AGENDA
FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES
ORIENTATION AND MEETING
SEPTEMBER 20 & 21, 2001
WHITAKER HALL
FLORIDA GULF COAST UNIVERSITY

Thursday, September 20

8:30 a.m.     Welcome & Introductions – Bill Merwin, FGCU President
8:50 a.m.     Election of Board of Trustees Chair & Vice Chair –
               President Merwin
9 a.m.        President’s Report - President Merwin
10 a.m.       Trustee Orientation: “Authority and Responsibilities
               of Trustees” - Dr. James Koch
12 noon       Trustee Photographs
12:30 p.m.    Lunch and Campus Tour for Trustees
               (NOTE: Lunch will be provided for the FGCU Board of
               Trustees. The campus Eagle Café is available for others
               attending the meeting.)
2:10 p.m.     Florida’s Ethics, and Sunshine Law Requirements -
               Susan Evans, FGCU Board Liaison
3:10 p.m.     Government Relations – Dr. Tom Healy,
               Assistant to the President for Government Relations
3:15 p.m.     University Ombudsman, and Equal Opportunity
               Programs – Dr. Charles McKinney, Director of
               Educational Services and Equal Opportunity
               Programs

(Continued)
Thursday, September 20, Continued

3:20 p.m. Inspector General – Linda Ciprich, Inspector General

3:25 p.m. Intercollegiate Athletics – Carl McAloose, Director of Athletics

3:30 p.m. FGCU Board of Trustees – Discussion/Action Items:
  • Discussion and Approval of Board Practices and Procedures
  • Discussion and Approval of Meeting Schedule
  • Discussion of Board Committees
  • Discussion and Approval of University Seal
  • New Business (Agenda Items for October Meeting)

4:30 p.m. Adjourn

Friday, September 21

8:30 a.m. Academic Affairs Division – Dr. Brad Bartel, Provost & Vice President of Academic Affairs

10:30 a.m. Break

10:45 a.m. Administrative Services Division – Curtis Bullock, Vice President for Administrative Services

11:30 a.m. University Advancement Division – John Crowley, Vice President for University Advancement

12:15 p.m. Chair’s Closing Remarks, Adjourn, and Lunch
  (NOTE: Lunch will be provided for the FGCU Board of Trustees. The campus Eagle Café is available for others attending the meeting.)
1. Election of Chair and Vice Chair of FGCU Board of Trustees
2. President’s Report  *(Presentation)*
3. Trustee Orientation: “Authority and Responsibilities of Trustees” *(Presentation)*
4. Florida’s Ethics, and Sunshine Law Requirements  *(Presentation)*
5. Government Relations  *(Presentation)*
6. University Ombudsman & Equal Opportunity Programs  *(Presentation)*
7. Inspector General  *(Presentation)*
8. Intercollegiate Athletics  *(Presentation)*
9. Discussion and Approval of Board Practices and Procedures
10. Discussion and Approval of Meeting Schedule
11. Discussion of Board Committees
12. Discussion and Approval of University Seal
13. Academic Affairs Division  *(Presentation)*
14. Administrative Services Division  *(Presentation)*
15. University Advancement Division  *(Presentation)*
Florida Gulf Coast University Board of Trustees
September 20 & 21, 2001

SUBJECT: Election of Chair and Vice Chair of Florida Gulf Coast University Board of Trustees

PROPOSED BOARD ACTION

Elect chair and vice chair of Florida Gulf Coast University Board of Trustees.

BACKGROUND INFORMATION

The education governance reorganization legislation (Senate Bill 1162) that was approved by the Florida Legislature and signed into law by Governor Jeb Bush calls for the election of a chair and vice chair of each university board of trustees. Specifically, the law states in 229.008 (4):

“Each board of trustees shall select its chair and vice chair from the appointed members at its first regular meeting after July 1. The chair shall serve for 2 years and may be reselected for one additional consecutive term. The duties of the chair shall include presiding at all meetings of the board, calling special meetings of the board, attesting to actions of the board, and notifying the Governor in writing whenever a board member fails to attend three consecutive regular board meetings in any fiscal year, which failure may be grounds for removal. The duty of the vice chair is to act as chair during the absence or disability of the chair.”

Supporting Documentation Included: N/A

Committee Review: N/A

Prepared by: FGCU Transition Task Force

Submitted by: President Bill Merwin
Florida Gulf Coast University Board of Trustees  
September 20 & 21, 2001

SUBJECT: Florida Gulf Coast University Board of Trustees Interim Practices and Procedures

PROPOSED BOARD ACTION

Approve “Florida Gulf Coast University Board of Trustees Interim Practices and Procedures” operating guidelines for the Florida Gulf Coast University Board of Trustees.

BACKGROUND INFORMATION

The Florida Legislature’s establishment of governing boards of trustees for the state’s universities necessitates the establishment of initial operating guidelines for the boards, including for the Florida Gulf Coast University Board of Trustees. FGCU President Bill Merwin appointed a Transition Task Force to address implementation items associated with the abolition of the Florida Board of Regents, and its governance replacement of a university board of trustees. The FGCU Transition Task Force considered items that should be included in operating guidelines for the new FGCU Board of Trustees – including such things as legal meeting notice requirements, committee structure, officers, etc., and created the “Florida Gulf Coast University Board of Trustees Interim Practices and Procedures” for adoption consideration by the FGCU Board of Trustees.

Supporting Documentation Included: “Florida Gulf Coast University Board of Trustees Interim Practices and Procedures”

Committee Review: N/A

Prepared by: FGCU Transition Task Force

Submitted by: President Bill Merwin
I. Officers.
   A. The corporate officers of the Board of Trustees ("the Board") are the Chair and the Vice-Chair. The Chair and Vice-Chair are elected at the last regularly scheduled meeting of the fiscal year for a two-year term to begin July 1. The Chair may be reelected to serve one additional consecutive term. Officers may be removed at any time by the affirmative vote of a majority of the members of the Board.
   B. The Chair appoints the members of and serves as an ex officio voting member of all committees of the Board.
   C. The Vice-Chair performs the duties of the Chair with full authority during the absence or disability of the Chair.
   D. The University President serves as the Corporate Secretary of the Board. The President shall be responsible to the Board for all operations of the University and for setting the agenda for meetings of the Board in consultation with the Chair.

II. Meetings.
   A. Regular Meetings -- At the annual meeting, the Board of Trustees shall establish a schedule of meetings for the ensuing year which shall provide for a minimum of four regular meetings; at least one scheduled in each quarter of the fiscal year (July 1 - June 30).
   B. Annual Meeting -- The annual meeting shall be the first regular meeting scheduled in the fiscal year.
   C. Special Meetings -- The Board will meet in special meetings, including hearings and workshops, at a time and place designated by the Chair.
   D. Emergency Meetings -- An emergency meeting of the Board may be called by the Chair of the Board upon no less than twenty-four (24) hours notice whenever, in the opinion of the Chair, an issue requires immediate Board action. Whenever such emergency meeting is called, the Chair will notify the President. The Corporate Secretary will immediately serve either verbal or written notice upon each member of the Board, stating the date, hour and place of the meeting and the purpose for which the meeting has been called. No other business will be transacted at the meeting unless additional emergency matters are agreed to by a majority of those Board members in attendance. The minutes of each emergency meeting will show the manner and method by which notice of such emergency meeting was given to each member of the Board.
   E. Meetings of the Board are open to the public and all official acts, other than those exempted by Florida Statutes, shall be taken at public meetings. The schedule of meetings shall be available on the University's website at http://www.fgcu.edu.
F. Notice of Meetings
   1. Notice of regular meetings, committee meetings, and special
      meetings of the Board will be given not less than seven days before
      the event and will include a statement of the general subject matter
      to be considered.
   2. Whenever an emergency meeting is scheduled to be held, the
      Corporate Secretary will notify with a press release all media
      outlets in the five county FGCU service area, including the time,
      date, place, and purpose of the meeting.
   3. Notwithstanding anything in these Practices and Procedures to the
      contrary, all such notice matters shall meet the requirements of
      Florida law regarding public meetings and public records.

G. Meetings by Means of Telephone Conference Calls and other
   Communications Media Technology
   1. The Board may use telephone conference calls and other
      communications media technology to conduct Board business in
      the same manner as if the proceeding were held in person.
   2. The notice of any meeting which is to be conducted by means of
      communication media technology, will state where and how
      members of the public may gain access to the meeting.

H. Quorum -- A majority of the members of the Board must be present and
   voting to constitute a quorum for the transaction of business. No business
   will be transacted without an affirmative vote of the Board.

I. Parliamentary rules -- Roberts Rules of Order will be followed in
   conducting the meetings of the Board, unless otherwise provided by the
   Board.

III. Agenda.
   A. Recommendations to the Board, included in the agenda, are presented by
      the President and include all matters of business or concern to the Board
      which have not been specifically delegated to the President. In
      consultation with the Chair, the President will assemble the items received
      with sufficient time to prepare the agenda in advance of each meeting and
      provide a copy of the agenda to each member of the Board at least seven
      days prior to the meeting. If additional items or supporting documentation
      become available, a supplemental agenda will be provided at least two
      days prior to the meeting.
   B. The agenda for the Board meetings shall be:
      1. Remarks by the Chair
      2. President’s Report
      3. Public Input to Agenda Items
      4. Consent Agenda
      5. Academic/Student Affairs Committee
6. Administration & Finance Committee
7. New Business
8. Closing Remarks

C. Upon approval of the Chair, Board committees may bring additional items not included on the published agenda to the full Board meeting.

D. The Board may also consider agenda items, not included in the published agenda, that are emergencies. The agenda item will include a statement of the nature of the emergency requiring Board action. Information relating to an emergency item will be distributed to the Board prior to or at the beginning of the meeting.

IV. Appearances before the Board.
A. The Board will afford to each individual and representatives of groups a reasonable opportunity to be heard on any agenda item being considered by the Board.
B. An individual or group representative who desires to appear before the Board to initiate a subject within the Board's jurisdiction must submit a request to the President, 10501 FGCU Blvd., Fort Myers, FL, 33965-6565. Requests received later than 21 days before the meeting may be deferred to the next meeting. The President in consultation with the Chair will determine whether the item will be heard and when the item will be heard. The Board may place time limits on any presentation or decline to hear any matter determined by it to be outside its jurisdiction.
C. In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.

V. Committees.
A. The Administration & Finance Committee shall review and recommend for consideration by the Board policies related to the administrative functions of the University. The Chair of the Board shall appoint no more than six members to the Administration & Finance Committee and designate one to serve as the Committee Chair. The Vice President of Administrative Services shall serve as a non-voting ex officio member of the Administration & Finance Committee.
B. The Academic/Student Affairs Committee shall review and recommend for consideration by the Board policies related to the academic functions of the University. The Chair of the Board shall appoint no more than six members to the Academic/Student Affairs Committee and designate one to serve as the Committee Chair. The Provost shall serve as a non-voting ex officio member of the Academic/Student Affairs Committee.
C. The Chair of the Board may establish additional ad hoc committees as deemed necessary for the orderly conduct of the business of the Board.
D. Authority -- Committee action is reported as a recommendation for consideration and action by the Board. If the Board, however, authorizes a committee to act on a matter referred to it, the Chair of the committee reports the action taken to the Board at its next scheduled meeting.

E. Meetings
   1. Any committee of the Board may meet upon call of its Chair to carry out its duties and responsibilities. Meetings shall be noticed under the procedures established for the University Board of Trustees.
   2. Quorum -- A majority of the members of a committee must be present and voting to constitute a quorum for the transaction of business.
   3. Persons desiring to appear before a committee of the Board shall make such request of the President, Florida Gulf Coast University, 10501 FGCU Blvd., Fort Myers, FL, 33965-6565
PROPOSED BOARD ACTION

Approve Florida Gulf Coast University Board of Trustees meeting schedule.

BACKGROUND INFORMATION

The proposed meeting schedule is for the University’s July 1, 2001 – June 30, 2002 fiscal year.

Supporting Documentation Included: “Proposed Meeting Schedule”

Committee Review: N/A

Prepared by: President Bill Merwin, and FGCU Transition Task Force

Submitted by: President Bill Merwin
**Proposed Meeting Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 20 &amp; 21, 2001</td>
<td>Orientation and Board Meeting</td>
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<tr>
<td>October 25 &amp; 26, 2001</td>
<td>Board Meeting</td>
</tr>
<tr>
<td>January 17 &amp; 18, 2002</td>
<td>Board Meeting</td>
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<tr>
<td>April 4 &amp; 5, 2002</td>
<td>Board Meeting</td>
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<tr>
<td>June 6 &amp; 7, 2002</td>
<td>Board Meeting</td>
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Florida Gulf Coast University Board of Trustees
September 20 & 21, 2001

SUBJECT: Florida Gulf Coast University Board of Trustees Committees

PROPOSED BOARD ACTION
Discussion only.

BACKGROUND INFORMATION
The “Florida Gulf Coast University Board of Trustees Practices and Procedures” (also on the September 20 & 21 meeting agenda) proposes the establishment of two committees of the Board. They are the (1) Academic/Student Affairs Committee, and (2) Administration & Finance Committee.

Also, according to the Practices and Procedures, the Board chair will appoint no more than six trustees to each committee, and will designate one to serve as committee chair for each committee.

The attached information is a summary of the proposed responsibilities of the two committees.

Supporting Documentation Included: “Committee Responsibilities”

Committee Review: N/A

Prepared by: FGCU Transition Task Force

Submitted by: President Bill Merwin
Committee Responsibilities

Academic/Student Affairs Committee:

The Academic/Student Affairs Committee shall review and/or recommend for consideration by the Board policies related to the academic functions of the University. This includes for approval and/or termination of undergraduate and master’s level degree programs; policies regarding credit and noncredit educational offerings; strategic planning, and student codes of conduct. The Academic/Student Affairs Committee may address other items related to student services; enrollment management; planning and evaluation; instructional technology; WGCU Television and Radio public broadcast stations; library services, and athletics. All policies and programs must be in accordance with the rules and requirements of the Florida Board of Education.

Administration & Finance Committee:

The Administration & Finance Committee shall review and/or recommend for consideration by the Board policies related to the administrative functions of the University. This may include items related to facilities planning; finance and accounting; operating and capital budgets; physical plant; human resources programs; procurement programs; audits; computing services; auxiliary programs; campus safety and security, and collective bargaining. Additional activities may include items related to government relations, and university advancement (alumni association, foundation, marketing, and community relations). All policies and programs must be in accordance with rules and requirements of the Florida Board of Education.
SUBJECT: Corporate Seal

PROPOSED BOARD ACTION

Approve Corporate Seal of Florida Gulf Coast University Board of Trustees.

BACKGROUND INFORMATION

The education governance reorganization legislation (Senate Bill 1162) that was approved by the Florida Legislature and signed into law by Governor Jeb Bush calls for a corporate seal. Specifically, the law states in 229.008 (2):

“Each board of trustees shall be a public body corporate by the name of “The (name of university) Board of Trustees,” with all the powers of a body corporate, including a corporate seal, the power to contract and be contracted with, to sue and be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations.” (Emphasis Added)

There are black/white and color design versions attached. The black/white version is the one that meets the technical requirements for an embossing corporate seal. The color version will be used on various documents.

Supporting Documentation Included: N/A

Committee Review: N/A

Prepared by: FGCU Transition Task Force

Submitted by: President Bill Merwin