

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



**Governance Committee Meeting
December 4, 2019
9:45 a.m.
The Grand Ballroom**

Committee Members: Thomas Dortch, Chair
Kimberly Moore, Rochard Moricette, Belvin Perry, Nicole Washington

AGENDA

- | | | |
|-----|---------------|--|
| I. | Call to Order | Trustee Thomas Dortch |
| II. | Roll Call | Ms. Linda Barge-Miles
<i>Chief of Staff</i> |

ACTION ITEMS

- | | | |
|------|--|---|
| III. | Approval of the June 5, 2019 and August 16, 2019 Minutes | Trustee Dortch |
| IV. | Approval of Unmanned Aircraft Systems Policy 2019-01 | Dr. Denise Wallace
<i>Vice President and General Counsel</i> |

DISCUSSION ITEMS

- | | | |
|-----|--------------------------------------|--|
| V. | Presidential Evaluation Presentation | Dr. Melanie Wicinski
<i>Director, Office of University Assessment</i> |
| VI. | Adjournment | |



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

**Governance Committee
Wednesday, December 4, 2019
Agenda Item: III**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other _____	

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Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Approval of the Minutes

Rationale: Section 5.10 of the Board of Trustees Operating Procedures provides that detailed minutes should be kept for any Board or Committee meeting. Those minutes should include a record of votes cast and attendance.

Attachments: Minutes

Recommendation: Approve the June 5, 2019 and August 16, 2019 Governance Committee minutes.

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



**Governance Committee Minutes
June 5, 2019**

Trustee Belvin Perry called the meeting to order and a quorum was established. The following trustees were present: Perry, Washington, Mills (by phone), and Moricette (by phone). The first action item was approval of minutes from the August 9, 2018 and March 6, 2019 meetings. Trustee Washington moved approval of the minutes. The motion was seconded by Trustee Moricette and the motion carried.

Next, Vice President William Hudson presented highlights from the tentative agreement regarding the PBA-FAMU Collective Bargaining Agreement (CBA). Trustee Washington moved approval of the CBA. The motion was seconded by Trustee Moricette and the motion carried.

Ms. Barbara Pippin, Director of Governmental Relations, provided information regarding the proposed 2020/2021 Legislative Budget Request. The University plans to request \$15M for the following initiatives:

▪ Student Scholarships and Financial Support (Recurring)	\$6M
▪ Expansion of Academic Support Services (Recurring)	\$2.5M
▪ Academic Program Enhancement (Recurring)	\$3.5M
▪ Online Course Offerings (Recurring)	\$1M
▪ Technology Infrastructure Improvements (Non-Recurring)	\$2M

The University also plans to request \$2.2M for the Brooksville Agricultural and Environmental Research Station. Those funds would be used for infrastructure and capacity enhancements and personnel. The LBR was presented to the Committee for information purposes only.

The final agenda item was a recap of several important dates that require the Board's attention:

▪ BOT Retreat	8/15-16
▪ BOT's Self-Assessment	5/31 – 6/28
▪ President's Self-Evaluation is due	6/28
▪ President's Goals are due	7/1
▪ BOT's Evaluation of President	7/1 – 7/31

With there being no further business, the meeting adjourned.

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



**GOVERNANCE COMMITTEE MEETING MINUTES
August 16, 2019**

Trustee Kimberly Moore called the meeting to order. Attorney Barge-Miles called the roll and a quorum was established. The following committee members were present: Harold Mills, Kimberly Moore, Rochard Moricette, Belvin Perry, and Nicole Washington.

The Committee recommended approval of the President's 2019-2020 goals. Trustee Washington moved approval of the goals, including an increase in Goal 1 to 80 points for the 2020/2021 year. The motion was seconded by Trustee Perry and the motion carried.

President Robinson's 2019/2020 goals:

Goal 1: Achieve an overall score on the metrics evaluated under the Performance Based Funding Model of at least 71 points for 2019/2020 and moving to 80 points for 2020/2021.

Goal 2: Increase the University's four-year graduation rate from 22.5% to 30%.

Goal 3: Achieve first-time licensure pass rates that meet or exceed state or national benchmarks.

Goal 4: Increase annual giving by 5% and continue plans to launch a capital campaign.

Goal 5: Implement the University's comprehensive service excellence plan to improve customer service in key administrative units, inclusive of the following:

- Deliver training for development of service excellence standards for each Critical Point of Contact (CPOC)
- Create service excellence standards for each CPOC
- Develop service assessment tools to monitor progress
- Establish service excellence program to develop, implement, and monitor service excellence
- Initiate preliminary benchmarking for the development of recognition program

Increase the percent of graduates reporting they are "*Very Satisfied/Somewhat Satisfied*" with services in key administrative units on the Exit Survey:

Unit	2018-19	2019-20 Goal
Advising Process	67%	70%
Office of Parking Services	46%	60%
Office of Financial Aid	54%	65%
Registrar's Office	79%	80%
Housing Office	57%	60%

Goal 6: Increase enrollment of FCS AA transfer students from 886 to 975.

**Florida Agricultural and Mechanical University
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Goal 7: Increase total R&D expenditures by 1%.

Goal 8: Ensure completion of CASS and residence hall on time and within budget.

Goal 9: Strengthen the University's financial health by achieving or exceeding a minimum debt coverage ratio ≥ 1.0 .

Next, Trustee Moore suggested that the Committee move any discussion of the President's evaluation to the full board meeting. Trustee Perry made the motion. It was seconded by Trustee Washington and the motion carried. Trustee Woody asked if his evaluation of the President could be updated regarding an item that he left blank. General Counsel Wallace indicated that he could. He indicated that under "Financial Management" he rates the President as "Does not meet."

The Committee then considered the Board's self-assessment. Trustee Moore asked that the University's Assessment Office update the comparative document to reflect the actual responses of the Trustees. Trustee Washington moved approval of the self-assessment, with revisions to include the responses of the Trustees. The motion was seconded by Trustee Moricette and the motion carried.

Finally, upon Trustee Washington's recommendation, Chair Lawson asked the Governance Committee to report back to the Board with new and/or updated evaluation tools for the Board's self-assessment and for the presidential evaluation.

With no further business, the meeting adjourned.



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Governance Committee

Date: December 4, 2019

**Agenda Item: Unmanned Aircraft Systems (Drones)
Proposed Board of Trustees Policy 2019-01**

Item Origination and Authorization				
Policy <u> X </u>	Award of Bid <u> </u>	Budget Amendment <u> </u>	Change Order <u> </u>	
Resolution <u> </u>	Contract <u> </u>	Grant <u> </u>	Other <u> </u>	

Action of Board				
Approved <u> </u>	Approved w/ Conditions <u> </u>	Disapproved <u> </u>	Continued <u> </u>	Withdrawn <u> </u>

Subject: Unmanned Aircrafts Systems (Drones)

Rationale: This Policy establishes the administrative and operational requirements necessary to ensure that all unmanned aircraft systems owned and/or registered to FAMU and/or operated on FAMU property are conducted in accordance with applicable federal, state, and local laws, and the Federal Aviation Administration's ("FAA") rules and regulations. Any use of an unmanned aircraft system is strictly prohibited, unless authorized in accordance with this Policy.

Attachments: Proposed Board of Trustees 2019-01

Recommendation: It is recommended that the Board of Trustees approve Policy 2019-01 on Unmanned Aircrafts Systems.



**Florida Agricultural and Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number:
2019-01

Date of Adoption: December __, 2019
Date of Revision:

Subject	Unmanned Aircraft Systems (Drones)
Authority	Section 7(d), Article IX, Florida Constitution; Board of Governors Regulations 1.001
Applicability	This policy applies to students, faculty, staff, visitors, and contractors of Florida A&M University.

I. Purpose

To provide the Florida Agricultural and Mechanical University's ("FAMU" or "University") official policy on the use, and the technical and physical safeguards for the safe and lawful operation of unmanned aircraft systems ("UAS") on property owned and/or managed by the University.

II. Policy

This Policy establishes the administrative and operational requirements necessary to ensure that all unmanned aircraft systems owned and/or registered to FAMU and/or operated on FAMU property are conducted in accordance with applicable federal, state, and local laws, and the Federal Aviation Administration's ("FAA") rules and regulations. Any use of an unmanned aircraft system is strictly prohibited, unless authorized in accordance with this Policy.

In addition, this Policy is to ensure compliance with the Department of State's International Traffic in Arms Regulations ("ITAR") and the Department of Commerce's Export Administration Regulations ("EAR"), which regulate export controls over various forms of UAS technology.

III. Applicability

This Policy applies to the following:

- A. All faculty, staff, students, visitors, and any division/departments/unit operating a UAS on any University property, or in any location as part of their University employment or as part of University activities;
- B. Consultants, vendors, contractors, invitees, and other individuals using University resources or facilities, or receiving funds administered by the University;
- C. Individuals who perform services for the University as volunteers; and
- D. Members of the public who are operating a UAS on University property.

Any reference to the University Community as provided in this Policy shall refer to all of the above individuals. Any violations of this Policy by employees and students will be addressed in accordance with applicable University policies and procedures. Any third parties that operate UAS in violation of this Policy will be treated as trespassers

and may be removed from Campus. Violators of local, state, and/or federal laws may be addressed by appropriate law enforcement.

IV. Definitions

Aeronautical Research: The term “aeronautical research” would have at its core the development of aircraft and systems. For UAS, the FAA interprets the term as research and testing of the aircraft themselves, the control systems, equipment that is part of the aircraft (such as sensors), flight profiles, or development of specific functions and capabilities for them.

Approving Office: The respective office with authority to approve operations pursuant to Sections 9, 10, or 11 of this Policy.

Certificate of Authorization (“COA”): Authorization is issued by the Air Traffic Organization to a public operator for a specific UAS activity. Once a completed application is submitted, the FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted. An abbreviated COA is issued with a Section 333 exemption. The full COA is issued for public UAS operation in accordance with Section 334 and is reserved for governmental functions, as defined in 49 U.S.C. § 40125(a)(2), performed through the use of public aircraft, as defined in 49 U.S.C. § 40102(a)(41). University research will rarely, if ever, meet the definition of a governmental function. Questions can be emailed to the FAA/UAS office at 9-AJR-36-UAS@faa.gov; or for more information regarding Certificates of Waiver or Authorization visit FAA.gov.

COA Coordinator: The University's Risk Manager is the Certificate of Authorization Coordinator.

Commercial or Business User: Any commercial use in connection with a business, including: selling photos or videos taken from a UAS; using UAS to provide contract services, such as industrial equipment or factory inspection; or using UAS to provide professional services, such as security or telecommunications. This also includes flying your drone to promote your services as a professional drone operator and includes sharing promotional drone footage or photos via digital channels for free. See Special Rules. Research other than aeronautical research also falls under this category.

Day: Defined as official sunrise until official sunset.

Export: An export is defined to include the transfer of controlled information, technology, or services (source code, technical data, or defense services) to foreign nationals whether the transfer takes place within the territory of the United States or abroad. Regardless of the method used for the transfer, the transaction is considered an export. An item is also considered an export even if it is leaving the United States temporarily; if it is leaving the United States but is not for sale (e.g., a gift); or if it is going to a wholly-owned U.S. subsidiary in a foreign country. Even a foreign-origin item exported from the United States, transmitted or transshipped through the United States, or being returned from the United States to its foreign country of origin is considered an export. Release of technology or source code subject to the EAR to a foreign national in the United States is “deemed” to be an export to the home country of the foreign national under the EAR. For further information on exports, please refer to the EAR and ITAR.

Export Administration Regulations (EAR): These regulations are by the United States Department of Commerce Bureau of Industry and Security. In general, most items not controlled under the ITAR are considered “dual use” and controlled under EAR. This might include items designed for commercial purpose but may be used for military applications. Licenses are also required before exporting specific dual use items listed on the Commerce Control List (CCL) to certain destinations.

Export Controls: Export controls refer to the body of federal regulations, licensing procedures and penalties that restrict or prohibit access to certain technologies by foreign persons or entities. Three federal agencies have responsibility over various aspects of export controls most applicable to universities:

- Department of Commerce - Export Administration Regulations for civilian and “dual-use” technologies.
- Department of State - International Traffic in Arms Regulations for military technologies.
- Department of the Treasury’s Office of Foreign Assets Control for restrictions based on economic and political sanctions.

FAMU Business: Any official business, without regard to who is tasked with completing the business, done in furtherance of any project, research, task, goal, event, or endeavor undertaken by FAMU. This shall include any teaching, testing, project, assignment, demonstration, research, or other matter in connection with any class or course offered by FAMU curriculum as well as any extracurricular or co-curricular offerings by FAMU.

FAMU Property: Buildings, grounds, land, and the airspace above any buildings, grounds, or land up to and including 400 feet above ground level that are owned or controlled by FAMU, via leases or other formal contractual arrangements, to house FAMU operations.

Hobby or Recreational Use: Flying your drone for fun or amusement.

International Traffic in Arms Regulations (ITAR): ITAR is the set of export control regulations governed by the U.S. Department of State to restrict technology access based upon defense and national security implications. ITAR can restrict a drone, its components and utilization methods, depending on the type and its use. A license is required before exporting an ITAR item, such as, items on the munitions list that are specifically designed, modified, or prepared for military end use. A license is required before exporting ITAR items (including defense services, software, technology, circuit boards, automotive parts, blue prints, design plans, retail software packages and technical information) to almost any country.

Model Aircraft: is defined as “an unmanned aircraft” that is “(1) capable of sustained flight in the atmosphere; (2) flown within visual line of sight of the person operating the aircraft; and (3) flown for hobby or recreational purposes.” 14 C.F.R. § 101.1. Per the FAA, to fly under the Special Rule for Model Aircraft you must: fly for hobby or recreation ONLY; register your model aircraft; fly within visual line-of-sight; follow community-based safety guidelines and fly within the programming of a nationwide community-based organization; fly a drone under 55 pounds (lbs.) unless certified by a community-based organization; never fly near other aircraft; notify the airport and air traffic control tower prior to flying within 5 miles of an airport (the person flying the model aircraft is responsible for contacting the airport directly). Never fly near emergency response efforts.

Non-Hobbyist Small Unmanned Aircraft/Commercial Uses: Title 14, Part 107 refers to the Code of Federal Regulations (14 C.F.R. Part 107) and contains rules for non-hobbyist small unmanned aircraft (UAS) operations and covers a broad spectrum of commercial uses for drones weighing less than 55 lbs. including operating requirements, pilot certifications, airframe (UAS) certifications, privacy considerations and other relevant requirements.

Public/Governmental User: Public entities, which include publically-funded universities, law enforcement, fire departments, and other government agencies which conduct flight operations for a governmental function, are considered public/governmental users. The term “governmental function” means any activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement, aeronautical research, or biological or geological resource management. Research that uses a UAS and does not fall under “aeronautical research” is not a governmental function, and does not fall under this category. Similarly, education (teaching how to fly UAS) is not a governmental function and does not fall under this category.

Responsible Party: The Responsible Person identified on the Flight Request:

- A. Must ensure the operation is conducted safely and with strict observance of the rules and regulations governing UAS flights.
- B. Should be a person that has ongoing knowledge of the operations of the UAS.
- C. Is not required to hold a remote pilot certification.
- D. May be the representative of an organization.
- E. Is responsible for maintaining records or other information related to the UAS and flight operations in accordance with this Policy.

Section 333: refers to Section 333 of the Modernization and Reform Act of 2012, Special Rules for Certain Unmanned Aircraft Systems (see FAA Modernization and Reform Act of 2012, Pub. L. No. 112-95, § 333, 126 Stat. 11, 75-76 (2012)).

Section 334: refers to Section 334 of the Modernization and Reform Act of 2012, Public Unmanned Aircraft Systems (see FAA Modernization and Reform Act of 2012, Pub. L. No. 112-95, § 334, 126 Stat. 11, 76-77 (2012)).

Section 336 (Repealed): refers to Section 336 of the Modernization and Reform Act of 2012, Special Rule for Model Aircraft (see FAA Modernization and Reform Act of 2012, Pub. L. No. 112-95, § 336, 126 Stat. 11, 77-78 (2012)).

Serious Physical Injury: as defined in this Policy: (a) requires hospitalization; (b) results in a fracture of any bone except simple fractures of fingers, toes, or nose; (c) causes severe hemorrhages; (d) causes nerve, muscle, or tendon damage; (e) involves any internal organ; and/or (f) involves second-degree or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Unmanned Aircraft (sUAS): is defined by the FAA as “an unmanned aircraft weighing less than 55 lbs.,” pursuant to Section 331(6) of the FAA Modernization and Reform Act of 2012 (Pub. L. 112-95).

Statute Mile: refers to a unit of measurement equivalent to 5,280 feet.

Unmanned Aircraft (UA): is defined by the FAA as “an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft,” pursuant to Section 331(8) of the FAA Modernization and Reform Act of 2012 (Pub. L. 112-95).

Unmanned Aircraft System (UAS): is defined by the FAA as an unmanned aircraft system including all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. A UAS may have a variety of names including quadcopter, quadrotor, fixed-wing unmanned aircraft, rotary-wing unmanned aircraft, drone, sUAS, etc.

V. Mandatory Registration

sUAS Registration: Federal law requires small unmanned aircraft systems weighing more than 250 grams (0.55 lbs.) and less than 55 lbs. must be registered *prior* to the first flight with the FAA. Registration also facilitates identification of ownership in the event of an incident or loss.

All employees, students, or units who use University, grant, or FAMU Research Foundation funds to purchase or develop a sUAS **shall register the sUAS with the FAA** in accordance with 14 C.F.R. Part 48. The FAA charges a minimal registration fee.

Registration: FAA Registration can be found at https://www.faa.gov/uas/getting_started/.

A. All UASs purchased for research with University funds or funds being disbursed through a University account, grant, or the FAMU Research Foundation account must be registered to:

Registrant: Florida Agricultural and Mechanical University, Division of Research
Address: 1700 Lee Hall Avenue, Ste. 410 FHAC
Tallahassee, FL 32307
Email: sponsor@famu.edu

B. All other UAS purchased must be registered according to University Property Regulations, Policies and Internal Operating Procedures.

C. After the registration application is submitted, a copy must be emailed to the FAMU Risk Manager at riskmgr@famu.edu by the person submitting the registration application. After the Certificate of Aircraft Registration is received from the FAA, a copy must be submitted to the Risk Manager at riskmgr@famu.edu.

D. Procurement of UAS and Third-Party Drone Services: All procurement transactions related to UAS and third-party drone services must follow FAMU Procurement policies and procedures.

E. The registration number must be marked on the UAS by some means that is legible and allows the number to be readily seen. During UAS operation, the operator must be able to present the certificate in either print or electronic format if asked for proof of registration. This registration must be renewed every three (3) years or as required by law. Please refer to the FAA's "Register Your Drone" site for further information found at https://www.faa.gov/uas/getting_started/register_drone/.

1. Any University employee or student wishing to operate a UAS as part of their University employment or as part of any University program must:

- a. **Commercial:** Meet all applicable requirements of Part 107 of the Federal Aviation Regulation for commercial, non-governmental flights.
- b. **Public/Governmental:** Provide evidence from the University's Risk Manager that the proposed flight or program has been approved and is operating under the FAMU's Public COA.
- c. **Hobbyist:** Students who fly for fun or use drones at accredited educational institutions as a component of their science, technology and aviation-related educational curricula, or other coursework such as television and film production or the arts, are engaging in "hobby or recreational use" and can therefore operate as model aircraft (e.g., as a hobbyist).

2. Specific authorization to operate a UAS, including small unmanned aircraft and model aircraft, must be granted by the University's Risk Manager before any of the following operations are permitted to include:

- a. Flight operations that are launched from any University-owned or managed property, regardless of UAS ownership; and/or

b. Flight operations that are launched from or fly over any property other than University-owned or managed, if the UAS is owned by FAMU.

3. Procedures for requesting approval for flight operations can be found in FAMU's Unmanned Aircraft Systems Flight Approval Request Form. The proposed changes or deviations from approved flights must be approved by FAMU's Risk Manager. **The Risk Manager's approval may be rescinded if he/she determines that: the information provided is incorrect; incomplete; circumstances have changed; or the planned operation is not in the best interest of the University.**

4. FAA approval is required when proposing to fly in controlled airspace. Drone operators should avoid flying near airports (including flight paths) because it is difficult for other air traffic to see and avoid a drone while flying. Please note that drone operators are responsible for any safety hazard their drone creates. If you have a Remote Pilot Certificate and are following Part 107 waiver rules, you must get permission from air traffic control to fly in controlled airspace. Also, refer to section XI.

VI. No Fly Zone [Without Part 107]

FAMU's main campus is located less than 5 statute miles (air distance) of Tallahassee's International Airport ("TLH") and as a result, FAMU will **NOT** approve flight operations for this area unless a Part 107 Waiver has been approved by the FAA. For more information on applying for a Part 107 Waiver, please refer to the FAA.

VII. Sporting Events

The FAA forbids all aircraft operations, including UAS operations within a three (3) nautical mile radius (NMR) up to and including 3,000 feet above ground level (AGL) of Bragg Memorial Stadium beginning one hour before the scheduled start of an NCAA Division I football game until one hour after the game end. However, aircraft operations for broadcast coverage of the event are authorized with an approved airspace waiver from the FAA, pre-approval of the University, and notice to the Tallahassee International Airport as provided for in section XI. These restrictions do not apply to aircraft authorized by, and in contact with, the Air Traffic Control (ATC) for Department of Defense, law enforcement, or air ambulance flight operations.

VIII. Export Control

Export regulations may apply to equipment, technologies or processes involved in UAS activities, to include: the UAS and/or its components such as sensor devices, communication systems, software, and the processes used to integrate and operate the combined system. Export controls may apply whether the item was purchased from a third party or developed by FAMU researchers, faculty, staff, and/or students. The owner/operator is required to know the proper classification of the UAS (drone) to prevent any violations of federal law regarding export control through exposure of controlled technology to a foreign national. If the UAS, payload or components are purchased from a supplier, the supplier may be able to provide information on its export control status. There is also an exemption for fundamental (basic) research in which the results will be publically disseminated. For additional information and support on export control compliance is available from FAMU's Division of Research, Office of Technology Transfer and Export Control.

IX. Privacy Issues

A. Operators of UAS must adhere to all laws including Section 934.50(3)(b), Florida Statute, which provides:

A person, a state agency, or a political subdivision as defined in s. 11.45 may not use a drone equipped with an imaging device to record an image of privately owned real property or of the owner, tenant, occupant, invitee, or licensee of such property with the intent to conduct

surveillance on the individual or property captured in the image in violation of such person's reasonable expectation of privacy without his or her written consent.

For purposes of this section, a person is presumed to have a reasonable expectation of privacy on his or her privately owned real property if he or she is not observable by persons located at ground level in a place where they have a legal right to be, regardless of whether he or she is observable from the air with the use of a drone.

B. The UAS may not be used to monitor, photograph, or record sensitive institutional locations (indoors and out) or personal private information, to include, but not limited to: police station, security operation rooms, and emergency command centers.

C. UAS, including small unmanned aircraft and model aircrafts, shall **not** be used to monitor, photograph, or record areas, to include, but are not limited to: restrooms, locker rooms, residential hallways, residential lounges, individual residential rooms, changing or dressing rooms, interior of the Student Health Services Building, or the interior of the Educational Research Center for Child Development facility. Please contact the University's Risk Manager for further information.

X. Restrictions

A. Any model aircraft operated on University property:

1. May not exceed an altitude of 400 feet,
2. May not be flown outside of the visual observation of the pilot;
3. May not fly near people;
4. May not fly in a careless or reckless manner or in a manner so as to endanger the life or property of another;
5. May not interfere with manned aircraft operations; and
6. May not be used to take a photograph or video for compensation or sale to another individual, pursuant to FAA guidelines.

B. UAS can only be flown during daylight per federal law, which provides "no person may operate a small unmanned aircraft system during night." 14 C.F.R. §107.29(a).

C. UAS can only be flown under appropriate conditions for safe operation. 14 C.F.R. §107.15, provides:

1. No person may operate a civil small unmanned aircraft system unless it is in a condition for safe operation. Prior to each flight, the remote pilot in command must check the small unmanned aircraft system to determine whether it is in a condition for safe operation.

2. No person may continue flight of the small unmanned aircraft when he or she knows or has reason to know that the small unmanned aircraft system is no longer in a condition for safe operation.

D. No person may allow an object to be dropped from a small unmanned aircraft in a manner that creates an undue hazard to persons or property. Refer to Hazardous Operation, 14 C.F.R. §107.23.

E. Operation of multiple small unmanned aircraft is prohibited and unlawful. 14 C.F.R. §107.35, provides "a person may not operate or act as a remote pilot in command or visual observer in the operation of more than one unmanned aircraft at the same time."

- F. A small unmanned aircraft may not carry hazardous material. For purposes of this section, the term hazardous material is defined in 49 C.F.R. 171.8.
- G. No person may operate a small unmanned aircraft over a human being unless that human being is directly participating in the operation of the small unmanned aircraft; or located under a covered structure or inside a stationary vehicle that can provide reasonable protection from a falling small unmanned aircraft. 14 C.F.R. §107.39.
- H. Export Controls: Restrictions on the export and international sale of unmanned vehicle systems (UASs) are strict and can be complex. UAS's include the unmanned aerial vehicle, components, parts, software, and technical data/technology. While using, developing, or working with any UAS, the owner/operator is responsible for existing rules and export control laws. Drone owners and operators are required to comply with all federal, state and local laws when handling drones to include U.S. Export Control regulations and laws. Also refer to section VIII.
- I. Any violators of this Policy shall be subject to corrective/disciplinary action up to and including dismissal.

XI. Mandatory Notification to Tallahassee International Airport (TLH)

FAA regulations require that operators operating a UAS within a 5-mile radius of Tallahassee International Airport must give specific notice prior the use of UAS to the airport operator or controller. The University's Main Campus and the FAMU-FSU College of Engineering are within a 5-mile radius of the airport.

During normal business hours, notice should be given to the Air Traffic Tower at (850) 241-1603, or after hours or no answer at first number, call (850) 942-8311. The following information must be provided: time frame, location and altitude.

XII. Additional Liability Insurance*

Hobbyist: Operator shall have general liability insurance - \$200,000 per occurrence / \$300,000 aggregate

Public/Governmental: FAMU's General Liability insurance covers FAMU's employees when operating UAS during the course and scope of their job duties. Student operations should have general liability insurance of \$1,000,000 per occurrence / \$2,000,000 aggregate.

Commercial/Business: Operator shall have general liability insurance of \$1,000,000 per occurrence/ \$2,000,000 aggregate

* Florida A&M University Board of Trustees, the Florida Board of Governors, and the State of Florida must be named as Additional Insured on the Insurance Certificate. A copy must also be provided to the FAMU Risk Manager as part of the flight operations approval process.

XIII. Other Requirements

A. **Recordkeeping:** Operators shall maintain records of flight activity, incidents/accidents, lost-link events, drone maintenance and inspection, drone flight crew training/qualifications, participant/property owner consent, and copies of the approved FAMU Flight Approval Request form. The UAS operator shall make these records available before, during, and after flight operations for inspection by University and FAA representatives. Failure to report an accident/incident can result in disciplinary action being taken against the UAS operator.

B. Accident/Incident Reporting: For flights approved under this Policy, UAS operators are required to report the accident/incident to FAMU's Risk Manager via email at riskmgr@famu.edu or via telephone at (850) 599-3442 *within 72 hours* of any operation that results in serious physical injury, loss of consciousness, or property damage of at least \$500.

C. Mandatory FAA Reporting of Accidents/Incidents: Certain UAS accidents must also be reported to the FAA and/or the National Transportation Safety Board. Please refer to those agencies for further information and requirements. Also visit: <https://www.nts.gov/investigations/process/Documents/NTSB-Advisory-Drones.pdf>].

D. For Further Information or Questions: Contact

Florida A&M University Risk Manager
1700 Lee Hall Drive
Suite 304 FHAC
Tallahassee, Florida 32307
Telephone (850) 599-3453
Facsimile (850) 561-2862
Email: riskmgr@famu.edu.

You can also contact the Office of the General Counsel at (850) 599-3591.

Attachment | Unmanned Aircraft Systems Flight Approval Request Form

Prior to submission of this form, the Requestor must review **Board of Trustees Policy 2019-01, Unmanned Aircraft Systems**. Specific authorization to operate an Unmanned Aircraft System (UAS) must be granted by FAMU's Risk Manager before any of the following operations are permitted: (1) Flight operations that are launched from any University owned or managed property regardless of UAS ownership; and (2) Flight operations that are launched from or fly over any property other than University-owned or managed, if the UAS is owned by FAMU. Provide full details of flight in the fields below. Depending on the intended use and activities associated with the use of the UAS, there may be additional University approvals required before the UAS can be operated on University property or at University events.

This Request Form shall be submitted by the Responsible Party at least five (5) business days prior to the proposed flight. Inaccurate or missing information may cause the request to be delayed or rejected.

This is a New Request or Request to Amend a Previously-Approved Flight Operation

RESPONSIBLE PERSON

Responsible Person Name:

FAMU Affiliation: Faculty Staff Student or Non-FAMU

If FAMU Student, provide name of faculty supervisor for this flight:

FAMU Dept. or Non-FAMU Organization:

If Non-FAMU, insert Address:

Phone:

Email:

UAS INFORMATION

Make:

Model:

Type:

Weight (incl. payload):

Added Payload (camera, sensor, etc.; be specific with make/model/type):

FAA Registration #:

Registered Owner: FAMU Other (enter name):

FLIGHT INFORMATION

Remote Pilot in Command Name:

Airman Certification #:

Other Crew (list names and roles):

Start Date:

End Date:

Start Time:

End Time:

Launch Latitude:

Launch Longitude:

Flight Radius:

Purpose of the Flight:

- Research Educational Activity Photo/Video Topographical Survey Construction-Related
 Other (explain):

FAA Authorization for this flight:

- Hobby/Recreation Rules 14 CFR Part 107, Research/Commercial
 Other (explain, include Sec 333 Exemption Docket #, COA #):

If using FAMU's Public COA, provide a detailed justification for use:

EXPORT CONTROL INFORMATION	
1. Is the UAS designed to have controlled flight out of the direct "natural vision" of the operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the "endurance" (i.e. flight time) of the UAS greater than or equal to 30 minutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the UAS designed to take-off and have stable controlled flight in wind gusts equal to or exceeding 25 knots/hr.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the UAS capable of autonomous flight control and navigation ability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the UAS incorporate an aerosol dispensing system/mechanism with a capacity of greater than 20 liters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is your UAS " specially designed " for military use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you designing a UAS with a flight control system and vehicle management system with swarming capability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Will you be transferring, exporting or hand-carrying the UAS to a foreign country in the course of this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Will foreign nationals have access to development, design, production or use technology for the UAS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the above answers are "Yes", contact the FAMU Risk Manager (riskmgr@fam.u.edu).

REQUIRED ATTACHMENTS

Attach Insurance Certificate. The Florida A&M University Board of Trustees, the Florida Board of Governors, and the State of Florida must be named as Additional Insured on the Insurance Certificate. Refer to Board of Trustees Policy 2019-01, Unmanned Aircraft Systems for general liability insurance requirements.

CERTIFICATION BY RESPONSIBLE PERSON

By signing below, the individual/entity submitting this request agrees to and will abide by Board of Trustees Policy 2019-01, Unmanned Aircraft Systems. The approved copy of this Request Form must be in possession of the operator at all times during the activity, and must be presented upon request to any University official or representative with control or jurisdiction over the activity. The university reserves the right to request additional documentation as a condition of approval and operation. Any violations of the Policy by staff, faculty, contractors, vendors, volunteers, invitees, and students will be dealt with in accordance with applicable University policies and procedures. Any third parties that operate UAS in violation of this policy will be treated as trespassers and may be removed from Campus. Violators of local, state, and federal laws may be handled by appropriate law enforcement.

Responsible Person Signature:	Date:
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If Responsible Person is a student, signature of supervisor of this flight:	Date:
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INSTITUTIONAL DECISION

APPROVED NOT APPROVED CONDITIONALLY APPROVED; Conditions:

Risk Manager Signature	Date
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