

Florida A&M University



Budget & Finance

Florida A&M University



Approval to Amend Policy #2006-04 (Purchasing Card)



**Florida Agricultural and Mechanical University
Board of Trustees Action Item**

Meeting Date June 6, 2013

Agenda Item _____

Item Origination and Authorization

Policy Resolution _____ Award of Bid _____ Budget Amendment _____ Change Order _____
 Contract _____ Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Approval to Amend Policy # 2006-04 (Purchasing Cards)

Rationale: The University is requesting approval by the Board of Trustees to amend the Purchasing Card policy (PCard). Provided below is a comparison of the current policy and the proposed amendments:

Amendment	Current Policy	Proposed Amendments
1	Section II. A. Delegation of Authority Authorizations for PCards in an amount greater than \$1,000 shall be approved by the President or the President's designee.	The amendment removes current language and authorizes the PCard Administrator and the Vice President of Administrative and Financial Services to establish all PCard limits at the time of issuance. <i>Note: Requests for PCards are approved by respective program Vice Presidents when application is submitted to PCard Administrator.</i>
2	Section III. C. Uses Not Allowed Prohibits purchases via the internet.	Allows PCard purchases via the internet, i.e. airline tickets, hotels, etc.
3	Section III. C. Uses Not Allowed Prohibits use of PCard for purchase of laboratory animals.	Allows use of PCard for the purchase of Laboratory animals.
4	Section III. C. Uses Not Allowed Prohibits Third Party transactions. <i>(example-Pay Pal, hotels.com, priceline.com, etc.)</i>	Allows use of PCard for Third Party transactions. <i>(example-conferences registration, etc)</i>
6	Section IV. Responsibilities A. Cardholder Responsibilities Requires cardholders to verify their PCard purchases.	Adds language requiring cardholders to ensure that purchases are correctly shown on monthly statement.
7	Section IV. Responsibilities C. Purchasing Office The title of the governing office is the Purchasing Office.	Changes title of governing office to the Office of Procurement Services.
8	Section IV. Responsibilities C. Purchasing Office The policy currently contains language on facilitating download of transaction from Bank to the iRattler PCard module.	Removes language. This is an internal procedure, not a policy.



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Recommendation: It is recommended that the Board of Trustees approve the amendments to Policy #2006-04 (Purchasing Cards).

Supporting Documents Included: A copy of the amended Policy.

Prepared By: Office of Procurement Services

Approved By: Interim Vice President Joseph Bakker



Florida Agricultural & Mechanical University
Board of Trustees Policy

Board of Trustees Policy Number: 2006-04	Date of Adoption: December 7, 2006; April 11, 2013 Date of Revision: April 22, 2010; June 6, 2013
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Subject	Purchasing Cards
Authority	Section 7(d), Art. IX, Fla. Const.; Board of Governors Resolution 1-7-03; Board of Governors Regulation 1.001 and 18.001
Applicability	Any purchases made for University related business through the use of Purchasing Cards; any employees granted authorization for use of a Purchasing Card.

I.	<p>Policy Statement</p> <p>Florida A&M University (University) sponsors a Purchasing Card (<u>PCard</u>) program to enable authorized employees to make business-related purchases of goods, supplies and standard (not professional) services paid for directly by the University. The <u>Purchasing-Card</u> provides employees with a cost-effective and convenient method of purchasing, thereby reducing the volume of individual payments processed by the University to vendors; streamlining the purchase process; reducing the payment processing time and expense; and providing an alternative to personal reimbursement. Thus, the program provides the University with a cost effective, convenient and decentralized method for certain University purchases to occur.</p> <p>Since the University is liable to the financial institution issuing the <u>Purchasing-Card</u> for the charges and remits payments directly to the financial institution, all purchases made through the <u>Purchasing-Card</u> Program must comply with:</p> <ul style="list-style-type: none">• University regulations, policies and procedures and all applicable governmental laws and regulations.• Any special requirements of projects supported by sponsored funds, if the purchase relates to sponsored funds.• Any administrative policies and procedures implemented by the Vice President of Administrative and Financial Services.
II.	<p>Authority to Purchase</p> <p>A. Delegation of Authority – An <u>delegated</u> authorized University official is hereby authorized to <u>purchase-order</u> goods and/or services, <u>except for transactions noted in Section II.B. below</u> directly from vendors, subject to the limitations contained in this policy. <u>Authorizations for purchasing cards in an amount greater than \$1,000 shall be approved by the President or President's designee.</u> All PCard limits, including those for single transactions greater than \$1,000, are</p>

established at the time of approval by the PCard Administrator and the Vice President of Administrative and Financial Services.

B. Responsibility – With this delegation of authority comes the responsibility for departments to observe all University regulations, policies and procedures related to purchases to and observe all applicable governmental laws and regulations that apply to commercial transactions placed via the PurchasingCard.

C. Audit – All University transactions, including those using this procedure, are subject to review by the Controller's Office as well as internal and external auditors for compliance with sound business practices, University regulations, policies and procedures, and all applicable governmental laws and regulations.

III. Criteria for Use

A. Basic Criteria – Authorized University officials are eligible to obtain a PurchasingCard provided that they:

- receive approval from the appropriate Vice President and the Vice President of Administrative and Financial Services;
- They complete a training session;
- They sign the necessary agreement; and,
- adhere to this policy and other University PurchasingCard Policies and Procedures as implemented by the Vice President of Administrative and Financial Services.

B. Uses Not Allowed – The PurchasingCard shall not be used to make purchases via the internet or in the following circumstances:

- Personal Expenses: Personal expenses are purchases that are not made on behalf of the University or for use by the University.
- Hazardous Materials.
- Cash Advances or cash.
- Laboratory animals.
- Cash for returned merchandise.
- Third Party Payment, PayPal.
- Gifts.
- Gift Cards.
- Any purchase over \$1000, unless specifically authorized by the President or President's designee. A cardholder shall not split the cost of one single item (whether goods, supplies or services) into multiple payments in order to circumvent the dollar threshold.
- Other uses as determined by the Vice President of Administrative and Financial Services.

IV. Responsibilities

A. Cardholder Responsibilities – An individual who is assigned a PurchasingCard has been granted the privilege to spend the University's funds for business-related expenses without a pre-transaction review. This privilege requires a signed agreement by the cardholder attesting to his/her commitment and responsibility to comply with the terms and conditions of this policy, as the cardholder acts as a purchasing agent for the University and is issued a PurchasingCard associated with his or her official University duties.

The PurchasingCard cardholder is responsible for:

1. Within seven (7) calendar days of the transaction, providing sufficient documentation ~~evidence~~ including original receipts and explanation of the business purpose of the purchase, in terms easily understood by an internal or external reviewer.
 2. Ensuring that any expense paid by the PurchasingCard is not otherwise submitted for reimbursement or used for any inappropriate purpose.
 3. Keeping his or her PurchasingCard confidential; lending or sharing the PurchasingCard is not allowed.
 4. Verifying their transactions and ensuring transactions are correctly shown on monthly the PurchasingCard statement.
 5. Adhering to all University policies and procedures governing the PurchasingCard.
 6. Use of A-PurchasingCard must be for business purposes only and in full compliance with the University regulations, policies and procedures and all applicable governmental laws and regulations.
- B. Controller's Office Responsibilities** – To supplement, but not replace, the Cardholder's basic review responsibility, the Controller's Office reviews PurchasingCards each billing period. If incorrect or improper charges are found, the Controller's Office shall direct the person(s) responsible for the expenditures to correct the error. If excessive or repeated errors occur, additional training may be required or the PurchasingCard may be revoked.
- C. Office of Procurement Services Purchasing Office** – Serves as the PCard Administration Office and administers the program including issuance, suspension and revocation of PurchasingCards, and ~~facilitating download of transaction from the bank to the iRattler PCard module.~~ Review, on a sample basis, purchases to determine compliance with the University regulations, policies and procedures and all applicable governmental laws and regulations.

V. Penalties for Misuse of the PCard

Cardholders are subject to penalties for misuse of the PurchasingCard and/or

failure to comply with University regulations, policies and procedures and all applicable governmental laws and regulations. Use of the PurchasingCard is a privilege based on trust. When the Cardholder signs the Cardholder Agreement, he/she acknowledges an understanding of the benefits of this privilege and an understanding of the penalties for misuse of the PurchasingCard. The failure to use the PurchasingCard in compliance with this policy, or the failure to provide sufficient documentation ~~any evidence~~ can result in the suspension or revocation of the PurchasingCard and possible disciplinary action including, but not limited to, employee termination, as well as the filing of criminal charges.

VI. Related Procedures

The Vice President of Administrative and Financial Services shall create administrative procedures to implement this policy.



Florida A&M University
Board of Trustees
Office of Procurement Services - Purchasing Card (PCard) Follow-up Items
Full Board Conference Call
June 6, 2013
9:00 a.m.

Trustee		Questions/Concerns	
Response		Procurement Services (Director Stephany Fall)	
Warren	Yes. See comparison spreadsheet (Exhibit A).	Are the proposed changes to the PCard Policy consistent with other Universities? (i.e. card limits and approval process)	
Warren	Cardholder Supervisor - reviews and approves all charges and signs PCard Reconciliation Form. PCard Administrator - reviews all University monthly statements to ensure compliance of PCard policies and procedures. University Controller - audits all University PCard charges to ensure compliance of PCard policies and procedures.	Who ensures the accountability of the cardholder?	
Warren	Limits are established as follows: <ul style="list-style-type: none"> • President \$15,000 monthly • VPs and Assistant VPs \$10,000 monthly • Directors and lower \$5,000 monthly • Director of Challenger Center \$18,000 monthly 	Is the decision subjective for card limits? Is it decided by position?	
Warren		What constitutes a \$10,000 limit for a VP?	
Warren	Their PCard may be used for recruitment activities, emergency purchases for their respective areas, major parts for physical plant, and group travel.		
Montgomery	See comparison spreadsheet (Exhibit A).	Provide Comparison language to other Universities' PCard Policies.	
Turnbull	No, however all accounting information for the cardholder's department is included on the PCard application. This provides the Controller's Office the information for billing purposes.	Are the PCard limits tied to the budget?	
Lawson	PCard limits are reviewed annually unless a compliance issue is requested. At such time it will be reviewed immediately. We feel this is adequate.	How often are PCard limits reviewed? Is annually often enough?	




Florida A&M University
Board of Trustees
Office of Procurement Services - Purchasing Card (PCard) Follow-up Items
Full Board Conference Call
June 6, 2013
9:00 a.m.







Questions/Concerns		Procurement Services (Director Stephanie Fall)	
Trustee	Response		
Lawson	The bullets summarize the amendments to the policy. The PCard policy adequately addresses the audit findings. The state auditors recommend that the University enhance its monitoring procedures to ensure that PCard purchases are timely submitted for supervisory approval and sufficiently documented.	Do you feel these 4 bullet points in the presentation address the audit findings?	
Warren	Random audits are not performed, however monthly reconciliations are done by the University Comptroller's Office.	Are random audits performed to ensure accountability?	
Jennings	There have been 7 incidents: <ul style="list-style-type: none"> • FY 2009-10 – 2 suspended • FY 2010-11 – 1 suspended • FY 2011-12 – 2 suspended • FY 2012-13 – 2 suspended 	How many times have we suspended PCards?	

PCARD POLICY COMPARISON

FLORIDA A&M UNIVERSITY VS. OTHER SUS INSTIUTIONS

Renumber for Misuse	Timeliness for Receipt Submission	Approval Authority	Levels of Approval	Disallowables	Credit Limits	Cardholder Count	Estimated Amount Spent Annually	Does PCard Policy Exist?	SUS
					Single/Monthly				
Revocation; Suspension; Disciplinary Action; Termination	7 calendar days	Appropriate Vice President, Vice President of Administrative & Financial Affairs and Pcard Administrator	Three	Personal expenses, Cash Advances, Gift Cards, Alcoholic Beverages, Entertainment, Contractual Services, Split Purchases, Cash Refunds, Hazardous Materials	<ul style="list-style-type: none"> ●\$999/\$5K ●\$2.5K/\$10K ●\$2.5K/\$15K ●\$4K/\$18K 	25	\$536,868	Yes	Florida A&M University 
2 Strikes	3 Days Commodities/6 Travel	Dean, Director or Chair	One	Alcoholic beverages, Contractual Services, Entertainment, Split Purchases	<ul style="list-style-type: none"> ●\$999/\$5K ●\$4.9K/\$5K ●4.9K/\$20K 	600	\$8,500,000	Yes	Florida Atlantic University  FLORIDA ATLANTIC UNIVERSITY
3 Strikes	Weekly	Dean, Director or Chair	One	Cash Advances, Gift Cards, Alcoholic Beverages, Leases-Office or Residential Space, Split Purchases, Refunds	<ul style="list-style-type: none"> ●\$1K/\$3K ●\$2.5K/\$7.5K ●\$4K/\$10K 	1,650	\$19,864,542	Yes	Florida State University  FLORIDA STATE UNIVERSITY

**PCARD POLICY COMPARISON
FLORIDA A&M UNIVERSITY VS. OTHER SUS INSTITUTIONS**

Penalties for Misuse	Times for Receipt Submission	Approval Authority	Levels of Approval	Disallowables	Credit Limits	Cardholder Count	Estimated Amount Spent Annually	Does PCard Policy Exist?	Institution
					Single/Monthly				SUS
Temporary & Permanent Suspension	30 days to PCard Office w/ Statement	Dean, Director, Chair (two of the three)	Two	Gift Cards, Entertainment, Alcoholic Beverages, Hotels, Restaurants, Split Purchases	●\$250 - \$5K/Monthly up to \$750,000	1,136	\$27,600,000	Yes	University of Central Florida 
Written Reprimand; Reimbursement; Suspension	3 days	Dean, Director or Chair	One	Cash Advances, Gift Cards, Alcoholic Beverages, Leases-Office or Residential Space, Split Purchases, Refunds	●\$2.5K/\$7.5K ●\$4K/\$10K	5,000	\$87,000,000	Yes	University of Florida 
Written Reprimand; Reimbursement; Suspension	3 days	Dean, Director or Chair	Two	Gift Cards, Alcoholic Beverages, Cash Advances, Split Purchases	●\$1K/\$2.5K ●\$2.5/ 2.5K ●\$10/\$10K ●\$35/\$35K	657	\$6,573,237	Yes	University of North Florida 
Written Reprimand; Reimbursement; Suspension	3 business days	Dean, Director or Chair	One	Gift Cards, Alcoholic Beverages, Cash Advances, Split Purchases	●\$2K/\$5K ●\$100K/\$200K ●\$250K/\$400K	1,606	\$42,000,000	Yes	University of South Florida 

Florida A&M University



Approval of the

FY 2012-13

Targeted Assistance Program

Contract



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 6, 2013 Agenda Item

Policy Resolution _____ Award of Bid Contract X _____
 Item Origination and Authorization
 Budget Amendment _____ Change Order _____ Other _____
 Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____
 Action of Board

Subject: Approval to Execute the Targeted Assistance Program Contracts

Rationale:

During the 2012 Session the Legislature appropriated \$5 million (non-recurring) for the Targeted Assistance Program.

On February 4, 2013, the University issued an Invitation to Negotiate (ITN) to solicit innovative proposals from Florida based Non-Profit organizations with a proven track record of working with at risk students to assist them in preparing to pursue advance education and/or gainful employment. Responses were received from the following three (3) entities: *The Florida Endowment Foundation for Florida's Graduates, Professional Opportunities Program for Students, Inc. (POPS) and College Summit*. An evaluation/Negotiation team was convened to review the ITN responses and Best and Final Offers.

Based upon the services provided to at risk students, the Evaluation/Negotiation team members made the following recommendations:

<u>Program Providers</u>	<u>Amount</u>
Professional Opportunities Program for Students, Inc. (POPS)	\$3,509,300
The Florida Endowment Foundation for Florida's Graduates	<u>\$855,950</u>
Total	\$4,365,250

The contracts will be effective June 6, 2013 for a period of one (1) year with an option to extend for an additional one (1) year if all funds are not expended.

The remaining funds are allocated as follows:

- \$250,000 – Administrative Costs
- \$384,750 – FAMU programs via RFP

Recommendation: It is recommended that the Board of Trustees authorize the President to execute an agreement with POPS to help guide, motivate and prepare at risk high school students to pursue advanced education and or gainful employment.



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Supporting Documents Included: None

Prepared By: Stephany Fall, Director of Procurement Services

Approved By: Interim Vice President Joseph Bakker

Florida A&M University



Approval to Amend Policy #2009-01 (Identity Theft Prevention Policies and Procedures)



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 06, 2013

Agenda Item: _____

Item Origination and Authorization	
Policy <u>X</u> Resolution _____	Award of Bid _____
	Contract _____
	Budget Amendment _____
	Grant _____
	Change Order _____
	Other _____
Action of Board	
Approved _____	Approved w/ Conditions _____
	Disapproved _____
	Continued _____
	Withdrawn _____

Subject: Revision to BOT Policy 2009-1 – Identity Theft Prevention Program

Background: Board of Trustees (BOT) Policy 2009-1 – Identity Theft Prevention Program (Program) governs the identification, detection, prevention, mitigation and reporting of acts that indicate the possible existence or attempt of identity theft.

Section VI. B. of the Policy requires the training of staff “as necessary”. The proposed revision to this section of the Policy is more specific about the frequency and times for training. The proposed revision is also more specific about the timing of monitoring reports. These changes are consistent with the University’s response to an operational audit finding on the administering of the Program.

The University has prepared the attached draft revision to the BOT Policy 2009-01 to reflect the recommended changes.

Recommendation: That the Board of Trustees (BOT) adopts the amendments as presented in the attached “Draft Revision to BOT Policy 2009-1, Identity Theft Prevention Program”.

Attachment: “Draft Revision to BOT Policy 2009-1, Identity Theft Prevention Program”.

The Florida A&M University
Identity Theft Prevention Program
Effective May 1, 2009

I. PROGRAM ADOPTION

This Identity Theft Prevention Program ("Program") is established pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, implementing the Fair and Accurate Credit Transactions Act of 2003.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

1. *Identity Theft* - A fraud committed or attempted with the unauthorized use of identifying information of another person.
2. *Red Flag* - A pattern, practice, or specific activity that indicates the possible existence or attempt of identity theft.
3. *Covered Account* – Account used mostly for personal, family, or household purposes, and that involves multiple payments or transactions. A covered account is also an account for which there is a foreseeable risk of identity theft.
4. *Program Administrator* – University Chief Financial Officer
5. *Identifying information* - Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

B. Fulfilling Requirements of the Red Flags Rule

The University is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant "Red Flags" for new and existing covered accounts and incorporate those Red Flags into the Program.
2. Detect Red Flags that have been incorporated into the Program.
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.

4. Ensure the Program is updated periodically to reflect changes in risks to students and employees or to the safety and soundness of the students and employees from identity theft.

III. IDENTIFICATION OF RED FLAGS

To identify relevant Red Flags, FAMU considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. FAMU identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

1. Report of fraud accompanying a credit report.
2. Notice or report from a credit agency of a credit freeze on an applicant.
3. Notice or report from a credit agency of an active duty alert for an applicant.
4. Receipt of a notice of address discrepancy in response to a credit report request.
5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

Red Flags

1. Identification document that appears to be forged, altered or inauthentic.
2. Identification document on which a person's photograph or physical description is inconsistent with the person presenting the document.
3. Other document with information that is not consistent with existing student or employee information.
4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the person provides (e.g., inconsistent birth dates).

2. Identify information presented that is inconsistent with other sources of information (e.g., an address not matching an address on a loan application).
3. Identify information presented that is the same as information shown on other applications that were found to be fraudulent.
4. Identifying information presented that is consistent with fraudulent activity (e.g., an invalid phone number or fictitious billing address).
5. Social security number presented that is the same as one given by another person.
6. An address or phone number presented that is the same as that of another person.
7. A person fails to provide complete personal identifying information on an application when reminded to do so.
8. A person's identifying information is inconsistent with the information that is on file for the person.

D. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the person's name.
2. Payments stop on an otherwise consistently up-to-date account.
3. Account used in a way that is inconsistent with prior use.
4. Mail sent to the person is repeatedly returned as undeliverable.
5. Notice to the University that a person is not receiving mail sent by the University.
6. Notice to the University that an account has unauthorized activity.
7. Breach in the University's computer system security.
8. Unauthorized access to or use of person's account information.

E. Alerts from Others

Red Flag

1. Notice to the University from an institution, identity theft victim, law enforcement or other person that the University has opened or is maintaining a fraudulent account for a person engaged in identity theft.

IV. DETECTING RED FLAG

A. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student, University personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification.
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification).

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered

Account, University personnel will take the following steps to monitor transactions on an account:

Detect

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.

C. Consumer (“Credit”) Report Requests

To detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, University personnel will take the following steps to assist in identifying address discrepancies:

Detect

1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency.
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the University has reasonably confirmed is accurate.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event University personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft.
2. Contact the person (for which a credit report was run).
3. Change any passwords or other security devices that permit access to Covered Accounts.
4. Not open a new Covered Account.
5. Provide the person with a new identification number.
6. Notify the Program Administrator for determination of the appropriate step(s) to take.
7. Notify law enforcement.
8. File or assist in filing a Suspicious Activities Report (“SAR”).
9. Determine that no response is warranted under the particular circumstances.

Protect Student Identifying Information

To further prevent the likelihood of identity theft occurring with respect to Covered Accounts, the University will take the following steps with respect to its internal operating procedures to protect student identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure.
2. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
3. Ensure that office computers with access to Covered Account information are password protected.
4. Avoid use of social security numbers unless required by law.
5. Ensure computer virus protection is up to date.
6. Require and keep only the kinds of student information that are necessary for University purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (“Committee”) for the University. The Committee is headed by a Program Administrator who may be the President or the President’s designee. Two or more other individuals appointed by the President, the President’s designee or the Program Administrator comprise the remainder of the committee membership. The Program Administrator will be responsible for ensuring appropriate training of FAMU staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

University staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. University staff shall be trained, ~~as necessary,~~ to effectively implement the Program. Initial training shall be completed within one month of being involved with a covered account and annually thereafter, within two months of the end of each fiscal year. The Program Administrator shall also require training as deemed

necessary. Signed records of attendees shall be kept by the Program Administrator. University employees are expected to immediately notify the Program Administrator once they become aware of an incident of identity theft or of the University's failure to comply with this Program. ~~At least~~ By December 15 of each year and ~~annually~~ ~~eras~~ otherwise requested by the Program Administrator, University staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

C. Service Provider Arrangements

In the event the University engages a service provider to perform an activity in connection with one or more Covered Accounts, the University will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

1. Require, by contract, that service providers have such policies and procedures in place.
2. Require, by contract, that service providers review the University's Program and report any Red Flags to the Program Administrator or the University employee with primary oversight of the service provider relationship.

D. Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to students or employees and the soundness of the University from identity theft. In doing so, the Committee will consider the University's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the University's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

Florida A&M University



Approval of 2012-13

Health Insurance Premium

Increase Budget Amendment



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 6, 2013 Agenda Item

Policy Resolution Award of Bid Contract Budget Amendment Grant Change Order Other

Item Origination and Authorization

Approved Approved w/ Conditions Disapproved Continued Withdrawn

Action of Board

Subject: Approval of 2012-13 Health Insurance Premium Increase Budget Amendment

Rationale: Pursuant to House Bill 5001, health insurance premium rates were increased by the 2012 Legislature effective May 1, 2013. This increase was for the employer not the employee. General revenue funding associated with the premium increase has been distributed by the Board of Governors.

Recommendation: It is recommended that the Board of Trustees approve the 2012-13 Health Insurance Premium Increase Budget Amendment.

Supporting Documents Included: The Reconciliation of the 2012-13 Budget by Fund

Prepared By: Ms. Ronica Mathis, Interim Budget Director

Approved By: Interim Vice President Joseph Bakker

FLORIDA A&M UNIVERSITY
2012-13 Approved Operating Budget
Reconciliation by Budget Entity as of 05/20/2013

Fund	Department Name/Number(s)	Educational and General		Budget Status Over (Under)
		Approved Budget BOT as of 02/06/2013	Budgets Posted in PeopleSoft as of 05/20/2013	
		-1-	-2-	
101	General Revenue	67,380,958	67,540,621	159,663
102	Student Fee Trust Fund	72,006,551	72,006,551	0
104	Educational Enhancement (Lottery)	9,917,968	9,917,968	0
	Sub-Total Educational and General	149,305,477	149,465,140	159,663
			Capital Improvement	
108	Capital Improvement Fee Trust Fund	1,985,000	1,985,000	0
	Total Capital Improvement	1,985,000	1,985,000	0
119	Certified Forwards	3,156,810	3,156,810	0
120	Carry Forward General Revenue	29,850,901	29,850,901	0
127	Tuition Differential Need Base Aid Carryforward	102,668	102,668	0
	Sub-Total Educational and General	33,110,379	33,110,379	0
	Total Educational and General	184,400,856	184,560,519	159,663
			Auxiliary Enterprises	
110	Housing Trust Fund	12,646,187	12,646,187	0
116	Auxiliary Trust Fund	24,439,474	24,439,474	0
601	Housing R&R Fund	3,000,000	3,000,000	0
602	Athletic Fund -R&R	115,000	115,000	0
603	Auxiliary R&R Fund	680,000	680,000	0
701	Housing Debt Service	4,256,512	4,256,512	0
702	Aux. Debt Service	755,028	755,028	0
	Total Auxiliary Enterprises	45,892,201	45,892,201	0
115	Intercollegiate Athletics	10,121,929	10,121,929	0
	Total Intercollegiate Athletics	10,121,929	10,121,929	0
117	Concessions (450100)	203,376	203,376	0
	Total Concessions	203,376	203,376	0
117	Law School Bar Prep Fee (482300)	480,000	480,000	0
	Law School Bar Prep Fee	480,000	480,000	0
117	Technology Fee (482200)	4,495,370	4,495,370	0
	Total Technology Fee	4,495,370	4,495,370	0
117	Late Registration Fee (480910)	209,867	209,867	0
117	Orientation Fee (482000)	404,068	404,068	0
	Student Activities- Activities and Services Fee (43 Series)	4,578,751	4,578,751	0
	Total Student Activities	5,192,686	5,192,686	0
117	Late Payment Fee Controller (480920)	322,866	322,866	0
117	Administrative Expense Fin. Aid (481210)	256,696	256,696	0
117	Administrative Controller (481220)	239,024	239,024	0
201	Title IV Administrative Expense (410333)	136,593	136,593	0
201	College Work Experience Program (410405)	15,000	15,000	0
201	Federal Work Study Program (410452)	798,797	798,797	0
202	Scholarship Fund	63,848,833	63,848,833	0
301	Federal Perkins Loan Program (550100) and other Fund 301	1,900,000	1,900,000	0
901	Other Tuition Assistance Grant (511700)	3,000,000	3,000,000	0
	Total Financial Aid	70,517,809	70,517,809	0
			Student Financial Aid	
118	FAMU DRS Trust Fund	3,756,848	3,756,848	0
203	Sponsored Research Trust Fund (402210)	53,072,263	53,072,263	0
	Total Contracts and Grants	56,829,111	56,829,111	0
	Total BOT Approved Operating Funds	378,133,338	378,293,001	159,663
902	PASS THROUGH FUNDING			
902	FFELP Loan Program (585400)	1,034,141	1,034,141	0
902	FFELP Alternative Loan Program (585500)	2,465,859	2,465,859	0

Reconciliation of 2012-13 Budget by Fund-05-20-2013
5/20/2013 4:53 PM

FLORIDA A&M UNIVERSITY
2012-13 Approved Operating Budget
Reconciliation by Budget Entity as of 05/20/2013

Fund	Department Name/Number(s) <i>(Univ. acts as Custodian)</i>	Educational and General		Budget Status Over (Under)
		Approved Budget BOT as of 02/06/2013	Budgets Posted in PeopleSoft as of 05/20/2013	
903	Pass thru Funds	9,968,184	9,968,184	0
904	Direct Loans	150,000,000	150,000,000	0
	Grand Total	541,601,522	541,761,185	159,663

Florida A&M University



Approval of Public Notice of Intent to Amend Regulation 3.017 (Schedule of Tuition and Fees)



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 6, 2013

Agenda Item

Policy Resolution _____

Award of Bid Contract _____

Item Origination and Authorization

Budget Amendment Grant _____

Change Order Other X

Approved _____ Action of Board
Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Approval of Public Notice of Intent to Amend Regulation 3.017 - Schedule of Tuition and Fees

Rationale: The Legislature included a 3% undergraduate tuition increase in the General Appropriations Act for FY 2013-14; however the Governor vetoed this tuition increase on May 20, 2013.

Pursuant to Board of Governors Regulation 7.003, universities are to notify the BOG of increases to existing fees that are capped in statute and new fees that are under consideration and would require approval from both the Board of Trustees and the Board of Governors. The University Student Fee Review Committee recommended fee increases from several departments to the President. Upon further review, the University is recommending the establishment of a Student Green Fee and increases to the Activity and Service Fee and Athletic Fee to the Board of Trustees for approval.

Student Green Fee

The Student Green Fee was approved by the BOT at its October 31, 2012 meeting. Funds collected through the Student Green Fee will be used to support an educational, structural, research, or service-learning project to improve energy efficiency, sustainability, or environmental literacy of the FAMU community. The fee of \$.50 per credit hour is approved for three years.

Activity and Service Fee

Pursuant to Florida Statutes 1009.24(3), the sum of the activity and service, health, and athletic fees shall not exceed 40% of tuition. In addition, universities may not increase the aggregate sum more than 5% per year.

The Local Fee Committee met on May 20, 2013 to discuss this fee increase. The Committee recommended to increase the Activity and Service Fee by \$.56, from \$10.50 to \$11.06 per credit hour. The revenues will be used to support student life services, events and activities.

Athletic Fee

The Local Fee Committee met on May 20, 2013 to discuss this fee increase. The Committee recommended to increase the Athletic Fee by \$1.00, from \$13.97 to \$14.97 per credit hour. The increase is well within the range of most SUS campuses. The revenue generated will be used to support intercollegiate athletic programs and the department's multi-year deficit reduction plan.



**Florida Agricultural and Mechanical University
Board of Trustees Action Item**

Capital Improvement Fee

Pursuant to section 1009.24(8), Florida Statutes, each Board of Trustees may increase the Capital Improvement Fee. Any increase in the fee must be recommended by a Capital Improvement Trust Fund Committee.

Previously, the Committee approved the construction of a new Student Union building as its priority project. The existing student union has become functionally obsolete and does not provide the necessary facilities or amenities. The project is estimated to cost \$30 million.

Presently, the Capital Improvement Fee is expected to generate \$6.1 million. A fee increase of \$2.00, from \$6.76 to \$8.76 per credit hour, would generate \$9.4 million to support the project. *The fee increase is pending approval by the Committee.*

The Board of Governors will review the Capital Improvement Fee increase proposal during its June 18-20, 2013 meeting.

LOCAL FEES	CURRENT FEES PER CREDIT HOUR	FEE INCREASE	PROPOSED FEES PER CREDIT HOUR
Student Green Fee	New	N/A	\$.50
Activity and Service Fee	\$10.50	\$.56	\$11.06
Athletic Fee	\$13.97	\$1.00	\$14.97
Capital Improvement Fee	\$6.76	\$2.00	\$8.76

Recommendation: It is recommended that the Board of Trustees approve Regulation 3.017 for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governors' Regulation Development Procedure dated July 21, 2005.

Supporting Documents Included: A copy of the Notice and the amended Regulation is attached.

Prepared By: Office of the Vice President of Administrative and Financial Services

Approved By: Interim Vice Presidents Joseph H. Bakker

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: June 6, 2013

REGULATION CHAPTER NO.: Chapter 3.017

REGULATION CHAPTER TITLE: Administration

REGULATION TITLE AND NUMBER: Schedule of Tuition and Fees - 3.017

SUMMARY OF REGULATION: The amendment to this regulation increases the Activity and Service Fee, Athletic Fee, Capital Improvement Fee, and Student Green Fee, \$.56, \$1.00, \$2.00, and \$.50 per credit hour respectively.

AUTHORITY FOR REGULATION: Section 7(c) Article IX, Florida Constitution, Sections 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, Florida Statutes, and Board of Governors Regulations 1.001 and 7.005.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Mr. Joseph H. Bakker, Interim Chief Financial Officer and Vice President for Administrative and Financial Services.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Mr. Joseph H. Bakker, Chief Financial Officer and Vice President for Administrative and Financial Services, 304 Foote-Hilyer Administration Center, Tallahassee, Florida 32307, (850) 599-3211 (phone), (850) 599-3848 (fax), joseph.bakker@famu.edu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of the proposed emergency regulation follows:

Regulations of
Florida A&M University



3.017 Schedule of Tuition and Fees.

(1) Tuition shall be defined as the basic fee charged to a student for instruction provided by the University. A charge for any other purpose shall not be included within this fee.

(a) Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who qualifies as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;

4. Student Green Fee;

54. Health Fee;

65. Transportation Access Fee;

76. Athletic Fee;

87. Activity and Service Fee;

98. Technology Fee; and

10.9. Tuition Differential.

(b) Non-Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who does not qualify as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:

1. Matriculation Fee;

2. Non-Resident Fee;

3. Student Financial Aid Fee;

4. Student Green Fee;

54. Non-Resident Student Financial Aid Fee;

65. Capital Improvement Trust Fund Fee;

76. Health Fee;

87. Transportation Access Fee;

98 Athletic Fee

109. Activity and Fee;

1140. Technology Fee; and

1211. Tuition Differential.

(2) Registration shall be defined as consisting of two components:

(a) Formal selection of one or more credit courses approved and scheduled by the University; and

(b) Tuition and fee payment, partial or otherwise, or other appropriate arrangements for tuition and fee payment (deferral or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period.

(3) Tuition and fee liability shall be defined as the liability for the payment of tuition and fees incurred at the point at which the student has completed registration, as defined above.

(4) The following tuition and fees shall be levied and collected effective Fall Semester 2012 for each student regularly enrolled, unless provided otherwise by law or in this chapter.

(a) Students shall be assessed the following fees per credit hour:

Fees	Under-		
	Graduate	Graduate	Law
	\$	\$	\$
Resident Tuition	103.32	334.13	379.76
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	<u>8.766.76</u>	<u>8.766.76</u>	<u>6.768.76</u>
<u>Student Green Fee</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
Athletic Fee	<u>14.9713.97</u>	<u>14.9713.97</u>	<u>14.9713.97</u>
Activity and Service Fee	<u>11.0610.50</u>	<u>11.0610.50</u>	<u>10.5011.06</u>
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Total Resident Tuition and Fees	<u>155.84151.78</u>	<u>409.73405.67</u>	<u>459.92455.86</u>

Forma

	Under- Graduate	Graduate	Law
Fees		\$	\$
Non-Resident Tuition	103.32	334.13	379.76
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	<u>8.766-76</u>	<u>8.766-76</u>	<u>6.768.76</u>
<u>Student Green Fee</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
Athletic Fee	<u>14.9743.97</u>	<u>14.9743.97</u>	<u>43.9714.97</u>
Activity and Service Fee	<u>11.0610.50</u>	<u>11.0610.50</u>	<u>40.5011.06</u>
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Non-Resident Fee	379.07	587.02	611.46
Non-Resident Financial Aid Fee	18.95	29.35	30.57

Total Non-Resident Tuition 553.86549.8 1026.101,022.04 4,097.891101.95
and Fees \emptyset

- (b) Students shall be assessed the following other fees:
1. **Material and Supplies Fees** – Students shall be assessed a range of \$15.00 to \$300.00 per course for certain courses.
 2. **Orientation Fee** – Students who are enrolled for the first time shall be assessed a \$35.00 orientation fee.
 3. **Late Registration Fee** – Students who fail to finalize registration during the regular registration period shall be assessed a late registration fee of \$100.00.
 4. **Late Payment Fee** – Students who fail to pay tuition or make appropriate arrangements for payment (deferral or third-party billing) by the deadline set by the University shall be assessed a late payment fee of \$100.00
 5. **I.D. Card** – Students shall be assessed a \$5.00 identification card fee per semester, excluding the summer semester.
 6. **Repeat Course Fee** – Students shall be assessed an additional charge of \$120.24 for regular courses taken more than twice.

Forma
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7. **Repeat Course Preparatory Fee** – Students shall be assessed an additional charge of \$109.03 for a college preparatory course taken more than twice.
8. **Transportation and Access Fee** - Students shall be assessed a transportation and access fee of \$65.00 for the Fall 2011 semester, \$65.00 for the Spring 2012 semester, and \$33.00 for Summer 2012.
9. **Tuition Differential** - Undergraduate students whose date of enrollment was on or after July 1, 2007 will be assessed an additional tuition differential of \$36.38 per credit hour. Students enrolled prior to July 1, 2007, and who fail to maintain continuous enrollment will also be assessed this tuition differential. Students having prepaid contracts which were in effect on July 1, 2007, and which remain in effect, are exempt from this additional tuition differential.
10. **College of Law Bar Review Preparation Fee** – Law School students will be assessed \$2,400 to increase accessibility to test preparation through substantive bar review courses. This fee will be required as part of the curriculum offered by the College of Law for the purpose of enhancing bar examination test taking skills and participation in the College of Law Bar Exam Success Training (B.E.S.T.) skills development program. This fee will only be charged during the students' final year of law school.
 - (c) The health fee will be expended in accordance with FAMU Regulation 2.008, unless provided otherwise by law.
 - (d) The transportation access fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to providing traffic and parking services to the University community unless provided otherwise by law.
 - (e) The athletic fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to the University's Intercollegiate Athletics program unless provided otherwise by law.
 - (f) The activity and service fee will be allocated and expended in accordance with section 1009.24 (10), Florida Statutes.

Specific Authority: Board of Governors Regulation Development Procedure Dated July 21, 2005. Law Implemented: Chapter 2012-118, Conference Report on House Bill 5001 General Appropriations Act FY 2012-2013, Board of Governors Regulations 1.001 and 7.005, 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, FS. History-Amended 6-29-06, 7-11-07, 12-04-07, 10-28-08, 5-26-09, 6-24-09, 07-1-10, 08-08-11, 08-01-12, 07- -13 .

Florida A&M University



Approval of the

FY 2013-14

Preliminary Operating Budget



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 6, 2013

Agenda Item

Item Origination and Authorization

Policy <input checked="" type="checkbox"/> Resolution _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Contract _____		Grant _____	Other _____

Action of Board

Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____
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Subject: Approval of 2013-14 Preliminary Operating Budget

Rationale: The FY 2013-14 preliminary operating budget must be approved by the University Board of Trustees prior to submission to the Board of Governors. The preliminary budget is due to the Board of Governors.

Recommendation: It is recommended that the Board of Trustees approve the 2013-14 Preliminary Operating Budget.

Supporting Documents Included: FY 2013-14 Preliminary Operating Budget

Prepared By: Ms. Ronica Mathis, Interim Budget Director

Approved By: Interim Vice President Joseph Bakker

FLORIDA A&M UNIVERSITY
2013-2014 Operating Budget
Summary

	<u>Educational & General¹</u>	<u>Capital Improvement TF</u>	<u>Contracts & Grants²</u>	<u>Auxiliaries³</u>	<u>Local Funds⁴</u>				<u>Summary Totals</u>	
					<u>Student Activities</u>	<u>Financial Aid</u>	<u>Concessions</u>	<u>Athletics</u>		<u>Technology Fee</u>
44 Transfers :										
45 Administrative Expense				\$1,443,827	\$102,792			\$154,259	\$323,542	\$2,024,420
46 Facility & Equipment Reserve				\$619,134	\$36,933			\$251,897		\$907,964
47 Scholarships										\$0
48 Other Transfers		\$2,200,000		\$875,917	\$1,616,308					\$4,692,225
49 Total Non-Operating Expenditures :	\$0	\$2,200,000	\$0	\$2,938,878	\$1,756,033	\$0	\$0	\$406,156	\$323,542	\$7,624,609
Fed. Fam. Educ. Loan Prg. "Pass Thru"						\$125,000,000				\$125,000,000
										\$0
50 E&G Carryforward	\$0									\$0
										\$0
51 Grand Total Expenditures incl. "Pass Thru"	\$169,511,420	\$2,200,000	\$52,166,735	\$33,418,559	\$3,273,544	\$140,838,945	\$180,630	\$8,396,551	\$3,918,451	\$413,904,835

1. The Educational and General budget funds the general instruction, research and public service operations of the universities. In the 2009-10 fiscal year, two new Trust Funds will be established to house the funding received under the State Fiscal Stabilization program authorized in Title XIV of Division A of the American Recovery and Reinvestment Act of 2009, which President Obama signed into law on February 17, 2009.
2. The Contracts and Grants budget contains activities in support of research, public service and training. Also included in this budget entity is funding received from the Florida Department of Education for the Developmental Research School.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support.
4. Local funds include the following university activities:
 - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: scholarships, student financial aid fee, bright futures and, federal grants.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Requests to amend the Athletics' Budget will be made based on revenues.
 - e. Technology Fee- These resources are generated from the five percent of the tuition per credit hour authorized by Florida Statutes 1009.24(13)(s) to be used to enhance instructional technology resources for students and faculty.

Florida A&M University



Approval of Athletics'

Debt Reduction Plan



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date June 6, 2013

Agenda Item

Policy _____
Resolution _____

Item Origination and Authorization
Award of Bid _____
Contract _____

Budget Amendment _____
Grant _____
Change Order _____
Other X

Approved _____
Action of Board

Approved w/ Conditions _____
Disapproved _____
Continued _____
Withdrawn _____

Subject: Approval of Athletics Department's Debt Reduction Plan

Rationale:

Athletics Director Derek Horne will provide this agenda item at a later date.

Recommendation: It is recommended that the Board of Trustees approve the the Athletics Department's Debt Reduction Plan.

Supporting Documents Included: None

Prepared By: Mr. Derek Horne, Athletics Director

Approved By: Interim President Larry Robinson

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: June 6, 2013

REGULATION CHAPTER NO.: Chapter 3.017

REGULATION CHAPTER TITLE: Administration

REGULATION TITLE AND NUMBER: Schedule of Tuition and Fees - 3.017

SUMMARY OF REGULATION: The amendment to this regulation increases the Activity and Service Fee, Athletic Fee, Capital Improvement Fee, and Student Green Fee, \$.56, \$1.00 \$2.00, and \$.50 per credit hour respectively.

AUTHORITY FOR REGULATION: Section 7(c) Article IX, Florida Constitution, Sections 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, 1009.285, Florida Statutes, and Board of Governors Regulations 1.001 and 7.005.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Mr. Joseph H. Bakker, Interim Chief Financial Officer and Vice President for Administrative and Financial Services.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Mr. Joseph H. Bakker, Chief Financial Officer and Vice President for Administrative and Financial Services, 304 Foote-Hilyer Administration Center, Tallahassee, Florida 32307, (850) 599-3211 (phone), (850) 599-3848 (fax), joseph.bakker@famuedu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of the proposed emergency regulation follows:

Regulations of
Florida A&M University



3.017 Schedule of Tuition and Fees.

(1) Tuition shall be defined as the basic fee charged to a student for instruction provided by the University. A charge for any other purpose shall not be included within this fee.

(a) Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who qualifies as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:

1. Matriculation Fee;
2. Student Financial Aid Fee;
3. Capital Improvement Trust Fund Fee;
- ~~4.~~ 4. ~~Student Green Fee;~~
- ~~54.~~ 54. Health Fee;
- ~~65.~~ 65. Transportation Access Fee;
- ~~76.~~ 76. Athletic Fee;
- ~~87.~~ 87. Activity and Service Fee;
- ~~98.~~ 98. Technology Fee; and
- ~~10.9.~~ 10.9. Tuition Differential.

(b) Non-Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who does not qualify as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:

1. Matriculation Fee;
2. Non-Resident Fee;
3. Student Financial Aid Fee;
- ~~4.~~ 4. ~~Student Green Fee;~~
- ~~54.~~ 54. Non-Resident Student Financial Aid Fee;
- ~~65.~~ 65. Capital Improvement Trust Fund Fee;

- ~~76.~~ Health Fee;
- ~~87.~~ Transportation Access Fee;
- ~~98.~~ Athletic Fee
- ~~109.~~ Activity and Fee;
- ~~111-10.~~ Technology Fee; and
- ~~1211.~~ Tuition Differential.

- (2) Registration shall be defined as consisting of two components:
- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
 - (b) Tuition and fee payment, partial or otherwise, or other appropriate arrangements for tuition and fee payment (deferment or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period.
- (3) Tuition and fee liability shall be defined as the liability for the payment of tuition and fees incurred at the point at which the student has completed registration, as defined above.
- (4) The following tuition and fees shall be levied and collected effective Fall Semester 2012 for each student regularly enrolled, unless provided otherwise by law or in this chapter.
- (a) Students shall be assessed the following fees per credit hour:

Fees	Under-		
	Graduate	Graduate	Law
Resident Tuition	\$ 103.32	\$ 334.13	\$ 379.76
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	8.766-76	8.766-76	6.768.76
<u>Student Green Fee</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
Athletic Fee	<u>14.9713.97</u>	<u>14.9713.97</u>	<u>14.9713.97</u>
Activity and Service Fee	<u>11.0610.50</u>	<u>11.0610.50</u>	<u>10.5011.06</u>
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Total Resident Tuition and Fees	<u>155.84151.78</u>	<u>409.73405.67</u>	<u>459.92455.86</u>

Fees	Under-		
	Graduate	Graduate	Law
Non-Resident Tuition	103.32	334.13	379.76
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	<u>8.766.76</u>	<u>8.766.76</u>	<u>6.768.76</u>
<u>Student Green Fee</u>	<u>.50</u>	<u>.50</u>	<u>.50</u>
Athletic Fee	<u>14.9743.97</u>	<u>14.9743.97</u>	<u>43.9714.97</u>
Activity and Service Fee	<u>11.0610.50</u>	<u>11.0610.50</u>	<u>40.5011.06</u>
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Non-Resident Fee	379.07	587.02	611.46
Non-Resident Financial Aid Fee	18.95	29.35	30.57
Total Non-Resident Tuition and Fees	<u>553.86549.8</u>	<u>1026.101,022.04</u>	<u>1,097.891101.95</u>

(b) Students shall be assessed the following other fees:

1. **Material and Supplies Fees** – Students shall be assessed a range of \$15.00 to \$300.00 per course for certain courses.
2. **Orientation Fee** – Students who are enrolled for the first time shall be assessed a \$35.00 orientation fee.
3. **Late Registration Fee** – Students who fail to finalize registration during the regular registration period shall be assessed a late registration fee of \$100.00.
4. **Late Payment Fee** – Students who fail to pay tuition or make appropriate arrangements for payment (deferral or third-party billing) by the deadline set by the University shall be assessed a late payment fee of \$100.00
5. **I.D. Card** – Students shall be assessed a \$5.00 identification card fee per semester, excluding the summer semester.
6. **Repeat Course Fee** – Students shall be assessed an additional charge of \$120.24 for regular courses taken more than twice.

7. **Repeat Course Preparatory Fee** – Students shall be assessed an additional charge of \$109.03 for a college preparatory course taken more than twice.
 8. **Transportation and Access Fee** - Students shall be assessed a transportation and access fee of \$65.00 for the Fall 2011 semester, \$65.00 for the Spring 2012 semester, and \$33.00 for Summer 2012.
 9. **Tuition Differential** - Undergraduate students whose date of enrollment was on or after July 1, 2007 will be assessed an additional tuition differential of \$36.38 per credit hour. Students enrolled prior to July 1, 2007, and who fail to maintain continuous enrollment will also be assessed this tuition differential. Students having prepaid contracts which were in effect on July 1, 2007, and which remain in effect, are exempt from this additional tuition differential.
 10. **College of Law Bar Review Preparation Fee** – Law School students will be assessed \$2,400 to increase accessibility to test preparation through substantive bar review courses. This fee will be required as part of the curriculum offered by the College of Law for the purpose of enhancing bar examination test taking skills and participation in the College of Law Bar Exam Success Training (B.E.S.T.) skills development program. This fee will only be charged during the students' final year of law school.
- (c) The health fee will be expended in accordance with FAMU Regulation 2.008, unless provided otherwise by law.
 - (d) The transportation access fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to providing traffic and parking services to the University community unless provided otherwise by law.
 - (e) The athletic fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to the University's Intercollegiate Athletics program unless provided otherwise by law.
 - (f) The activity and service fee will be allocated and expended in accordance with section 1009.24 (10), Florida Statutes.

Specific Authority: Board of Governors Regulation Development Procedure Dated July 21, 2005. Law Implemented: Chapter 2012-118, Conference Report on House Bill 5001 General Appropriations Act FY 2012-2013, Board of Governors Regulations 1.001 and 7.005, 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, FS. History-Amended 6-29-06, 7-11-07, 12-04-07, 10-28-08, 5-26-09, 6-24-09, 07-1-10, 08-08-11, 08-01-12, 07- -13 .

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Facilities Planning