

**FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES
OPERATING PROCEDURES COMMITTEE
Minutes
October 18, 2013**

The Operating Procedures Committee met on October 18, 2013. The following members of the committee were present: Trustee Torey Alston, Trustee Kimberly Moore, Trustee Glen Gilzean and Trustee Kelvin Lawson. A quorum was established. Trustees Badger and White were also in attendance.

Trustee Alston asked the Committee to consider approval of the minutes from the October 2, 2013 meeting. He asked if there were any corrections. There were none. Trustee Lawson moved approval of the minutes. The motion was seconded by Trustee Moore and the motion carried.

The Committee then moved to the discussion of the executive committee and the structure of board committees. Trustee Alston directed the Committee's attention to a document prepared by the General Counsel's Office, which compared the committee structure of schools in the SUS and the role of the executive committee.

Trustee Alston proposed three options for the Committee to consider:

Option One - 7 members (Chair of the BOT and all 6 Standing Committee Chairs which include Academic Affairs, Audit, Budget/Finance, DSO, Facilities and Student Affairs.) This maintains a similar structure of the current Executive Committee and adds the DSO Chair.

Option Two - 5 members (Chair of the BOT, Vice-Chair of the BOT and 3 Standing Committee Chairs, appointed by the BOT Chair), this is the actual approach used by USF.

Option Three - 5 members (Chair of the BOT and 4 Standing Committee Chairs (Audit, Budget/Finance, Academic Affairs and Facilities). This is blended approach of FIU and USF.

The committee discussed adding the DSO Committee Chair to the executive committee in option one. Vice President McKnight interjected that the addition of the DSO Chair would also be an amendment to 4.2, as the DSO is not currently a standing committee. The committee members discussed the purpose and usage of an executive committee, acknowledging that any decisions made by the executive committee must be ratified by the Board of Trustees. It was noted that Option One would also remove the vice chair of the Board from the Executive Committee. The vice chair is also excluded from

Option Three. Dr. Badger clarified that the vice chair would act in the absence of the chair.

Trustee Moore moved approval of Option One. It was seconded by Trustee Lawson and the motion carried.

The committee then moved to a discussion regarding committee structure. In accordance with their earlier discussions, the Committee reiterated the need to recognize the DSO Committee as a standing committee.

Trustee Lawson moved that the DSO Committee be included, as a standing committee in section 4.2 of the Board's Operating Procedures. The motion was seconded by Trustee Moore and the motion carried.

Trustee Alston reminded the Committee that its next meeting is scheduled for Friday, November 22, 2013 in Orlando.

With there being no further business, the meeting adjourned.