Florida Gulf Coast University Board of Trustees
May 29, 2003

SUBJECT: Minutes of April 10, 2003 Meeting

PROPOSED BOARD ACTION

Approve minutes

BACKGROUND INFORMATION

The Florida Gulf Coast University Board of Trustees met on April 10, 2003. Minutes of the meeting were kept, as required by Florida law.

Supporting Documentation Included: Minutes of April 10, 2003 Meeting

Prepared by: Barbara Krell, Office of the President

Legal Review by: N/A

Submitted by: President Bill Merwin
Chairman Lutgert convened the meeting of the University Board of Trustees in the Sprint Room on the Florida Gulf Coast University Campus at 8:30 a.m., April 10, 2003, with the following members present:

Brian Cobb  
Larry Hart  
Renee Lee  
Bernard Lester  
David Lucas  
Scott Lutgert  
Ed Morton  
Adam Ricciardiello  
Jerry Starkey  
Linda Taylor  
Michael Villalobos  
Peg Gray-Vickrey

Guests: Mr. F. Fred Pezeshkan, Chair, FGCU Foundation Board of Directors  
Mr. Windell Paige, Director, Office of Supplier Diversity

Members of the staff present were:

William Merwin, President  
Brad Bartel, Provost  
Curtis Bullock, Vice President, Administrative Services  
J. Robert Quatroche, Vice President, Advancement  
Susan Evans, Special Assistant to the President  
Wendy Morris, General Counsel

1. Call to Order & Chair’s Remarks – Chair Scott Lutgert

Chairman Lutgert greeted the trustees and thanked audience members for attending.
2. **Remarks from FGCU Faculty Senate – President Peg Gray-Vickrey**

   President Merwin introduced Dr. Peg Gray-Vickrey, President of the Faculty Senate who updated trustees regarding faculty events and activities.

3. **Remarks from FGCU Student Government Association – President Adam Ricciardiello**

   President Merwin introduced Mr. Adam Ricciardiello, President of the FGCU Student Government Association. Mr. Ricciardiello reported on various student activities and projects over the past few months.

4. **Remarks from FGCU Staff Advisory Council – President Bob Swank**

   President Merwin introduced Mr. Bob Swank, President of the FGCU Staff Advisory Council. Mr. Swank updated trustees on the recent SAC elections and recent activities of the Council.

5. **Remarks from FGCU Foundation – Chair F. Fred Pezeshkan**

   President Merwin introduced Mr. F. Fred Pezeshkan, Chair of the FGCU Foundation Board of Directors for the past two years. Mr. Pezeshkan provided Trustees with an overview of the activities and accomplishments of the FGCU Foundation Board over the past year.

6. **Remarks from FGCU Alumni Association (Presentation on New Organization) – Michele Yovanovich, Director of Alumni Affairs**

   President Merwin introduced Dr. J. Robert Quatroche, Vice President for Advancement. Dr. Quatroche advised the trustees of the new Alumni Affairs Office recently established in the University Advancement area. Dr. Quatroche introduced Ms. Yovanovich who was the founding Director of Undergraduate Admissions at the university and how has the distinction of being the founding Director of Alumni Relations. Ms. Yovanovich provided a PowerPoint presentation regarding the new Alumni Relation Office. (Appendix A) She introduced Brad Phelps, Vice President Student Alumni Association, who will graduate in May and then plans to stay at FGCU for his MBA. Also present in the audience were: Audrey Schafer- treasurer; Shirley Mann, secretary; and Ryan Frost, member of the Student Alumni Association.

7. **President’s Report – President Bill Merwin**

   President Merwin reported that on March 27, 2003 the UFF filed a
Recognition-Acknowledgement Petition with PERC seeking certification as collective bargaining representative for FGCU faculty. The petition is based upon this board’s voluntary recognition of the UFF at the February BOT meeting. PERC has assigned a hearing officer to review the petition, and we expect to have the certification by the May 29th meeting. Collective bargaining negotiations will begin thereafter. The FGCU BOT will hold part of its May 29th meeting in executive session in the President’s office.

President Merwin reported that FGCU recently completed the NCAA Self-Study under the leadership of Athletics Director Carl McAloose and Faculty Athletics Representative Cecil Carter. Henderson State President, Charles Dunn, assisted us with the report process.

President Merwin stated the Southern Association of Colleges and Schools (SACS) has changed their process since 1999, and we are required to have a SACS reaffirmation process every five years. This process begins for us on June 9th when a group from the university will be in Atlanta for a SACS workshop.

President Merwin reported that the President’s Performance Evaluation would be conducted at the May 29th BOT meeting. A self-analysis will be completed and shared with the trustees in advance of the May 29 meeting. Also, new measures for July 1, 2003- June 30, 2004 will be shared with trustees for approval.

President Merwin informed trustees that the Charlotte Center has changed leadership from Dr. Pam Seay who has chosen to go back to the classroom, to Mr. Steve Tull, a resident of Charlotte County. Mr. Tull will serve in an interim capacity and a permanent director will be named in the next few months. He referred to the list of Academic Advisory Boards which was distributed earlier. This list was provided at the request of Chairman Lutgert for board members’ referral. President Merwin also requested that board members attend commencements whenever possible. Spring commencement this year will be held on Saturday, May 3rd for the first time in the Alico Arena and former Governor Bob Martinez will be the speaker on that occasion. April 24th at 4:00 p.m. is the date of the ribbon cutting for the new student center and at 5:00 p.m. there is a reception for the Florida Research Consortium. The next day is the Research Poster Contest day and that afternoon April 25, 5:00 p.m. the Celebration of Excellence will be held in the Student Center Ballroom.

President Merwin updated trustees regarding the status of the legislative session. He stated there are six weeks remaining in the session and the Senate and House are miles apart regarding budgetary concerns. We have Senate Bill 680 and House Bill 757 which have passed all
appropriate committees. It is President Merwin’s understanding that our Development Research School has been taken out of this bill because of the financial implications. Academic VI was not considered in either the Governor’s budget or the House and Senate budgets. He reported that the House has repeatedly said no to any increase in taxes and most experts predict that there will be at least one special session if there is a stalemate. The Senate has no cuts in education and there is some growth money for FGCU for FTE. The House has no growth money and actually there is a cut of almost $2.3 million for FGCU in the existing House budget. The House and Senate budgets both have equipment funds for our new classroom building V. The library addition equipment is in both House and Senate. The Senate has $3.4 million for roads, parking, infrastructure and mitigation. President Merwin stated the Courtelis Gift Program is most important for matching money for the Sugden Resort and Hospitality Management Program. He reported that there are fairly substantial tuition increases in both the House and Senate budgets. He will be making a recommendation to the trustees at the May meeting regarding tuition.

President Merwin reported that while visiting with legislators the first week of April he was told that they had not heard enough from Presidents, trustees and community members regarding the current budget situation. President Merwin stated the staff has prepared a resolution at the request of board member Renee Lee, and it is his hope that we can send this to our legislators. He stated that he and Provost Bartel have instructed our Admissions staff to place accepted applications for fall 2003 beyond a certain number on a waiting list. He also stated that until the legislature adopts the new state budget, it would not be prudent for us to fill faculty and staff positions associated with previously anticipated growth funding.

Trustee Lee stated that she is the board member who requested the resolution. Ms. Evans read the resolution into the record. A motion was made by Trustee Lee to approve the resolution. Motion was seconded by Trustee Gray-Vickrey. Trustee Starkey recommended and Trustee Lee accepted as an amendment a statement of “whereas we have 3,000 FTE and we are only funded at 2,711, and we are expected to grow to 3,300 FTE… as well as a statement regarding the past three-year growth percentage amounts. Motion carried unanimously. The final resolution reads as follows:

A Resolution of the
Florida Gulf Coast University Board of Trustees

WHEREAS, the State of Florida and the Florida Legislature created Florida Gulf Coast University to provide much-needed additional access to higher education for the citizens of Florida and beyond; and
WHEREAS, Florida Gulf Coast University opened its doors for undergraduate and graduate students in 1997 to fulfill the mandate of the State of Florida and the Florida Legislature; and

WHEREAS, Florida Gulf Coast University has experienced phenomenal growth in the six years since its opening, with student enrollment increases of 12.6%, 25.9% and 27.6% for the past three years, while over this same time period, the average enrollment growth for Florida’s state universities was 5.3%; and

WHEREAS, Florida Gulf Coast University was front-end funded by the Florida Legislature with specific enrollment targets that were achieved and surpassed during the 2002-03 academic year; and

WHEREAS, Florida Gulf Coast University currently has 3,000 Full-Time-Equivalent (FTE) students and expects this number to grow to 3,300 Full-Time-Equivalent students for the 2003-04 academic year – yet is only funded for 2,700 Full-Time-Equivalent students; and

WHEREAS, Florida Gulf Coast University critically needs enrollment growth funding from the State of Florida in order to meet its current and 2003-04 student demand for access to higher education;

NOW, THEREFORE BE IT RESOLVED that the Florida Gulf Coast University Board of Trustees urges the Florida Legislature and Governor Jeb Bush to support Florida’s significant investment in creating a new state university, by granting critically needed enrollment growth funding in an amount commensurate with 600 Full-Time-Equivalent students in the 2003-04 state budget.

FURTHER, BE IT RESOLVED that the Florida Legislature and Governor Jeb Bush support matching funds through the Courtelis State University System Facility Enhancement Challenge Grant Program in the amount of $4.2 million for the Sugden Resort & Hospitality Management Classroom Building at Florida Gulf Coast University to meet the educational demands associated with Southwest Florida’s significant tourism-based economy.

The State’s support in the continued development and growth of Florida Gulf Coast University determines its ability to educate and serve the citizens of the State of Florida.

DULY ADOPTED THIS 10th DAY OF APRIL IN THE YEAR 2003.

SIGNED:

____________________________________________
Scott F. Lutgert, Chair
Chairman Lutgert introduced Mr. Windell Paige, Director of Office Diversity who presented a PowerPoint program to trustees. (Appendix B).

9.

**FGCU College Presentation – Dr. Richard Pegnetter, Dean of College of Business**

President Merwin introduced Dr. Richard Pegnetter, Dean of the College of Business who updated trustees regarding College of Business activities and programs. Dean Pegnetter presented a PowerPoint program. (Appendix C)

10.

**FGCU Athletics Presentation – Mr. Carl McAloose, Director of Athletics**

Chairman Lutgert introduced Mr. Carl McAloose, Director of Athletics. Mr. McAloose presented an update regarding FGCU’s athletic programs and progress for the past year to include the NCAA Self Study Report. Mr. McAloose introduced student Marcus Parker, who gave the board an overview from the student athlete’s point of view.

11.

**Consent Agenda**

Chairman Lutgert presented the minutes from February 6, 2003 and March 6, 2003 for approval. Motion was made by Trustee Lee to approve the minutes. Motion was seconded by Trustee Lester. Motion carried unanimously.

12.

**Academic/Student/Faculty Affairs Committee Meeting (Includes Public Input) – Committee Chair Renee Lee**

Chairman Lutgert convened the Academic/Student/Faculty Affairs Committee and turned the meeting over to Trustee Lee, Chair. Trustee Lee introduced Provost Bartel who outlined the action item:

- Faculty Emeriti (Appendix D) Motion was made by Trustee Gray-Vickrey to approve the recommended list of Faculty Emeriti. Motion was seconded by Trustee Villalobos. Motion carried unanimously. Professor Roy Mumme thanked the trustees for this honor.
The meeting recessed for lunch from 11:45 a.m. until 12:40 p.m.

13. **Finance & Administration Committee Meeting (includes Public Input) – Committee Chair Bernie Lester**

Chairman Lutgert convened the Finance & Administration Committee Meeting and turned the meeting over to Trustee Lester, Chair. Trustee Lester indicated there were two information items Mr. Bullock would address. Mr. Bullock reported on the following:

- Auditor General: Fixed Capital Outlay Appropriations (Appendix E) and
- Quarterly Financial Statement (Appendix F)

Mr. Bullock reviewed the following action items:

- Certification of New Direct Support Organization (DSO) (Appendix G) Trustee Taylor asked for the information regarding the university’s Foundation Board’s response to this request. Dr. Quatroche stated that the Finance Committee, Executive Committee and full Foundation Board unanimously endorsed this proposal for a new DSO.

Public comment was received from Professor Charles Lindsey who stated that while he supports the creation of the DSO he has a concern regarding the revenue streams that are included, specifically auxiliary services such as telephone and copier charges. He stated that he does not believe these charge backs enhance the university’s ability to pay back obligation bonds. He is also concerned about the fact that these charge backs do not have a public oversight mechanism in place, but are set by personnel in Auxiliary Services.

A motion was made by Trustee Lee to approve the Direct Support Organization. Motion was seconded by Trustee Villalobos. Motion carried unanimously.

- Operating Budget Authority (Appendix H) Mr. Bullock explained the university is requesting that the Board of Trustees approve the 2002-2003 operating budget as presented and delegate to the President the authority to amend these budgets as appropriate during the operating year. Motion was made by Chairman Lutgert to approve the request for operating budget authority. Motion was seconded by Trustee Starkey. Motion carried unanimously.
• Lease Modification Agreement (Appendix I) Mr. Bullock explained that the Modification Agreement provides for the transfer of the existing lease between the State of Florida Board of Trustees of the Internal Improvement Trust Fund and the non-existent BOR/FLBOE to the Florida Gulf Coast University Board of Trustees. Motion was made by Trustee Lee to approve the Modification Agreement. Motion was seconded by Trustee Taylor. Motion carried unanimously.

• Section 125 Cafeteria Plan for Employees (Appendix J) Mr. Bullock explained that due to the change in employers the Department of Management Services has requested that each university board of trustees adopt the Cafeteria Plan, retroactive to January 7, 2003, and forward an executed copy of the adoption agreement. He stated that adopting this plan will ensure that the university employees will continue to participate in the Cafeteria Plan and to receive these benefits without interruption. Motion was made to approve the Cafeteria Plan by Trustee Lucas. Motion was seconded by Trustee Cobb. Motion carried unanimously.

• FGCU Board of Trustees Bylaws (Appendix K) Trustee Lester introduced Ms. Morris, General Counsel, who presented the revised FGCU Board of Trustee Bylaws. Ms. Morris stated that the document has been changed to “bylaws” to conform to the university’s corporate governance model. She summarized the changes for trustees and noted that an ethics code has been added. Motion was made by Trustee Taylor to approve the FGCU Board of Trustee Bylaws. Motion was seconded by Trustee Hart. Motion carried unanimously.

14. **Old Business – Chair Scott Lutgert**

There was no old business to come before the board.

15. **New Business – Chair Scott Lutgert**

Chairman Lutgert stated that the university rule on Direct Support Organizations, approved by this board at the February meeting, and the revised bylaws, require the Board chair to appoint a trustee to each direct support organization board and its executive committee. Chairman Lutgert asked Trustee Hart, and Trustee Hart agreed to serve as the appointment to the FGCU Foundation Board of Directors.
Trustee Ricciardiello stated that he felt it would be important for him to make a presentation to the board at the next meeting regarding the student finance code and an outline of the student government budget process. Chairman Lutgert agreed that this would be an important presentation and will be placed on the May 29th agenda.

16. Chair’s Closing Remarks – Chair Scott Lutgert

Chairman Lutgert reminded the board that the next meeting would be on Thursday, May 29th. He asked that board members talk with their legislative representatives regarding the growth money our university needs to provide for our current student enrollment demands. Chairman Lutgert stated that there would be an executive session related to collective bargaining prior to the beginning of the May 29 meeting. He stated we would also cover the President’s Annual Performance Evaluation at that time.

Meeting adjourned at 1:25 p.m.
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Florida Gulf Coast University Board of Trustees
April 4, 2002

SUBJECT: Meeting Dates for New Fiscal Year (July 1, 2003 – June 30, 2004)

PROPOSED BOARD ACTION

Approve meeting dates

BACKGROUND INFORMATION

The following meeting dates for the new fiscal year (July 1, 2003 – June 30, 2004) for the Florida Gulf Coast University Board of Trustees are suggested by Chair Scott Lutgert and President Bill Merwin.

- Tuesday, Sept. 16, 2003
- Tuesday, Jan. 20, 2004
- Tuesday, April 20, 2004
- Tuesday, June 15, 2004

Supporting Documentation Included: N/A

Prepared by: Susan Evans, Office of the President

Legal Review by: N/A

Submitted by: President Bill Merwin
Florida Gulf Coast University Board of Trustees  
May 29, 2003

SUBJECT: Student Government Association Finance Code

PROPOSED BOARD ACTION

Approve Student Government Association Finance Code

BACKGROUND INFORMATION

During the Fall 2002 semester Student Government Association (SGA) began work on a finance code that developed policy as to how the Activity and Service fee money was to be administrated. After review by Florida Gulf Coast University Officials and revised to make appropriate changes that reflected the University’s financial policies, the Student Government Association passed the Finance Code by a vote of 17 to zero. This is reflected in the SGA Senate Bill #3 passed on March 18, 2003, which states:

The Senate of the Student Government at Florida Gulf Coast University adopts the Finance Code as Statute II of the SG Statues.

The Finance Code defines the financial policies established by the SG to outline the responsibilities, provisions, and penalties related to the use of Activity and Service (A&S) Fees at FGCU.

The Finance Code is applicable to the SG and to all student organizations, university departments, and other entities that are funded by A&S Fees. The Finance Code shall take effect upon the next senate meeting upon passage.

Further dialog with the University resulted in changes to enhance this Code by making it clear the statutory authority and role of the University President. As per
Section 1001.74(10)(i), Florida Statutes, requires the Board of Trustees to approve Student Government Association internal procedures such as this Finance Code.

**Supporting Documentation Included:** Student Government Association Finance Code

**Prepared by:** Dr. Joe Shepard, Dean of Student Affairs

**Legal Review by:** Wendy Morris, General Counsel (April 22, 2003)

**Submitted by:** Provost Brad Bartel
# Statute II: The Finance Code

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Chapter 200: Introduction

200.1 The Student Government (SG) administers the allocation of Activity and Service (A&S) Fees at Florida Gulf Coast University (FGCU). A&S Fees are authorized under Sections 1001.74(11) & 1009.24, Florida Statutes (See Appendix A). The university collects A&S Fees as a component of tuition in the amount recommended annually by the Student Fee Committee, with one-half of the members being students, and approved by the FGCU Board of Trustees.

200.2 Section 1009.24(9), Florida Statutes establishes the use of the A&S Fees as follows:

“The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts.

“The allocation and expenditure of the fund shall be determined by the student government association of the university. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.”

200.3 Section 1009.24(9)(b), Florida Statutes establishes that the President of the university has final veto authority over all Activity and Service fees. The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended A&S funds are subject to similar, final university presidential authority.

200.4 Chapter 201: Purpose and Scope

201.1 The Finance Code defines the financial policies established by the SG to outline the responsibilities, provisions, and penalties related to the use of A&S Fees at FGCU.

201.2 The Finance Code is applicable to the SG and to all student organizations, university departments, and other entities that are funded by A&S Fees.

201.3 The Finance Code governs the budgets, transfers, and expenditures of: (1) A&S Fees allocated by the Senate to the SG and to all registered student
organizations, university departments, and other activities, and (2) other revenue generated through the use of A&S Fees.

Chapter 202: Authority

202.1 The Senate Budget Committee is responsible for the supervision, review, and periodic updates of the policies expressed in the Finance Code.

202.2 The Student Body Treasurer shall audit the A&S accounts to determine compliance with the policies outlined in the Finance Code and shall make monthly reports to the Senate and Student Body President.

202.3 The use of A&S Fees shall be governed by: the Constitution of the SG at FGCU and, where applicable: the laws of the state of Florida; and the laws of the United States of America.

202.4 The University President has the final veto authority of the use of A&S fees.

Chapter 203: Definitions

203.1 Fiscal Year: the fiscal year for the A&S Fees at FGCU shall be from July 1 to June 30.

203.2 Funded Entity: any student organization, university department, or other unit that is funded partially or entirely by A&S Fees.

203.3 A&S Unallocated Account: all additional revenues beyond the Annual Budget established by the SG Senate and all unused and unencumbered funds from every A&S account shall be deposited into the A&S Unallocated Account at the end of each fiscal year.

203.4 Annual Budget: the primary means of allocating A&S Fees to recognized student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SG Senate’s allocation of funds for the next fiscal year from the projected collection of A&S Fees. The Annual Budget is a line-item budget.

203.5 Special Allocation Request: funds requested throughout the fiscal year for expenses not previously budgeted. The funding source for special allocation requests is the A&S Unallocated Account.

203.6 Budget Transfer: a transaction that moves allocated A&S funds from the original line item to another line item.
Statute II: The Finance Code
Student Government Association

203.7 Cash Account: An account where actual cash is deposited from fundraising activities that are on behalf or through the efforts of the club/organization. Funds in this type of account carry forward from fiscal year to fiscal year.

203.8 Contract: a mutual understanding between two or more persons about their relative rights and duties regarding past or future performances to include but not limited to agreements, letters of intent, memoranda of understanding, purchase orders, leases, and license agreements. All contracts must be signed by a University Vice-President or the Purchasing Director.

203.9 Payment Bill: a contract to the SG that outlines the conditions by which a funded entity will correct its violation of the Finance Code. All payment bills must be approved by the SG Senate.

203.10 SG: the Student Government at Florida Gulf Coast University

Chapter 204: Responsibilities of All Funded Entities

204.1 Each entity funded by A&S fees is responsible for:
(1) Obtaining a copy of the Finance Code from the SG;
(2) Signing and submitting a Statement of Understanding to the SG;
(3) Attending one of two mandatory training sessions scheduled by the SG Treasurer and the Office of Student Life, either at the end of the spring semester or beginning of the fall semester.
(4) Spending within their line-itemized budget allocations; and
(5) Acting in compliance with the policies outlined in the Finance Code.

Chapter 205: Income/Collectons

205.1 The A&S Fees shall be collected by the FGCU Cashier’s Office upon the payment of any student for tuition expenses.

205.2 The FGCU Budget Office shall provide the SG with an estimate of the subsequent fiscal year’s collections in January.

205.3 The SG Treasurer and President shall meet with the FGCU Budget Office a minimum of one time per semester to review the collections and other issues related to A&S Fees.

205.4 If expected revenues are not met, the SG Treasurer shall consult with the FGCU Budget Office to determine the extent of the shortfall. The SG Senate has the exclusive budgetary authority to reallocate funds as deemed necessary to match projected expenses with actual revenues.
Chapter 206: A&S Unallocated Account

206.1 All additional revenues beyond the Annual Budget established by the SG Senate shall be placed in the account identified as the A&S Unallocated Account.

206.2 All funds carried forward from previous fiscal years shall be placed in the account identified as the A&S Unallocated Account.

206.3 The SG shall administer the A&S Unallocated Account as a revolving account for cash flow purposes beyond those established by the SG Senate in the Annual Budget.

206.4 Funds may not be disbursed from the A&S Unallocated Account by any party without the authorization of the SG Senate in the form of a Senate Bill.

206.5 The balance of the A&S Unallocated Account may not be adjusted by any party without the authorization of the SG Senate in the form of a Senate Bill.

Chapter 207: Allocation of A&S Fees

207.1 The SG Senate has the authority to disburse A&S funds through:

(1) The Annual Budget, which allocates budget for the subsequent fiscal year from projected A&S income, and
(2) A Senate Bill for a special request, which allocates budget out of the A&S Unallocated Account throughout the fiscal year for expenses not previously budgeted.

207.2 No disbursement of A&S Fees may be made by any party without the approval of the SG Senate.

207.3 Funding Eligibility

207.3.1 All student organizations seeking funding from A&S Fees must be registered with the Office of Student Life as a recognized organization. It is the student organization’s responsibility to re-register with the Office of Student Life annually. Recognized student organizations may not have exclusive membership nor charge membership fees.

207.3.2 All university departments or non-student organizations seeking funding from A&S Fees must provide a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.
207.3.3 When reviewing budget requests, the SG Senate and Budget Committee consider criteria that judges, among other things: the effect of proposed events on the entire student body; the lifespan and prior participation of the requestor in student and campus life; the number of students within the requestor’s entity; fundraising capabilities; and the nature of the request itself.

207.4 Annual Budget Process

The annual budget process is the primary means of allocating A&S Fees to recognized student organizations, university departments, and other activities. This process takes place during the spring semester and involves the allocation of funds for the next fiscal year.

207.4.1 Budget Request Preparation

A. Completed Annual Budget Applications (ABA) should represent the organization’s budget needs for the next fiscal year as accurately as possible.

B. The deadline for submission of ABA’s to the Senate Budget Committee is in the spring semester. This deadline shall be advertised at least 30 days in advance in a campus-wide publication such as the Eagle Newspaper and through e-mail. Budget requests submitted after the deadline will not be accepted.

C. Extensions for the submittal of the ABA may be requested through a formal letter to the Chair of the Senate Budget Committee. After review of the said request by the Senate Budget Committee members, extensions may proceed upon approval of a majority of the members voting and present on the committee.

D. Budget Requests after the deadline may be petitioned through the SG Senate in the form of a written amendment to the annual budget. Such amendment(s) must have a sponsor. Upon two-thirds vote (2/3) of the Senate present and voting, said amendment(s) to the annual budget shall pass and be placed into the budget as a requested line item(s).

207.4.2 Budget Process

A. After submitting the ABA, the organization will receive notice of their mandatory hearing with the Budget Committee. For student organizations, notice of budget hearings shall be given by the Budget Committee to the respective President and Advisor via the contact
information provided on the ABA. For university departments, notice of budget hearings shall be given by the Budget Committee to the respective Department Chair and Dean via the contact information provided on the ABA

B. The Budget Committee shall make necessary amendments to the individual budget requests and line-itemize all budgets to restrict spending to the originally requested expense.

C. The Budget Committee shall present the Annual Budget to the SG Senate on or before the last week of March. In the Student Senate, the budget is reviewed, amended if necessary, and approved.

D. Upon the approval by the SG Senate, the Annual Budget requires the approval by signature of the Student Body President. The Student Body President has line-item veto authority. A line-item veto may be overturned by the SG Senate with a two-thirds vote.

E. The Annual Budget approved by the SG must be presented to the University President in accordance with Section 1009.24(9)(b), Florida Statutes (See Appendix A). The University President has final veto authority over any line item or portion thereof within the budget.

F. The allocations approved in the Annual Budget will be available at the start of the subsequent fiscal year on July 1.
207.4.3  Timeline for the Annual Budget Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of December</td>
<td>Annual Budget Applications are distributed.</td>
</tr>
<tr>
<td>Second Week of Spring Semester</td>
<td>Deadline for Annual Budget Applications.</td>
</tr>
</tbody>
</table>
| February                    | Budget Hearings.  
The Budget Committee prepares the Annual Budget.                           |
| Last week of March          | The Budget Committee presents the Annual Budget to the Senate on or before the last week of March. |
| Last week of April          | The Senate must approve the Annual Budget on or before the third week of April.  
The Annual Budget then requires the approval of the Student Body President. |
| July 1                      | The allocated funds will be available at the beginning of the fiscal year on July 1.|

207.5  Special Request Process

A. The Special Request Process funds items not budgeted in the Annual Budget.
B. The allocation source for special requests is the A&S Unallocated Account.
C. The Senate shall have the authority to amend and approve all special requests for A&S Fees through a Senate Bill.
D. Special requests from the A&S Unallocated Account require the authorization of the SG Senate in the form of a Senate Bill.
E. The Student Body President has line-item veto authority. A line-item veto may be overturned by the SG Senate with a two-thirds vote.
F. All funds spent from the A&S Unallocated Account require the final approval of the University President or designee.

Chapter 208: Outside Revenue

208.1  All external income generated through the use of A&S Fees must be deposited into their respective University cash accounts within five (5) calendar days of collection.
208.2 If any A&S Fees are used, a detailed itemization of the external income collected must be submitted to the SG Treasurer within five (5) calendar days of collection.

208.3 Transfers of A&S Fees to outside revenue accounts or lines are prohibited.

208.4 Failure to comply may result in a suspension of A&S fee disbursements.

208.5 Cash accounts with balances at the end of the fiscal year will carry over in their respective accounts to the following fiscal year.

Chapter 209: Internal Regulations

209.1 Expenditure Authorization for Student Organizations

(History: SG Senate Bill 155, 13th Term, Fall 2001)

209.1.1 All expenditures of A&S Fees by student organizations through purchase orders, payee invoices, or travel authorization forms require the approval by signature of the SG Treasurer before being submitted for administrative approval to the University President or designee.

209.1.2 The SG Treasurer has the authority to reject any expenditure that is not in accordance with its line item. A decision by the SG Treasurer to reject any expenditure must have the approval by signature of the SG President.

209.1.3 All expenditure requests shall be authorized or rejected by the SG Treasurer within 7 calendar days of its receipt.

209.1.4 In the event that the SG Treasurer is not available to approve or reject an expenditure, and the expenditure is time pertinent, then the SG President shall have the authority to approve or reject the expenditure. A decision by the SG President to reject any expenditure must have the approval by signature of the Senate Budget Committee Chair.

209.1.5 Expenses that are exempt from the SG Treasurer’s approval include telephone, freight, postage, and other overhead charges that must be paid for when incurred.

209.1.6 Any organization that violates the expenditure policy by a purchase or expense without prior approval by the SG Treasurer shall be required to submit a detailed letter of justification stating all the circumstances surrounding the occurrence. All letters of justification require the signatures of the organization’s President, Treasurer, faculty advisor, and Dean of Student Affairs.
209.1.7 The SG Treasurer shall have the discretion to accept or reject a letter of justification and the respective request for payment. A decision by the SG Treasurer to reject a letter of justification must have the approval by signature of the SG President. The SG Senate can override such a rejection.

209.1.8 In the rejection of a letter of justification by the SG Treasurer and SG President, the unauthorized expenditure shall not be considered a liability of A&S Fees. The payment responsibility may fall upon the individual(s) who made the unauthorized expense or request for service.

209.1.9 Expenditure Process

A. Step 1: Requisition is submitted by the student organization to the SG Treasurer, along with price quotes if requested.
B. Step 2: Request is reviewed and approved/rejected by SG Treasurer.
C. Step 3: If approved, the requisition is forwarded to the Office of the Dean of Student Affairs for signature.
D. Step 4: The requisition is submitted to the FGCU Purchasing Department.
E. Step 5: The FGCU Purchasing Department issues a Purchase Order (P.O) number to the vendor. The purchase order shall authorize the delivery of goods and services.
F. Step 6: Organization can proceed by placing an order with the vendor.
G. Step 7: After the goods and/or services are delivered or picked up by an organization, the vendor issues a bill or an invoice.
H. Step 8: Payment for goods and services shall be made directly by the FGCU Finance & Accounting Office upon receipt of an invoice.
I. Copies of all purchase orders, invoices, or related correspondence for expenses from student organizations’ A&S accounts shall be forwarded to the SG Treasurer.
Expenditure Process for A&S Fees Flowchart

1. Requisition form submitted to the SG
   Yes
2. Requisition form approved by SG Treasurer
   No
   Expenditure process stopped
   Yes
3. Requisition form approved by Dean of Student Affairs
   No
   Expenditure process stopped
   Yes
4. FGCU Purchasing Department issues Purchase Order Number
   No
   Expenditure process stopped
   Yes
5. Organization places order with the vendor
   No
   Expenditure process stopped
   Yes
6. Delivery of Goods/Services
   Yes
7. Vendor issues invoice
   Yes
8. Payment for goods/services made by FGCU Finance & Accounting
209.2 Expense Reports

209.2.1 All university departments funded partially or entirely by A&S Fees are required to submit a detailed semester expense report of their A&S monies to the SG Treasurer. The expense report shall be submitted on or before the last day of each semester.

209.2.2 The expense report shall identify each individual expense made from the A&S account in the semester, the amount of the expense, and the line-item from which it was withdrawn.

209.2.3 Failure on a university department’s behalf to submit a semester expense report will be noted for consideration during the subsequent Annual Budget Process and/or the Special Request Process.

209.3 Prohibited Expenditures

The SG and all entities funded by A&S Fees must follow the FGCU Purchasing Rules and Policies. The following are prohibited expenditures of A&S Fees:

A. Alcohol
B. Tips/Gratuities
C. Direct or indirect contribution to a political candidate, political party, political committee or committee of continuous existence as defined in Section 106.011, Florida Statutes (See Appendix A).
D. Rental of or expenditures towards functions hosted in private residences.
E. Use of A&S Fees to raise funds, except for concerts.

209.4 Budget Transfers

All budget transfers of A&S funds within and between accounts shall be held to the following stipulations:

209.4.1 Any budget transfer of $1000 or less requires the approval by signature of the SG Treasurer. For a budget transfer to be enacted, the SG Treasurer’s signature must be on the Budget Transfer Form submitted to the FGCU Budget Office.

209.4.2 Any budget transfer over $1000 requires the approval of the Senate in the form of a bill. For a budget transfer to be enacted, a copy of the approved Senate Bill must accompany the Budget Transfer Form submitted to the FGCU Budget Office.
209.5 Closing A&S Accounts

The SG Senate has the authority to revert the funds from unopened accounts to the A&S Unallocated Account through a Senate Bill.

209.6 No individual shall have the sole authority to sign off on any form in which they will receive any direct personal benefit.

209.7 Travel

209.7.1 All travel funded partially or fully by A&S fees must be in the performance of official duties of, or on behalf of, the student body.

209.7.2 Students traveling are responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

209.7.3 All travel authorization forms (TARs) and travel information must be submitted to the SG at least one week prior to travel.

209.7.4 All expenses related to travel shall follow the process outlined in 209.1.

Chapter 210: Personnel Policies

210.1 General

210.1.1 The funding of OPS and/or salary positions with A&S Fees must be approved by the SG Senate through the Annual Budget or a Special Allocation Request.

210.1.2 All A&S funded positions shall be evaluated by the SG for consideration of continued funding during the Annual Budget Process held every spring semester, unless determined otherwise by the SG Senate.

210.1.3 Chapter 6C10-5, Human Resources, of the Florida Administrative Code will govern the terms and conditions of employment for A&S funded positions. (See Appendix B).

210.2 OPS Positions

210.2.1 Each entity requesting A&S Fees to fund an OPS position must submit a position description to the SG Senate.
210.2.2 Each entity receiving A&S Fees to fund an OPS position is responsible for providing a copy of the appointment form to the SG Treasurer.

210.3 Salary Positions

210.3.1 Each entity requesting A&S Fees to fund a Salary position must submit a position description to the Senate.

210.3.2 Each entity must submit a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.

210.3.3 Each entity receiving A&S Fees to fund a Salary position is responsible for providing an appointment form to the SG Treasurer.

210.3.4 All salary positions funded by A&S Fees must be filled by a search committee that, unless the SG Senate determines otherwise, is comprised of not less than 50% of currently enrolled students.

Chapter 211: Violations of the Finance Code and Misuse of Funds

211.1 If an A&S funded entity is found to be in violation of the Finance Code and/or the Florida Statutes, the following actions may be taken:

A. On the first offense, an entity's budget may be frozen.
B. On the second offense in the same fiscal year:
   1. The Senate may order the account to be closed.
   2. The organization may be placed on probation for a period of up to one fiscal year.
C. Depending on the severity of the violation, the Senate may decide, upon an entity’s first violation, to take action as outlined in 211.1 (B) above.

211.1.1 Freezing of Funds

A. The Student Body President and the Student Body Treasurer, upon finding a funded entity in violation of the Finance Code, may freeze an account for a period of up to thirty (30) calendar days. At least three calendar days prior to freezing an A&S account, the Student Body President and the Student Body Treasurer must jointly notify the chief officer of the account, the Senate, and the Dean of Student Affairs of the freeze and its duration. The written notification must include the justification for the action. Upon two-thirds (2/3) vote of the Senate, any action by the Student Body President and the Student Body Treasurer to freeze an A&S account may be rescinded.
B. The Senate, upon finding a funded entity in violation of the Finance Code, may, by majority vote, freeze the funds of an account for a period of up to thirty (30) calendar days. At least three calendar days prior to freezing an A&S account, the Senate President must notify the chief officer of the account, the Student Body President, the Student Body Treasurer, and the Dean of Student Affairs of the freeze and its duration. The written notification must include the justification for the action. The Student Body President may veto any Senate action to freeze an A&S account. Senate may override the action of the Student Body President by a two-thirds (2/3) vote.

C. Following the correction of the funded entity’s violation, the party initiating the freeze may rescind the freeze by written notice to the Student Body President, the Student Body Treasurer, the Senate, the chief officer of the account, and the Dean of Student Affairs.

D. If the cause for the freeze is not corrected by the end of the freeze period, the Senate may close the account by a majority vote.

211.1.2 Probation

A. The Student Body President and the Student Body Treasurer, upon finding a funded entity in violation of the Finance Code for the second time in the same fiscal year, may place an entity on probation for a period of up to one fiscal year, or until the violation is rectified. At least three calendar days prior to placing the entity on probation, the Student Body President and the Student Body Treasurer must jointly notify the chief officer of the account, the Senate, and the Dean of Student Affairs of the probation and its duration. The written notification must include the justification for the action. Upon two-thirds (2/3) vote of the Senate, any action by the Student Body President and the Student Body Treasurer to place an entity on probation may be rescinded.

B. The SG Senate, upon finding a funded entity in violation of the Finance Code for the second time in the same fiscal year, may by a majority vote place an entity on probation for a period of up to one fiscal year, or until the violation is rectified. At least three calendar days prior to placing the entity on probation, the Speaker of the Senate must notify the chief officer of the account, the Student Body President, the Student Body Treasurer, and the Dean of Student Affairs of the probation and its duration. The written notification must include the justification for the action. The Student Body President may veto any Senate action to place an
entity on probation. The Senate may override the action of the Student Body President by a two-thirds (2/3) vote.

C. During the probation period, the entity shall:

1. Be required to rectify the violation.
2. Meet with the Student Body Treasurer to draft a Payment Bill that establishes the conditions by which the violation will be corrected.
3. Present reports to the Senate, weekly or as otherwise established by the Senate, on the entity’s efforts to rectify the violations. The entity’s Chief Officer and Financial Officer shall make these reports.
4. Have the written approval of the Student Body President for all expenditures, budgetary matters, and funding requests.
5. Submit all financial records to the Student Body Treasurer at the end of each month.
6. Not be eligible to receive additional funding without a two-thirds (2/3) vote of the Senate.

D. Notice of probation and removal from probation shall be given in writing by the Student Body President and Treasurer to the funded entity, the SG Senate, and the Dean of Student Affairs.

E. All Payment Bills shall be approved by the Senate in the form of a bill. The Senate is not obligated to fund any entity’s outstanding obligations of A&S funds. The only permitted retroactive funding from the Senate is for the outstanding obligations of an entity that has an approved Payment Bill.

F. Failure of an entity to draft a Payment Bill within 30 calendar days of being placed on probation shall constitute misuse of A&S funds.

G. Failure of any organization to complete the conditions specified in the Payment Bill shall constitute misuse of A&S funds.

211.2 The transfer of A&S funds to outside revenue accounts and the use of A&S funds for personal benefit are prohibited under Section 1009.24, Florida Statutes. All violators shall be subject to the full extent of the law.

Chapter 212: Statement of Understanding

The use of Activity & Service (A&S) Fees is a privilege that has been entrusted to your organization by the Student Government Association of Florida Gulf Coast University.
In order to ensure fiscal accountability, knowledge of the SG Finance Code and FGCU finance rules are required.

In this respect, we the undersigned herein have read, understand, and agree to the following:

1. I have obtained a copy of the Finance Code (Statute II of Student Government Statues). I am responsible for and agree to abide by the laws and regulations outlined in the Finance Code.
2. I will be completely honest in all dealings with the Student Government Association and Florida Gulf Coast University.
3. I will not allow the use of A&S Fees for personal benefit.
4. Any violation of this Statement of Understanding or law outlined in the Finance Code shall be considered a misuse of A&S Fees.

_____________________________________________________________________
Name of Funded Student Organization or University Department

_____________________________________________________________________
Signature, Financial Officer     Date

_____________________________________________________________________
Signature, President or Director     Date

_____________________________________________________________________
Signature, Club Advisor (if applicable)     Date
Chapter 1001: K-20 Education Governance

1001.74 Powers and duties of university boards of trustees.
(11) Each board of trustees shall establish fees pursuant to ss. 1009.24 and 1009.26.

Chapter 1009: Educational Scholarships, Fees, and Financial Assistance

1009.24 State university student fees.

(9)(a) Each university board of trustees shall establish a student activity and service fee on the main campus of the university. The university board may also establish a student activity and service fee on any branch campus or center. Any subsequent increase in the activity and service fee must be recommended by an activity and service fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, with final approval by the university board of trustees. An increase in the activity and service fee may occur only once each fiscal year and must be implemented beginning with the fall term. The State Board of Education is responsible for promulgating the rules and timetables necessary to implement this fee.

(b) The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fund. If the university president vetoes any line item or portion thereof within the new
budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

1009.26 Fee waivers.

(1) School districts and community colleges may waive fees for any fee-nonexempt student. The total value of fee waivers granted by the school district or community college may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for state funding purposes. Any school district or community college that waives fees and requests state funding for a student in violation of the provisions of this section shall be penalized at a rate equal to 2 times the value of the full-time student enrollment reported.

(2) A state university may waive any or all application, tuition, and related fees for persons who supervise student interns for a state university.

(3) A university board of trustees is authorized to permit full-time university employees who meet academic requirements to enroll for up to 6 credit hours of tuition-free courses per term on a space-available basis.

(4) A state university may waive any or all application, tuition, and related fees for persons 60 years of age or older who are residents of this state and who attend classes for credit. No academic credit shall be awarded for attendance in classes for which fees are waived under this subsection. This privilege may be granted only on a space-available basis, if such classes are not filled as of the close of registration. A university may limit or deny the privilege for courses which are in programs for which the State Board of Education has established selective admissions criteria. Persons paying full fees and state employees taking courses on a space-available basis shall have priority over those persons whose fees are waived in all cases where classroom spaces are limited.

(5) Any graduate student enrolled in a state-approved school psychology training program shall be entitled to a waiver of registration fees for internship credit hours applicable to an internship in the public school system under the supervision of a Department of Education certified school psychologist employed by the school system.

(6) The State Board of Education may establish rules to allow for the waiver of out-of-state fees for nondegree-seeking students enrolled at a state university if the earned student credit hours generated by such students are nonfundable and the direct cost for the program of study is recovered from the fees charged to all students.
(7) The spouse of a deceased state employee is entitled, when eligible for the payment of student fees by the state as employer pursuant to s. 440.16, in lieu of such payment, to a full waiver of student fees for up to 80 semester hours in any community college.

(8) Fees shall be waived for certain members of the active Florida National Guard pursuant to s. 250.10(8).

The Florida Statutes are located online at:
http://www.flsenate.gov/Statutes/index.cfm?Mode=View
Chapter 6C10-5, Human Resources, of the Florida Administrative Code contains personnel rules for university employees.

The Florida Administrative Code is located online at the Florida Department of State’s website:
http://fac.dos.state.fl.us/CODE.HTML
Florida Gulf Coast University Board of Trustees
May 29, 2003

SUBJECT: Faculty Promotions and Tenure Recommendation

PROPOSED BOARD ACTION

Approval of promotions to faculty, and granting of tenure to one faculty member

BACKGROUND INFORMATION

The Florida Gulf Coast University Board of Trustees has the authority for approving faculty promotions and awarding tenure. The University employs an evaluation process to screen candidates for faculty promotion and tenure, and these processes are similar to those of other accredited universities across the United States. This year in addition to a list of faculty to be considered for promotion the University is proposing awarding tenure to the last faculty member on a tenure-earning line that transferred to FGCU from USF-Fort Myers. The provost and president conferred and are making as final recommendations that all of these faculty members are promoted, and the one faculty member also is granted tenure status. In keeping with the spirit of rewarding faculty for promotions, each faculty member will receive in the beginning of the next academic year a 9% salary increase. There is no financial reward associated with receiving tenure.

Supporting Documentation Included: See attached

Prepared by: Provost Brad Bartel

Legal Review by: Wendy Morris, General Counsel (May 9, 2003)

Submitted by: President Bill Merwin and Provost Brad Bartel
The President and Provost of Florida Gulf Coast University recommend to the FGCU Board of Trustees the following faculty for promotion:

To Associate Professor:  

**Dr. Dee Burgess**  
College: Business  
Program: Accounting  
Education: Ph.D., Business Administration, University of Central Florida, Accounting  
Appointment to FGCU: August 7, 1997  
Specialty: Accounting Theory and Auditing

**Dr. Duane Dobbert**  
College: Professional Studies  
Program: Justice Studies  
Education: Ph.D., Human Services, Capella University  
Appointment to FGCU: January 5, 2000  
Specialty: Forensics

**Dr. Joan Glacken**  
College: Health Professions  
Program: Health Sciences  
Education: Ed. D., Allied Health Administration, Rutgers University  
Appointment to FGCU: December 9, 1996  
Specialty: Health Professions Education

**Dr. Roger Green**  
College: Professional Studies  
Program: Public Affairs  
Education: Ph.D., Political Science, University of California, San Diego  
Appointment to FGCU: August 7, 1997  
Specialty: Public Policy and Politics

**Dr. Andrew McConney**  
College: Education  
Program: Research and Evaluation  
Education: Ph.D., Science Education, Florida Institute of Technology  
Appointment to FGCU: August 7, 2001  
Specialty: Research and Evaluation

**Dr. Glenn Whitehouse**  
College: Arts and Sciences  
Program: Humanities  
Education: Ph.D., Religion, University of Iowa
Appointment to FGCU: August 7, 1997
Specialty: Theology, Ethics, and Religion

To: Associate Librarian: Mr. Chuck Malenfant
College: Library
Program: Research Services
Education: MLS, Louisiana State University; MFA, Arizona State University
Appointment to FGCU: January 10, 2000
Specialty: Fine and Performing Arts Librarianship

The President and Provost of Florida Gulf Coast University recommend to the FGCU Board of Trustees the following faculty for tenure:

Dr. Dee Burgess
College: Business
Program: Accounting
Education: Ph.D., Business Administration, University of Central Florida, Accounting
Appointment to FGCU: August 7, 1997
Specialty: Accounting Theory and Auditing

(END)
Florida Gulf Coast University Board of Trustees  
May 29, 2003

SUBJECT: Equity Accountability Program (EAP) and Budgetary Incentive Plan

PROPOSED BOARD ACTION

Approve Equity Accountability Program (EAP) and Budgetary Incentive Plan for FGCU

BACKGROUND INFORMATION

Florida law now requires that each university’s president and its board of trustees approve a budgetary incentive plan to support and ensure attainment of goals with respect to equity accountability. The attached information provides a snapshot of outcomes to goals for 2002-03, goals for 2003-04, and incentives to achieve EAP goals at FGCU. It has been approved by President Bill Merwin, and is submitted for approval consideration by the FGCU Board of Trustees. Submission of universities’ approved EAP plans is required to the Office for Planning, Budgeting and Policy Analysis in the Division of Colleges and Universities of the State Board of Education.

In addition to the attached materials, a presentation on the EAP will be made at the Board’s May 29 meeting by Dr. Charles McKinney, FGCU Director of Educational Services & EEO Programs.

Supporting Documentation Included: “Equity Accountability Program (EAP) and Budgetary Incentive Plan – FGCU – Years 2002-03 and 2003-04”

Prepared by: Dr. Charles McKinney, FGCU Director of Educational Services & EEO Programs

Legal Review by: Wendy Morris, General Counsel (May 13, 2003)

Submitted by: President Bill Merwin
I. Background

1012.95 State University System employment equity accountability program.—

(5) Each university shall develop a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to this section. The plan shall specify, at a minimum, how resources shall be allocated to support the achievement of goals and the implementation of strategies in a timely manner. After prior review and approval by the university president and the Board of Trustees, the plan shall be submitted as part of the annual equity report submitted by each university to the State Board of Education.

Although the Florida Statutes suggest the reports be submitted by April 1, 2003, this year, for a number of reasons, the due date was extended to June 30, 2003.

II. Guidelines for Compliance

a. Set goals for each major executive, administrative, and professional grouping including senior-level administrative and professional positions and ranked faculty. The goals are to be measurable and include the number of women and/or minorities in the positions which have been identified as underrepresented. The goals are based on an analysis of factors related to availability including the U.S. Census.

b. The equity report shall include an analysis and assessment of the university’s accomplishment of annual goals, for increasing the representation of women and minorities in senior-level administrative positions and ranked faculty.

c. Specify how resources will be invested to support the attainment of the EAP goals and identify strategies and affirmative efforts to achieve goals.

III. Goal Setting

a. Year 2002-2003

FGCU is committed to the concepts of equity and equal employment opportunity as a part of the institution’s “Guiding Principles”. This commitment requires the University to develop and maintain institutional policies, programs, practices that serve to encourage the achievement of equity goals for faculty and staff.

The 2002-2003 EAP Goals are as follows:

<table>
<thead>
<tr>
<th>Goal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Female</td>
<td>1</td>
</tr>
<tr>
<td>Senior Level Administrator</td>
<td></td>
</tr>
</tbody>
</table>
Female       1
Other Minority     1

Associate Professor
Female       1

Assistant Professor
Female       1
African American     1

The goals were achieved in each of the classifications except for the category “other minority” in the Senior Level Administrator category. There are select areas where we must redouble our efforts, as, for example, hiring an Asian or Native American at the Senior Level Administration category. The people hired during the year addressed the under-representation in the various categories.

To illustrate the success we have had in hiring professionals in the above area, of the 53 ranked faculty hired in 2001-02, 25 were female, 2 African-Americans, 4 Hispanic, and 2 identified as “Other Minority”.

b. Year 2003-2004

FGCU is committed to recruiting and promoting women and minority professionals not only where there is under-representation, but whenever the opportunity exists. The University wants to exceed parity with the prevailing labor market. The following goals were developed as a result of under-representation in a particular job group. The campus objective is to more than meet the following goals for 2003-2004:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Level Administrator</td>
<td></td>
</tr>
<tr>
<td>Other Minority</td>
<td>1</td>
</tr>
<tr>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>African American</td>
<td>1</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>African American</td>
<td>1</td>
</tr>
</tbody>
</table>

IV. Incentives, Initiatives, and Programs to Achieve EAP Goals

To enhance FGCU’s effectiveness in achieving goals, a number of efforts are being made, including:

a. Established Target of Opportunity Program.
This program seeks to employ professionals from under-represented groups who are prepared to accept faculty/managerial positions. For next year, $50,000 has been allocated.

b. In accordance with employee Search and Screen Guidelines, all search committees are required to have both ethnic and gender balance.

c. Applicant and interview pools are certified by the EEO/Diversity Office to ensure that the pools are diverse.

d. Campus leadership has mandated that all performance evaluations for managers and chairs include a diversity measure. This is also an expectation and a part of the annual performance evaluation for the President, per 1012.95(3)(a) F.S.

e. Through the use of available funds centrally, FGCU will make affirmative efforts to ensure that salary offers are equitable and competitive, and will support relocation expenses for new hires in appropriate cases.

f. Through target advertising and networking, FGCU identifies competitive under-represented minority and women candidates.

These actions will significantly impact the institution’s commitment to build a comprehensively diverse community.

V. Summary & Overall Assessment

The personnel activity for the year 2002 is quite comparable to the previous year. FGCU continues to explore ways to increase the overall diversity of its staff. Within the Senior Level Administrative category, females increased by 12.9 percent while African Americans and Hispanics both decreased, the first group by 3.7 percent and the second by less than 1 percent. In the Academic Administration area, females increased by 5.2 percent and African Americans by less than 1 percent. Females also increased in the Ranked Faculty category, this year by 1.7 percent. Most other groups were largely unchanged. Since additional enrollment funding is uncertain given the current economic situation, our primary employment activity will be related to personnel replacements. To ensure that appropriate consideration is given to the hiring process, we will continue to follow the procedures described in the Search, Screen and Selection Guidelines.