

**FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES
OPERATING PROCEDURES COMMITTEE
Conference Call
Minutes
November 22, 2013**

The Operating Procedures Committee met on November 22, 2013. Committee Chair Torey Alston called the meeting to order. The following members of the committee were present: Trustee Torey Alston, Trustee Glen Gilzean and Trustee Kelvin Lawson. A quorum was established. Trustee Moore provided prior notice that she would be able to attend the meeting.

Trustee Alston asked the Committee to consider approval of the minutes from the October 18, 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 Gilzean and the motion carried.

The Committee then moved to the discussion of the technical changes presented in a document proposed by the Office of the General Counsel. Trustee Alston explained that the change in 5.6, clarified that a member of the Board could abstain from voting, if there was a conflict of interest. Trustee Alston also highlighted changes that were previously approved by the committee. Trustee Lawson inquired about the composition of the Executive Committee. Trustee Alston explained that at a prior meeting, the committee approved option 1, which added the Direct Support Organization (DSO) committee chair to the Executive Committee, added the DSO as a standing committee and removed the BOT vice-chair from the Executive Committee. Trustee Gilzean raised concerns regarding the vice-chair no longer being on the Executive Committee. Trustee Alston explained that the decision had been made at a previous committee meeting and that there was a consensus regarding keeping seven members on the Executive Committee. Therefore, by adding the DSO chair to the committee and removing the vice-chair of the BOT from the committee, the membership would remain at seven. Trustee Alston asked Trustee Gilzean if his questions had been answered. He did not respond. Trustee Gilzean could not be reached by telephone. The operator confirmed that Trustee Gilzean had not re-joined the call. Trustee Alston stated that without a quorum, the item could not be moved.

Trustee Alston asked Ms. Barge-Miles to poll the committee to schedule a conference call, prior to the end of the year, to address the technical changes presented. He suggested that the call could occur prior to the December 10, 2013 BOT conference call, so that it can be presented to the BOT during that meeting or during the in-person meeting in January. Trustee Alston stated that the committee business was complete, so that should be the final call, unless Chair Badger assigned the committee another task.

With there being no further business, the meeting adjourned.