSU Panama City Dean Date

Hearing date: August 2, 2018
Motion 9-37.A

Sponsored By: Rep. McAfee

Motion to order Torch Run T-shirts with design **option 2 gray shirt with garnet logo**, at an amount not to exceed **$2,800** from SGC Sweepings Budget allocated for Homecoming shirts/supplies.

Signed: **Gabriel McAfee** 9/13/18
Representative Gabriel McAfee Date

Signed: **Justine Powell** 9/13/18
SGC President Date

Signed: **FSU Panama City Dean** 9/20/18
FSU Panama City Dean Date

Hearing date: September 13, 2018
Motion 9-37.B

Sponsored By: Rep. Donahue

Motion to approve an amount not to exceed $4950 from Sweepings Unallocated in order to fund RSO Association of Computing Machinery (ACM) RoboBoat Team for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Angela Donahue Date

Signed: [Signature]
SGC President Date

Signed: [Signature]
FSU Panama City Dean Date

Hearing date: September 13, 2018
Motion 9.37.C

Sponsored By: Rep. Donahue

Motion to approve an amount not to exceed $800 from Sweepings Unallocated in order to fund RSO Project Runway for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Angela Donahue    Date: 13 Sep 18

Signed: [Signature]
SGC President    Date

Signed: [Signature]
FSU Panama City Dean    Date: 9/24/18

Hearing date: September 13, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 9-37.D

Sponsored By: Rep. Donahue

Motion to approve an amount not to exceed $1300 from Sweepings Unallocated in order to fund RSO Veterans of America Club for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Angela Donahue  Date: 13 Sep 18

Signed: [Signature]
SGC President  Date: [Signature]  Date: 5/21/15

FSU Panama City Dean  Date: [Signature]  Date: [Signature]  Date: [Signature]

Hearing date: September 13, 2018

Tabled Per Angela

Wasn't Approved
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 9-37.E

Sponsored By: President Pro Tempore Bradley

Motion to approve the promotion of Finance Chair to an officer position, granting thirty hours per pay period to whomever holds the chair.

Signed: William Bradley 9/13/18
President Pro Tempore Bradley Date

Signed: Justine Powell
SGC President Date

Signed: [Signature]
FSU Panama City Dean Date

Hearing date: September 13, 2018
Motion 9-37.F

Sponsored By: President Pro Tempore Bradley

Motion to set aside Bylaw VI. C. 5, reading “Gulf Coast SGA attendance is mandatory at least twice monthly with committee meetings counting as attendance for no more than once monthly.”

Signed: William Bradley 9/13/18
President Pro Tempore Bradley Date

Signed: SGC President
Date

Signed: FSU Panama City Dean 5/29/18
Date

Hearing date: September 13, 2018
Motion 9.37.G

Sponsored By: Senator Kirke

Motion to approve the relocation of the refrigerator in the hallway on the third floor of the Barron building to the tutoring space in the John S. and Gail W. Robbins Center for Academic Excellence and Innovations.

Signed: Michael Kirke 9/13/18
Senator Michael Kirke Date

Signed: Justine Powell 9/13/18
SGC President Justine Powell Date

Signed: 
FSU Panama City Dean Date

Hearing date: September 13, 2018
Motion 9.37.H

Sponsored By: President Pro Tempore Bradley

Motion to appoint Elizabeth Fig as Student Government Council Representative for the fall 2018 semester.

Signed: William Bradley 9/13/18
President Pro Tempore Bradley Date

Signed: Justine Powell
SGC President Date

Signed: [Signature]
FSU Panama City Dean Date

Hearing date: September 13, 2018
Motion 10-37.A

Sponsored By: Rep. McAfee

Motion to approve an amount not to exceed $5,000 from Sweepings Unallocated in order to fund Homecoming for the 2018-2019 fiscal year.

Signed: Gabriel McAfee 10/03
Representative Gabriel McAfee Date

Signed: J. D. Guidry 10/3/18
SGC President Date

Signed: Andy Spinn 12/10/18
FSU Panama City Dean Date

Hearing date: September 27, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 10-37.B

Sponsored By: President Pro Tempore Bradley

Motion to approve an amount not to exceed $850 from Sweepings Unallocated in order to fund RSO Gaming Club for the 2018-2019 fiscal year.

Signed: William Bradley 9/27/18
President Pro Tempore Bradley  Date

Signed: Justine Powell 9-27-18
SGC President  Date

Signed:  Andy Hoover 12/10/18
FSU Panama City Dean  Date

Hearing date: September 27, 2018
Motion 10-37, C

Sponsored By: President Pro Tempore Bradley

Motion to amend the following bylaws:

I. Article VII, Section C. Committee Responsibilities & Duties: 7, i, b shall be deleted, moving the rest up
   A. Ensure all students are able to get involved with FSU-PCC activities, organizations, and the SGC.

II. Article VII, Section C. Committee Responsibilities & Duties, 7, i, a shall be added, moving the rest down
   A. Encourage student wellness via the promotion and organization of intramural sports. These events shall occur at least biweekly.

III. Article II, Section B. Definitions: 5
   A. “SGC Officer” means any Representative with the title of President, President Pro Tempore, or Senator of SGC whether duly elected or appointed. Finance shall be regarded as an Officer for the purposes of pay.

IV. Article III, Section B. Council Elections: 1
   A. Standard elections shall be held during the spring and fall semester each year during the first full week of March and October, respectively. If this is not possible, elections shall be held the week thereafter.
V. Article III, Section B. Council Elections: 6

A. Elections shall be held online with a secure online voting provider chosen at the discretion of the Tallahassee Campus.

VI. Article III, Section C: Regulations of Campaign Material: 1

A. Campaign posters on bulletin boards shall not exceed 11”x17”. All campaign materials must distinguish between the Tallahassee Campus SGA and Panama City-Campus SGC as appropriate.

VII. Article VI, D. 1, 7

A. Obtain a committee and have at least one scheduled meeting a month. Shall submit a committee report or meeting minutes to the President Pro Tempore prior to each regularly scheduled council meeting to be distributed to the SGC members.

VIII. Article IV, G shall be deleted, moving the rest up

A. The SGC President may appoint temporary replacements to fill in for inactive Representatives.

Signed: William Bradley Sep 27, 2018
President Pro Tempore Bradley Date

Signed: Justino Russell 01-27-18
SGC President Date

Signed: Randy Hoorn 12/01/18
FSU Panama City Dean Date

Hearing date: September 27, 2018
Motion 11-37. A

Sponsored By: Senator Kirke

Motion to limit debate to a period of time not to exceed five minutes in favor of and five minutes in opposition to all motions for the duration of this meeting.

Signed: Michael Kirke
Senator Kirke

Signed: Justine Powell 11-27-18
SGC President Date

Signed: FSU Panama City Dean 12/3/18

Hearing date: November 8, 2018
Motion 11-37.8

Sponsored By: Senator Kirke

Motion to approve an amount not to exceed $4000 dollars from Sweepings Unallocated in order to fund Team GARNET (NASA RMC).

Signed: [Signature]
Senator Kirke

Signed: [Signature]
SGC President
Date

Signed: [Signature]
FSU Panama City Dean
Date

Hearing date: November 8, 2018
Motion 11-37, C

Sponsored By: Senator Kirke

Motion to set aside Bylaw III. B. 1, reading “Standard elections shall be held during the spring and fall semester each year during the first full week of March and October, respectively.”

Signed:  
Senator Kirke

Signed:  
JUSTINE POWELL 11-26-18
SGC President  Date

Signed:  
FSU Panama City Dean  12/10/18

Hearing date: November 8, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 11-37, D

Sponsored By: Senator Kirke

Motion to hold elections on the dates of December 3 through December 6, 2018.

Signed: [Signature]
Senator Kirke

Signed: [Signature] 11-27-18
SGC President Date

Signed: [Signature] 12/10/18
FSU Panama City Dean Date

Hearing date: November 8, 2018
Motion 11-37, E

Sponsored By: Senator Kirke

Motion to amend the following bylaws:

1. Replace Article VII, C. 2: Programming, i, e “Act as the liaison to the student organization on campus to promote participation of their organizations in SGC events.” with “Encourage student life through the coordination of events for the general student body at least once biweekly.”

2. Replace Article VII, C. 2: Programming, i, f “Maintain programming manual to include copies of approved Facility Use Request, Purchase Orders, publicity flyers, and event summaries for each event.” with “Plan and coordinate Welcome Back Week for the first week of the semester following the current term. Plan and coordinate Stress Less Week, to be held the week before finals.”

3. Delete Article VII, C. 2: Programming, i, g “Develop an annual calendar of events due by the end of the summer semester.”

4. Change Article VII, C. 2: Programming, i, c to read “Prepare a program summary on all programs and activities sponsored by the Programming Committee due by the end of the semester and saved on the flash drive as well as SGC drive.”

5. Change Article VII, C. 5: Special Events, i to read “The committee shall be in charge of planning, coordinating, and executing special events, including but not limited to, Homecoming Week (in conjunction with the Homecoming football game), Spring Fling (in March), the Graduation Banquet and Awards Ceremony (end of April), and Summer Bash (during the summer), in conjunction with SGC staff and under the guidance and supervision of the SGC Advisor.”

6. Add Article VI, D, 1, xi “Be required to maintain proper behavior and conduct themselves in an appropriate manner on and off the clock in a manner which fosters respect for others
and self as deemed by the President, President Pro-Tempore, and Senator by 2/3rds majority.

Signed: Michael Kirke, Senator Kirke

Signed: Justine Powell, 11-27-18, SGC President, Date

Signed: Amy Johnson, 12-10-18, FSU Panama City Dean, Date

Hearing date: November 8, 2018
Motion 11-37. F

Sponsored By: Senator Kirke

Motion to approve an amount of tickets not to exceed fifty (50) to the Florida State University vs. Florida home football game, on November 24, 2018.

Signed: Michael Kirke
Senator Kirke

Signed: Justine Powell 11-26-18
SGC President Date

Signed: [Signature]
FSU Panama City Dean Date

Hearing date: November 8, 2018
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 13-37.A

Sponsored By: President Pro Tempore Bradley

Motion to appoint Melissa Adams and Lucy Rodriguez as Student Government Council Representatives for the spring 2019 semester.

Signed: ____________________________
President Pro Tempore Bradley

Signed: ____________________________
SGC President Date

Signed: ____________________________
FSU Panama City Dean Date

Hearing date: December 13, 2018
Motion 15-37.A

Sponsored By: Senator M. Kirke

Motion to appoint Angela Donahue as Student Government Council Representative for the remainder of spring 2019 semester.

Signed: Michael Kirke  
Senator M. Kirke

Signed: Justine Powell 1-23-19  
SGC President  Date

Signed: Roy Howard 1-28-19  
FSU Panama City Dean  Date

Hearing date: January 17, 2019
Motion 17-37.A

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $1500 dollars from SGC Operating Budget Unallocated in order to purchase a Dell Laptop Computer.

Signed:
Representative Lamb  Date

Signed:
SGC President  Date

Signed:
FSU Panama City Dean

Hearing date: February 7, 2019
Motion 17-37.B

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $600 dollars from Sweepings Unallocated in order to fund Academy of Model Aeronautics (AMA) for the 2018-2019 fiscal year.

Signed: Representative Lamb

Signed: Justine Powell

Signed: Ray Hahn

Hearing date: February 7, 2019
The Thirty-Seventh Student Government Council  
The Florida State University Panama City

Motion 17-37.C

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $280 dollars from Sweepings Unallocated in order to fund the English Club for the 2018-2019 fiscal year.

Signed:  
Representative Lamb  Date

Signed:  
SGC President  Date

Signed:  
FSU Panama City Dean  Date

Hearing date: February 7, 2019
Motion 17-37.D

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $1900 dollars from Sweepings Unallocated in order to fund SHARC Club for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Lamb
Date

Signed: [Signature]
SGC President
Date

Signed: [Signature]
FSU Panama City Dean
Date

Hearing date: February 7, 2019
Motion 18-37.A

Sponsored By: Rep. Schweinsberg

Motion to approve an amount not to exceed $100 dollars from Sweepings Unallocated in order to fund Health and Wellness Committee for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Schweinsberg Date: 5/3/19

Signed: [Signature]
SGC President Date: 3-12-19

Signed: [Signature]
FSU Panama City Dean Date: 5-2-19

Hearing date: February 21, 2019
Motion 18-37.B

Sponsored by: Rep. Lamb

Motion to approve an amount not to exceed $800 dollars from Sweepings Unallocated in order to fund the Society of Student Social Workers for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Lamb Date: 4-20-19

Signed: [Signature]
SGC President Date: 4-19-19

Signed: [Signature]
FSU Panama City Dean Date: 5-2-19

Hearing date: February 21, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 18-37.C

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $300 dollars from Sweepings Unallocated in order to fund the Psychology Club for the 2018-2019 fiscal year.

Signed: [Signature]
Representative Lamb
Date: 4-20-19

Signed: [Signature]
SGC President
Date: 4-19-19

Signed: [Signature]
FSU Panama City Dean
Date: 5/2/19

Hearing date: February 21, 2019
The Thirty-Seventh Student Government Council  
The Florida State University Panama City

Motion 19-37.A

Sponsored By: Rep. Lamb

Motion to approve an amount not to exceed $698 dollars from Sweepings Unallocated in order to fund RSO Civil Engineering Association for the 2018-2019 fiscal year.

Signed: [Signature] 3/12/19
Representative Lamb Date

Signed: [Signature] 3-12-19
SGC President Date

Signed: [Signature] 5-2-19
FSU Panama City Dean Date

Hearing date: March 7, 2019
Motion 20-37.A

Sponsored By: Rep. Donahue

Motion to award Jim and Sandy Dafoe the Coram's Spirit of Service Award for the 2018-2019 academic year.

Signed: [Signature]
Representative Donahue 2-26-19

Signed: [Signature]
SGC President 4-26-19

Signed: [Signature]
FSU Panama City Dean 5-2-19

Hearing date: March 28, 2019
Motion 20-37.B

Sponsored By: Rep. Donahue

Motion to award La'Quana Cooper the Brandon Harmon Seminole Spirit Award for the 2018-2019 academic year.

Signed: Representative Donahue 26 APR 19

Signed: Justine Powell 4-20-19

Signed: FSU Panama City Dean 5-2-19

Hearing date: March 28, 2019
Motion 20-37.C

Sponsored By: Rep. Donahue

Motion to approve option one (1) (option one or option two) award design for the 2018-2019 academic year.

Signed: [Signature] 26 Apr '19
Representative Donahue Date

Signed: [Signature] 4-19-19
SGC President Date

Signed: [Signature] 5-2-19
FSU Panama City Dean Date

Hearing date: March 28, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 20-37.D

Sponsored By: Rep. Lamb

Motion to approve the **Sweepings Budget** of $39,284 for the 2019-20 fiscal year, and the **Operating Budget** of $175,950 for the 2019-20 fiscal year.

Signed: Representative Lamb
Date: 4-20-19

Signed: SGC President
Date: 4-19-19

Signed: FSU Panama City Dean
Date: 5-2-19

Hearing date: March 28, 2019
Amended: April 4, 2019
Motion 21-37. A

Sponsored By: President Pro Tempore Bradley

Motion to amend the following Student Government Bylaws:

1. Section VII. Committees: C. Committee Duties and Responsibilities, 4. E, 1, 2, 3, and 4 shall be added, reading:

   A. Graduate-specific awards: These awards are to be given to students who have shown extraordinary performance in aspects of campus life unrelated to academics.

   1. “Vires Award”: This award recognizes a graduating student who has shown incredible strength of mind, body, and/or spirit throughout their journey at FSU-PC. This person is to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

   2. “Artes Award”: This award goes to a graduating student who has developed and honed their skills in their trade or interests during their time at FSU-PC. This person has uniquely impacted campus through their hobbies and ideals. They are to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

   3. “Mores Award”: This award distinguishes a student who has shown great character during their time at FSU-PC. This is student who provided
extensive support to fellow students, faculty, or staff. Alternatively, someone who has helped make the campus greater during their time here through participation in extracurricular activities, yet hasn't been otherwise acknowledged, would be eligible for selection. They are to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarship and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

4. "SGC's Choice Award: This award designates a graduating non-SGC student who has greatly influenced the SGC, through participation in events, RSOs, and/or meetings. It is to appreciate a student who has had the greatest impact on the success of the SGC as a whole during its term. This person is chosen by majority vote of the SGC, and the selection must be made in time for the Graduation and Awards Ceremony.

Signed: [Signature] 4/26/19  
President Pro Tempore Bradley Date

Signed: [Signature] 4/19/19  
SGC President Date

Signed: [Signature] 5/2/19  
FSU Panama City Dean Date

Hearing date: April 4, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 21-37.B

Sponsored By: Rep. Donahue

Motion to award Kristi Lawson the Vires Award for the 2018-2019 academic year.

Signed: [Signature]
Representative Donahue
Date: 2/6/19

Signed: Justine Powell
SGC President
Date: 4/19/19

Signed: [Signature]
FSU Panama City Dean
Date: 5/2/19

Hearing date: April 4, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 21-37.C

Sponsored By: Rep. Donahue

Motion to award Antonio Lopez the Artes Award for the 2018-2019 academic year.

Signed: [Signature] 26 Apr 19
Representative Donahue  Date

Signed: Justine Powell 4-19-19
SGC President  Date

Signed: [Signature] 5-2-19
FSU Panama City Dean  Date

Hearing date: April 4, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 21-37.D

Sponsored By: Rep. Donahue

Motion to award Angela Donahue the Mores Award for the 2018-2019 academic year.

Signed: [Signature]
Representative Donahue
Date: 4-10-19

Signed: [Signature]
SGC President
Date: 4-10-19

Signed: [Signature]
FSU Panama City Dean
Date: 5-2-19

Hearing date: April 4, 2019
Motion 21-37.E

Sponsored By: Rep. Donahue

Motion to award Christian Casey the SGC Choice Award for the 2018-2019 academic year.

Signed: [signature] 26 Apr. 19
Representative Donahue Date

Signed: [signature] 4-19-19
SGC President Date

Signed: [signature] 5-2-19
FSU Panama City Dean Date

Hearing date: April 4, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 21.37.G

Sponsored By: President Pro Tempore Bradley

Motion to approve an amount not to exceed $30 dollars from Sweepings Unallocated for the purchase of earplugs for the FSU PC Library for the 2018-2019 fiscal year.

Signed: William Bradley 4/26/19
President Pro Tempore Bradley  Date

Signed: Justine Powell 4-19-19
SGC President  Date

Signed: [Signature] 5-2-15
FSU Panama City Dean  Date

Hearing date: April 4, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 22-37.A

Sponsored By: President Pro Tempore Bradley

Amend the following Student Government Bylaws:

I. Section VI. Elected Officers: C. Senator(s), shall change to:

   A. The SGC shall, by ¾ vote, elect the SGC Senator from among its duly sworn representatives in order to represent the SGC at GCSC. The Senator will represent the SGC in Tallahassee, when applicable.

   B. The Senator shall act as the chief liaison to GCSC, serving as either the President or Vice President of SABA as outlined in their Constitution.

   C. A PC Senator’s term shall coincide with his/her term as Representative.

   D. Gulf Coast SGA attendance is mandatory at least twice monthly with committee meetings counting as attendance for no more than once monthly. FSU Tallahassee SGA attendance is mandatory when matters pertaining to FSU PC are discussed.

   E. Work to cement a relationship between the FSU PC student body and the FSU Tallahassee as well as GCSC student bodies.

   F. The PC Senator(s) shall:

      1. Report at each SGC meeting on matters pertaining to the Gulf Coast SGA as well as their various committees which are of concern to FSU PC students.

      2. Represent the wishes of the SGC on matters before the Gulf Coast and FSU Tallahassee SGAs concerning FSU PC and University-wide issues.

      3. Advocate for greater collaboration and integration of Registered Student Organizations throughout all campuses.
4. Chair the bylaw committee during the summer semester, when SABA and the Gulf Coast SGA are inactive.

5. Be responsible for making changes, after council vote, to the official copy of the bylaws, and distribute to council and SGC staff.

G. Submit officer report to President Pro Tempore bi-weekly.

Signed: William Bradly 4/26/19
President Pro Tempore Bradly Date

Signed: Justine Powell 4-19-19
SGC President Date

Signed: [Signature] 5-2-19
FSU Panama City Dean Date

Hearing Date: April 18, 2019
Motion 22-37.C

Sponsored By: Rep. Rodriguez

Motion to appoint Jeffery Williams as Senator of the 38th Student Government Council beginning Summer semester 2019 and ending with the current term of the representative being appointed per section VI.C.5 of the SGC Bylaws

Signed: [Signature] 04/22/19
Representative Rodriguez  Date

Signed: Justine Powell 4-19-19
SGC President  Date

Signed: [Signature] 5-2-19
FSU Panama City Dean  Date

Hearing date: April 18, 2019
Motion 22-37.E

Sponsored By: Rep. Rodriguez

Motion to appoint Brittany Kirke as Student Activities Board Alliance (SABA) Representative for the 2019-2020 academic year.

Signed: Lucy Rodriguez 04/32/19
Representative Rodriguez Date

Signed: Justine Powell 4-14-19
SGC President Date

Signed: Tony Hoan 5-2-19
FSU Panama City Dean Date

Hearing date: April 19, 2019
The Thirty-Seventh Student Government Council
The Florida State University Panama City

Motion 22-37.F

Sponsored By: Rep. Rodriguez

Motion to appoint Raneem Salman as Student Government Council Representatives for the Summer 2019 semester.

Signed: ________________ 04/22/19
Representative Rodriguez Date

Signed: ________________ 4-19-19
SGC President Date

Signed: ________________ 5-2-19
FSU Panama City Dean Date

Hearing date: April 18, 2019
MEMORANDUM

TO:                President John Thrasher

FROM:              Vice President Gary K. Ostrander

DATE:              August 1, 2019

SUBJECT:           Adoption of the Revised Exclusion Resolution to Implement Policy on Classified Research and Security Clearances and Naming of Alternates to the Executive Committee.

At its regularly scheduled meeting in September 2007, the Board of Trustees adopted a resolution appointing an Executive Committee for Classified Research consisting of three members: The University President, the Provost and/or Executive Vice President for Academic Affairs and the Vice President for Research. All were required to hold classified security clearance. As a result of position changes within FSU since 2007, the Executive Committee has lost members who held security clearances and would be unable to fulfill its oversight mission for classified research programs until new members could receive appropriate clearance status.

To prevent further delays in the future, I suggest that the Executive Committee be changed from the above-listed members to the following: the President, the Vice President for Research and the Director of CAPS. To further avoid a situation wherein one of the Executive Members is unavailable, I recommend that the President be given authority to delegate an alternate member from FSU faculty with appropriate clearance as needed.

In addition, the Board regularly updates its Resolution excluding newly appointed Board members from access to and oversight of classified programs so all members of the Board of Trustees do not have to comply with the background screening process required by the Defense Security Services. A subsequent change to Board membership requires the adoption of a Revised Exclusion Resolution. This Revised Exclusion Resolution will serve to exclude these new Trustees.

Attachments: Proposed Revised Exclusion Resolution
RESOLUTION FOR THE EXCLUSION OF CERTAIN OFFICERS

I, Ed Burr, Chairman of Florida State University’s Board of Trustees

Hereby certify that the following is true and exact extract of a resolution adopted at a meeting of the Administrative Staff of FSU.

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 of Trustees and other officers, provided this action is recorded in the corporate minutes or similar type official organization records.

NOW THEREFORE BE IT DECLARED that the University President and said principal officers at this time do possess, or shall be processed for, the required security clearance; and

BE IT RESOLVED that in the future, when any individual enters upon any duties as University President, as a replacement for one of the principal management offices 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 the University policies or practices in the performance of classified contracts for the DOD or other User Agencies of the National Industrial Security Program.
Florida State Board of Trustees:
Edward Burr, Chair
Mark Hillis, Vice Chair
Maximo Alvarez
Kathryn Ballard
William "Billy" Buzzett
Emily Fleming "June" Duda
Jorge Gonzalez
Kris Harper
Jim W. Henderson
Craig Mateen
Bob Sasser
Brent W. Sembler
Evan Steinberg
(https://trustees.fsu.edu/trustees/)

In witness whereof I have signed and hereunto affixed the corporate seal.

____________________  ________________________
Ed Burr, Chairman                Date
TO: President John E. Thrasher
FROM: Provost Sally McRorie
DATE: September 3, 2019
SUBJECT: 2020-21 Legislative Budget Request

Request for Approval

Each year, the University forms a Legislative Budget Request (LBR) which is submitted to the State University System Board of Governors. For FY 2020-21, FSU requests additional recurring resources of $56,511,000 for the following purposes:

- $25,000,000 for National Ranking Enhancement
- $25,000,000 for Preeminence - Enriching Florida’s Talent Pipeline
- $6,511,000 for Advancement for the Joint FAMU-FSU College of Engineering
MEMORANDUM

TO: Chancellor Marshall Criser

FROM: John Thrasher

DATE: July 29, 2019

SUBJECT: FY 2020-2021 Legislative Budget Request Issues

With the support of the Governor, Legislature, and Board of Governors, Florida State University has made unprecedented advancements in U.S. News & World Report rankings – moving from #43 three years ago to FSU’s highly anticipated move into the top 25 this September. We have set new records for four-year graduation rates in Florida and gained stature as a national leader in student success, helping fuel the innovation economy that will drive Florida’s future.

FSU has been positioning itself to become one of two state universities in the Top 15 nationally, making Florida a magnet for top talent and companies from around the nation and beyond. Our plan to elevate FSU’s ranking is outlined in this Legislative Budget Request, and it is a bold initiative to accelerate FSU’s progress. Your investments in FSU’s student success and the broader innovation enterprise will improve the outcomes of the university while contributing to Florida’s stature as a destination state for talent and industry.

To be clear, continued state operating support is critical to further advancement in national rankings. It is more expensive to operate a nationally ranked university, but the benefit to the state and return on investment to the economy is greater. The FSU LBR reflects a request for a state financial investment that is mindful of the balance of other state priorities, yet critical to successfully accomplishing the state challenge to secure and maintain a top-tier nationally ranked university.

Accordingly, Florida State University submits the following Legislative Budget Requests for consideration.

I. FSU Priority Initiatives (Unique University Issues)
   a. National Rankings Enhancement
   b. Enriching Florida’s Talent Pipeline (Preeminence)
   c. Integrated Advancement for the Joint FAMU-FSU College of Engineering

Also included in this packet is the University Efficiencies report.

Please let me know if additional information is needed.

cc: Ed Burr
State University System  
Education and General  
2020-2021 Legislative Budget Request  
Form I

<table>
<thead>
<tr>
<th>University(s):</th>
<th>Florida State University</th>
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<td>National Rankings Enhancement</td>
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Please check the issue type below:

- [ ] Shared Services/System-Wide Issue for Fiscal Year 2020-2021
- [ ] Unique Issue for Fiscal Year 2020-2021

I. Description

Introduction

With the support of the Legislature, Board of Governors, and private philanthropy, Florida State has made considerable investments to advance the quality and stature of the university. **These investments have yielded unprecedented results, helping to vault FSU and Florida’s higher education system to new levels.**

FSU is rapidly progressing towards becoming a national Top 15 public university and a leader in student career readiness. The university has invested in a comprehensive strategy that builds on past appropriations and the spectrum of high-quality programs offered at Florida State.

The university’s strategic investments are achieving higher levels of excellence – and with greater efficiencies – than nearly every other public research university in the country. With the understanding that Florida State’s rank and prestige is highly dependent on investment in faculty and graduate researchers, particularly in the STEM fields, the university is now successfully competing for some of the nation’s most esteemed faculty. In addition, FSU continues to invest in entrepreneurship and innovation education, which is integral to becoming a state and national leader developing successful students with deep career readiness, including being prepared for the building of great new Florida businesses.
National Rankings Enhancement funding has allowed Florida State to advance its mission by significantly improving its ability to provide students with a challenging academic environment that leads to successful and rewarding careers.

The Opportunity

While recent state investment has, and will continue to, substantially elevate the university, Florida State still has far fewer dollars for faculty resources and research than the institutions that now separate FSU from a Top 15 ranking. Florida State has improved 17 spots in three years, faster than any other university in the top 50 public universities. Our Top 15 plan hinges on the continuation of a bold faculty hiring initiative that is bringing the nation’s top talent to FSU. Thus far, our initiatives have resulted in the hiring of 125 outstanding new faculty members, who are teaching, doing research and building the FSU and State of Florida reputation.

Moving the needle on U.S. News & World Report rankings is rather straightforward. It is also tied to state investment, as many of the measures are a direct reflection of university resources. For example, 10% of an institution’s ranking is determined by its per-student spending, and another 20% is based on faculty resources. Almost one-quarter of the rankings are based on the reputation of FSU among our national colleagues. Thus, Florida State’s Top 15 funding request for the coming fiscal year is directed specifically at the investments that will help elevate the performance and national stature of the university and thereby the entire State of Florida.

The Investment

In recent years, Florida State has clearly been able to make a number of strategic investments that address the USN&WR metrics, and additional funding directed toward the following will further improve its rank and reputation.

Student Success

Florida State is already recognized as a national leader for improvements to its student retention and graduation rates. Since 2005, student retention at FSU improved from 87.9% to 93%/94%, which is among the Top 15 public universities in the nation. The six-year graduation rate at FSU has risen from 69.6% to 83%. The four-year graduation rate has risen from 46.2% in 2002 to 72% in 2018 – the highest four-year graduation rate in the history of FSU and the State University System. For the next set of USN&WR rankings, Florida State is projected to place in the top 10 in the country on these student success metrics.

We have a laser focus on continuing to improve the four-year graduation rate. FSU’s commitment to graduating students in four-years includes our “Take 15” initiative, which is designed to decrease the time to degree. The added benefit of graduating students earlier is reduction of their expenses and the significant effect it will have on their lifetime earnings.
As a Florida preeminent university, Florida State’s focus also is centered on student success after graduation, helping our students launch into post-graduate education or employment.

National Rankings Enhancement funding will further advance student graduation rates and post-graduation success through increased student support, academic, professional and entrepreneurial engagement, and career preparation.

**Increased Student Support**

Previous dollars have allowed Florida State to invest in the EAB Student Success Collaborative, a project designed to increase persistence and graduation among at-risk students. This initiative has allowed FSU to identify, through statistical analysis, and then guide students to their best—or a better—course of action. Examples include students who might benefit from switching majors and providing students (and their academic advisors) with information on job prospects and expected earnings.

With the help of previous funding, Florida State’s student-to-advisor ratio has advanced to nearly 380:1. Despite progress, this ratio far exceeds the national standard of 300:1. The university would commit funding requested here to hire additional advisors to help bring student support levels to the national average. Increasing the number of student advisors would also give new students a single advisor for the duration of their time at FSU, freeing up faculty to better guide and direct students on properly preparing for their careers.

Florida State also uses College Life Coaches (CLC) to provide “high-touch” academic support to at-risk students who demonstrate the greatest need. While the CLC program has been enormously successful, it lacks a sufficient number of coaches and can thereby not adequately attend to the students who would benefit most from this level of support. Funding would allow FSU to hire additional College Life Coaches to support these at-risk students.

Additional funding will also allow the university to expand its Graduation Specialists initiative. This program brings together a team of specialized staff members who guide and assist 1,200-1,400 students with excessive and/or high credit hours to a clear and timely path to graduation.

**Increased Levels of Student Engagement and Career Readiness**

Increasing FSU’s funding will enhance FSU’s new Engage 100 effort, which aims to scale engaged-learning experiences that enrich traditional classroom instruction, bolstering student success, for every first-year student. In addition, in 2019, FSU became the largest and most diverse university in the nation to adopt an experiential learning. Experiential learning includes undergraduate research, internships, community and project-based learning, international study, and other high-impact practices that provide students with the knowledge and skills needed in today’s workforce.
In this regard, Florida State has already made considerable advances, as the university was recently recognized by the National Council on Undergraduate Research as one of its top institutions. In Fall 2017, FSU launched its Center for the Advancement of Teaching to promote proven educational practices and assist faculty in their adoption of leading-edge educational technology. An initial effort targeted the number of students who fail gateway courses by redesigning instruction and adding learning assistants – undergraduate students who engage their peers in active/participatory learning in the classroom. Scaling up these practices, however, requires more faculty and staff members, and additional funding will provide the dollars necessary to make that happen.

In line with the Board of Governors’ Strategic Plan (and Florida State’s Accountability Plan), the university also intends to invest dollars to increase its recruitment and retention of high-achieving undergraduate students including Bright Futures and Benacquisto Scholars.

**Increasing the number of faculty members and doctoral students to support undergraduate student success**

A. Targeted Faculty – Florida State will further enhance the quality of its instruction and student learning through the hiring of additional faculty to allow us to continue to improve undergraduate teaching and advising while addressing course availability challenges. These faculty will allow us to offer smaller classes that have been redesigned to improve student engagement and experiential (often hands-on) learning.

B. Doctoral students – The faculty hired through our national rankings enhancement funding will rely on exceptional students in doctoral programs. These students and scholars are key components of a competitive Research 1 University, and they are central to our Top 15 plan. To accommodate the needed growth in faculty research, we must increase the number of recurring graduate assistantships by at least 125. The assistantships will help us to attract top graduate assistants to complement our recent and future faculty hires to help elevate FSU to the level of our peers, to strengthen the scholarship of existing faculty members, to promote the research of new hires, to teach key undergraduate courses, and to mentor graduate and undergraduate students.

**II. Return on Investment**

Increases in funding will provide strategic investments that benefit the State of Florida:

- Elevate Florida State University into the Top 15 among public universities as determined by *U.S. News & World Report* and the Annual Report of *Top American Research Universities*
- Achieve higher national prominence as a leader in the fields of science, technology, engineering and math to ensure that Florida State continues to be a model for the State of Florida and nation in student career readiness and placement
- Realize substantial savings for Florida families through high student retention and increased four-year graduation rates
- Provide affordable excellence across a broad spectrum of academic fields; add significantly to the university’s existing centers of excellence, including its nationally ranked arts, science, and business programs
- Provide benefits associated with expanding the university’s research enterprise and research discoveries that will create jobs, opportunities for start-up companies, and by generating discoveries that may directly impact Floridians.

More importantly, state investments will allow Florida State to elevate its standing in most of the Florida Board of Governors’ metrics, enhance its contributions to the State of Florida, and enable Florida State University to achieve world class distinction.

Key metrics that the *U.S. News & World Report* and *Top American Research Universities* include:

- Student Retention and Graduation Rates (especially four-year graduation rates)
- Freshman Retention
- Student/Faculty Ratio
- Class Size
- Faculty Resources
- Total Research Expenditures
- Federal Research Expenditures
- National Academy Members
- Faculty Awards
- Doctorates Granted
- Average SAT
- Postdoctoral Fellows
- Alumni Giving Rate
- National Reputation

### III. Facilities

None
# 2020-2021 Legislative Budget Request
## Education and General
### Position and Fiscal Summary
#### Operating Budget Form II

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<th>Salary Rate (for all positions noted above)</th>
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<tr>
<td>Other (A&amp;P/USPS)</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

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| Expenses | $0 | $0 | $0 |
| Operating Capital Outlay | $0 | $0 | $0 |
| Electronic Data Processing | $0 | $0 | $0 |
| Special Category (Specific) | $0 | $0 | $0 |
| Student Success | $8,395,000 | $0 | **$8,395,000** |
| Graduate Student Stipends and Support | $2,500,000 | $0 | **$2,500,000** |
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State University System  
Education and General  
2020-2021 Legislative Budget Request  
Form I

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<td>Date Issue Approved by University Board of Trustees:</td>
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Please check the issue type below:

- [ ] Shared Services/System-Wide Issue for Fiscal Year 2020-2021
- [ ] Unique Issue for Fiscal Year 2020-2021

I. Description

Preeminence funding is a pillar in FSU’s plan to reach the Top 15 and to continue to advance student success to among the highest in the nation. Analyses of our *US News* ranks and other national data indicate that our greatest needs are reducing class size and improving student-to-faculty ratio through expansion and retention of our faculty.

**Growing High-Productivity Academic Programs and Increasing the Number of Highly-Recognized Faculty**

Preeminence funding will allow FSU to build academic programs and maximize their productivity and impacts. This will include the hiring of both entry level and senior faculty depending on the needs of each program. The strategic alignment of these resources will allow for new research opportunities and new revenues sources. Some programs lack the number of faculty to be national leaders and others will benefit from the addition of key mid-career faculty.

In addition to building the faculty ranks, FSU intends to improve the faculty development resources to improve faculty scholarly and research productivity. These efforts will allow existing and new faculty the opportunity to gain a higher level of prestige within their disciplines which should positively affect faculty career longevity, while increasing faculty awards and research funding. Each of these outcomes will improve FSU’s stature as an employment and student destination by elevating the
academic reputation of the university, extending faculty career longevity, and increasing faculty awards and research funding.

**Improving the Student-to-Faculty Ratio**

Florida State’s Top 15 multi-year plan has a student-to-faculty goal of 17:1, which is the level that current Top 50 universities enjoy.

Three years ago, Florida State’s student-to-faculty ratio was 25:1, which placed the university third from the last (tied for 178th) among national public universities, according to *U.S. News & World Report*. With recent state investments, FSU has moved to 21:1, but that projects FSU at a ranking of 153. This ranking, relative to peer institutions, negatively affects the university’s level of instruction, research, and student success.

With the previous support of the Legislature, Governor, and Board of Governors, FSU hired 125 new faculty members, 20% of the way to our goal of a faculty-student ratio of 17:1. Achieving this 17:1 goal would require an additional 382 faculty members. In total, the dollars requested in FSU’s 2020-2021 LBR for National Rankings Enhancement and Preeminence would allow Florida State to hire an additional 200 instructional faculty members. These 200 additional faculty would bring the university’s student-to-faculty ratio to 18.6:1.

Achieving this short-term 18.6 ratio would still have FSU behind most public universities in the United States, including:

- Middle Tennessee State University
- North Carolina A&T University
- North Dakota State University
- Portland State University
- University of South Alabama
- University of Akron

It should also be noted that in order to compete with universities already in the Top 15, Florida State would need to bring its student-to-faculty ratio down to 14:1.

**Promoting Student Success and Graduate Student Enrollment**

Essential to the college experience for undergraduate students at Florida State is the university’s ability to offer a residential (residential-hall-based) campus, superior classroom instruction, and faculty-led experiences. These essentials are among the components that not only make FSU a “destination” campus, but also contribute to the university’s outstanding student retention and graduation rates.

A national measure of student success called the Gallup-Purdue Index places a high value on student interactions with faculty members. By increasing the number of the faculty members at Florida State, student success rates will be enhanced in the following ways:
• Where possible, class size will be reduced, which will provide faculty members greater opportunities to get to know students and mentor them.
• Florida State will be able to attract increased numbers of high-achieving undergraduate applicants, including Bright Futures and Benacquisto Scholars—the very students who largely choose a college based on opportunities to engage with highly regarded faculty members.
• FSU will be better able to assist faculty in adopting proven instructional and research-guidance practices that improve student engagement and learning.
• A significantly greater number of faculty members will be able to engage in high-impact student-success practices including directed individual study, undergraduate research, community and project-based learning, honors courses, entrepreneurship activities, and internships.

The Council on Undergraduate Research has recognized Florida State for the impressive advances it has already made toward these initiatives and provided FSU with a recent award for being one of the top institutions for undergraduate research in the nation. Scaling up these types of instructional practices, however, requires substantial increases in the number of faculty and staff.

Central to further improvements will be growth in the overall faculty population. This expansion will allow Florida State to increase its graduate student enrollment and programs and bring FSU on par with its public Research 1 University peers. Currently, FSU is in the bottom third of this peer group on the proportion of the student population that are graduate students. Funding is critical to our expansion of our overall graduate student population, funding expanded faculty and additional graduate assistantships.

Promoting Growth in Key Academic Areas and Supporting Faculty Retention

Enticing new faculty to move to Florida State from their current institutions – in order to achieve the high faculty-growth numbers outlined above – will require the hiring of tenured, tenure-track, and specialized (non-tenure-track) faculty.

National data on student-faculty ratio are based on classroom-based instructors, which includes most tenured and tenure-track faculty, as well as instructional faculty. Naturally, tenure/tenure-track faculty are involved in teaching and research – benefiting both of the university’s missions.

A large-scale hiring initiative will not just enhance key academic areas but also increase faculty diversity, which has been shown to cultivate a more inclusive campus climate. Furthermore, faculty diversity and an inclusive campus have been shown to be critically important for institutional excellence.

Academic departments with diverse teams are apt to produce higher-quality research outcomes and unique solutions to problems, as well as improved learning environments for students of all types. An inclusive climate also helps retain existing faculty and students, ensuring that the university graduates a workforce that meets the state’s workforce needs.
Faculty Retention

The Faculty Retention program is a multi-year Florida State initiative designed to address the challenge of retaining highly regarded faculty through competitive salaries. For purposes of retention and recruitment, as well as the standards and metrics that will move FSU into the Top 15 among public universities, Florida State’s faculty salaries must be in line with national norms to dissuade faculty from seeking positions at other institutions. This is critical for fending off attempts by other universities, particularly private institutions with large endowments, from luring our top faculty away. With additional funding we will be able to offer effective counter-offers to productive faculty who have received offers from other institutions.

Improving the compensation of key faculty would reduce faculty turnover and the amount of funding needed to attract new faculty members and cover their startup costs. In addition, when a faculty member leaves, there is still a cost associated with augmenting the salaries of the faculty members in the departed member’s department who must take on additional workloads.

Retaining established faculty members, and especially those who have achieved Fellow status in national and international academies, will allow Florida State to attract faculty, postdoctoral fellows, and graduate students of proven accomplishment, and thereby enhance access to an even stronger network of researchers.

As a residential “destination” campus – evidenced by the university’s impressive undergraduate retention and graduation rates – classroom instruction and faculty-centric experiences are essential parts of the FSU experience. Additionally, the Gallup-Purdue Index substantiates the high value that student-faculty interactions have as predictors of student success during school and after graduation.

Top graduate students are drawn to highly regarded programs with long-standing, stable, and top-quality faculty. Faculty continuity will further improve the graduate experience by giving these students more research and engagement opportunities that prepare them for future careers.

When faculty members leave an institution, graduate student progress is negatively affected, as the impacted students must search for replacement mentors/advisors/major professors. In some cases, a graduate student or group of graduate students have left with their faculty mentor, which has a negative effect on retention rates.

Promoting Growth in Key Academic Areas

Improving faculty retention will facilitate the development of new programs to meet the changing needs of Florida’s workforce. This improvement also will elevate Florida State’s national reputation as a destination campus for top faculty.
Florida State has already demonstrated its ability to recruit top talent through its broad and cluster-hiring initiatives. Broad faculty-recruitment efforts will continue to grow and elevate all of the university’s academic disciplines, and more competitive counter-offers will retain faculty who might otherwise leave for better pay elsewhere.

II. Return on Investment

Preeminence enhances the vitality of an already vibrant institution like Florida State, and generates a buzz within U.S. higher education that can make FSU an even more desirable destination for both veteran and beginning faculty.

Bringing on new faculty can be an expensive endeavor, however, with competitive startup packages, including laboratory space and equipment, occasionally climbing into the seven-figure realm. Plus, new faculty members are usually more expensive to employ during their first few years until they start attracting external research funding.

But the returns on these initial investments can be immense. Increasing the number of faculty members will not just increase student success outcomes – including reductions in time to degree – but also allow Florida State to develop new interdisciplinary programs that meet the changing needs of the Florida workforce.

Moreover, in the STEM fields alone, each new faculty member can be expected to generate more than $150,000 in contracts and grants a year and be central players in FSU securing new patents and creating new business spinoffs. Recent return-on-investment studies show that for every dollar Florida invests in its state universities, a return of nearly $11.00 is produced.

Florida State also continues to raise private funds for new faculty hires and infrastructure needs, and the development of state-of-the-art teaching and laboratory facilities.

This strategic investment will result in significant positives for both Florida State University and the State of Florida:

1. Retaining top faculty will further FSU’s goal of being ranked in the Top 15 among public universities as determined by U.S. News & World Report and the Annual Report of Top American Research Universities by reducing class size and improving the student-to-faculty ratio
2. Maintaining stability by keeping faculty from being lured to higher-paying institutions improves academic program continuity while providing students with greater consistency, relatability and connectedness to the faculty and the institution
3. Retaining top faculty will allow Florida State to attract additional high-achieving undergraduates, including Bright Futures and Benacquisto Scholars, who often choose a college based on opportunities to engage with distinguished faculty
4. Improving faculty retention means more students will be able to engage in high-impact practices like directed individual study, undergraduate research, community and project-based learning, honors courses, entrepreneurial activities, and internships.

5. Heighten the university's reputation as a STEM leader in Florida and the nation, enhancing Florida State's standing.

6. Further FSU's national stature in research and creative endeavors through the attraction and retention of faculty who are at highly productive and widely regarded points in their careers.

7. Establish affordable excellence across a wider array of disciplines and Florida State's centers of excellence, including its top-ranked programs in the arts, STEM, business, and other high performing fields of study.

Continued state investments in FSU through Preeminence funding will also raise the university's standing in virtually every Board of Governors metric used in performance awards and preeminence determinations, including:

- Student Retention and Graduation Rates
- Freshman Retention
- Student/Faculty Ratio
- Class Size
- Faculty Resources
- Total Research Expenditures
- Federal Research Grants
- National Academy Members
- Faculty Awards
- Doctoral Degrees Granted
- Average SAT
- Postdoctoral Fellows
- Alumni Giving Rates
- National Rank and Reputation

III. Facilities

None
# 2020-2021 Legislative Budget Request

**Education and General**

**Position and Fiscal Summary Operating**

**Budget Form II**

## University:

Florida State University

## Issue Title:

Enriching Florida’s Talent Pipeline (Preeminence)

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## Salary Rate (for all positions noted above)

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- **Expenses**: $0
- **Operating Capital Outlay**: $0
- **Electronic Data Processing**: $0
- **Special Category (Specific)**: $0
- **Faculty Retention**: $6,500,000
- **Graduate Stipends and Support**: $2,900,000

- **Total All Categories**: $25,000,000
State University System  
Education and General  
2020-2021 Legislative Budget Request  
Form I

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<td>Pending UBOT approval on 9/20/2019</td>
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Please check the issue type below:

- [ ] Shared Services/System-Wide Issue for Fiscal Year 2020-2021
- [ ] Unique Issue for Fiscal Year 2020-2021

I. Description

Twenty-seven years ago, the State of Florida boldly created the nation’s most unique shared college of engineering bringing together Florida Agricultural and Mechanical University, the leading public historically Black university with Florida State University, one of the America’s 100 top research universities. Students graduate from either FAMU or FSU, but study engineering together on our shared engineering campus.

The Florida Department of Economic Opportunity recognizes that expanding engineering education is critical to Florida’s future growth. Thanks to our partnership that merges excellence in research and diversity, we are the only engineering school in the US that provides top research educational opportunities to a student population that reflects the diversity of Florida and our nation. We are also far above national averages with 28% females in our undergraduate class. Since engineering is a “team sport,” the diversity of our design teams provides experiences that are highly prized by corporations and these benefits accrue to all of our students, whether majority or minority.

In the four years since the legislature and partner university leadership recommitted to the joint college, we have seen an increase in most areas by 20% – to a faculty of 119, graduating 500 engineers each year and securing $24M external research funding annually. This growth was fueled by use of carryforward that is now depleted, and the future is jeopardized by the inadequate E&G funding to the college’s joint budget. The State University System Board of Governors has identified our $6.5M LBR request as a top
system-wide priority in their 2020-21 budget request. If we are to sustain the recent very positive momentum, we must have financial support. Growing national recognition for the power of this grand experiment in the State of Florida will be disrupted if we do not receive an increase this year. The investment will pay off handsomely for FAMU, FSU and the State of Florida. The wonderful thing is that success of the FAMU-FSU College of Engineering helps both our partner universities achieve their strategic goals. Florida State is about to become the second university in Florida to reach the top 25 national public universities, yet the college of engineering is only 1/3 the size of the average in the top 25 and must grow to fuel FSU’s longer-term advancement in the rankings. And FAMU is already one of the leading HBCUs in research and doctoral degree production, but it also aims to become the first Historically Black University to reach the elite of top research universities with the help of the joint college of engineering. Together FAMU and FSU can do something that no other university in the U.S. can accomplish by training an inclusive, diverse and excellent workforce to fuel our state’s engineering labor needs. Both universities have generously provided financial support to help the college, but the joint LBR is the only sustainable way of ensuring that the partnership endures and flourishes.

We have programs planned that will significantly improve the success of our student’s retention rates, graduation rates, degree and employment opportunities. For example, we know how to improve student retention, but do not have the resources for programming and support to make this available to all our students.

We will increase opportunity for our students through hiring new faculty, introducing new courses and degrees in strategic areas for the State, such as Aerospace, Computer, Systems and Biomedical Engineering, and aggressively recruit the best and most diverse cadre of doctoral students. We will attract and retain outstanding faculty in strategic areas of research, and provide them with the facilities and staff support to enable them to compete for, and win, research grants and contracts from government agencies, corporations and foundations. To do this we need to offer competitive salaries and equipment start-up investments that will be rewarded over the years through external grant funding to the institution.

The joint college is uniquely positioned to develop new and larger research centers that support key areas of technological emphasis, including health technology, materials, aerospace, biomedical engineering, computer engineering, and energy sustainability. These research centers will in turn allow the joint college to expand the size and diversity of its student body and will lead to new intellectual property and spin-off companies in the region.

To meaningfully advance goals related to research, academic quality, overall efficiency and effectiveness of the joint FAMU-FSU College of Engineering, several critical investments must be made. In 2017, the Legislature provided $1M of the $7.168M LBR that was requested. That $1M was allocated by the college to deal with market equity adjustments to salaries, and to pay salaries for new faculty and staff in the areas of undergraduate and graduate student success. We are grateful for the legislature’s support, but the additional funds requested are absolutely more essential now in order to meet strategic goals for both FAMU and FSU. This new funding will enable the college to grow to the next level and compensate for nearly a decade of underinvestment.
1) **Additional Joint College Faculty Researchers ($1M Salary + $300K Fringe)**

The recruitment of eight researchers of the highest quality are essential for the Joint College of Engineering to deliver the education and impact needed by the State of Florida, while increasing its reputation to the benefit of graduates and the region.

a. Faculty in sensors and biomaterials for healthy aging ("aging in place") will require technology for medical devices and sensors that would leverage existing strengths at the college, the FSU College of Medicine and the FAMU School of Pharmacy.

b. Faculty in materials for aerospace: ultra-light and strong materials are critical to the development of a growing commercial aerospace industry, and to entrepreneurial approaches for efficient high-speed transportation. Through the college, both FAMU and FSU are funded for deep-space development, and new faculty will enable us to seek larger funding opportunities.

c. Faculty in robotics: robotics has growing applications to improve manufacturing efficiency, assist loss of function in people, and expand the capabilities of networked devices, popularly known as the "internet of things." We will strengthen our industry standing through additional hiring in the area of controls expertise within mechanical and electrical engineering.

d. Faculty in biomedical engineering: tissue engineering and synthetic biology are areas that address human health and manufacturing technology. Growing numbers of Florida undergraduates are exploring the emerging potential of biomedical engineering.

e. Faculty in cybersecurity for energy resilience: the development of sustainable energy is vitally important to the state and beyond to the global marketplace. We would expand on our strength in power systems to design a robust renewable energy "microgrid" and enhance the systems side of renewable energy capture, storage, and transportation.

f. Additional faculty to complement those listed above.

2) **Start-up funds and research equipment for faculty ($2.5M)**

a. Universities must provide "start-up" packages to attract outstanding researchers, provide the resources they need to succeed in their research, and add to the capabilities of the college in research and education.

b. Packages include funds for equipment, laboratory renovation and for technician support. Faculty hires will require an average of $600K each, numbers based on averages of ACC engineering schools shared by the ACC Deans Council. We hope we will be able to keep these costs down, but the packages in engineering will need to be competitive to hire faculty with the desired credentials.

c. Faculty hired in the FAMU-FSU College of Engineering embrace the interconnected missions of teaching, research and service. New faculty and capabilities expand the learning and career opportunities for students, and add to entrepreneurial capabilities in the community and the state.

d. Research activity is essential to the mission of a leading engineering school, and it benefits the students who need access to state-of-the-art tools and ideas. The State benefits from the best trained students, and from the entrepreneurial culture that is fostered. Start-up investments are leveraged many-fold through the external funding attracted by top faculty. Recurring funding is needed to address continuing need for faculty replacement and equipment obsolescence.
3) **Support for (undergraduate) student success ($1.465M)**

a. **Salary and Fringe ($350K Salary + $105K Fringe)**
   i. These activities require the hiring of five dedicated staff members for advising and mentoring.

b. **Non-Salary Expenses Related to Student Success ($1,010,000)**
   i. Retention: to improve the retention rate of students we must provide bridge programs and peer-based tutoring to prepare students for pre-engineering science and math needs and ensure their success.
   ii. Successful transfer into major: almost 50% of incoming undergraduates fail to continue on to the major, and transfer to other majors or drop out. Enriching the pre-engineering experience with major-based projects and activities will increase the motivation of students and the successful transfer rate.
   iii. Reduce time to degree: after transferring from pre-engineering the graduation rate is over 70% but the time to graduation on average exceeds four years. Flexibility through the provision of more courses in each semester, and online courses, will reduce the average time to degree and improve the four-year graduation rate.
   iv. Recruiting: additional resources for recruiting will encourage talented and well-prepared students to enroll in the FAMU-FSU College of Engineering. In addition, we aim to connect with talented high-school students in their junior year to secure their interest and guide them to make full use of their senior year for pre-engineering preparation.
   v. Internships: internships and co-ops are very attractive to students and employers, and the experiential learning helps students find better higher-paid positions and gives employers better calibration of a potential employee’s skills. Strengthening experiential learning will increase the graduation rate.

These activities require the hiring of four dedicated staff members for advising and mentoring, along with the renovation and equipping of three new laboratories for design projects, and the expansion of online distance learning capabilities.

4) **Strengthen graduate student programs ($550K)**

a. Graduate students provide the highly-skilled labor for engineering firms in Florida, provide a backbone for in-house research efforts, and leverage the opportunities for undergraduates to engage in research activities. In turn, undergraduate research, a best practice at top engineering schools, exposes engineering undergraduates to exciting “beyond the textbook” experiences that will strengthen their abilities and marketability. Funds will support student fellowships to recruit the best talent and support a staff member to assist in coordination and recruiting.
5) Retention and Vitality ($590K + 106K Fringe)

a. Faculty continuity and retention are essential to the growth of the college. In order to retain the best and brightest faculty, select faculty salaries must be adjusted to assure retention of those individuals. Using the Oklahoma State University Survey of 114 public research universities, the FAMU-FSU College of Engineering salaries are lower than the average for comparable disciplines, making our best faculty targets for poaching by other institutions.

b. The cost to the State of Florida to replace lost faculty leaders is much higher than retaining existing faculty, since new faculty also require significant start-up investments and their productivity takes a few years to reach full potential because of the disruption in establishing a new research laboratory.

c. Because of the unique joint nature of the FAMU-FSU College of Engineering there are some inequities between the faculty at the two institutions that must be addressed in order to improve morale. In the 2017-2018 additional allocation from the state, we were able to address immediate inequities – in 2018-2019 we used the joint college funds to offset the inequities, therefore eating away at our operating budget – these additional funds would permit us to continue this process through the following three years.

d. Salary adjustments would not be across the board – adjustments would be made based on a review of performance of faculty in teaching and research relative to peers at other institutions.

II. Return on Investment

These additional resources will allow each of the two universities to improve on several key performance metrics: academic progress rates, graduation rates, production of undergraduate and graduate degrees in areas of strategic emphasis, employment and salary outcomes for students, and metrics related to research and grant production. Specifically:

a. Increase (by 100 students annually) the number of bachelor’s and advanced degree graduates in the strategic STEM research areas of energy, biomedical engineering, environmental sustainability, transportation and energy, with graduates better prepared for success in industry due to improvements in advanced training.

b. Significant increases (by 1000 graduates over five years) in the number of degrees awarded in the core engineering disciplines of civil, chemical, biomedical, electrical, computer, industrial and mechanical engineering – all engineering areas of strategic and critical importance to the state.

c. Graduates earning higher wages based on their marketability and fit to areas of strategic interest and importance in the engineering profession.

d. Improve the research focus and outputs in the form of patents, startup companies and commercialization of research products in the identified strategic areas for the faculty positions.

e. Assist the state in diversifying its energy portfolio and meeting its goals with respect to biomedical research, environmental sustainability, aerospace and robotics.

f. Enhance the business climate by attracting companies to Florida with significant research interest in the identified strategic areas – especially companies in the energy and power, materials, biomedical, environmental, robotics and medical devices fields.
g. Retain engineers produced in Florida to stay and work for Florida’s growing field of technology-based companies.
h. Support the state’s leading tourism and agricultural industries through additional research and interactions with companies doing business in Florida, by supporting sustainable infrastructure, aging in place, medical devices and aerospace.

III. Facilities

None
MEMORANDUM

June 17, 2019

TO: Chief Executive Officers of Atlantic Coast Conference Member Institutions

FROM: John D. Swofford
Commissioner

SUBJECT: 2019-20 ACC Governing Board Certification Form

Please find attached a copy of the 2019-20 Atlantic Coast Conference Governing Board Certification form. The form is to be completed annually by the Chair of the Governing Board in order for a member institution to enter a team or individual competitors in an ACC Championship as indicated in Article XI, Section XI-2 of the ACC Bylaws.

Please review this policy with your Governing Board and return the signed form to me at the Conference office by October 11, 2019.

Thank you and best regards.

Attachment

JDS/BH:th

cc Faculty Athletics Representatives
Athletics Directors
Compliance Directors
Atlantic Coast Conference

Governing Board Certification Form
Academic Year 2019-20

As Chairman of the Governing Board at ____________________________,
I attest that: ____________________________

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

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

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

Date Presented to the Governing Board: ____________________________

Signed: ____________________________
(Chairman of the Governing Board)

Signed: ____________________________
(CEO of Member Institution)

Please return completed form before October 11, 2019 to:

Commissioner John D. Swofford
Atlantic Coast Conference
4512 Weybridge Lane
Greensboro, NC 27407
<table>
<thead>
<tr>
<th>Substantive Change</th>
<th>Content</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Structure</td>
<td>The Student Conduct Code and the Student Organization Conduct Code policies were restructured to streamline content into clear sections to increase clarity and reduce redundancies.</td>
<td>The current codes are a product of partial policy revisions over time resulting in redundancies and information dispersed throughout the policy resulting in confusing language and inconsistencies.</td>
</tr>
<tr>
<td>Student Organization Conduct Code Violations</td>
<td>The violations section of the Student Organization Conduct Code has been rewritten in language applicable to the potential actions of a student organization.</td>
<td>The current Student Organization Conduct Code accepts the violations out of the Student Conduct Code without shifting language or defining violations to be applicable to student organizations. This change clarifies expectations for behavior for student organizations and allows the Student Conduct Authority to assign charges based upon appropriate policy language.</td>
</tr>
<tr>
<td>Definitions</td>
<td>Several definitions have been added or modified to both Codes including “affected/reporting individual”, “alternative resolution”, “informal resolution”, “law enforcement affidavit”, “notice”, “University official report”, “witness statement”.</td>
<td>The updated definitions clarify and further define roles, responsibilities, and rights discussed in both Codes.</td>
</tr>
<tr>
<td>Scope: Application of procedural standards</td>
<td>Scope of both Codes have been clarified to allow the procedural standards of current iterations of the Codes to apply to proceedings regardless of the date of the incident or report.</td>
<td>Allows for the University to give notice and apply enhanced/changed procedural standards in effect at the time of the proceedings regardless of the time of the incident. Definition of violations at the time of the incident will continue to apply. Greatly reduces confusion over what standards to apply if there is an incident spanning numerous iterations of the code and reduces the confusion of application of different standards in potentially the same timeframe.</td>
</tr>
<tr>
<td>Scope: Adjudication timeframe</td>
<td>Scope of both Codes clarify that absent circumstances necessary to perform a thorough investigation, preserve due process or address extraordinary circumstances, the University has up to 180 days to resolve an alleged violation once reported to the Student Conduct Authority.</td>
<td>Provides a published timeframe for resolution of a conduct proceeding to decrease time between report and resolution. Contains language allowing for the exceptions and clarifying when the “clock” starts running – ensuring that the timeframe requirement is not invoked until and unless there is enough information to start an investigation or a resolution process.</td>
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<tr>
<td>Category</td>
<td>Description</td>
<td>Explanation</td>
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<tr>
<td>Amnesty</td>
<td>New section in both Codes articulating the University’s policy on amnesty in cases of affected/reporting individuals, and those seeking medical assistance for those engaged in an alcohol, other drug, or hazing incident. It is its own section to emphasize the reporting or seeking assistance in medical emergencies.</td>
<td>This change was needed to be compliant with Andrew’s Law and emphasizes the importance of health and safety and removing barriers to seeking help for self or other in emergencies.</td>
</tr>
<tr>
<td>Amendments</td>
<td>New section establishing a timeline for review of both Codes to ensure consistent review of the code in its entirety on a biennial basis.</td>
<td>This change establishes accountability for the University to facilitate a review process for both Codes in their entirety on a regular basis to ensure that timely revisions are reflected in a consistent manner throughout relevant sections of the policies.</td>
</tr>
<tr>
<td>Violations: Sex Discrimination and Sexual Misconduct</td>
<td>Violation definitions in the Code were updated to be consistent with proposed updated Sex Discrimination and Sexual Misconduct policy.</td>
<td>Consistency with the definitions of prohibited conduct in the Sex Discrimination and Sexual Misconduct policy ensure that the conduct the Title IX Office investigates is congruent with the alleged conduct that is adjudicated through the student conduct process.</td>
</tr>
<tr>
<td>Violations: Harassment &amp; Bullying Behavior</td>
<td>Revised non-sexual stalking definition, added reasonable person standard, and clarified language to reflect freedom of expression standards.</td>
<td>Revised to be more narrowly tailored, move other prohibited conduct to the more appropriate violation of harassment/bullying, and avoid impediment to protected speech that does not rise to the level of endangerment or harassment. Also revised to be more narrowly tailored and avoid impediment to protected speech. Non-sexual stalking definition states it is directed as specific individual which would cause reasonable person to feel fear, experience emotional distress, or fear for their safety or safety of another – further defines and separates from sexual misconduct stalking.</td>
</tr>
<tr>
<td>Violations: Hazing</td>
<td>Removed the list of vague activities that may or may not be considered hazing and instead provided a definition of circumstances that, if created, are considered hazing.</td>
<td>Re-written to reflect changes to FL hazing statute and the BOG hazing regulation and provide clarity for students.</td>
</tr>
<tr>
<td>Violations (Individual): Alcohol,</td>
<td>Added attempted or intended purchase/distribution to violations. Provided guidance to students on medical marijuana. Disruption clause replaces</td>
<td>Revised to cover those incidents where someone attempted or intended to illegally purchase alcohol or illegally purchase or distribute illegal drugs. Updated disruption because a student</td>
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<tr>
<td>Topic</td>
<td>Description</td>
<td>Changes</td>
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<tr>
<td>Controlled Substances, and Illegal Drugs</td>
<td>“Intoxicated behavior” and requires there to be a disruption and not just intoxication. Provided clarity to the social host provision.</td>
<td>May not be in violation of the Code if they are over 21. Revised the “open party” violation to provide clarity that it is a social host violation.</td>
</tr>
<tr>
<td>Violations (Organization): Alcohol, Controlled Substances, and Illegal Drugs</td>
<td>Clarified organization violations including law compliance, requiring third-party vendor or BYOB requirements, prohibiting common source containers, prohibiting purchase of alcohol with organization funds, prohibiting co-hosting events with a bar, requiring a guest list, prohibiting drinking games, prohibiting alcohol at recruitment or new member events, and prohibiting hosting underage consumption.</td>
<td>New violations were revised to reflect existing expectations of fraternities and sororities, and codifying those that apply to all registered student organizations to provide consistency of expectations among all student organizations.</td>
</tr>
<tr>
<td>Violations: Falsification and Misrepresentation</td>
<td>New section encompassing falsification and misrepresentation of information or identity.</td>
<td>Information in new section consolidated language that was previously sprinkled throughout the Code.</td>
</tr>
<tr>
<td>Procedural Standards: Reports</td>
<td>Creates a standard for how long the University will pursue adjudication of a report of behavior after it occurred and under what circumstances.</td>
<td>New language will serve to encourage reporting as soon as possible after an incident and contains exceptions.</td>
</tr>
<tr>
<td>Procedural Standards: Notice of Alleged Violations</td>
<td>A student or student organization may waive the information session and go directly to the formal hearing process if desired.</td>
<td>New language removes a scheduling burden for SRR and student/advisors.</td>
</tr>
<tr>
<td>Procedural Standards: Alternative Resolution</td>
<td>New resolution voluntary option that does not result in a disciplinary record and utilizes restorative principles in lieu of a hearing. Both the affected/reporting individual and the responding student or student organization must mutually and voluntarily agree to engage in alternative resolution and commit to comply with a mutually agreed upon set of actions.</td>
<td>Proposed process removes barriers to reporting, non-adversarial and educational, greatly reduces time to resolution versus adjudication for those cases where alternative forms of resolution are appropriate.</td>
</tr>
<tr>
<td>Procedural Standards:</td>
<td>Provides a process where students may resolve incidents in an informal manner when they are not contesting the behavior.</td>
<td>Proposed process greatly reduces time to resolution.</td>
</tr>
<tr>
<td>Informal Resolution</td>
<td>Provides a process for lower level, less complex incidents where a student may elect to have an administrator make a determination regarding responsibility without a formally scheduled hearing with multiple parties, witnesses, etc.</td>
<td>Updated process to tighten up timeframes and scheduling practices to decrease time to resolution.</td>
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<tr>
<td>Procedural Standards: Informal Hearing</td>
<td>Located information on procedural standards for formal hearings all in one section.</td>
<td>Updated process to tighten up timeframes and scheduling practices to decrease time to resolution, provides clarity for formal hearing procedures.</td>
</tr>
<tr>
<td>Procedural Standards: Formal Hearing</td>
<td>New resolution option that allows the University to adopt a finding of guilty in a court of law with a higher standard of proof and only assign appropriate outcomes.</td>
<td>New language will allow the University to resolve criminal cases when the student has been found guilty without rehearing the facts and only determining outcomes. This will allow the University to resolve cases while an individual is serving a sentence, that may otherwise be left open pending release.</td>
</tr>
<tr>
<td>Procedural Standards: Outcomes-Only Hearing</td>
<td>Updated the process for individuals with disabilities to request reasonable accommodations. Added language regarding objections to procedures. Added section regarding reviewing information and investigations.</td>
<td>New language clarifies procedures for requesting accommodations and submitting objections without disrupting a hearing proceeding. New language also clarifies procedures for reviewing and investigating information.</td>
</tr>
<tr>
<td>Procedural Standards: General Guidelines</td>
<td>Revised to be more narrowly tailored to the circumstances. Responding students or student organizations are afforded an opportunity to respond to the allegation or information presented by the University as a basis for an IHSA.</td>
<td>New language provides more due process rights to the student or student organization and allows for tailored interim action.</td>
</tr>
<tr>
<td>Outcomes: Interim Health and Safety Actions (IHSA)</td>
<td>Added Housing Probation and deleted Conduct Probation and Dismissal.</td>
<td>Status outcomes revised to provide clarity and improve appropriate application. Housing probation was added as conduct probation is not always appropriate for a lower level violation in housing. Dismissal was removed as it was vague and not substantially different than suspension. Conduct Probation was removed as there was not substantive differences from Disciplinary Probation.</td>
</tr>
<tr>
<td>Outcomes (Organization): Status Outcomes</td>
<td>Added Suspension of Recognition and Loss of Recognition</td>
<td>Status outcomes revised to provide clarity and improve appropriate application to student organizations.</td>
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<tr>
<td>Outcomes: (Individual) Degree Revocation</td>
<td>Added an outcome of Degree Revocation for limited circumstances when an individual has had a degree conferred before a determination of responsibility resulting in an outcome of expulsion for behavior that occurred while the individual was a student.</td>
<td>Currently there is no mechanism to address an outcome of expulsion that occurs after a degree has been conferred beyond placing a hold on producing requested copies of transcripts or diploma.</td>
</tr>
<tr>
<td>Appeal Procedures</td>
<td>Clarified grounds for appeal, limited the appeal process to a written review unless there are extraordinary circumstances, and streamlined the overall process without eliminating any level of review.</td>
<td>Streamlining the procedural standards provides needed clarity, more accurately reflects current process, and will reduce the time it takes to review an appeal.</td>
</tr>
<tr>
<td>Procedural Standards: Record Keeping Policy</td>
<td>Defined what constitutes a disciplinary record that the University would report out to third parties upon student's approval, i.e. graduate schools.</td>
<td>Revised language gives students an opportunity to apply to have records reclassified so they are not reported out as disciplinary record so that minor violations do not burdensomely follow the student.</td>
</tr>
</tbody>
</table>

*Note: Updates refer to both Codes unless otherwise specified.*
NOTICE OF MODIFICATION

The following passages of the proposed Student Conduct Code were modified as noted below in response to a comment received by the Foundation for Individual Rights in Education (FIRE) during the public comment period:

2. Sexual Harassment. Unwelcome conduct of a sexual nature. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

   a. Submission to such conduct is made an explicit or implicit term or condition of employment, academic status, receipt of University services, or participation in University programs or activities, or submission to or rejection of such conduct is used as a factor in, or the basis for, an academic or employment decision; or
   b. The conduct is so severe, pervasive, and objectively offensive that it creates a hostile work or educational environment for the person; and
      i. Unreasonably denies, interferes with, or limits an individual’s ability to participate in or benefit from University programs, opportunities, or activities; or
      ii. Alters the terms, conditions, or privileges of the person’s University employment.

The totality of the circumstances will be considered in determining whether conduct is harassment, including frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely offensive. These circumstances are considered from both subjective and objective viewpoints, considering not only the effect the conduct actually had on the person, but also the impact it likely would have had on a reasonable person in the same situation. Repeated incidents, where each would not, on its own, constitute sexual harassment, may collectively constitute sexual harassment.

c. Sexual Harassment may also be found in a single severe incident, as well as a pattern of behavior. Examples of behavior that could constitute sexual harassment when it meets the standard set forth above be sexually harassing include, but are not limited to:
   i. Verbal Conduct: sexual teasing, sexual jokes, sexual innuendoes, sexual remarks about a person’s body or sexual attractiveness, unwelcome demands for sexual favors, continuing unwelcome sexual advances or flirting, and sexual whistling (cat-calling).
   ii. Non-Verbal Conduct: staring at someone’s sexual body parts (breasts, buttocks, groin), sexual gestures, and inappropriate display of sexual graffiti, posters, pictures, cartoons, drawings, emails, texts, body parts, or objects.
   iii. Physical Conduct: unwelcome touching of another’s body, not otherwise defined by Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact, such as massaging, patting, hugging, rubbing, etc.

Inclusion of the modified language is consistent with the intention of these provisions and adds clarity for the reader. If adopted as proposed and modified, this regulation will earn a “green light” on FIRE’s website.
Substantially Rewritten

FSU-3.004  Student Conduct Code

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I. **Introduction**

The Student Conduct Code (further referred to as “Code”) emphasizes Florida State University’s (further referred to as “University”) commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenets of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others.

The Student Conduct Authority at the University embraces the University’s commitment to an educational experience that provides students with an understanding of the complex moral issues inherent in human life and develops the knowledge and skills for effective and responsible participation in the world. The Code reemphasizes the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the University. “The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties” (*General Bulletin*, Florida State University, 2016).

The University fully recognizes and values the right of all students and individuals to seek knowledge, debate ideas, form opinions, and freely express views in accordance with the expectations set forth in this Code. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress (for more information, see the University’s Freedom of Expression Rights and Responsibilities regulation). Additional expectations for student organizations are outlined in the *Student Organization Conduct Code* and other University rules, regulations, and/or policies.

The student conduct process is designed to be educational in nature and promotes the University’s mission. Being a member of the University community is a privilege, and the conduct process will determine if a student’s conduct warrants modification of or restriction upon that privilege.

II. **Definitions**

Terms specific to conduct prohibited by the Sex Discrimination and Sexual Misconduct Policy (FSU Policy 2-2) are defined in Appendix D: Definitions and accessible at [https://regulations.fsu.edu/policies/office-president](https://regulations.fsu.edu/policies/office-president)

A. **Advisor.** The term “advisor” means any one person chosen by a responding student, reporting individual, or witness to provide guidance throughout the student conduct process. Examples of advisors include, but are not limited to, law students affiliated with a Student Government Association-sponsored program, University faculty, staff, or administrators, and attorneys. Individuals are highly encouraged to select an advisor with reasonable availability.

B. **Alternative Resolution.** If deemed appropriate by the University, affected/reporting individuals and responding students may agree to forego a student conduct process in favor of reaching a mutually agreed upon resolution. The University adopts the resolution of the
Alternative Resolution process in lieu of adjudicating the case, and failure to adhere to the agreed-upon resolution by any individual may result in further student conduct action.

C. Day. The term “day” refers to any weekday Monday through Friday in which the University is in operation. This includes days when the University is in operation but classes are not in session.

D. Hearing. The term “hearing” means an informal or formal proceeding, conducted by a hearing body in accordance with the Code, following which determinations of “responsible” or “not responsible” are made with regard to alleged Code violations and outcomes are assigned as appropriate.

E. Hearing Body. The term “hearing body” means any person or persons authorized by the Code to conduct hearings, to make a finding of whether a student has violated the Code, and recommend or assign outcomes as appropriate.

F. On-Campus. The term “on-campus” means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots. See also the definition of “University” below.

G. Policy. The term “policy” means the written statements governing the University as found in, but not limited to, the State of Florida Board of Governors regulations, the University’s Board of Trustees regulations, policies adopted by the President or Vice Presidents, the Student Conduct Code, the Undergraduate General Bulletin, the Graduate General Bulletin, the Student Policy Handbook, the Registration Guide, the University Housing Guide to Residence Living, the Sex Discrimination and Sexual Misconduct policy and other written requirements of departments, organizations, and clubs.

H. Preponderance of the Information. “Preponderance of the information” is the standard of evidence upon which a determination of “responsible” or “not responsible” is made, and is used in adjudicating all student conduct cases under this Code. It means that the information, as a whole, demonstrates it is more likely than not that the fact sought to be proved is true.

I. Affected/Reporting Individual. The term “affected/reporting individual” means any individual who has been directly affected by another person’s alleged violation(s) of the Code. The affected/reporting individual is the individual who is affected and files a report or on whose behalf a report is filed.

J. Responding Student. The term “responding student” refers to a student who is alleged to have violated the Code.

K. Student. The term “student” applies to any individual meeting one or more of the criteria below. The term applies to all campuses, sites, locations and delivery methods of credit-bearing course offerings.

1. Admitted. Any person, regardless of academic career, who is admitted to the University and is present on campus for the purpose of participating in any University program, course, or activity leading toward to enrollment, including but not limited to orientation, graduate student orientation, teaching assistant orientation, or workshops.

2. Enrolled. Enrolled in any credit-bearing course or program offered by Florida State University at the time any alleged violation(s) occurred.

3. Active student. Any person who has been enrolled at the University and continues to be associated with the University in order to complete the course or program in which the student was enrolled. “Active” status is determined by academic policy and is enforced by the Registrar’s Office. This can include periods of non-enrollment during which the student is still eligible to enroll in classes. The term also includes any student who has
been issued an Interim Health and Safety Action (IHSA) pending the outcome of a student conduct proceeding.

4. **Dual enrollment.** Any student enrolled in a credit-bearing course on a dual-enrollment basis. Jurisdiction over a dual-enrollment student’s conduct will be determined in consultation with appropriate officials at the student’s home institution.

**L. Student Conduct Authority.** The term “Student Conduct Authority” refers to an individual or administrative unit whose administrative duties include the administration of the student conduct process, including alternative resolutions or formal or informal action. Please see the section on “Authority” for more information. This definition includes, but is not limited to, the Office of the Vice President for Student Affairs, the Office of Student Rights and Responsibilities, University Housing, and International Programs or their successors.

**M. University.** The term “University” means Florida State University, each of the programs and activities under its control, and all property owned, leased, used, or controlled by the University, including all branch campuses, study centers, facilities, and University International Programs’ locations and property.

**N. University Community.** The term “University community” includes any person who is a student, faculty member, University official, visitor, contractor, volunteer, representative of the University, or any person employed by the University.

**O. University Official.** The term “University official” means any person assigned to engage in teaching, research, administrative, professional, or other responsibilities while acting within the scope of their employment, appointment, or volunteer role with the University.

**P. Student Conduct Board.** The term “student conduct board” refers to a group of currently enrolled students in good conduct standing selected and trained by the Office of Student Rights and Responsibilities to adjudicate student conduct cases as a hearing body excluding cases of alleged violations of the Sex Discrimination and Sexual Misconduct policy and cases that may result in a responding student’s separation from the University.

**Q. Administrative Hearing Panel.** The term “Administrative Hearing Panel” refers to a group of Student Conduct Board members in addition to faculty or staff selected and trained by the Office of Student Rights and Responsibilities who serve as a hearing body with responsibility for adjudicating student conduct cases. Panels are composed of two (2) faculty or staff members, both designated by the Director of Student Rights and Responsibilities, and three (3) Student Conduct Board members.

**R. Single Hearing Administrator.** Any faculty or professional staff member at the University designated and trained by the Office of Student Rights and Responsibilities to facilitate meetings or information sessions and administer alternative resolutions, or to serve as the hearing body for informal or formal hearings.

**S. Residential Conduct Board.** The term “residential conduct board” refers to a group of currently enrolled students in good conduct standing who each reside in University Housing and are selected and trained by University Housing to adjudicate student conduct cases for students residing in University Housing, excluding cases of alleged violations of the sex discrimination or sexual misconduct and cases that may result in a responding student’s separation from the University.

**T. Consent.** As related to alleged violations of the Code not involving sex discrimination or sexual misconduct, consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon behavior or activity.

**U. Student Organization.** The term “student organization” refers to an organization that has been approved by the Student Activities, as designee of the Vice President for Student
Affairs, to function at the University. Further stipulations regarding recognition are outlined in FSU-3.0015 Student Organizations and Activities. For purposes of the Code, the term “student organization” also refers to a student group which is defined as any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. This includes, but is not limited to, student organizations that are no longer recognized by the University and/or (inter)national organization.

V. Law Enforcement Affidavit. The term “law enforcement affidavit” means a sworn statement or report by a duly authorized law enforcement officer that may be relied upon by a hearing body in a student conduct proceeding.

W. University Official Report. The term “university official report” means a narrative or document prepared by a University employee in the course of their employment that provides information about an incident. Examples include, but are not limited to, Title IX Office investigation reports and University Housing Incident Reports.

X. Witness Statement. The term “witness statement” means a narrative or document that is not part of a law enforcement affidavit or university official report and that is prepared and submitted as a part of the reporting of an incident or in lieu of a witness’s live appearance at a conduct proceedings, which provides the information that the witness has regarding an alleged violation of the Code.

Z. Informal Resolution. The term “informal resolution” means the process by which a student may accept responsibility and outcomes for an alleged violation of the Student Conduct Code. This resolution is noted as a finding of responsibility and results in a student conduct record for the responding student.

AA. Notice. Notice is considered given to a student when it is sent to the student’s official University email address, is hand-delivered to the student or current residence, or upon the University’s receipt of a certified mail return receipt when communication is sent to the local address on file with the Office of the University Registrar or to the permanent address on file if a local address has not been provided.

III. Authority

A. Authority for student conduct ultimately rests with the Florida State University Board of Trustees which has delegated such authority to the President of Florida State University (hereinafter “President”). The Board further assigns authority through this Code, a Board Regulation. The President has delegated direct authority to the Vice President for Student Affairs (hereinafter “Vice President”). The Vice President delegates this authority to the Dean of Students and to the Executive Director of University Housing. Under the direction of the Dean of Students and the Executive Director of University Housing, the Associate Dean(s) of Students/Director of the Office of Student Rights and Responsibilities, the Assistant Dean(s) of Students, directors/program leaders of International Programs, and appropriate University Housing staff are responsible for implementing the student conduct system. Implementation includes, but is not limited to, selection and training of hearing bodies.

B. The President, Vice President, Dean of Students, Executive Director of University Housing or their designees, or directors/program leaders in International Programs or their designees may take direct jurisdiction of any case when it is determined by the immediate circumstances that taking direct jurisdiction is in the best interest of the University.
C. The President, Vice President, and Dean of Students or designee have the authority to designate individuals internal or external to the University as hearing or appellate officers, when appropriate.

D. All hearing bodies have the authority to consult with other appropriate University officials in order to effectively resolve a student conduct case.

E. The initial decision or recommendation of a hearing body is considered a hearing decision. If a hearing decision is not appealed as provided within the Code, the hearing decision becomes final agency action.

F. The authority of appellate officers is further enumerated in the Code section on “Appeal Procedures.” Appellate decisions are considered recommendations to the Vice President or designee and become final agency action upon approval by the Vice President or designee.

G. Any reference in the Code to the role or responsibilities of a specific University official may be delegated by the University official to an appropriate designee.

IV. Scope

Florida State University may address the alleged misconduct of any student as specified in Section VII, “Violations,” of this Code pursuant to the following:

A. In any proceeding to determine whether a student has violated the Code, the University will apply the substantive Code provisions defining conduct violations that are in effect on the date the alleged conduct occurred. The University will apply the procedural standards, outlined in section VIII, “Procedural Standards”, that are in effect at the time the student is provided notice of the allegation(s), regardless of the date of the alleged violation.

B. The Code will apply to student conduct that occurs on University premises, at University-sponsored activities and off-campus as determined by the Student Conduct Authority. Factors that will be considered when determining whether to address off campus conduct include, but are not limited to, whether the incident is documented by a verifiable source, adversely affects the University community, occurs at a University-affiliated event, or endangers the health or safety of a student or others.

C. The Code applies to the University as defined in this Code. Non-substantive procedural modifications that reflect the particular circumstances of each campus or international program are permitted as approved by the Student Conduct Authority.

D. Student conduct proceedings may be initiated for alleged conduct that potentially violates both law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, concurrently with, or following civil or criminal proceedings at the discretion of the Student Conduct Authority. Determinations made or outcomes imposed will not be subject to change because criminal charges or civil complaints arising out of the same facts giving rise to violation of University policy were dismissed, reduced, or resolved in favor of the responding student.

E. The University may adopt the finding of fact in a criminal or civil proceeding with a similar or higher standard of proof and conduct an outcomes-only proceeding if appropriate.

F. The University has up to 180 calendar days to resolve an alleged violation(s) of the Code with a responding student upon receipt of a report of a possible violation that includes enough substantive information to conduct an investigation by the Student Conduct Authority or upon receipt of an investigation report from the Title IX Office. However, the University has discretion to extend this time period if deemed necessary to perform a thorough
investigation, preserve fundamental due process, or due to other extraordinary circumstances.

G. The University may restrict a student's contact with specified individuals when determined appropriate based on the facts or information and circumstances of each unique incident. The Student Conduct Authority can administratively issue such a restriction to any individuals involved in a conflict or incident, regardless of whether a determination of alleged violations has been made. Such restrictions are valid and enforceable only with respect to individuals who are students at the University.

H. The University may determine what University personnel have an educational need-to-know regarding the status and/or outcome of conduct processes and to provide notice to relevant University personnel as determined by the Student Conduct Authority.

V. Amnesty.

A. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, in order to remove potential barriers to reporting, the Student Conduct Authority, may in its discretion, not charge an affected/reporting student with a violation for conduct originating from the same incident if reported by that student in good faith to a University official, or otherwise discovered in investigation.

B. The University’s highest priority is the physical and mental health and safety of students and members of the University community. Therefore, no student seeking assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency from alcohol or other drugs will be charged with violation of the alcohol, controlled substances, and illegal drug or hazing provisions of the Code if:
   1. The student calls local or University law enforcement or medical assistance;
   2. The student cooperates fully with University, law enforcement, and medical personnel as applicable; and
   3. The student remains at the scene with the person in need until assistance has arrived.

VI. Amendments

This Code will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Vice President for Student Affairs and presented to the Board of Trustees for approval. Any amendments can be proposed by University community members for review by submitting to the Vice President for Student Affairs.

VII. Violations

Each student is expected to abide by these rules of conduct and to be accountable for their behavior. Lack of familiarity with the Code is not a justification for violating any provision of this Code. Unless specifically noted, intent is not a required element to establish a Code violation. Intoxication or impairment from alcohol, drugs, or other substances is not a justification for violating any provision of this Code. These rules of conduct should be read broadly and are not designed to define prohibited acts in exhaustive terms.
A. Sex Discrimination and Sexual Misconduct

1. Sex/Gender-based Discrimination.
   a. Conduct toward a person based on sex, gender, sexual orientation, gender identity, or gender expression which adversely impacts academic, employment, or other decisions related to University programs and activities; or
   b. Maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on academic or employment opportunities without a valid academic or business reason.

2. Sex/Gender-based Harassment. Conduct toward a person based on sex, gender, sexual orientation, gender identity, or gender expression that is so severe, pervasive, and objectively offensive that it creates a hostile work or educational environment for the person; and
   a. Unreasonably denies, interferes with, or limits an individual’s ability to participate in or benefit from University programs, opportunities, or activities; or
   b. Alters the terms, conditions, or privileges of the person’s University employment.
   The totality of the circumstances will be considered in determining whether conduct is harassment, including frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely offensive. These circumstances are considered from both subjective and objective viewpoints, considering not only the effect the conduct actually had on the person, but also the impact it likely would have had on a reasonable person in the same situation. Repeated incidents, where each would not, on its own, constitute harassment, may collectively constitute harassment. Harassment may also be found in a single severe incident, as well as a pattern of behavior.

3. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:
   a. Submission to such conduct is made an explicit or implicit term or condition of employment, academic status, receipt of University services, or participation in University programs or activities, or submission to or rejection of such conduct is used as a factor in, or the basis for, an academic or employment decision; or
   b. The conduct is so severe, pervasive, and objectively offensive that it creates a hostile work or educational environment for the person; and
      i. Unreasonably denies, interferes with, or limits an individual’s ability to participate in or benefit from University programs, opportunities, or activities; or
      ii. Alters the terms, conditions, or privileges of the person’s University employment.

   The totality of the circumstances will be considered in determining whether conduct is harassment, including frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely offensive. These circumstances are considered from both subjective and objective viewpoints, considering not only the effect the conduct actually had on the person, but also the impact it likely would have had on a reasonable person in the same situation. Repeated incidents, where each would not, on its own, constitute sexual harassment, may collectively constitute sexual harassment.
c. Sexual Harassment may also be found in a single severe incident, as well as a pattern of behavior. Examples of behavior that could constitute sexual harassment when it meets the standard set forth above include, but are not limited to:

i. Verbal Conduct: sexual teasing, sexual jokes, sexual innuendoes, sexual remarks about a person’s body or sexual attractiveness, unwelcome demands for sexual favors, continuing unwelcome sexual advances or flirting, and sexual whistling (cat-calling).

ii. Non-Verbal Conduct: staring at someone’s sexual body parts (breasts, buttocks, groin), sexual gestures, and inappropriate display of sexual graffiti, posters, pictures, cartoons, drawings, emails, texts, body parts, or objects.

iii. Physical Conduct: unwelcome touching of another’s body, not otherwise defined by Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact, such as massaging, patting, hugging, rubbing, etc.

4. Non-Consensual Sexual Contact. Any unwelcome, intentional contact with a person’s breasts, buttocks, groin, genitals, mouth, or other intimate parts; touching another with any of these body parts or making another touch you, or themselves, or another with any of these body parts; or any other intentional bodily contact in a sexual manner. Touching may be over or under clothing.

5. Non-Consensual Sexual Intercourse. Any vaginal or anal penetration by a penis, tongue, finger, or object, or any mouth to genital contact, no matter how slight the penetration or contact, without consent or by force.

6. Relationship Abuse. A single severe incident or pattern of behaviors used by an individual to maintain power and control over another individual with whom they are currently, or were previously, involved in an intimate interaction or relationship. Relationship Abuse includes, but is not limited to, behaviors that physically harm, arouse fear, prevent an individual from doing what they wish, or force them to behave in ways they do not want. It can include the use of physical and/or sexual violence, threats, intimidation, property damage, emotional abuse, verbal abuse, or economic deprivation.

7. Stalking. A course of conduct (i.e. more than one act) directed at a specific individual which would cause a reasonable person (under similar circumstances and with similar identities to the Affected Individual), to experience substantial emotional distress, or to fear for their safety or the safety of another. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of harm to self, another, or property; pursuing or following; non-consensual communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation. Stalking also includes cyber-stalking through electronic means including electronic mail, social media, cell phones, text messages, other communication applications, or the internet.

8. Sexual Exploitation. Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual misconduct under this Policy. Sexual exploitation may include:

a. Sexual voyeurism, such as watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person being observed;
b. Invasion of sexual privacy, including sharing information about an individual’s sexual orientation, history, or preferences;
c. Recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate, nude, or sexual images or audio recordings when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent), including the making or posting of revenge pornography;
d. Prostitution another or engaging in sex trafficking;
e. Soliciting a minor; creation, possession, transmission, or distribution of child pornography;
f. Administering alcohol or drugs (such as “date rape” drugs) to another person without their knowledge or consent (assuming the act is not completed); or
g. Exposing one’s genitals in non-consensual circumstances (not including streaking, which may be disruptive conduct under this Code), including unwelcome sexting.
9. Retaliation. Any creation of a hostile environment or adverse action threatened or taken against an individual because they: make a report pursuant to this Policy; assist another person in making a report; participate in the investigation or resolution of such a report; or in good faith and in a reasonable manner opposes conduct that they believe constitutes a violation of this Code.
10. Complicity. Engaging in any action or behavior with the intent of aiding, facilitating, promoting, or encouraging the commission of an act of sex discrimination or sexual misconduct.

B. Endangerment
1. Use of physical violence or unwelcome force against a person or the property of any person or group.
2. Action(s) that imminently endanger the health, or safety of another person or group.
3. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without consent.
4. Action(s) that endanger the health, safety, or well-being of an animal. This includes, but is not limited to, intentionally or unintentionally torturing or in a cruel manner killing or causing serious bodily injury to an animal; failing to provide necessary food, water, or care for an animal; unreasonably abandoning an animal in the student’s custody; transporting or confining an animal in a cruel manner; causing one animal to fight with another animal; or inappropriately overworking an animal. This provision does not prohibit any activity conducted as part of an approved academic or research program within the University.

C. Harassment and Bullying Behavior
1. Conduct, not of a sexual nature, including any gesture, written, verbal or physical act, or any electronic communication (includes text messages and postings on web-sites or social media), that places a person in reasonable fear of harm to their person or damage to their property, infringes upon rights of personal privacy, has the effect of substantially interfering with a reasonable person’s academic performance or ability to participate in opportunities or benefits provided by the University, or has the effect of substantially interfering with the orderly operation of the University.
2. Stalking, not of a sexual nature, defined as a course of conduct (i.e. more than one act) directed at a specific individual which would cause a reasonable person to experience substantial emotional distress, or to fear for their safety or the safety of another.

D. Invasion of Privacy
1. Unauthorized intrusion upon a person’s private property or communications.
2. Unauthorized appropriation and/or use of someone’s identifying or personal data or documents.
3. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person’s consent. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, private bedrooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited.
4. Using electronic or other means to make an oral record of any person where there is a reasonable expectation of privacy without the person’s consent. Such oral communications include, but are not limited to, recordings made using any device and any wire, oral, or electronic communication.

E. Hazing
1. Any individual action or situation, which occurs on or off University property, that intentionally, recklessly, or negligently endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any University student organization or other group whether or not officially recognized by the University, or the perpetuation or furtherance of a tradition or ritual of any such student organization or group. Hazing includes, but is not limited to:
   a. brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drug, or other substance;
   b. subjecting a person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a reasonable person;
   c. pressuring or coercing a person into violating local, state, federal law and/or University policy;
   d. interfering with or impeding a person’s academic pursuits, employment, religious observances, or affiliation with other individuals, groups, or activities; or
   e. otherwise infringing upon a person’s personal or property rights or substantially interfering with a reasonable person’s ability to participate in or benefit from the services, activities, or privileges provided by the University.
A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this Code. The following circumstances are not a defense to a violation of this provision: express or implied consent of a victim, the conduct or activity was not part of any official organizational event or otherwise sanctioned or approved by the student organization, or the conduct or activity was not a condition of membership into a student organization.
2. Soliciting another or aiding or assisting another to engage in any act of hazing as defined in this Code, or active involvement in the planning of such action.
3. Observing or participating in any conduct defined as hazing pursuant to the Code by a member of the student organization or group who is not themselves an affected/reporting individual, without reporting the incident to a University official.

Florida State University Hazing Policy, BOG 6.021, and Section 1006.63, Florida Statutes are considered part of this Code and incorporated as applicable.

F. Weapons and Dangerous Substances

1. On-campus possession or use of firearms, destructive devices, or other dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agent. This section shall not apply to:
   a. any law enforcement officer who is a student or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government; or
   b. any student whose possession of a weapon as described above is approved by the FSU Police Department for a bona fide educational purpose; or
   c. a concealed firearm or other weapon kept for lawful purposes with or without a license by persons 18 years or older within the interior of a private vehicle, provided that such a firearm is not carried on the person and provided that a firearm or other weapon must be kept securely encased; or otherwise not readily accessible for use, consistent with section 790.25(5), Florida Statutes; or
   d. a student who possesses a concealed weapon or firearm license and is in possession of a stun gun or non-lethal electric weapon or device designed solely for defensive purposes and which weapon does not fire a dart or projectile as provided in Section 790.06(12) (a) 13., Florida Statutes.

2. On-campus possession or use of unauthorized knives. Culinary knives used in kitchen areas for their intended purpose and pocket knives with blades less than four inches in length are permitted in the residence halls. Other knives or objects with longer than a four-inch blade are prohibited and include, but are not limited to, swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted. This also includes items that may be considered decorative in manner, such as sword-canes, ornamental daggers, and swords.

3. On-campus possession or use of fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to: firecrackers, skyrockets, rockets, roman candles, and cherry bombs.

4. Off-campus, unlawful, or unauthorized possession or use of firearms, explosives, or other weapons or dangerous articles or substances in violation of state or federal law.

This section is authorized by Section 790.115, Florida Statutes. In accordance with Section 790.33, Florida Statutes, nothing in this section is intended to prohibit or regulate the lawful possession of a weapon or firearm as defined in Section 790.002, Florida Statutes, except as permitted by law.

G. Fire and Safety

1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.

2. Unauthorized possession, or removal of, damage to, or tampering with fire, safety, or other emergency warning equipment.
3. Failure to evacuate a University building or facility within a reasonable amount of time after a fire alarm is sounded.
4. Setting or attempting to set any unauthorized fire or creating a safety hazard.
5. Obstructing the egress of an emergency exit or leaving exit, fire, and/or smoke doors propped open, or entering or exiting buildings through emergency-only doors or egresses during non-emergencies.
6. Presence on the roofs of University buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated as closed or where access is prohibited.
7. Unauthorized on-campus use of any remote-controlled aircraft or vehicle (i.e., drones) or failure to comply with established guidelines for authorized use of remote-controlled aircraft on or off-campus.

H. Alcohol, Controlled Substances, and Illegal Drugs
1. Unlawful possession, purchase or attempted purchase, misuse, or misappropriation of controlled substances, including prescription medication.
2. Possession, purchase or attempted purchase, or use of illegal drugs.
3. Actual or intended distribution, delivery, manufacture, or sale of illegal drugs or controlled substances.
4. Possession or use of drug paraphernalia.
5. Students must comply with all federal, state, and local laws pertaining to alcohol. No person under the legal drinking age may possess, purchase, attempt to purchase, consume, be under the influence of, distribute, sell, provide, or be provided alcoholic beverages.
6. Control or operation of a wheeled conveyance while under the influence of alcohol or any controlled substances or illegal drugs.
7. Disrupting the campus or off-campus community or engaging in any law or policy violation while under the influence of alcohol, controlled substances, or illegal drug.
8. Hosting by owners, residents, or others in control of the event or property where the underage consumption of alcohol, illegal use of controlled substances, or illegal drug use occurs, including in a residence hall room, residence hall common area, or off-campus personal residence or any space that is occupied by, under the control of, or reserved for the use of a student or student organization.
9. Any other violation of the University Alcohol Policy, FSU Regulation FSU-6.012.

I. Disruption and Obstruction
1. Failure to comply with the lawful order or reasonable request of an identified University official, any non-University law enforcement official, any non-University emergency responder, or any protective order.
2. Providing false or misleading information to a University official, law enforcement official, paramedics, or other medical staff.
3. Commercial solicitation on campus without prior written approval from appropriate University officials.
4. Acts that disrupt the University student conduct process or other University investigation, adjudication, or resolution process. Examples may include, but are not limited to: attempting to coerce or influence a person regarding the reporting of a student conduct violation or a person’s participation in any student conduct proceeding; avoiding or impeding communication in regard to a conduct proceeding; or actively disrupting a meeting or proceeding.
5. Urination or defecation in a public space.
6. The unauthorized sale or attempted sale of University-issued student tickets.
7. Any disruption of normal University operations caused by a student's guest or animal.
8. Behavior which disrupts or obstructs student learning, instruction, research, administrative or other University operations or previously scheduled or reserved on-campus activities.
9. Obstruction of free flow of pedestrian or vehicular traffic.
10. Unreasonable disruption of peace, academic study, or sleep of others on or off campus.
11. Retaliation against another for making a report of conduct that may be in violation of this Code or other University policy, or for participating in an investigation, process, or hearing. Making a report that is not made in good faith may be considered retaliation. See the Sex Discrimination and Sexual Misconduct policy for prohibited conduct defined as retaliation in that policy.

J. Falsification and Misrepresentation
1. Permitting another person to use any form of the student's identification.
2. Inappropriate use of any form of another person's identification.
3. Impersonating or misrepresenting the authority to act on behalf of another individual, organization, group, or the University.
4. Forgery, alteration, unauthorized duplication, or misuse of identification, documents, communications, event tickets, records, keys, or access codes.
5. Falsifying, or being party to the falsification of, any official identification card, record (including oral or written communication), or document. This includes providing false information in report, investigation, or University conduct resolution meeting or proceeding.
7. Possession, ownership, or use of false identification.

K. Property
1. Malicious or negligent defacement, damage, or destruction of public or private property.
2. Theft, defined as removing or using the property or services of another person, off-campus entity, or of the University, with the intent to permanently deprive the person, off-campus entity, or University of the property or services.
3. Misappropriation, defined as temporarily removing or using the property or services of another person, off-campus entity, or the University, but without the intent to permanently deprive the person, off-campus entity, or the University of the Property or services.
4. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen or obtained through unlawful means.
5. Entering or using the property or facilities of the University, off-campus entity, or another person without the proper consent or authorization.

L. Computers
1. Unauthorized access or entry into a computer, computer system, network, database account, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized downloading, copying, or distribution of computer software or data.
4. Any other act that violates Florida law or the Florida State University Policies and Responsibilities for Use of Campus Computer and Network Resources.

M. Gambling
1. Engaging in or offering games of chance for money or other gain in violation of Florida law.
N. Other Violations

1. Violation of federal or state law, local ordinance, or laws of other national jurisdictions.
2. Violation of any Florida Board of Governors Regulation.
3. Aiding, abetting, furthering, conspiring, soliciting, inciting, or attempting to commit any other violation of University policy, federal law, state law, local ordinance, or laws of other national jurisdictions.
4. Violation of any other University regulation or policy as defined in section II. Definitions, G. Policy in this Code.
5. Violation of the Academic Honor Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Honor Policy. Refer to the Academic Honor Policy for violations and descriptions.
VIII. Procedural Standards

A. Advisors

1. An advisor may not participate directly in any proceedings or speak on behalf of the responding student affected/reporting individual, or witness.

2. Consultation with an advisor during a meeting, proceeding or hearing must take place in a manner that is not disruptive.

3. Identity of an advisor is required to be reported to the Student Conduct Authority at least three business days prior to a meeting, proceeding, or hearing.

4. Advisors may not be individuals who serve other roles in the process as outlined in this Code (i.e. hearing administrator, witness, etc.), or if service in an advisory capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the appropriate Student Conduct Authority.

5. The University is not responsible for selecting or compensating an advisor for any student navigating the student conduct process.

6. The availability of an advisor to attend a student conduct meeting, proceeding, or hearing will not unreasonably interfere with or delay the student conduct process.

7. Once a meeting, proceeding, or hearing has been scheduled it will rarely be rescheduled due to later unavailability of an advisor.

8. A representative from the University’s Office of the General Counsel may also be present at any meeting, proceeding, or hearing.

B. Reports

1. Anyone may file a report with the University alleging that a student has violated the Code. Any report should be submitted as soon as possible after the incident takes place, preferably within 60 calendar days. When there is significant delay, the Student Conduct Authority’s ability to resolve an incident may be difficult due to access to reliable information and witnesses. Therefore, the Student Conduct Authority has discretion whether or not to pursue resolution of a report and will only pursue a significantly delayed report when the conduct or responding student are deemed to pose a potential threat to the health or safety of an individual or the University community or other exceptional circumstances.

2. The Office of Student Rights and Responsibilities may receive reports or information on the disposition of criminal cases from the FSU Police Department, Tallahassee Police Department, Leon County Sheriff’s Office, Division of Alcoholic Beverages and Tobacco, other law enforcement agency, or any municipal, state, or federal court.

3. Reports may be accepted through alternate reporting mechanisms at the discretion of the Student Conduct Authority including but not limited to written or verbal communication, published information, or referral from another University department.

4. For reports alleging sex discrimination or sexual misconduct, the reporting process can be found in the Sex Discrimination and Sexual Misconduct Policy. If a report alleges sexual misconduct and is reported via report.fsu.edu, the Student Conduct Authority will report the matter to the appropriate Title IX Office authority, in accordance with the University’s Sex Discrimination and Sexual Misconduct Policy. The Title IX office will evaluate the report pursuant to the policy before it will be referred to the Office of Student Rights and Responsibilities to review for possible violations of the Code.

B. Review and Investigation

1. All reported information will be reviewed by an appropriate Student Conduct Authority to determine appropriate next steps.
2. Interim Health or Safety Actions may be issued pursuant to section F. Outcomes. Interim Health and Safety Action herein.

3. Investigation
   a. Upon receipt of a report, except for reports that are referred to the Title IX Office, a prompt, thorough, and impartial investigation may be conducted by the Assistant Dean of Investigations or FSUPD if further information is required to determine appropriate resolution by the Student Conduct Authority.
   b. Investigations will include a review of the submitted report, and other additional information, such as that gathered from investigation meetings with involved individuals or groups. Any involved individuals or groups will be interviewed and asked to share information they have regarding the incident including documents (text messages, emails, photos, etc.) and identification of any additional witnesses who may provide direct information regarding the incident.
   c. Students may be accompanied by an advisor of their choice. Individuals are highly encouraged to participate in the process in order to allow for or as thorough an investigation as possible; however an individual may decline to participate in the investigation process.
   d. At the conclusion of an investigation, the Assistant Dean of Investigations will produce an investigation report and forward to the Student Conduct Authority for determination for next steps including, but not limited to, no action, issuance of an admonishment, referral to another department or governing body, or an information session to determine resolution of the allegation of misconduct.

C. Notice of Alleged Violations
   1. Absent exigent circumstances, the Student Conduct Authority will notify a responding student of any alleged Code violation(s) within five business days after receiving all appropriate information.
   2. Written notice given to any reporting individual(s) or responding student(s) will include:
      a. Sufficient detail to allow the student to prepare a response (including source of information, description of the alleged behavior(s), and specific alleged Code violation(s)); and
      b. The date, time, and location of an information session, during which the reporting individual or responding student may view all materials related to the case, receive instruction regarding the student conduct process and the student’s rights, and discuss the type of resolution process to be utilized.
      c. Notice that a student may waive the information session and advance directly to a formal hearing process by submitting notification in writing within two business days after the sending of the notice of alleged violation(s).
   3. Parent(s) of any student under the age of eighteen at the time of the alleged violation(s) may also be notified of pending alleged violation(s).

D. Information Session
   1. During the information session the affected/reporting individual or responding student may view all materials related to the case, review procedural standards, and discuss options for resolution, which include alternative resolution, informal resolution, informal hearing, formal hearing, or an outcomes-only hearing.
   2. The Student Conduct Authority will determine what resolution process is appropriate after considering the expressed preferences of any reporting and responding individuals, and the totality of the circumstances.
a. An alternative resolution process will only be considered if both a affected/reporting individual and responding student mutually agree.

b. If a responding student elects either an informal resolution or informal hearing and the Student Conduct Authority deems an informal resolution to be appropriate, the administrator conducting the information session may immediately facilitate an informal resolution process or conduct the informal hearing as the hearing administrator, or schedule the informal hearing or informal resolution process to take place within a reasonable time. In cases involving an affected/reporting individual, the administrator will gather the necessary information and conclude the informal resolution or hearing within a reasonable time.

c. A formal hearing process will be utilized if elected by the responding student or if determined by the Student Conduct Authority to be the appropriate resolution process based on the totality of the circumstances of the case. If selected, a single hearing administrator is the only option for a formal hearing if the incident alleges violations of the Sex Discrimination and Sexual Misconduct policy.

d. An outcomes-only hearing may be utilized when a student has been found guilty or at fault in a criminal or civil court with a preponderance of the evidence or higher standard at the discretion of the Student Conduct Authority.

3. When a responding student has two or more outstanding incidents, those incidents may be heard as a single case at the discretion of the Student Conduct Authority.

E. Resolutions

1. Alternative Resolution

a. Alternative resolution is a voluntary process that allows the responding student to accept responsibility for their behavior. The alternative resolution process is designed to eliminate the behavior, prevent its recurrence, and remedy its effects in a manner that meets the needs of the reporting individual or entity while maintaining the safety of the campus community. The alternative resolution process will only be used with the agreement of both the affected/reporting individual or entity and responding student and under the direction of the Student Conduct Authority, who may elect to cease the resolution process at any time and revert to an investigation, hearing, or other resolution. The affected/reporting individual or entity may be a University Official, or a University Official representing a University department.

b. The alternative resolution options available under this Code recognize:

i. Participation in this process is voluntary and either the reporting individual or responding student can choose to end the process at any time prior to signing a resolution agreement.

ii. Both the reporting individual and responding student must participate in individual information sessions with appropriate staff to learn more about the resolution process prior to participating.

iii. The process is only intended to be used once by a responding student, and may not be considered if a responding student has previously been alleged to have violated the Code. Further, the resolution process will not be considered for any incident that alleges any of the following: violence against a member of a vulnerable population, such as a minor or individual with a developmental disability; the use of a weapon; significant physical injury; that there are multiple alleged perpetrators of violence; or that the responding student has engaged in violence against multiple individuals.
iv. If the reporting individual and responding student mutually agree to participate in an alternative resolution process, they must agree to follow a timeline to be established in the information session for meeting schedules and response deadlines. An agreement resolution must be reached within 30 calendar days from agreement to proceed with the alternative resolution process. The University reserves the right to adjust established timelines if necessary to accommodate for limited staffing resources or other unforeseen circumstances.

v. The affected/reporting individual and responding student must agree to all terms established upon agreeing to engage in alternative resolution, or the case will be resolved through an investigation or other resolution process pursuant to the Code.

vi. The responding student may be charged with a violation of the Code for failure to adhere to the requirements laid out in the resolution agreement.

vii. Resolution agreements that are finalized through the alternative resolution process are not categorized as a student conduct record at the University, but can be referred to as an aggravating factor in assigning outcomes in the event of any future violations.

viii. Resolution agreements must be signed by both the reporting individual and responding student as well as the Student Conduct Authority, Assistant Dean of Investigations or Executive Director of Housing. If an agreement is unable to be reached, the matter will be referred to the Student Conduct Authority for further action or adjudication.

ix. Resolution agreements reached at the conclusion of the resolution process are final and not subject to any other review or appeal. Individuals participating in the resolution process and mutually agree with the final resolution are waiving the ability to utilize a formal investigation and hearing process through the Student Conduct Authority.

c. Both the affected/reporting individual and responding student may be accompanied by an advisor at any meeting during the alternative resolution process.

2. Informal Resolution
   a. A responding student may elect to resolve an outstanding violation(s) through an informal resolution in lieu of a hearing if deemed appropriate by the Student Conduct Authority and if the student accepts both responsibility for the alleged violation(s) and assigned outcomes.
   b. In an informal resolution, because the student accepts responsibility, the proceeding will be focused on potential appropriate outcomes.
   c. Informal resolutions may take place during the information session or scheduled within a reasonable time thereafter.
   d. Informal resolutions are noted as a finding of responsibility for violation(s) of the Code and are considered a student conduct record.

3. Informal Hearing
   a. A responding student may elect to resolve an outstanding violation(s) through an informal hearing if deemed appropriate by the Student Conduct Authority. Informal hearings are typically utilized when there is not conflicting, complex, or additional information that would be best examined through a formal hearing setting.
   b. Informal hearings may take place as an element of the information session or scheduled within a reasonable time.
c. The responding student may provide information including reports, witness statements, communications, or other documentation in the hearing.
d. A hearing administrator may temporarily adjourn the informal hearing if the administrator determines that further review of clarification is necessary including, but not limited to interviewing the reporting/affected individual or witnesses.
e. A hearing administrator may utilize information gathered from information sessions, investigation meetings, or other proceedings involving students from the same incident in making a determination on responsibility. If such information is under consideration, a responding student will be informed of the information and have an opportunity to respond.

4. Formal Hearing
a. A formal hearing may be heard by a single hearing administrator, Administrative Hearing Panel, or Residential Conduct Board. For cases that include allegations of sex discrimination or sexual misconduct, if a formal hearing is selected, the hearing will be conducted by a single administrator.
b. Notice of a formal hearing, including the identity of the hearing administrator or body, will occur at least five business days prior to the hearing. Any objection regarding selected hearing administrator or hearing body must be submitted three business days prior to the start of a hearing.
c. Formal Hearing Guidelines
   i. Private hearing. A formal hearing is conducted in private. The affected/reporting individual(s) (if applicable), responding student(s), and advisor(s) are allowed to attend the entire portion of the hearing at which information is presented. Admission of any other individual to the hearing is at the discretion of the Student Conduct Authority.
   ii. Scheduling. Formal hearings are scheduled based on the availability of the affected/reporting individual(s) (if applicable), responding student(s), person providing information on behalf of the University, and the hearing body. Student availability is determined based on academic class schedules and requirements. Absent exigent circumstances, lack of availability based upon personal matters, employment schedules, or the availability of an advisor are not considered in scheduling a formal hearing. A student should select as an advisor a person whose schedule reasonably allows attendance at the scheduled date and time for the hearing.
   iii. Witnesses. In a formal hearing, appropriate witnesses identified by the Student Conduct Authority, affected/reporting individual(s), or responding student(s) may be invited to the hearing to provide information in support of, or challenging responsibility of the alleged violation(s). Absent extraordinary circumstances, any witnesses must be identified at the information session or by the date otherwise given in a notice of allegations or other communication from the Student Conduct Authority. Witnesses will be invited by the Student Conduct Authority. Formal hearings will be scheduled within a timeframe to allow witnesses reasonable notice to participate, but a proceeding will not be unreasonably delayed or disrupted based on the availability of witnesses. In the case of a formal hearing, the University will make reasonable efforts to secure in-person testimony from law enforcement officers in cases where a student conduct charge results from an incident that was reported to law enforcement, and any University personnel who were involved in investigating a matter.
However, sworn affidavits of law enforcement officers and official university reports may be considered by a hearing body in the absence of in-person testimony of the law enforcement officer or appropriate University employee(s), provided that the hearing body reasonably finds that the affidavit or report is otherwise reliable and the responding student has an adequate opportunity to respond to all facts alleged in the affidavit. Other written witness statements will be accepted for review in a formal hearing if the witness does not attend at the discretion of the hearing administrator or body. However, such statements will not be considered as having equal weight as witness information presented in a hearing, and cannot be used as the sole information supporting a finding of responsibility.

iv. Questions. The hearing administrator or body may pose questions directly to any individual providing information in the hearing. The affected/reporting individual(s) (if applicable) and responding student(s), and may propose questions to be answered by one another, but questions must be directed to the hearing administrator or chair of the hearing body rather than to the individual directly. The hearing administrator or chair will determine whether questions or potential information are appropriate for review as part of the formal hearing at their discretion.

vi. Information.

a. Additional information, including, but not limited to, reports, witness statements, communications, or other documentation may also be reviewed in a hearing. Any such documentation that was reasonably available during a University investigation, but which was not provided during the course of the investigation by individuals afforded an opportunity to do so, will not be considered. Any additional information must be submitted to the Student Conduct Authority immediately upon discovery of such information.

b. Individuals may decline to provide information or answer questions posed in a hearing. However, the hearing body will make a decision on responsibility after considering the information that is shared as a part of the formal hearing.

c. Past behavior of the responding student(s) or reporting individual(s) will be excluded from the hearing unless deemed relevant by the administrator or chair of the hearing body.

d. Past behavior of a responding student may be reviewed as an aggravating or mitigating factor for consideration in assigning appropriate outcomes if the responding student is found responsible for a violation.

e. Affected/reporting individuals and responding students may submit an impact statement to the appropriate Student Conduct Authority three business days prior to the formal hearing. Impact statements are considered an element of the hearing record and accessible for review by an affected/reporting individual and responding student in the event there is a finding of responsibility. If applicable, the affected/reporting individual and responding student may review the impact statement and provide a response within a reasonable time and by such method as determined by the Student Conduct Authority.
f. Consideration of information for a determination regarding responsibility is limited to that information presented in the formal hearing. Information that is discovered in a separate hearing or proceeding originating from the same reported incident may be introduced in a formal hearing.

vii. Hearing record. There will be a single record, such as a digital audio recording of all formal hearings. Deliberations will not be recorded. This recording will be the property of the University but will be made available for the reporting individual(s) or responding student(s) to review upon request. Any recordings of the hearing without the acknowledgement and permission of involved individuals is prohibited.

5. Outcomes-Only Hearing
   a. The Student Conduct Authority may determine that an outcomes-only hearing is appropriate to resolve a case where a student is found guilty or at fault in a criminal or civil court based on a preponderance of the evidence or higher standard.
   b. Outcome-only hearings may take place as an element of the information session or be scheduled within a reasonable time. If a student does not participate in the hearing, the Student Conduct Authority will issue the appropriate outcomes based on the information available.
   c. The responding student may provide information, including an impact statement, for consideration.

6. General Guidelines
   a. Basis for decision(s). The basis for any decision of responsibility in an informal or formal hearing will be whether upon a preponderance of the information, it is more likely than not that a violation or violations of the Code occurred. The burden to demonstrate that this standard has been met rests with the University, and all responding students are considered to be not responsible for a violation until and unless a hearing body makes a finding of responsibility.
   b. Informal procedural standards. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in student conduct proceedings.
   c. Personal health and safety accommodations. The Student Conduct Authority may accommodate individuals with concerns for their personal health or safety during a proceeding or hearing by providing separate facilities or physical dividers, and/or by permitting participation by video conference or other viable means as determined by the Student Conduct Authority as appropriate and do not infringe upon fundamental due process.
   d. Accommodations for qualified individuals with a disability. Any student with a qualified disabling condition may work with the Student Disability Resource Center (SDRC) to request a reasonable accommodation in order to equally participate in the student conduct process. All requests for reasonable accommodations must be made either through the Office of Student Rights and Responsibilities or the SDRC. All accommodation requests must be made in a timely manner and coordinated with the student’s appropriate disability specialist within the SDRC. Non-students may make a reasonable request for accommodation with the Student Conduct Authority.
   e. Decision in absentia. If a reporting individual, responding student, or witness does not appear for a proceeding or hearing after notice, the Student Conduct
Authority or hearing body may postpone the proceeding or review any information in support of or challenging the violations in the individual’s absence and determine a finding regarding responsibility and any related outcomes based upon the available information.

f. Status pending conduct proceedings.

An individual who leaves the University before a conduct matter or assigned outcomes are resolved or completed may be prohibited from future enrollment or obtaining University records until the matter is resolved. Degrees, credentials, transcripts, enrollment certifications, diplomas, or other academic records may be withheld until the matter is resolved including completion of any assigned outcomes or suspension period. Final determination in a case that occurs after the awarding of an academic degree or credential with a result of expulsion may result in revocation of the academic degree or credential.

g. Any question of application of or objection to procedural standards, authority, scope or other provisions of the Code must be referred to the Director of Student Rights and Responsibilities at least three days prior to a conduct hearing.

h. A hearing body or the Student Conduct Authority may impose other reasonable procedural requirements for the orderly administration of student conduct proceedings, provided that such requirements are not inconsistent with this Code and do not infringe upon a student’s procedural due process rights.

i. Joint hearing. In cases involving more than one responding student, whether a formal or informal hearing, the hearing body may permit the hearing concerning each student to be conducted either separately or jointly.

F. Outcomes

Outcomes are interim action(s) or final status or education assignments that alone or in any combination are assigned to a student as an interim health or safety measure or as a final outcome at the conclusion of a resolution process.

1. Interim Health and Safety Actions. Interim actions may be initiated to protect the health or safety of individuals involved in an incident or investigation or in circumstances when a student is alleged to have engaged in conduct that poses a substantial risk to the University community or operations. IHSAs may be issued in conjunction with, or pending the outcome of, an investigative or adjudicative process of the Student Conduct Code, Student Organization Conduct Code, or Sex Discrimination and Sexual Misconduct policy.

a. Interim action(s) will be communicated in writing consistent with the notice provisions of this Code.

b. Interim action(s) are temporary measures applied through the duration of an investigation and/or resolution process and do not replace a resolution process as outlined in this Code.

c. A student may request a review of an interim action in writing to the Dean of Students. The scope of the request is limited to whether the interim action(s) should remain in place, based on the information available. The responding student in an IHSA is afforded an opportunity to respond to the allegations or information presented by the University as the basis for the IHSA. The Dean of Students will schedule a review meeting with the requesting student within three business days of receiving the written request. The requesting student may
provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, an affected/reporting individual may provide information to the Dean of Students for purposes of this review. Interim actions may be affirmed, modified, or lifted as a result of a requested review. The Dean of Students or designee will communicate the final decision in writing within one business day of the review meeting.

d. Interim Action(s) may include any actions deemed appropriate to mitigate the threat to health, safety, or welfare of the University community or individuals involved in an incident, ranging from interim suspension to restrictions on participation in university-sponsored programs or activities or presence on campus.

2. Status Outcomes

The outcomes listed below are not intended to serve as an exhaustive list of all outcomes the University may be able to utilize regarding a given student conduct concern.

a. Reprimand. A notice in writing to the student that the student is violating or has violated University expectations for behavior and that further violations may result in more severe disciplinary action.

b. Housing Probation. This status is assigned to a student for a specified period of time. While on this status, any further violation(s) may result in termination or reassignment of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Student Conduct Authority in a manner consistent with University records retention policies.

c. Termination or reassignment of housing. Removal or reassignment of an individual in University housing after a specific date and for a specified period of time. If removed, the student may be restricted from entering all University residence halls. This status constitutes a disciplinary record that will remain on file with the Student Conduct Authority in a manner consistent with University records retention policies.

d. Disciplinary Probation. This status is assigned to a student for a specified period of time. While on this status, any further violations may result in suspension or expulsion from the University. Other restrictions that may be placed upon a student on disciplinary probation include, but are not limited to: participation in University or student activities, representation of the University on athletic teams or in other leadership positions, entrance into University facilities or campus areas, or contact with any specified individual(s). In addition, this status constitutes a disciplinary record that will remain on file with the Office of Rights and Responsibilities in a manner consistent with University records retention policies.

e. Suspension. Separation from the University after a specific date and for a specified period. Through the duration of the suspension period the individual may be restricted from University property and may be required to provide prior notice and receive approval from the Student Conduct Authority for the purpose of conducting University business. Before a student may be readmitted to the University after a designated period of time, that person must meet with the Dean of Students to show satisfactory completion of any assigned directives or to discuss stipulated conditions set for their return to the University. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Rights and Responsibilities indefinitely. The University will withdraw
the student from any current courses and cancel any future enrollment. Whether an individual is eligible for a refund upon withdrawal or cancellation is dependent upon the University’s refund schedule. Depending on the length of the suspension, a suspended student may be subject to University policies and requirements regarding readmission. If a student is required to apply for readmission, readmission is not guaranteed after a period of suspension is served; and the student is responsible for communicating with the Office of Admissions to identify appropriate process(es) for re-entry at the expiration of the suspension period and when any terms of suspension or other outcomes are satisfied.

f. Expulsion. Separation from the University without the possibility of readmission. The University will withdraw the student from any current courses and cancel any future enrollment. Whether an individual is eligible for a refund upon withdrawal or cancellation is dependent upon the University’s refund schedule. In addition, the individual may be restricted from University property. This status will be noted on the individual’s academic transcript and will constitute a disciplinary record that will remain on file with the Office of Student Rights and Responsibilities indefinitely.

g. Degree Withdrawal or Revocation. A degree may be withdrawn or revoked when a student has graduated and an incident occurred before graduation in the following circumstances:
   i. The student has a pending conduct hearing that was scheduled before or as the student graduated; or
   ii. At any time after the student has graduated or received a degree, the University becomes aware of an incident involving an alleged violation of this Code that took place before the student graduated or received a degree from the University.

The student will receive the degree once the matter is resolved and any outcomes (when applicable) are completed unless the outcome is expulsion, in which case the degree may be revoked.

3. Education Outcomes
   a. Service Hours. Completion of service under the supervision of a University department or outside agency.
   b. Discretionary outcomes. Work assignments, essays, presentations, research projects, conduct contracts, or other discretionary assignments.
   c. Master Education Plan. Develop a master education plan with the aid of the Student Conduct Authority and assigned mentor with continuous evaluation and support for a specified period of time.
   d. Counseling Assessment. Referral for assessment at University Counseling Center for alcohol/drug concerns, general mental health, or other wellness concerns.

4. Administrative Directive Outcomes
   a. Restitution. Compensation for loss, damage, or injury to University property. This may take the form of appropriate service, monetary, or material replacement.
   b. No contact directive/extension of existing no contact directive. A no contact directive is an official University directive that serves as notice to an individual that they must not have physical contact with or proximity to, or direct verbal, electronic, written, and/or indirect communication intentionally made through another individual for a specified period of time. This may be a new directive,
extension of an existing directive, or include altered or additional parameters or instructions to an existing directive. No contact directives may only be removed prior to the specified period of time at the discretion of the Student Conduct Authority and at the written request of all involved individuals.

d. Loss of privilege. Denial of any specified privilege for a specified period of time. Examples include, but are not limited to: guest privileges, restriction from a University event or program, or restriction from an area or building.

e. Parental notification. Notification may be sent to parents or guardians of a student who is under 18 years of age, or financially dependent on their parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other Drug incidents for students under 21 years of age, regardless of financial dependency or resulting outcome.

f. Behavioral Plan. This is a directive to the student from the Student Conduct Authority and/or in consultation with another appropriate office (including, but not limited to Housing, Title IX, etc.) which outlines expected behaviors to aid in a student’s success.

5. Alternative Resolution Agreement Outcomes

a. Any individual or combination of outcomes listed in the education outcomes section of this policy.

b. Administrative directive outcomes including, but limited to restitution, no contact directive or extension of existing no contact directive, loss of privilege and behavior plan as defined in the administrative directives outcomes section of this policy.

c. Voluntary time away from the University for a specified period of time.

G. Appeal Procedures

1. Student appeal. Both an affected/reporting (if applicable) and a responding student are afforded a single opportunity to appeal decisions and/or any outcomes issued by a hearing body within five business days of the date of the written decision and outcomes. Only affected/reporting individuals who are students are eligible to submit an appeal request with the exception of cases of sex discrimination or sexual misconduct in which an affected/reporting individual may submit an appeal regardless of student status. Any interim actions will remain in effect at the discretion of the Student Conduct Authority, however any outcome(s) resulting from the original hearing decision will be held in abeyance pending the conclusion of the appeal process. An affected/reporting individual (when applicable) and a responding student will be notified of an appeal submission by the other individual, given the opportunity to review the submitted appeal request, and given the opportunity to submit a response.

2. Required Format. All appeal requests must be in writing using the appropriate form, identify the basis or bases for appeal, and include any supporting documentation the appealing individual or student wishes to be considered.

3. Scope of Review. Deference is given to the original hearing body’s findings of fact and decision on responsibility and/or any outcomes; therefore, the burden is on the individual filing an appeal request to sufficiently demonstrate cause to alter the decision of the hearing body or any outcomes. An appeal review will generally be limited to a review of the record of the hearing and supporting documents for one or more of the bases of appeal listed below, provided however, that under
extraordinary circumstances the appeal administrator may request additional information or clarification from the University, investigator(s), hearing body, Student Conduct Authority, reporting individual, responding student, or witnesses for purposes of this review.

4. Appellate Administrator(s). The Vice President for Student Affairs designates University administrators to facilitate policies and procedural standards as outlined in this Code, including appellate review. All appellate reviews are considered recommendations for review and action for the Vice President for Student Affairs’ final agency action on behalf of Florida State University.

   a. Decisions of the Administrative Hearing Panel, Student Conduct Board, or hearing administrators appointed by the Office of Student Rights and Responsibilities may be appealed to the Dean of Students.

   b. Decisions of the Residential Conduct Board or administrators appointed by University Housing may be appealed to the Executive Director of University Housing.

   c. Decisions of the Dean of Students may be appealed to the Vice President.

5. Bases for Appeal. Appeal reviews are not a “re-hearing” of a student conduct matter, rather, a review of process and submitted information to ensure stated procedural standards were followed. Appeal considerations are limited to one or more of the following bases:

   a. Process Review. That the proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.

   b. Information Review. That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code exists.

   c. Outcome Review. That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.

   d. New Information. That new information exists that was not known to the individual appealing and could not reasonably have been know or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student who did not appear for a proceeding or hearing.

6. Appeal Decision. An appeal administrator reviewing an appeal request may make one of the following recommendations:

   a. Affirm. The administrator may affirm the decision and/or outcomes of the original hearing body.

   b. Alter outcome. The administrator may alter the outcome(s) issued by the original hearing body. Alteration in the outcome may include reducing or increasing the severity of outcome(s) or requirements.

   c. New hearing. The administrator may determine a new hearing by a different hearing body is warranted to correct procedural irregularity or to consider new information. A student may appeal any decision by a hearing body assigned to adjudicate a new hearing.

   d. Remand. The administrator may direct the original hearing body to review their original decision subject to any instructions from the appeal administrator.
hearing body may affirm its original decision or render a new decision consistent with those instructions. A student may appeal a decision made on remand; however if a hearing body affirms its original decision, a student may not appeal the decision on the same grounds as in the previous appeal.

7. Final Agency Action. The appeal administrator will forward findings and recommendations to the Vice President for Student Affairs for review. The Vice President’s review and decision is considered the final decision of the University and will be communicated in writing within fifteen business days to the responding student and if applicable, simultaneously to the affected/reporting individual. This timeline may be extended if necessary in consideration of the record on appeal. Final agency action decisions are only appealable by writ of certiorari to the Second Judicial Circuit in and for Leon County, Florida.

H. Record Keeping Practices.

1. File maintenance. A student who participates in a student conduct process as an affected/reporting individual, responding student or witness has a file created and maintained by the Office of Student Rights and Responsibilities or University Housing respectively. Files are maintained in a manner consistent with University record retention policy and in compliance with Florida Public Record Law. Files regarding cases resulting in a responding student’s suspension or expulsion are maintained indefinitely.

4. Access to and Copies of Records. Students are permitted access and review of their records pursuant to FERPA for the purpose of reviewing information that is subject to consideration as part of a student conduct proceeding.

5. Transcriptions of hearings. Any student desiring a transcript of a recorded hearing that is a part of their education record should contact the Office of the General Counsel, which will arrange for the preparation of the transcript by a court reporting service. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requester shall bear the cost of the transcript preparation and confidentiality review.

6. Petition for clearing a disciplinary record. Student conduct records may be cleared upon review and approval by the Dean of Students. When a record is cleared, the information it contains is no longer considered a disciplinary record. However, the University may be required to produce the record regardless of its status in order to comply with a subpoena or other information request consistent with federal or state law. The University is required by law and policy to retain student education records for specified periods of time, and for certain purposes. Clearing a record affects only information maintained by the Office of Student Rights and Responsibilities and University Housing, respectively. Copies of letters distributed by or to other University departments, incident reports, police reports, and the results of previous background checks reported outside of the Office of Student Rights and Responsibilities are not affected by this process. Petitions for clearing a record may be made no sooner than one year after the date of the responding student’s last finding of responsibility from the student conduct process or one calendar year prior to their anticipated graduation, whichever is later. The request must be made in writing to the Dean of Students and will not be granted for conduct that resulted in suspension or expulsion from the University. A petition may also be denied for any
records related to conduct that posed a threat to a member of the University community or serious damage to University property.

Substantially Rewritten

FSU-3.0041 STUDENT ORGANIZATION CONDUCT CODE

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I. Introduction

The Student Organization Conduct Code (further referred to as “Code”) emphasizes Florida State University’s (further referred to as “University”) commitment to a campus community which exercises the responsible engagement of student freedoms. The pursuit of responsible freedom is consistent with the tenets of the Seminole Creed and efforts to promote civility at the University, as students balance their pursuit of excellence and exploration with consideration to the impact of behavior on themselves and others.

The University is proud of the plethora of student organizations thriving on campus. Student organizations play a key role in the campus culture at the University and are valuable in upholding the values of the University. Student organizations are the backbone of student engagement at the University. Students can select academic, social, service, honorary, sports clubs, political, religious and
many other organizations to connect with during their time at the University. Student organizations at the University are actively involved in leading, supporting, and serving the University community. Student organizations foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences. Student organizations provide students spaces to develop skills for life after graduation as active citizens.

The Student Conduct Authority at the University embraces the University’s commitment to an educational experience that provides students with an understanding of the complex moral issues inherent in human life. The Student Code of Conduct and Student Organization Code of Conduct reemphasize the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the University. “The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties” (General Bulletin, Florida State University, 2016).

The University fully recognizes and values the right of all students and individuals to seek knowledge, debate ideas, form opinions, and freely express views in accordance with the expectations set forth in this Code. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress (for more information, see the University’s Freedom of Expression Rights and Responsibilities regulation). Additional expectations for student organizations are outlined in University rules, regulations, and/or policies.

The student conduct process is designed to be educational in nature and promotes the University’s mission. Being a member of the University community is a privilege, and the conduct process will determine if a student organization’s conduct warrants modification of or restriction upon that privilege.

II. Definitions
Terms specific to conduct prohibited by the Sex Discrimination and Sexual Misconduct policy (FSU Policy 2-2) are defined in Appendix D: Definitions and accessible at https://regulations.fsu.edu/policies/office-president

A. Advisor. The term “advisor” means any one person chosen by an affected/reporting individual, student organization representative, or witness to provide guidance throughout the student organization conduct process. Examples of advisors include, but are not limited to organization advisors, alumni, organization staff, law students affiliated with a Student Government Association-sponsored program, University faculty, staff, or administrators, and attorneys. Individuals are highly encouraged to select an advisor with reasonable availability.
B. Alternative Resolution. If deemed appropriate by the University, affected/reporting individuals, and the responding student organization may agree to forego a student organization conduct process in favor of reaching a mutually agreed upon resolution. The University adopts the resolution of the Alternative Resolution process in lieu of adjudicating the case, and failure to adhere to the agreed-upon resolution by any individual or the student organization may result in further student organization conduct action.
C. Day. The term “day” refers to any weekday Monday through Friday in which the University is in operation. This includes days when the University is in operation but classes are not in session.
D. Hearing. The term “hearing” means an informal or formal proceeding, conducted by a hearing body in accordance with the Code, following which determinations of “responsible” or “not
responsible” are made with regard to alleged Code violations and outcomes are assigned as appropriate.

E. **Hearing Body.** The term “hearing body” means any person or persons authorized in the Code to conduct hearings, make a finding of whether a Student Organization has violated the Code, and recommend or assign outcomes as appropriate.

F. **On-Campus.** The term “on campus” means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots. See also the definition of “University” below.

G. **Organization Facility.** The location where organization events occur. This may include a live-in component for members.

H. **Organization Event.** An organization event is defined as any event consisting of prospective, new, active, recently active, and alumni members (or some combination thereof) that a reasonable observer would associate with the Student Organization, or was sponsored, financed, or endorsed by the Student Organization, or required advanced planning on behalf of the Student Organization.

I. **Policy.** The term “policy” means the written statements governing the University as found in, but not limited to, the State of Florida Board of Governors regulations, the University’s Board of Trustees regulations, policies adopted by the President or Vice Presidents, the Student Organization Conduct Code, the Undergraduate General Bulletin, the Graduate Bulletin, the Student Policy Handbook, the Registration Guide, the Guide to Residence Living, the Sex Discrimination and Sexual Misconduct policy, and other written requirements of departments and other written requirements of departments, organizations, and clubs.

J. **Preponderance of the Information.** “Preponderance of the information” is the standard of evidence upon which a determination of “responsible” or “not responsible” is made, and is used in adjudicating all student organization cases under this Code. It means that the information, as a whole, demonstrates it is more likely than not that the fact sought to be proved is true.

K. **Affected/Reporting Individual.** The term “affected/reporting individual” means any individual who has been directly affected by or reported an alleged violation(s) of the Code. The affected/reporting individual is the individual who is affected and files a report or on whose behalf a report is filed.

L. **Student Organization.** The term “student organization” refers to a Student Organization that has been approved by Student Activities, as designee of the Vice President for Student Affairs, to function at the University. Further stipulations regarding recognition are outlined in FSU-3.0015 Student Organizations and Activities. In this Code, the term “student organization” also refers to a student group which is defined as any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. This includes, but is not limited to, student organizations that are no longer recognized by the University and/or (inter)national organization.

M. **Affected/Reporting Individual.** The term “affected/reporting individual” means any individual or student organization who has been directly affected by or reported a student organization’s alleged violation(s) of the Code. The affected/reporting individual is the individual or student organization who is affected, and files a report or on whose behalf a report is filed.

N. **Responding Student Organization.** The term “responding student organization” refers to a student organization that is alleged to have violated the Code.

O. **Student.** The term “student” applies to any individual meeting one or more of the criteria below. The term applies to all campus, sites, locations and delivery methods of credit-bearing course offerings.
1. Admitted. Any person, regardless of academic career, who is admitted to the University and is present on campus for the purpose of participating in any University program, course, or activity leading toward enrollment, including but not limited to orientation, graduate student orientation, teaching assistant orientation, or workshops.

2. Enrolled. Enrolled in any credit-bearing course or program offered by Florida State University at the time any alleged violation(s) occurred.

3. Active student. Any person who has been enrolled at the University and continues to be associated with the University in order to complete the course or program in which the student was enrolled. “Active” status is determined by academic policy and is enforced by the Registrar’s Office. This can include periods of non-enrollment during which the student is still eligible to enroll in classes. The term also includes any student who has been issued an Interim Health and Safety Action (IHSA) pending the outcome of a student conduct proceeding.

4. Dual enrollment. Any student enrolled in a credit-bearing course on a dual-enrollment basis. Jurisdiction over a dual-enrollment student’s conduct will be determined in consultation with appropriate officials at the student’s home institution.

P. Student Conduct Authority. The term “Student Conduct Authority” refers to an individual or administrative unit whose administrative duties include the administration of the student conduct process, including formal, informal action, or alternative resolution. See the section on “Authority” for more information.

Q. Student Organization Representative. A student designated by a Student Organization to serve as its representative through any Student Organization conduct proceedings. Typically, this individual serves on the executive board of a Student Organization and may particularly serve in the role of president. In some cases a representative of the (inter)national headquarters or leadership may be designated by a(n) (inter)national organization to represent the Student Organization, however this role is separate and apart from that of an advisor, including but limited to legal counsel. The Student Conduct Authority may choose to require a Student Organization to designate a non-student representative or designate a different student representative when deemed necessary.

R. University. The term “University” means Florida State University, each of the programs and activities under its control and all property owned, leased, used, or controlled by the University, including all branch campuses, facilities, and University International Programs’ locations and property.

S. University Community. The term “University community” includes any person who is a student, faculty member, University official, visitor, contractor, volunteer, representative of the University, or any person employed by the University. It also includes student organizations and their members (active or inactive), officers, guests, contractors, and agents.

T. University Official. The term “University official” means any person assigned to engage in teaching, research, administrative, professional, or other responsibilities while acting within the scope of their employment or volunteer role with the University.

U. Student Conduct Board. The term “student conduct board” refers to a group of currently enrolled students in good conduct standing selected and trained by the Office of Student Rights and Responsibilities to adjudicate student organization conduct cases as a hearing body excluding cases of alleged violations of the Sex Discrimination and Sexual Misconduct policy and cases that may result in a responding student organization’s suspension or loss of recognition.

V. Administrative Hearing Panel. The term “Administrative Hearing Panel” refers to a group of Student Conduct Board members in addition to faculty or staff selected and trained by the Office of Student Rights and Responsibilities who serve as a formal hearing body with responsibility for adjudicating Student Organization conduct cases. Panels are composed of two (2) faculty or staff
members, both designated by the Director of Student Rights and Responsibilities, and three (3) Student Conduct Board members.

W. **Single Hearing Administrator.** Any faculty or professional staff member at the University designated and trained by the Office of Student Rights and Responsibilities to facilitate meetings or information sessions and administer alternative resolutions, or to serve as the hearing body for informal or formal hearings.

X. **Consent.** As related to alleged violations of the Code not involving sex discrimination or sexual misconduct, consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon behavior or activity.

Y. **Law Enforcement Affidavit.** The term “law enforcement affidavit” means a sworn statement or report by a duly authorized law enforcement officer that may be relied upon by a hearing body in a student conduct proceeding.

Z. **University Official Report.** The term “university official report” means a narrative or document prepared by a University employee in the course of their employment that provides information about an incident. Examples include, but are not limited to, Title IX Office investigation reports and University Housing Incident Reports.

A.A. **Witness Statement.** The term “witness statement” means a narrative or document that is not part of a law enforcement affidavit or university official report and that is prepared and submitted as a part of the reporting of an incident or in lieu of a witness’s live appearance at a conduct proceedings, which provides the information that the witness has regarding an alleged violation of the Code.

B.B. **Student Organization Member.** A University student currently enrolled in classes who participates in a Student Organization. Student Organization participation may include, but is not limited to, paying dues, being listed on a roster, participating in activities or meetings, or receiving communication from the Student Organization.

C.C. **Informal Resolution.** The term “informal resolution” means the process by which a student organization may accept responsibility and outcomes, or not contest responsibility for an alleged violation of the Student Organization Conduct Code. This resolution is noted as a finding of responsibility and results in a conduct record for the responding student organization.

D.D. **Notice.** Notice is considered given to an organization when it is sent to the student organization representative’s official University email address, is hand-delivered to the student organization representative or current residence, or upon the University’s receipt of a certified mail return receipt when communication is sent to the local address on file with the Office of the University Registrar, to the permanent address on file if a local address has not been provided, or to the address of the national organization when applicable.

**III. Authority**

A. Authority for student organization conduct ultimately rests with the Florida State University Board of Trustees which has delegated such authority to the President of Florida State University (hereinafter “President”). The Board further assigns authority through this Code, a Board Regulation. The President has delegated direct authority to the Vice President for Student Affairs (hereinafter “Vice President”). The Vice President delegates this authority to the Dean of Students and the Director of the Office of Student Rights and Responsibilities.

B. The President, Vice President, and Dean of Students have the authority to designate individuals internal and external to the University as hearing or appellate officers when appropriate.

C. All hearing bodies have the authority to consult with other appropriate University officials in order to effectively resolve a Student Organization conduct case.
D. The hearing decision or recommendation of a hearing body is considered a hearing decision. If a hearing decision is not appealed as provided within the Code, the hearing decision becomes final agency action.

E. The authority of appellate officers is further enumerated in the Code section on “Appeal Procedures.” Appellate decisions are considered recommendations to the Vice and become final agency action upon approval by the Vice President.

F. Any reference in the Code to the role or responsibilities of a specific University official may be delegated by the University official to an appropriate designee.

IV. Scope

Florida State University may address the alleged misconduct of any Student Organization as specified in Section VII. “Violations of Expectations” of this Code pursuant to the following:

A. In any proceeding to determine whether a student organization has violated the Code, the University will apply the substantive code provisions defining conduct violations that are in effect on the date the alleged conduct occurred. The University will apply the procedural standards outlined in section VI. “Procedural Standards”, that are in effect at the time the student organization is provided notice of allegation(s), regardless of the date of the alleged violation.

B. The Code will apply to student organization conduct that occurs on University premises, at University-sponsored activities and off-campus as determined by the Student Conduct Authority. Factors that will be considered when determining whether to address off campus conduct include, but are not limited to, whether the incident is documented by a verifiable source, adversely affects the University community, occurs at a University-affiliated event, or endangers the health or safety of a student or others.

C. The Code applies to the University as defined in this Code. Non-substantive procedural modifications that reflect the particular circumstances of each campus or international program are permitted as approved by the Student Conduct Authority.

D. Student Organization conduct proceedings may be initiated for alleged conduct that potentially violates both law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, concurrently with, or following civil or criminal proceedings at the discretion of the Student Conduct Authority. Determinations made or outcomes imposed will not be subject to change because criminal charges or civil complaints arising out of the same facts giving rise to violation(s) of University policy were dismissed, reduced, or resolved in favor of an individual or student organization.

E. The University may adopt the finding of fact in a criminal or civil proceeding with a similar or higher standard of proof and conduct an outcomes-only proceeding if appropriate.

F. The University has up to 180 calendar days to resolve an alleged violation(s) of the Code with a responding student organization upon receipt of a report of a possible violation that includes enough substantive information to conduct an investigation by the Student Conduct Authority or upon receipt of an investigation report from the Title IX Office. However, the University has discretion to extend this time period if deemed necessary to perform a thorough investigation, preserve fundamental due process, or due to other extraordinary circumstances.

G. Student Organization decisions and outcomes may be published by the University.

H. The University may restrict a student’s or student members of a student organization’s contact with specified individuals when determined appropriate based on the facts or information and circumstances of each unique incident. The Student Conduct Authority can
administratively issue such restrictions to any individuals involved in a conflict or incident, regardless of whether a determination of alleged violations has been made. Such restrictions are valid and enforceable only with respect to individuals who are students at the University.

I. The University may determine what University personnel have an educational need-to-know regarding the status and/or outcome of student organization conduct processes and to provide notice to relevant University personnel as determined by the Student Conduct Authority.

V. Amnesty.
A. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, in order to remove potential barriers to reporting, the Student Conduct Authority may in its discretion, not charge an affected/reporting student with a violation for conduct originating from the same incident if reported by that student in good faith to a University official, or otherwise discovered in investigation.

B. The University’s highest priority is the physical and mental health and safety of students and members of the University community. Therefore, no student seeking assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency from alcohol or other drugs will be charged with violation of the alcohol, controlled substances, and illegal drug or hazing provisions of this Code if:
   1. That student calls local or University law enforcement or medical assistance;
   2. That student cooperates fully with University, law enforcement, and medical personnel, as applicable; and
   3. That student remains at the scene with the person in need until assistance has arrived.

C. Amnesty provisions may extend beyond individual students to a student organization at the discretion of the Student Conduct Authority.

VI. Amendments
This Code will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Vice President and presented to the Board of Trustees for approval. Any amendments can be proposed by University community members for review by submitting to the Vice President for Student Affairs.

VII. Student Organization Responsibility
A Student Organization may be held responsible for the actions of those affiliated with the organization, including but not limited to: one or more of its members (active or inactive), new members, former members, alumni, guests, contractors, and agents if action on behalf of, in the interest of, or as affiliates of the student organization. Every Student Organization has the duty to take all reasonable steps to prevent violations of University regulations and state laws growing out of or related to the activities of the Student Organization. Each Student Organization is expected to educate its members regarding their risk management policy and all applicable University policies and state laws.

A. In determining whether a Student Organization may be held collectively responsible for the individual actions of its members, guests, contractors, and/or agents, all of the available factors and circumstances surrounding the specific incident will be reviewed and evaluated. There is no minimum number of student organization members who must be involved in an incident to determine group responsibility. A Student Organization may be subject review
under the provisions of this Code for activities not sponsored by the Student Organization where persons present or responsible for the activity are members or guests of members of the Student Organization.

B. Misconduct on the part of the Student Organization may be addressed when factors including, but not limited to the following are found:

1. Members of the Student Organization (active or inactive), new members, alumni, former members, agents, contractors, or guests act together to violate the Student Conduct Code or Student Organization Conduct Code; or

2. Officers or members of a Student Organization are present at a student organization -sponsored, financed, or otherwise supported activity or event; or

3. Student Organization leadership had knowledge or should have had knowledge of the event, or planned unlawful conduct and/or conduct in violation of the Student Conduct Code or the Student Organization Conduct Code before it occurred and failed to take preventative or corrective action or failed to stop unlawful behavior as it occurred at such event; or

4. An event or conduct in violation of the Student Conduct Code or the Student Organization Conduct Code occurred on premises and/or transportation owned, operated, controlled, or rented by the Student Organization; or

5. A pattern of individual violation(s) occurred and/or continues to occur without adequate control, response, or discipline on the part of the Student Organization or its leaders; or

6. The Student Organization or members interfere with the investigation or conduct proceedings of any individuals who are members (active or inactive), new members, alumni, former members, agents, contractors, guests, of the Student Organization.

C. Other Student Organization Privileges and Expectations

1. There are many privileges and expectations associated with being a Recognized Student Organization (RSO) at Florida State University. Refer to Student Activities regarding the privileges afforded RSO’s on campus and refer to the RSO Handbook for expectations of an RSO.

VIII. Violations

Each Student Organization is expected to abide by these rules of conduct and to be accountable for the behavior of student organization members. Lack of familiarity with University policy is not a justification for violating any provision of this Code. Unless specifically noted, intent is not a required element to establish a Code violation. Intoxication or impairment from alcohol, drugs, or other substances is not a justification for violating any provision of this Code. These rules of conduct should be read broadly and are not designed to define prohibited acts in exhaustive terms.

A. Sex Discrimination and Sexual Misconduct

The Student Organization will not participate in, tolerate, or condone any actions defined as "prohibited conduct" in the Sex Discrimination and Sexual Misconduct policy.

B. Endangerment

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
a. Physical violence or unwelcome force against a person or the property of any person or group.
b. Action(s) that imminently endanger the health, or safety of another person or group.
c. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without consent.
d. Action(s) that endanger the health, safety, or well-being of an animal. This includes, but is not limited to, intentionally or unintentionally torturing or in a cruel manner killing or causing serious bodily injury to an animal; failing to provide necessary food, water, or care for an animal; unreasonably abandoning an animal in the student’s custody; transporting or confining an animal in a cruel manner; causing one animal to fight with another animal; or inappropriately overworking an animal. This provision does not prohibit any activity conducted as part of an approved academic or research program within the University.

C. Harassment and Bullying Behavior

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
   a. Conduct, not of a sexual nature, including any gesture, written, verbal or physical act, or any electronic communication (includes text messages and postings on web-sites or social media), that places a person in reasonable fear of harm to their person or damage to their property, infringes upon rights of personal privacy or property, has the effect of substantially interfering with a reasonable person’s academic performance or ability to participate in opportunities or benefits provided by the University, or has the effect of substantially interfering with the orderly operation of the University.
   b. Stalking, not of a sexual nature, defined as a course of conduct (i.e. more than one act) directed at a specific individual which would cause a reasonable person to experience substantial emotional distress, or to fear for their safety or the safety of another.

D. Invasion of Privacy

1. The Student Organization will not participate in, tolerate, or condone any of the following actions:
   a. Unauthorized intrusion upon a person’s private property or communications.
   b. Unauthorized appropriation and/or use of someone’s identifying or personal data or documents.
   c. Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person’s consent. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, private bedrooms, and restrooms. The sharing and/or distributing of such unauthorized records by any means is also prohibited.
   d. Using electronic or other means to make an oral record of any person where there is a reasonable expectation of privacy without the person’s consent. Such oral communications include, but are not limited to,
recordings made using any device and any wire, oral, or electronic communication.

E. **Hazing**

The Student Organization will not participate in, tolerate, or condone any Student Organization or individual action or situation, which occurs on or off University property, that intentionally, recklessly, or negligently endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any University student organization or other group whether or not officially recognized by the University, or the perpetuation or furtherance of a tradition or ritual of any such student organization or group.

1. Hazing includes, but is not limited to:
   
a. Brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drug, or other substance;
   b. Subjecting a person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a reasonable person;
   c. Pressuring or coercing a person into violating state or federal/national law and/or University policy;
   d. Interfering with or impeding a person’s academic pursuits, employment, religious observances, or affiliation with other individuals, groups, or activities; or
   e. Otherwise infringing upon a person’s personal or property rights or substantially interfering with a reasonable person’s ability to participate in or benefit from the services, activities, or privileges provided by the University.

A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this Code. The following circumstances are not a defense to a violation of this provision: express or implied consent of a victim, the conduct or activity was not part of any official organizational event or otherwise sanctioned or approved by the student organization, or the conduct or activity was not a condition of membership into a student organization.

2. Soliciting another or aiding or assisting another to engage in any act of hazing as defined in this Code, or active involvement in the planning of such action.

3. Observing or participating in any conduct defined as hazing pursuant to the Code by a member of the Student Organization or group who is not themselves an affected/reporting individual, without reporting the incident to a University official.

Florida State University Hazing Policy, BOG 6.021, and Section 1006.63, Florida Statutes, are considered part of and incorporated as applicable.
F. Alcohol, Controlled Substances, and Illegal Drugs

1. The Student Organization, members, and guests must comply with all federal, state, and local laws pertaining to alcohol. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.

2. The Student Organization, members, and guests must follow federal, state, and local laws regarding illegal drugs, controlled substances and drug paraphernalia. No person may possess, use, purchase, provide, distribute, sell, and/or manufacture illegal drugs, other controlled substances, or drug paraphernalia while on the premises of or premises under the control of the Student Organization, while attending an organization event, or engaging in Student Organization activities or business, or acting within the scope of membership. The Student Organization may be held responsible for the distribution of illegal drugs and controlled substances in or adjacent to any organization facility or any facility operating as the organization's facility or in the control of the organization.

3. Alcoholic beverages must either be
   a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
   b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% by volume ("ABV") is prohibited at any organization event, except when served by a licensed and insured third-party vendor.

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed an insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

5. Alcoholic beverages must not be purchased with student organization funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.)

6. A Student Organization must not co-host or co-sponsor an organization event with a bar, event promoter or alcohol distributor; however, a student organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.

7. Attendance by non-members at any event where alcohol is present must be by invitation only, and the student organizations must utilize a guest list and identification/banding system. Attendance at events with alcohol is limited to a reasonable guest-to-member ratio and must not exceed local fire or building code capacity of the student organization facility or host venue.

8. The Student Organization, members, and guests must not permit, encourage, coerce, or participate in any activities involving the rapid consumption of alcohol, including, but not limited to, drinking games and rapid consumption.

9. Any organization event or activity related to the new member joining process (e.g. recruitment, intake, rush) must be substance free. No alcohol, illegal drugs, or controlled substances may be present if the organization event or activity is related to new member activities, meetings, or initiation into the Student Organization, including, but not limited, to "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.

10. Hosting by owners, residents, student organization members, or others in control of the organization event where the underage consumption of alcohol, illegal use
of controlled substances, or illegal drug use occurs, including in a residence hall room, residence hall common area, or off-campus personal residence or any space that is occupied by, under the control of, or reserved for the use of a Student Organization.

11. Failure of a Student Organization to take all necessary steps to ensure no person under the legal drinking age possesses alcoholic beverages at organization events or within any property or transportation it owns, operates, occupies, and/or rents, or is in control of is a violation of this policy.

12. Any violation of the University Alcohol Policy, FSU Regulation FSU-6.012.

G. Disruption and Obstruction

1. Student Organizations and student organization members must comply with the lawful order or reasonable request of an identified University official, any non-University law enforcement official, any non-University emergency responder, or any protective order.

2. The Student Organization will not engage in, tolerate, or condone:
   a. Providing false or misleading information by members of the Student Organization, or on behalf of the Student Organization to a University official, law enforcement official, paramedics, or other medical staff.
   b. Providing false or misleading information in a University and/or law enforcement investigation or hearing process.
   c. Acts that disrupt the University student organization or student conduct process or other University investigation, adjudication, or resolution process. Examples may include, but are not limited to: attempting to coerce or influence a person regarding the reporting of a student or Student Organization conduct violation, or a person’s participation in any conduct proceeding; avoiding or impeding communication in regard to a conduct proceeding; or actively disrupting a meeting or proceeding.
   d. Informed participation in an event with another student organization and failing to take necessary actions to determine whether a Student Organization is currently on disciplinary probation, recognition is suspended with restrictive conditions, or the student organization has lost recognition.
   e. Unreasonable disruption of peace, academic study, or sleep on or off campus.
   f. Behavior which disrupts or obstructs student learning, instruction, research, administrative, or other University operations or previously scheduled or reserved on-campus activities.
   g. Retaliation against another for making a report of conduct that may be in violation of this Code or other University policy, or participating in an investigation, process, or hearing. Making a report that is not made in good faith may be considered retaliation. See the Sex Discrimination and Sexual Misconduct policy for prohibited conduct defined as retaliation in that policy.

H. Property

1. The Student Organization will not engage in, tolerate, or condone:
   a. Malicious or negligent defacement, damage, or destruction of public or private property.
b. Theft, defined as removing or using the property or services of another person, off-campus entity, or of the University, with the intent to permanently deprive the person, off-campus entity, or University of the property or services.

c. Misappropriation, defined as temporarily removing or using the property or services of another person, off-campus entity, or the University, but without the intent to permanently deprive the person, off-campus entity, or the University of the property or services.

d. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen or obtained through unlawful means.

e. Entering or using the property or facilities of the University, off-campus entity, or another person without the proper consent or authorization.

I. Other Violations

1. Student Organizations will not engage in, tolerate, or condone the violation of; or the aiding, abetting, furthering, conspiring, soliciting, inciting, or attempting to commit any of the following:
   a. Violation of Federal or State law, local ordinance, or laws of other national jurisdictions.
   b. Violation of any Florida Board of Governors Regulation.
   c. Violation of any other University regulation or policy as defined in section II. Definitions, J. Policy in this Code.
   d. Violation of the Academic Honor Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Honor Policy. Refer to the Academic Honor Policy for violations and descriptions.
   e. Violation of policy of local or (inter)national governing entities including but not limited to member councils and (inter)national organizations.

IX. Procedural Standards

A. Advisors

1. An advisor may not participate directly in any proceedings or speak on behalf of the responding student organization, affected/reporting individual, or witness.

2. Consultation with an advisor during a meeting, proceeding or hearing must take place in a manner that is not disruptive.

3. Identity of an advisor is required to be reported to the Student Conduct Authority at least three business days prior to a meeting, proceeding, or hearing.

4. Advisors may not be individuals who serve other roles in the process as outlined in this Code (i.e. hearing administrator, witness, etc.), or if service in an advisory capacity would unreasonably conflict with the fair administration of the student conduct process as determined by the appropriate Student Conduct Authority.

5. The University is not responsible for selecting or compensating an advisor for any student organization navigating the student conduct process.

6. The availability of an advisor to attend a student conduct meeting, proceeding, or hearing will not unreasonably interfere with or delay the student organization conduct process.

7. Once a meeting, proceeding, or hearing has been scheduled it will rarely be rescheduled due to later unavailability of an advisor.
8. A representative from the University’s Office of the General Counsel may also be present at any meeting, proceeding, or hearing.

B. Reports
1. Anyone may file a report with the University alleging that a student organization has violated the Code. Any report should be submitted as soon as possible after the incident takes place, preferably within 60 calendar days. When there is significant delay, the Student Conduct Authority’s ability to resolve an incident may be difficult due to access to reliable information and witnesses. Therefore, the Student Conduct Authority has discretion whether or not to pursue resolution of a report and will only pursue a significantly delayed report when the conduct or responding student organization are deemed to pose a potential threat to the health or safety of an individual or the University community, or other exceptional circumstances.
2. The Office of Student Rights and Responsibilities also may receive reports or information on the disposition of criminal cases from the FSU Police Department, Tallahassee Police Department, Leon County Sheriff’s Office, Division of Alcoholic Beverages and Tobacco, other law enforcement agency, or any municipal, state, or federal court.
3. Reports may be accepted through alternate reporting mechanisms at the discretion of the Student Conduct Authority including but not limited to written or verbal communication, published information, or referral from another University department.
4. For reports alleging sex discrimination or sexual misconduct, the reporting process can be found in the Sex Discrimination and Sexual Misconduct policy. If a report alleges sexual misconduct and is reported via report.fsu.edu, the Student Conduct Authority will report the matter to the appropriate Title IX Office authority, in accordance with the University’s Sex Discrimination and Sexual Misconduct Policy. The Title IX office will evaluate the report pursuant to the policy before it will be referred to the Office of Student Rights and Responsibilities to review for possible violations of this Code.

C. Review and Investigation
5. All reported information will be reviewed by an appropriate Student Conduct Authority to determine appropriate next steps.
6. Interim Health or Safety Actions may be issued pursuant to section “F. Outcomes, 1. Interim Health and Safety Action” herein.
7. Investigation
   a. Upon receipt of a report, except for reports that are referred to the Title IX Office, a prompt, thorough, and impartial investigation may be conducted by the Assistant Dean of Investigations or FSUPD if further information is required to determine appropriate resolution by the Student Conduct Authority.
   b. Investigations will include a review of the submitted report, and other additional information, such as that gathered from investigation meetings with involved individuals or groups. Any involved individuals or groups will be interviewed and asked to share information they have regarding the incident including documents (text messages, emails, photos, etc.) and identification of any additional witnesses who may provide direct information regarding the incident.
   c. Students and student organization representatives may be accompanied by an advisor of their choice. Individuals are highly encouraged to participate in the process in order to allow for as thorough an investigation as possible; however an individual may decline to participate in the investigation process.
d. At the conclusion of an investigation, the Assistant Dean of Investigations will produce an investigation report and forward to the Student Conduct Authority for determination for next steps including, but not limited to, no action, issuance of an admonishment, referral to another department, governing body, or national organization, or an information session to determine resolution of the allegation of misconduct.

D. Notice of Alleged Violations

8. Absent exigent circumstances, the Student Conduct Authority will notify a responding student organization of any alleged Code violation(s) within five business days after receiving all appropriate information.

9. Written notice given to any reporting individual(s) or responding student organizations will include:
   a. Sufficient detail to allow a student organization representative to prepare a response (including source of information, description of the alleged behavior(s), and specific alleged Code violation(s)); and
   b. The date, time, and location of an information session, during which the affected/reporting individual or responding student may view all materials related to the case, receive instruction regarding the student conduct process and the student’s rights, and discuss the type of resolution process to be utilized.
   c. Notice that a student organization representative may waive the information session and advance directly to a formal hearing process by submitting notification in writing within two business days after the sending of the notice of alleged violation(s).

E. Information Session

10. During the information session the affected/reporting individual or responding student organization representative may view all materials related to the case, review procedural standards, and discuss options for resolution, which include alternative resolution, informal resolution, informal hearing, formal hearing, or an outcomes-only hearing.

11. The Student Conduct Authority will determine what resolution process is appropriate after considering the expressed preferences of any reporting individual(s) (if applicable) and responding student organization representative(s), and the totality of the circumstances.
   a. An alternative resolution process will only be considered if both a reporting individual (if applicable) and responding student mutually agree.
   b. If a responding student organization representative elects either an informal resolution or informal hearing and the Student Conduct Authority deems an informal resolution to be appropriate, the administrator conducting the information session may immediately facilitate an informal resolution process or conduct the informal hearing as the hearing administrator, or schedule the informal hearing or informal resolution process to take place within a reasonable time. In cases involving an affected/reporting individual, the hearing administrator will gather the necessary information and conclude the informal resolution or hearing within a reasonable time.
c. A formal hearing process will be utilized if elected by the responding student organization representative or if determined by the Student Conduct Authority to be the appropriate resolution process based on the totality of the circumstances of the case. If selected, a single hearing administrator is the only option for a formal hearing if the incident alleges violations of the Sex Discrimination and Sexual Misconduct policy.
d. An outcomes-only hearing may be utilized when a student organization has been found at fault in civil court with a preponderance of the evidence or higher standard at the discretion of the Student Conduct Authority.

12. When a responding student organization has two or more outstanding incidents, those incidents may be heard as a single case at the discretion of the Student Conduct Authority.

F. Resolutions
   1. Alternative Resolution
      a. Alternative resolution is a voluntary process that allows the responding student organization to accept responsibility for a violation of expectations. The alternative resolution process is designed to eliminate the behavior, prevent its recurrence, and remedy its effects in a manner that meets the needs of the affected/reporting individual or entity while maintaining the safety of the campus community. The alternative resolution process will only be used with the agreement of both the affected/reporting individual or entity and responding student organization and under the direction of the Student Conduct Authority, who may elect to cease the resolution process at any time and revert to an investigation, hearing, or other resolution. Please note that the affected/reporting individual or entity may be a University Official, or a University Official representing a University department.

b. The alternative resolution options available under this Code recognize:
   i. Participation in this process is voluntary and either the affected/reporting individual or responding student organization representative can choose to end the process at any time prior to signing a resolution agreement.
   ii. Both the affected/reporting individual and responding student organization representative must participate in individual information sessions with appropriate staff to learn more about the resolution process prior to participating.
   iii. The process is only intended to be used once by a responding student organization, and may not be considered if a responding student organization has previously been alleged to have violated the Code within a three year period. Further, the resolution process will not be considered for any incident that alleges any of the following: violence against a member of a vulnerable population, such as a minor or individual with a developmental disability; the use of a weapon; significant physical injury; that there are multiple alleged perpetrators of violence; or that there has been alleged violence against multiple individuals.
   iv. If the affected/reporting individual and responding student organization representative mutually agree to participate in an
alternative resolution process, they must agree to follow a timeline to be established in the information session for meeting schedules and response deadlines. An agreement resolution must be reached within 30 calendar days from agreement to proceed with the alternative resolution process. The University reserves the right to adjust established timelines if necessary to accommodate for limited staffing resources or other unforeseen circumstances.

v. The affected/reporting individual and responding student organization representative must agree to all terms established upon agreeing to engage in alternative resolution, or the case will be resolved through an investigation or other resolution process pursuant to the Code.

vi. The responding student organization may be charged with a violation of the Code for failure to adhere to the requirements laid out in the resolution agreement.

vii. Resolution agreements that are finalized through the alternative resolution process are not categorized as a student organization conduct record at the University, but can be referred to as an aggravating factor in assigning outcomes in the event of any future violations.

viii. Resolution agreements must be signed by both the affected/reporting individual and responding student organization representative as well as the Student Conduct Authority or Assistant Dean of Investigations. If an agreement is unable to be reached, the matter will be referred to the Student Conduct Authority for further action and adjudication.

ix. Resolution agreements reached at the conclusion of the resolution process are final and not subject to any other review or appeal. Individuals participating in the resolution process and mutually agree with the final resolution are waiving the ability to utilize a formal investigation and hearing process through the Student Conduct Authority.

c. Both the affected/reporting individual and responding student organization representative may be accompanied by an advisor at any meeting during the alternative resolution process.

2. Informal Resolution

a. A responding Student Organization may elect to resolve an outstanding violation(s) through an informal resolution in lieu of a hearing if deemed appropriate by the Student Conduct Authority and if the student organization representative accepts both responsibility or does not contest responsibility for the alleged violation(s) and assigned outcomes.

b. In an informal resolution, because the student organization accepts responsibility, the proceeding will be focused on potential appropriate outcomes.

c. Informal resolutions may take place during the information session or scheduled within a reasonable time thereafter.

d. Informal resolutions are noted as a finding of responsibility for violation(s) of the Code and are considered a student organization conduct record.
3. Informal Hearing
   a. A responding Student Organization may elect to resolve an outstanding violation(s) through an informal hearing if deemed appropriate by the Student Conduct Authority. Informal hearings are typically utilized when there is not conflicting, complex, or additional information that would be best examined through a formal hearing setting.
   b. Informal hearings may take place as an element of the information session or scheduled within a reasonable time.
   c. The responding student organization representative may provide information including reports, witness statements, communications, or other documentation in the hearing.
   d. A hearing administrator may temporarily adjourn the informal hearing if the administrator determines that further review of clarification is necessary including, but not limited to interviewing the reporting/affected individual or witnesses.
   e. A hearing administrator may utilize information gathered from information sessions, investigation meetings, or other proceedings involving individuals associated with the incident in making a determination on responsibility. If such information is under consideration, a responding student organization representative will be informed of the information and have an opportunity to respond.

4. Formal Hearing
   a. A formal hearing may be heard by a single hearing administrator or Administrative Hearing Panel. For cases that include allegations of sex discrimination or sexual misconduct, if a formal hearing is selected, the hearing will be conducted by a single administrator.
   b. Notice of a formal hearing, including the identity of the hearing administrator or body, will occur at least five business days prior to the hearing. Any objection regarding selected hearing administrator or hearing body must be submitted three business days prior to the start of a hearing.
   c. Formal Hearing Guidelines
      i. Private hearing. A formal hearing is conducted in private. The affected/reporting individual(s) (if applicable), responding student organization representative, and advisor(s) are allowed to attend the entire portion of the hearing at which information is presented. Admission of any other individual to the hearing is at the discretion of the Student Conduct Authority.
      ii. Scheduling. Formal hearings are scheduled at the earliest availability of the affected/reporting individual(s) (if applicable), responding student organization representative, person providing information on behalf of the University, and the hearing body. Student availability is determined based on academic class schedules and requirements. Absent exigent circumstances, lack of availability based upon personal matters, employment schedules, or the availability of an advisor are not considered in scheduling a formal hearing. A student or student organization should select as an advisor a person whose schedule reasonably allows attendance at the scheduled date and time for the hearing.
iii. Witnesses. In a formal hearing, appropriate witnesses identified by the Student Conduct Authority, reporting individual(s), or the responding student organization representative may be invited to the hearing to provide information in support of, or challenging responsibility of the alleged violation(s). Absent extraordinary circumstances, any witnesses must be identified at the information session or by the date otherwise given in a notice of allegations or other communication from the Student Conduct Authority. Witnesses will be invited by the Student Conduct Authority. Formal hearings will be scheduled within a timeframe to allow witnesses reasonable notice to participate, but a proceeding will not be unreasonably delayed or disrupted based on the availability of witnesses. In the case of a formal hearing, the University will make reasonable efforts to secure in-person testimony from law enforcement officers in cases where a student conduct charge results from an incident that was reported to law enforcement, and any University personnel who were involved in investigating a matter. However, sworn affidavits of law enforcement officers and official university reports may be considered by a hearing body in the absence of in-person testimony of the law enforcement officer or appropriate University employee(s), provided that the hearing body reasonably finds that the affidavit or report is otherwise reliable and the responding student has an adequate opportunity to respond to all facts alleged in the affidavit. Other written witness statements will be accepted for review in a formal hearing if the witness does not attend at the discretion of the hearing administrator or body. However, such statements will not be considered as having equal weight as witness information presented in a hearing, and cannot be used as the sole information supporting a finding of responsibility.

iv. Questions. The hearing administrator or body may pose questions directly to any individual providing information in the hearing. The affected/reporting individual(s) (if applicable), and responding student organization representative may propose questions to be answered by one another, but questions must be directed to the hearing administrator or chair of the hearing body rather than to the individual directly. The hearing administrator or chair will determine whether questions or potential information are appropriate for review as part of the formal hearing at their discretion.

v. Information.

a. Additional information, including, but not limited to, reports, witness statements, communications, or other documentation may also be reviewed in a hearing. Any such documentation that was reasonably available during a University investigation, but which was not provided during the course of the investigation by the student organization representative or other individuals afforded an opportunity
to do so, will not be considered. Any additional information must be submitted to the Student Conduct Authority immediately upon discovery of such information.

b. Individuals may decline to provide information or answer questions posed in a hearing. However, the hearing body will make a decision on responsibility after considering the information that is shared as a part of the formal hearing.

c. Past violations of the responding student organizations, witnesses, or reporting individual(s) will be excluded from the hearing unless deemed relevant by the administrator or chair of the hearing body.

d. Past behavior of a responding student organization may be reviewed as an aggravating or mitigating factor for consideration in assigning appropriate outcomes if the responding student organization is found responsible for a violation.

e. Affected/reporting individuals and responding student organization representatives may submit an impact statement to the appropriate Student Conduct Authority three business days prior to the formal hearing. Impact statements are considered an element of the hearing record and accessible for review by an affected/reporting individual and responding student organization in the event there is a finding of responsibility. If applicable, the affected/reporting individual and responding student organization representative may review the impact statement and provide a response within a reasonable time and by such method as determined by the Student Conduct Authority.

f. Consideration of information for a determination regarding responsibility is limited to that information presented in the formal hearing. Information that is discovered in a separate hearing or proceeding originating from the same reported incident may be introduced in a formal hearing.

vi. Hearing record. There will be a single record, such as a digital audio recording of all formal hearings. Deliberations will not be recorded. This recording will be the property of the University but will be made available for the affected/reporting individual(s) or responding student organization representatives to review upon request. Any recordings of the hearing without the acknowledgement and permission of involved individuals is prohibited.

5. Outcomes-Only Hearing

a. The Student Conduct Authority may determine that an outcomes-only hearing is appropriate to resolve a case where a student organization is found at fault in civil court based on a preponderance of the evidence or higher standard.
b. Outcome-only hearings may take place as an element of the information session or be scheduled within a reasonable time. If a student organization representative does not participate in the hearing, the Student Conduct Authority will issue the appropriate outcomes based on the information available.

c. The responding student organization representative may provide information, including an impact statement, for consideration.

6. General Guidelines

a. Basis for decision(s). The basis for any decision of responsibility in an informal or formal hearing will be whether upon a preponderance of the information, it is more likely than not that a violation or violations of the Code occurred. The burden to demonstrate that this standard has been met rests with the University, and all responding student organizations are considered to be not responsible for a violation until and unless a hearing body makes a finding of responsibility.

b. Informal procedural standards. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in student organization conduct proceedings.

c. Personal Health and Safety Accommodations. The Student Conduct Authority may accommodate individuals with concerns for their personal health or safety during a proceeding or hearing by providing separate facilities or physical dividers, and/or by permitting participation by video conference or other viable means as determined by the Student Conduct Authority as appropriate and do not infringe upon fundamental due process.

d. Accommodations for qualified individuals with a disability. Any student with a qualified disabling condition may work with the Student Disability Resource Center (SDRC) to request a reasonable accommodation in order to equally participate in the student or student organization conduct process. All requests for reasonable accommodations must be made either through the Office of Student Rights and Responsibilities or the SDRC. All accommodation requests must be made in a timely manner and coordinated with the student's appropriate disability specialist within the SDRC. Non-students may make a reasonable request for accommodation with the Student Conduct Authority.

c. Decision in absentia. If an affected/reporting individual, responding student organization representative, or witness does not appear for a proceeding or hearing after notice, the Student Conduct Authority or hearing body may postpone the proceeding or review any information in support of or challenging the violations in the individual's absence and determine a finding regarding responsibility and any related outcomes based upon the available information.

f. Holds. The Student Conduct Authority may place a hold on the privileges of recognition of any student organization who fails to resolve allegations of a violation(s) of the Code in a timely manner.

g. Any question of application of or objection to procedural standards, authority, scope or other provisions of the Code must be referred to the Student Conduct Authority at least 3 days prior to a conduct hearing.
h. A hearing body or the Student Conduct Authority may impose other reasonable procedural requirements for the orderly administration of student conduct proceedings, provided that such requirements are not inconsistent with this Code and do not infringe upon a student organization's procedural due process rights.

i. Joint hearing. In cases involving more than one responding student organization, whether in a formal or informal hearing, the hearing body may permit the hearing concerning each student organization to be conducted either separately or jointly.

G. Outcomes. Outcomes are interim action(s) or final status or education assignments that alone or in any combination are assigned to a student organization as an interim health or safety measure or as a final outcome at the conclusion of a resolution process.

1. Interim Health and Safety Actions. Interim actions may be initiated to protect the health or safety of individuals involved in an incident or investigation or in circumstances when an organization is alleged to have engaged in conduct that poses a substantial risk to the operation of the University. IHSAs may be issued in conjunction with, or pending the outcome of, an investigative or adjudicative process of the Student Conduct Code, Student Organization Conduct Code, or Sex Discrimination and Sexual Misconduct policy.

   a. Interim action(s) will be communicated in writing consistent with the notice provisions of this Code.

   b. Interim action(s) are temporary measures applied through the duration of an investigation and/or resolution process and do not replace a resolution process as outlined in this Code.

   c. A student organization may request a review of an interim action in writing to the Dean of Students. The scope of the request is limited to whether the interim action(s) should remain in place, based on the information available. The responding student organization in an IHSA is afforded an opportunity to respond to the allegations or information presented by the University as the basis for the IHSA. The Dean of Students will schedule a review meeting with the requesting student organization representative within three business days of receiving the written request. The requesting student organization may provide information including reports, witness statements, communications, or other documentation in the meeting. When applicable, an affected/reporting individual may provide information to the Dean of Students for purposes of this review. Interim actions may be affirmed, modified, or lifted as a result of a requested review. The Dean of Students will communicate the final decision in writing within one business day of the review meeting.

   d. Interim Action(s) may include any actions deemed appropriate to mitigate the threat to health, safety, or welfare of the University community or individuals involved in an incident, ranging from interim suspension to restrictions on participation in university-sponsored programs or activities or presence on campus.

2. Status Outcomes

   The outcomes listed below are not intended to serve as an exhaustive list of all outcomes the University may be able to utilize regarding a given Student Organization conduct concern.
a. Reprimand. A notice in writing to the student organization that the group is violating or has violated University expectations for behavior and that further violations may result in more severe disciplinary action.

b. Disciplinary Probation. This status is assigned to a student organization for a specified period of time. While on this status, any further violations may result in suspension or loss of recognition from the University. Other restrictions that may be placed upon a student organization on disciplinary probation may include, but are not limited to the following:
   i. Participation in University or student activities,
   ii. Representation of the University in leadership positions or eligibility for awards or honors,
   iii. Use or entrance into University facilities or campus areas,
   iv. Contact with any specified individual(s), and/or
   v. Student Organization events under the auspices of the Student Organization such as organization social events and tailgates.

c. Suspension of recognition. Suspension of recognition with the University after a specific date and for a specified period. Through the duration of the suspension period the student organization will be prohibited from utilizing the support and services afforded a recognized student organization and will be restricted from the following:
   vi. Participation in University or student activities,
   vii. Representation of the University in leadership positions or eligibility for awards or honors,
   viii. Use or entrance into University facilities or campus areas,
   ix. Student organization events under the auspices of the student organization such as organization social events, and tailgates.

To regain recognition at the conclusion of the suspension period, a student organization must demonstrate compliance with any terms of the suspension, and meet requirements of any applicable recognition processes(es) through Student Activities and fraternity and sorority life governing councils (if applicable).

d. Loss of recognition. Loss of recognition from the University after a specific date and for an indefinite period of time. During which time, the student organization will be prohibited from utilizing the support and services afforded a recognized student organization and privileges as outlined under the “suspension of recognition” section. The University may set a designated timeframe during which the organization will not be eligible to apply for re-recognition. This timeframe may be extended if there are further violations of University policy by the student organization or student organization members.

3. Education Outcomes
   a. Service Hours. Completion of service under the supervision of a University department or outside agency.
   b. Discretionary outcomes. Work assignments, essays, presentations, research projects, conduct contracts, or other discretionary assignments.

4. Administrative Directive Outcomes
   a. Restitution. Compensation for loss, damage, or injury to University property. This may take the form of appropriate service, monetary, or material replacement.
b. No contact directive/extension of existing no contact directive. A no contact directive is an official University directive that serves as notice to an individual or individual(s) that they must not have physical contact with or proximity to, or direct verbal, electronic, written, and/or indirect communication intentionally made through another individual with an identified individual for a specified period of time. This may be a new directive, extension of an existing directive, or include altered or additional parameters or instructions to an existing directive. No contact directives may only be removed prior to the specified period of time at the discretion of the Student Conduct Authority and at the written request of all involved individuals.

c. Loss of privilege. Denial of any specified privilege for a specified period of time.

d. Behavioral Plan. This is a directive to the student organization from the Office of Student Rights and Responsibilities and/or in consultation with another appropriate office (including, but not limited to Student Activities, Fraternity and Sorority Life, Housing, Title IX, etc.) which outlines expected behaviors.

5. Alternative Resolution Agreement Outcomes

a. Any individual or combination of outcomes listed in the education outcomes section of this policy.

b. Administrative directive outcomes including, but limited to restitution, no contact directive or extension of existing no contact directive, loss of privilege and behavior plan as defined in the administrative directives outcomes section of this policy.

c. Voluntary membership reviews or cease and desist of student organization activities to determine a strategic plan for the future of the student organization.

H. Appeal Procedures

1. Both an affected/reporting student (if applicable) and a responding student organization are afforded a single opportunity to appeal decisions and/or any outcomes issued by a hearing body within five business days of the date of the written decision and outcomes. Only affected/reporting individuals who meet the definition of a student are eligible to submit an appeal request with the exception of cases of sex discrimination or sexual misconduct in which an affected/reporting individual may submit an appeal regardless of student status. Any interim actions will remain in effect at the discretion of the Student Conduct Authority, however any outcome(s) resulting from the original hearing decision will be held in abeyance pending the conclusion of the appeal process. An affected/reporting individual (when applicable) and a responding student organization will be notified of an appeal submission by the other, given the opportunity to review the submitted appeal request, and given the opportunity to submit a response.

2. Required Format. All appeal requests must be in writing, identify the basis or bases for appeal, and include any supporting documentation the appealing individual or student organization wishes to be considered.

3. Scope of Review. Deference is given to the original hearing body's findings of fact and decision on responsibility and/or any outcomes; therefore, the burden is on the individual or Student Organization filing an appeal request to sufficiently demonstrate cause to alter the decision of the hearing body or any outcomes. An appeal review will generally be limited to a review of the record of the hearing and supporting documents for one or more of the bases of appeal listed below, provided however, that under extraordinary circumstances the appeal administrator may request additional information or clarification from the University, investigator(s), hearing body, Student
Conduct Authority, reporting individual, responding student organization, or witnesses for purposes of this review.

4. Appellate Administrator(s). The Vice President designates University administrators to facilitate policies and procedural standards as outlined in this Code, including appellate review. All appellate reviews are considered recommendations for review and action for the Vice President for Student Affair’s final agency action on behalf of Florida State University.
   a. Decisions of the Administrative Hearing Panel, Student Conduct Board, or hearing administrators appointed by the Office of Student Rights and Responsibilities may be appealed to the Dean of Students.
   b. Decisions of the Dean of Students may be appealed to the Vice President.

5. Bases for Appeal. Appeal reviews are not a “re-hearing” of a student organization conduct matter, rather a review of process and submitted information to ensure stated procedural standards were followed. Appeal considerations are limited to one or more of the following bases:
   a. **Process Review.** That the proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.
   b. **Information Review.** That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code occurred.
   c. **Outcome Review.** That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
   d. **New Information.** That new information exists that was not known to the individual or student organization appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student organization representative who did not appear for a proceeding or hearing.

6. Appeal Decision. An appeal administrator reviewing an appeal request may make one of the following recommendations for final agency action:
   a. **Affirm.** The administrator may affirm the decision and/or outcomes of the original hearing body.
   b. **Alter outcome.** The administrator may alter the outcome(s) issued by the original hearing body. Alteration in the outcome may include reducing or increasing severity of outcome(s) or requirements.
   c. **New hearing.** The administrator may determine a new hearing by a different hearing body is warranted to correct procedural irregularity or to consider new information. An individual or student organization may appeal any decision by a hearing body assigned to adjudicate a new hearing.
   d. **Remand.** The administrator may direct the original hearing body to review their original decision subject to any instructions from the appeal administrator. The hearing body may affirm its original decision or render a new decision consistent with those instructions. An individual or student organization may appeal a decision made on remand; however if a hearing body affirms its original decision,
an individual or student organization may not appeal the decision on the same 
grounds as in the previous appeal.

7. Final Agency Action. The appeal administrator will forward findings and 
recommendations to the Vice President for Student Affairs for review. The Vice 
President’s review and decision is considered the final decision of the University and 
will be communicated in writing within fifteen business days to the responding 
Student Organization and if applicable, simultaneously to the affected/reporting 
individual. This timeline may be extended if necessary in consideration of the record 
on appeal. Final agency action decisions are only appealable by writ of certiorari to 
the Second Judicial Circuit in and for Leon County, Florida.

I. Record Keeping Practices.
   1. File Maintenance. Records of all Student Organization conduct cases will be maintained in 
   the Office of Student Rights and Responsibilities indefinitely.
   2. Release of Records. The release of Student Organization conduct records will be governed 
   by applicable federal and state laws regarding the privacy of education records. General 
   information regarding the outcome of Student Organization conduct proceedings (without 
   identifying information) may be released to the public.
   3. Access to and Copies of Records. A student organization representative is permitted access 
   and review of information in the conduct file for the purpose of reviewing information that 
   is subject to consideration as part of a student organization conduct proceeding.
   4. Transcriptions of hearings. Any student organization representative or a student desiring a 
   transcript of a recorded hearing that is a part of their education record should Contact the 
   Office of the General Counsel, which will arrange for the preparation of the transcript by a 
   court reporting service. The court reporting service will provide the transcript to the Office 
   of the General Counsel, which will perform a confidentiality review of the transcript and 
   redact any confidential or exempt information pursuant to state or federal law. The 
   requester shall bear the cost of the transcript preparation and confidentiality review.

Law implemented 1011.48 FS History-New 9-30-75, Formerly FSU-3.04, Amended 9-4-86, 3-20-88, 7- 
18-96, 7-20-99, 11-13-00, 5-9-2007, Substantially Rewritten, 6-9-2012, Amended 3-4-2016, 
Substantially rewritten 2-22-2017, Amended 6-8-2018, Substantially Rewritten________
MEMORANDUM

TO: John Thrasher, President

FROM: Kyle Clark, Vice President for Finance & Administration

DATE: September 19, 2019

SUBJECT: Request for Approval
2019-2020 Carryforward Spending Plan

Pursuant to SB190 passing during this past Legislative session, the Board of Governors is in the process of amending regulation 9.007 – University Operating Budgets - changes related to Universities submitting carryforward spending plans to the BOG.

The following motion is presented for your consideration:

1. Approve the University’s fiscal year 2019-2020 carryforward spending plan of $95,765,250.

2. Grant approval for the President to make subsequent changes to the budget outlined in motion 1 as needed during the fiscal year, within available resources and fund balances, and consistent with applicable laws and regulations.

I recommend approval of this motion.

KC

Attachments
Florida State University  
Education and General  
Carryforward Spending Plan Summary  
Approved by University Board of Trustees  
September 1, 2019

A. Beginning E&G Carryforward Fund Balance - July 1, 2019:

<table>
<thead>
<tr>
<th></th>
<th>University E&amp;G</th>
<th>College of Medicine</th>
<th>Joint College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$210,676</td>
<td>$124,651</td>
<td>$78,505</td>
</tr>
<tr>
<td>Investments</td>
<td>$144,209,607</td>
<td>$10,580,266</td>
<td>$1,238,187</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$12,517,595</td>
<td>$298,344</td>
<td>$200,524</td>
</tr>
<tr>
<td>Less: Accounts Payable</td>
<td>$978,252</td>
<td>$21,914</td>
<td>$24,042</td>
</tr>
<tr>
<td>Less: Deferred Student Tuition &amp; Fees</td>
<td>$20,384,944</td>
<td>$3,396,128</td>
<td>-</td>
</tr>
<tr>
<td>Beginning E&amp;G Fund Balance (Net of Payables/Receivables/Deferred Fees):</td>
<td>$135,574,682</td>
<td>$7,585,219</td>
<td>$1,493,174</td>
</tr>
<tr>
<td>7% Statutory Reserve Requirement (per SB 190, 1011.45(1) F.S.)</td>
<td>$44,401,665</td>
<td>$3,471,607</td>
<td>$1,014,553</td>
</tr>
<tr>
<td>E&amp;G Carryforward Fund Balance Less 7% Statutory Reserve Requirement</td>
<td>$91,173,017</td>
<td>$4,113,612</td>
<td>$478,621</td>
</tr>
</tbody>
</table>

F. Restricted / Contractual Obligations

<table>
<thead>
<tr>
<th>Description</th>
<th>University E&amp;G</th>
<th>College of Medicine</th>
<th>Joint College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted by Appropriations</td>
<td>$687,773</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>University Board of Trustees Reserve Requirement</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Restricted by Contractual Obligations:</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Compliance Program Enhancements</td>
<td>$50,575</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Audit Program Enhancements</td>
<td>$20,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Campus Security and Safety Enhancements</td>
<td>$210,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Student Services, Enrollment, and Retention Efforts</td>
<td>$707,057</td>
<td>$900,000</td>
<td>$</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$122,869</td>
<td>$1,000,000</td>
<td>$</td>
</tr>
<tr>
<td>Faculty/Staff, Instructional and Advising Support and Start-up Funding</td>
<td>$6,135,848</td>
<td>$</td>
<td>$451,474</td>
</tr>
<tr>
<td>Faculty Research and Public Service Support and Start-Up Funding</td>
<td>$4,188,960</td>
<td>$436,106</td>
<td>$</td>
</tr>
<tr>
<td>Library Resources</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,360,272</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Information Technology (ERP, Equipment, etc.)</td>
<td>$1,523,689</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)</td>
<td>$2,894,541</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>USF St. Pete Restricted Reserve-USC Funding Guarantee</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>PECO Projects - Supplemental Funds to Complete Projects That</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Received Previous Appropriation (SB 190)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Completion of Renovation, Repair, or Maintenance Project up to $5M (SB 190)</td>
<td>$1,725,835</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Replacement of Minor Facility (&lt; or = 10,000 gsf) up to $2M (SB 190)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Complete Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools) up to $10M (SB 190)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Restricted Funds: (Should agree with restricted column total on 'Planned Expenditure Details' tab)</td>
<td>$19,627,419</td>
<td>$2,336,106</td>
<td>$451,474</td>
</tr>
</tbody>
</table>

G. Commitments

<table>
<thead>
<tr>
<th>Description</th>
<th>University E&amp;G</th>
<th>College of Medicine</th>
<th>Joint College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance, Audit, and Security</td>
<td></td>
<td>$72,249</td>
<td>$</td>
</tr>
<tr>
<td>Audit Program Enhancements</td>
<td>$25,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Campus Security and Safety Enhancements</td>
<td>$7,903,153</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
**Florida State University**  
**Education and General**  
**Carryforward Spending Plan Summary**  
**Approved by University Board of Trustees**  
**September 1, 2019**

<table>
<thead>
<tr>
<th>Academic and Student Affairs</th>
<th>University E&amp;G</th>
<th>College of Medicine</th>
<th>Joint College of Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services, Enrollment, and Retention Efforts</td>
<td>$1,366,481</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$11,054,926</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty/Staff, Instructional and Advising Support and Start-up</td>
<td></td>
<td>428,506</td>
<td>27,148</td>
</tr>
<tr>
<td>Funding</td>
<td>$6,206,909</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Faculty Research and Public Service Support and Start-Up Funding</td>
<td>$3,830,134</td>
<td>$762,000</td>
<td>-</td>
</tr>
<tr>
<td>Library Resources</td>
<td>$160,945</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Facilities, Infrastructure, and Information Technology**

| Utilities                                                        | $12,362,367   | -                   | -                           |
| Information Technology (ERP, Equipment, etc.)                    | $12,381,355   | -                   | -                           |
| PECO Projects - Supplemental Funds to Complete Projects That      |               | -                   | -                           |
| Received Previous Appropriation (SB 190)                         | $36,058       | -                   | -                           |
| Completion of Renovation, Repair, or Maintenance Project up to    | $942,291      | 587,000             | -                           |
| $5M (SB 190)                                                     |               | $                   |                             |
| Replacement of Minor Facility (< or = 10,000 gsf) up to $2M (SB 190) | $         | -                   | -                           |
| Complete Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools) up to $10M (SB 190) | $         | -                   | -                           |

**Other UBOT Approved Operating Requirements**

| Other Operating Requirements (University Board of Trustees-       | $15,203,729    | -                   | -                           |
| Approved That Support the University Mission)                    |               | $                   |                             |

**Total Commitments**: (Should agree with committed column total on "Planned Expenditure Details" tab)

| $71,545,598 | $1,777,506 | $27,148 |

**H. Available E&G Carryforward Balance as of September 1, 2019**

| $         | (0)      | 0         | 0          |

* Please provide supplemental detailed descriptions for these multiple-item categories in sections F and G using Board of Governors template (use worksheet tab "Planned Expenditure Detail" included with this file).

**Notes**:
1. Florida Polytechnic University amounts include the Phosphate Research Trust Fund.
2. **2019 Senate Bill 190 amends 1011.45 F.S.** regarding university Education & General carryforward minimum reserve balances, reporting requirements, and allowable uses. 1011.45(2) states that "Each university that retains a state operating fund carry forward balance in excess of the 7 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend if necessary, each university's carry forward spending plan by October 1, 2020, and each October 1 thereafter." 1011.45(3) adds "A university's carry forward spending plan shall include the estimated cost per planned expenditure and a timeline for completion of the expenditure." An additional tab is provided with this file to allow reporting of university detailed expenditure plans for each planned expenditure, a completion timeline, and amount budgeted for expenditure during the current fiscal year.
MEMORANDUM

TO: John Thrasher, President

FROM: Kyle Clark, Vice President for Finance & Administration

DATE: September 19, 2019

SUBJECT: Request for Approval
2019-2020 Revised Fixed Capital Outlay Plan

Pursuant to SB190 passing during this past Legislative session, the Board of Governors is in the process of amending regulation 14.0025 – Fixed Capital Outlay Budgets -provide guidance on the approval and submission of FCO budgets and amendments to the BOG.

The following motion is presented for your consideration:

1. Amend the University’s fiscal year 2019-2020 Fixed Capital Outlay budget from $238,716,784 to $275,788,938.

2. Grant approval for the President to make subsequent changes to the budget outlined in motion 1 as needed during the fiscal year, within available resources and fund balances, and consistent with applicable laws and regulations.

I recommend approval of this motion.

KC

Attachments
<table>
<thead>
<tr>
<th>Item</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
<td>$400</td>
<td>$500</td>
<td>$600</td>
<td>$700</td>
<td>$800</td>
<td>$900</td>
</tr>
<tr>
<td>Item 2</td>
<td>$500</td>
<td>$400</td>
<td>$300</td>
<td>$200</td>
<td>$100</td>
<td>$0</td>
<td>$-100</td>
<td>$-200</td>
<td>$-300</td>
</tr>
<tr>
<td>Item 3</td>
<td>$150</td>
<td>$200</td>
<td>$250</td>
<td>$300</td>
<td>$350</td>
<td>$400</td>
<td>$450</td>
<td>$500</td>
<td>$550</td>
</tr>
<tr>
<td>Total</td>
<td>$850</td>
<td>$1000</td>
<td>$1150</td>
<td>$1300</td>
<td>$1450</td>
<td>$1600</td>
<td>$1750</td>
<td>$1900</td>
<td>$2050</td>
</tr>
</tbody>
</table>

*Note: All values are in hypothetical currency.*
September 3, 2019

MEMORANDUM

TO: John Thrasher, President
    Ed Burr, Chairman, FSU Board of Trustees
    Jorge Gonzalez, Chairman, Audit and Compliance Committee

FROM: Robyn Blank
      Chief Compliance and Ethics Officer

RE: Office of Compliance and Ethics

Attached for your review are the 2018-2019 Annual Report and the 2019-2020 Work Plan for the Office of Compliance and Ethics. The materials will be presented as an informational item during the September 20, 2019, Board of Trustees meeting. Please let me know if you have any questions or concerns. Thank you.
FLORIDA STATE UNIVERSITY
OFFICE OF COMPLIANCE AND ETHICS

A MESSAGE FROM THE CHIEF COMPLIANCE AND ETHICS OFFICER

Higher education is widely recognized as the most heavily regulated area of commerce in the country. As FSU continues to grow, innovate, and achieve amid stiff national and international competition, we must ensure that our foundational principles of honesty, integrity, and good faith remain uncompromised. Whether the question is one of conflict of interest, adherence to standards, risk assessment, or management of the ever-changing regulatory landscape, the Office of Compliance and Ethics serves an integral role in prevention of situations that lead to loss of reputation and resources, as well as remediation of risky conditions upon discovery.

Since my hiring in March 2018 and the chartering of the Office of Compliance and Ethics in June 2018, I have had the privilege of working with colleagues in all corners of campus to address a wide variety of complex challenges in the compliance arena. Without exception, I have been warmly received and welcomed as a partner in assessing issues and finding solutions. I am grateful every day for the groundwork laid by the Office of the President, Office of Inspector General Services, and others that set the Office of Compliance and Ethics on a course to success.

I hope you find the enclosed Annual Report informative on the achievements of the Office of Compliance and Ethics during the past eighteen months, as well as on the challenges we face and goals we have set for the year and years ahead. The Office’s Work Plan for the 2019-2020 fiscal year is imbedded in this document, similarly organized to reflect our roots in the Federal Sentencing Guidelines. Regarding the Work Plan, it is the intent of the Office to move from a reactive, project-driven model to an imbedded, fundamental part of the university’s operation at all levels. As always, feel free to contact me if you would like a more in-depth explanation of any particular element, or if you have any questions or concerns about the Office.

Sincerely,

[Signature]

Robyn Blank, Chief Compliance and Ethics Officer

“Integrity and Excellence Always, In All Ways”
222 South Copeland Street, Suite 2029, Westcott North
P.O. Box 3061400, Tallahassee, FL 32306-1400
850.644.5238 • Fax 850.644.8973
Introduction: The Federal Sentencing Guidelines

Since 1991, The United States Department of Justice has utilized the Business Organizations section of the United States Sentencing Guidelines Manual to analyze the criminal liability of business organizations. If an entity can demonstrate it has a well-developed compliance and ethics program and that criminal conduct occurred in spite of that program, the entity can receive credit against a criminal sentence. But the guidelines have a much greater use than just sentencing bad-acting businesses. Known as Chapter 8, the guidelines have been used by hundreds of organizations to develop their compliance plans and determine the reach of their chief compliance officers. The Florida Board of Governors used Chapter 8 as the basis for BOG Regulation 4.003, and it provides the framework that will be used for the 5-year effectiveness reviews of each SUS institution’s compliance program. For those reasons, this Annual Report is organized to reflect FSU’s progress in each of the seven elements described by Chapter 8.¹

Element One: Executive Oversight

Via the establishment of the Office of Compliance and Ethics and the designation of the Chief Compliance and Ethics Officer as a direct report to the University President and the Chair of the Board of Trustees, FSU has signaled strong support for the Office and its efforts. Edits to the Board of Trustees Audit and Compliance Committee Charter approved in June 2018 provide oversight for the Office, with the Chief Compliance and Ethics Officer reporting quarterly to the Committee and yearly to the full Board of Trustees, or upon request. Two staff committees established by the Charter—the Compliance Alliance and the Compliance Partners Committee—provide subject matter expertise and oversight on policy changes and university-wide projects. Regular meetings between the Chief Compliance Officer and the President’s Chief of Staff keep both offices apprised of important developments of the other.

2019-2020 WORK PLAN ITEMS:

- Develop bylaws and charge documents for staff committees
- Schedule and hold regular meetings (twice a year or once a semester) of staff committees

Element Two: Written Standards of Conduct and Policies and Procedures

Policy review is a continual process at FSU. Recent changes to policies that have compliance or ethics components include:

- 4-OP-C-7-L Employment of Relatives (Nepotism) Policy
- 4-OP-A-9 Internal Controls
- 4-OP-H-13 Electronic Mail Policy

¹ These seven elements are also described in the Office’s Program Plan, approved September 2018.
4-OP-C-13, Policy Against Fraudulent, Unethical, and other Dishonest Acts and OP-C-7-G7, Standards for Employee Ethics, are under review to reflect the existence of the Office of Compliance and Ethics and best practices. A more comprehensive Code of Ethics for employees is also being considered, as the current Code of Ethics addresses a very narrow set of circumstances. A 2018 review of the Board of Trustees’ Code of Ethics resulted in no changes.

2019-2020 WORK PLAN ITEMS:

- Complete review, revision, and creation of ethics-centered policies
- Review university-wide policies for consistency and uniformity on compliance and ethical issues
- Create plan for university-wide policy reorganization
- Complete policy review and revision for international travel (via International Travel Safety and Risk Advisory Council)

Element Three: Effective Lines of Communication

The Chief Compliance and Ethics Officer maintains regular meetings with the Inspector General and the Associate Vice President for Human Resources/Chief of Staff for the Vice President of Finance and Administration (monthly), the Senior Associate Athletics Director for Governance and Compliance (monthly), the Title IX Director (weekly), and the General Counsel (weekly). The Office of Compliance and Ethics regularly receives and responds to inquiries and requests for assistance on a variety of issues from departments and offices across the institution, indicating that awareness of the Office is growing. The Office benefits from open-door policies of the University President, Vice President for Research, and Athletics Director, among others.

2019-2020 WORK PLAN ITEMS:

- Establish regular meetings or circulate informational memos/newsletters to keep campus partners informed of activity of the Office of Compliance and Ethics, especially on the academic side
- Review reporting lines to determine whether changes can improve communication (required by Charter)

Element Four: Education and Training

The task of training a large group of diverse administrators, faculty, and staff is one of the heaviest lifts of a new compliance office. During the first eighteen months of its existence, the Office of Compliance and Ethics has achieved some small successes by tackling low-hanging fruit. Beginning with a Code of Ethics training for the Board of Trustees in May 2018, the Office has conducted trainings since its inception on a variety of issues, including student privacy, minors on campus, solicitation and acceptance of gifts, the Clery Act, and open government/public records. The creation of the Office website, a university-wide announcement during Compliance Week (November 2018), and acknowledgements of the Office’s work during
Board meetings have increased the visibility of the Office and led to opportunities for trainings and partnerships in areas of the university that are not always top of mind, like Information Technology Services and the University Libraries.

2019-2020 WORK PLAN ITEMS:

- Create a database of trainings on common ethics issues that can be downloaded or completed online²
- Create and implement a training and tracking schedule to ensure university-wide knowledge of compliance and ethics matters
- Create and implement programming around Compliance Week (November 2019)
- Improve and promote Office of Compliance and Ethics website

Element Five: Audits and Evaluation Techniques to Monitor Compliance; Establishment of Reporting Processes and Procedures for Complaints

Much of the Office of Compliance and Ethics’ work in this space has been in cooperation with the Office of Inspector General Services, working to implement recommendations and address follow-up concerns resulting from internal audits or investigations. The Office provides updates to OIGS and the Audit and Compliance Committee, as required and/or upon request. Over the next two years, the Office of Compliance and Ethics will work to develop methods to assess effectiveness of the Office’s efforts and whether compliance and ethics knowledge has increased across the university.

Prior to the establishment of the Office of Compliance and Ethics, the Offices of Inspector General Services and Human Resources had primary responsibility for monitoring and responding to complaints received through EthicsPoint, FSU’s anonymous reporting hotline. The Chief Compliance and Ethics Officer has an EthicsPoint license and access to the EthicsPoint site to review complaints that arrive via the online portal. Regular meetings with the Inspector General and the Associate Vice President for Human Resources (see Element Three) assist with workload issues and identification of the correct office to conduct investigatory activities and respond to complaints.

2019-2020 WORK PLAN ITEMS:

- Create handbook/establish protocols for investigations and investigatory reports
- Create and implement assessment tool(s) to identify areas of risk and measure improvements when noncompliance is discovered and needs to be remedied

² The SUS Consortium has devoted a committee to this project in an effort to create uniform trainings that will be shared across institutions.
Element Six: Appropriate Disciplinary Mechanisms and Incentives for Good Conduct

Although the Office is not responsible for handing down discipline, best practices indicate that creating incentives for good conduct can be just as important as deterring poor conduct via discipline. Trainings have emphasized the importance of compliance and ethics at all levels of the institution. Individually tailored trainings identify the specific contributions of the participating group to the university’s mission and discuss the risks associated with noncompliance. When discipline is recommended as an outcome of an investigation, the Office of Compliance and Ethics works with the Office of Human Relations to ensure that discipline is consistent and proportional.

The Office is in the process of creating an incentive program that recognizes ethical conduct and exploring possibilities for individual acknowledgement, such as website publicity, entrance into a drawing, and challenge coins. Recognitions for outstanding departments are also in the works.

2019-2020 WORK PLAN ITEMS:

- Create and implement incentive program to recognize outstanding compliance and ethical conduct, both for individuals and business units

Element Seven: Investigation and Remediation of Systemic Problems

The Office of Compliance and Ethics conducted a total of three investigations during its first year, two involving conflict of interest issues and one involving an allegation of unsafe working conditions. In each instance, efforts were made to determine whether the allegation, substantiated or not, was indicative of a larger compliance issue within a department or office. In cases where a lack of training or education was identified as a potential risk factor, training and educational opportunities were offered, tailored to address the specific concerns that led to the investigation or which were uncovered by the investigation.

The Office is heading up a university-wide overhaul of the outside activity approval process for faculty and staff who engage in employment other than their jobs at FSU. The changes are both substantive and procedural. Substantively, we will be making improvements to the outside activity disclosure forms so that we get better information about proposed activities, allowing us to make informed decisions about conflicts of interest and conflicts of commitment. Procedurally, we will be moving from a paper-based system to an online one, making tracking, approval, and analysis of information easier and more reliable. Our hope is to close a significant knowledge gap that will protect the University as well as individual staff and faculty members.

In a similar project, the Office is working with Information Technology Services, International Programs, the College of Medicine, University Health Services, and others to implement the recommendations from gap analyses on the university’s compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the General Data Protection Regulation (GDPR). Both analyses identified the decentralization of compliance functions in these areas as a significant risk and recommended the creation of a privacy office to address the issue. At the time of this report, the recommendations have not been reported to executive staff.
2019-2020 WORK PLAN ITEMS:

- Complete, at minimum, piloting of online outside activity project
- Address highest-risk areas identified by gap analyses and create plan to address moderate- and low-risk areas