



THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES

**FULL BOARD MEETING**

THURSDAY, 4 MARCH 2004

10:30 A.M.

FIU, UNIVERSITY PARK CAMPUS

EAST GC BALLROOM

MIAMI, FL

**AGENDA**

- |             |  |   |
|-------------|--|---|
| <b>I.</b>   | <b>CALL TO ORDER</b>   | <b>CHAIRMAN HENRIQUES</b>   |
| <b>II.</b>  | <b>CHAIRMAN'S REMARKS</b>  | <b>CHAIRMAN HENRIQUES</b>   |
| <b>III.</b> | <b>REQUESTS TO ADDRESS THE BOARD</b>   |   |
|             | <ul style="list-style-type: none"><li>• <b>UNITED FACULTY OF FLORIDA REPORT</b></li><li>• <b>STUDENT GOVERNMENT ASSOCIATION REPORT</b></li><li>• <b>BOARD OF GOVERNOR'S REPORT</b></li></ul>   | <b>ALAN GUMMERSON</b><br><b>CLAYTON SOLOMON</b><br><b>HOWARD ROCK</b> |
| <b>IV.</b>  | <b>CONSENT AGENDA</b>  | <b>CHAIRMAN HENRIQUES</b>   |
|             | <ul style="list-style-type: none"><li>1. <b>MINUTES 17 NOVEMBER 2003</b></li><li>2. <b>MINUTES 9 FEBRUARY 2004</b></li></ul>   |   |
|             | <i>FINANCE AND AUDIT COMMITTEE ITEMS</i>   |   |
|             | <ul style="list-style-type: none"><li>3. <b>PROMPT PAYMENT RULE</b></li><li>4. <b>BANKING CONTRACT AUTHORITY</b></li><li>5. <b>UNIVERSITY TRAFFIC AND PARKING RULE</b></li><li>6. <b>ATHLETIC FEE</b></li><li>7. <b>LAKEVIEW HOUSING PROJECT</b></li></ul> |   |



**V. COMMITTEE REPORTS**

- **ACADEMIC POLICY AND STUDENT AFFAIRS** **DAVID PARKER**  
*(Committee Minutes Draft enclosed as Information Item- No Action Required.)*
  - K-20 BOG ACCOUNTABILITY UPDATE
  - HCET UPDATE AND REPORT
  - COLLECTIVE BARGAINING UPDATE
  - HEALTH AND MEDICAL EDUCATION INITIATIVE UPDATE
- **FINANCE AND AUDIT** **ROSA SUGRAÑES**  
*(Committee Minutes Draft enclosed as Information Item- No Action Required.)*
  - OPERATIONAL AUDIT REPORT
  - PANTHERSOFT UPDATE
- **ADMINISTRATION AND COMPENSATION** **ALBERT DOTSON**  
*(Committee Did Not Convene. No Committee Minutes - No Action Required.)*
- **GOVERNMENTAL RELATIONS** **MIRIAM LOPEZ**  
*(Committee Minutes Draft enclosed as Information Item- No Action Required.)*
  - 2004 STATE LEGISLATIVE SESSION REPORT
  - FEDERAL CONGRESSIONAL REPORT

**ITEMS FOR APPROVAL**

- 8. ADOPTION OF FEDERAL FY 2005 PRIORITIES**
- 9. ADOPTION OF STATE LEGISLATIVE PRIORITIES**

- VI. LEGISLATIVE OVERVIEW** **PRESIDENT MAIDIQUE**
  - **GOVERNOR’S BUDGET RECOMMENDATIONS**
  - **FIU DAY AT THE CAPITOL**
- VII. OTHER BUSINESS (IF ANY)** **CHAIRMAN HENRIQUES**
- VIII. ADJOURNMENT** **CHAIRMAN HENRIQUES**

**The next FIU Board of Trustees’ Meeting is scheduled for 24 May 2004.**

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Consent Agenda

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**PROPOSED BOARD ACTION**

RESOLVED, that the following matters included in the Consent Agenda are hereby approved:

1. MINUTES 17 NOVEMBER 2003 (EXHIBIT A)
2. MINUTES 9 FEBRUARY 2004 (EXHIBIT B)
3. PROMPT PAYMENT RULE (EXHIBIT C)
4. BANKING CONTRACT AUTHORITY
5. UNIVERSITY TRAFFIC AND PARKING RULE (EXHIBIT D)
6. ATHLETIC FEE (EXHIBIT E)
7. LAKEVIEW HOUSING PROJECT (EXHIBIT F)

FURTHER RESOLVED THAT Exhibits A, B, C, D, E, and F are attached to this Resolution and made part of the minutes for this meeting.

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**Facilitators/Presenters:**

• Chairman Henriques

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT A**

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- 17 November 2003 Minutes, The Florida International University Board of Trustees

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT B**

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- 9 February 2004 Minutes, The Florida International University Board of Trustees

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Prompt Payment Rule

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees adopt the University Prompt Payment Rule ("Rule"), Rule 6C8-7.032, of the Florida Administrative Code, which is attached to this Resolution as Attachment "C" and

FURTHER RESOLVED that upon approval of the Rule, the Board delegates authority to the University President to approve any subsequent amendments that are based on comments to the Rule received by the University in writing or at a public hearing on the Rule to be held after the Board's action and to file the Rule for adoption.

**BACKGROUND INFORMATION**

**A. Statutory Authority**

**Section 1010.04, Florida Statutes (2003), Purchasing**, provides in part:

(2) Each district school board, community college board of trustees, and each university board of trustees shall adopt Rules to be followed in making purchases.

**B. Explanation for Proposed Board Action**

As part of the devolution from the state financials system (known as FLAIR) to its own financials system, the University is required to adopt a Rule regarding the prompt payment of goods and services received by the University. The Rule provides the timelines for payments to vendors by the University and an interest penalty for failure to meet said timelines.

If approved by the Board, the University is required by law to take the following actions:

1. Publish a notice regarding the Rule in a newspaper of general circulation;
2. Conduct a public hearing (if a hearing is requested) on the Rule approximately twenty-one (21) days after publication of the notice. The purpose of the hearing is to receive comments by students, staff, faculty, and other persons affected by the Rule; and

*Agenda Section V, Consent Agenda, Item 3*

3. Consider any requests for changes received either in writing or at the hearing, and determine whether to amend the Rule or proceed with the Rule as published.

It is further recommended in order to complete the rule adoption process without delay, that the Board delegate to the President authority to consider requests for changes and to file the rule for adoption with or without further amendments based on his determination.

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**Supporting Documentation Included:**

- Legal Notice Regarding Proposed Rule Development
- Proposed Rule 6C8-7032.

**Facilitators/Presenters:**

- Chairman Henriques

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT C**

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- Legal Notice Regarding Proposed Rule Development
- Proposed Rule 6C8-7032.



**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
DIVISION OF COLLEGES AND UNIVERSITIES  
DEPARTMENT OF EDUCATION**

**NOTICE OF PROPOSED RULE DEVELOPMENT**

RULE NO.:                      RULE TITLE:  
6C8-7.032                      Prompt Payment

PURPOSE AND EFFECT:  
Establish policies providing for the prompt payment of vendors by the University.

SUBJECT AREAS TO BE ADDRESSED:  
Purchasing; payments to vendors.

SPECIFIC AUTHORITY: 1010.04(2) FS.

LAW IMPLEMENTED: 1010.04(2) FS.

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE HELD ON THE TIME, DATE AND PLACE SHOWN BELOW.

TIME AND DATE: 10:00 A.M. on February 19, 2004.

PLACE: Florida International University, University Park, PC 521, Miami, Florida 33199.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT IS:  
Vivian Delgado, Interim University Controller, Florida International University, (305) 348-3079.

THE PRELIMINARY TEXT OF THE PROPOSED RULE IS AVAILABLE AT NO COST FROM THE CONTACT PERSON LISTED ABOVE.

**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
DIVISION OF COLLEGES AND UNIVERSITIES  
DEPARTMENT OF EDUCATION**

**RULE NO.: 6C8-7.032**

**RULE TITLE: Prompt Payment**

(1) It is the policy of the University that documentation authorizing payment of an invoice shall be approved for payment not later than forty (40) days after receipt of a proper invoice and receipt, inspection, and approval of the goods or services, except that in the case of a bona fide dispute, the payment voucher shall contain a statement of the dispute and authorize payment only in the amount not in dispute.

- (a) Inspection and approval of goods or services shall take no longer than five (5) business days after receipt of goods or completion of services, unless the bid specifications, purchase order or contract specifies otherwise.
- (b) For purposes of determining the date an invoice was received, the University will be deemed to have received an invoice on the date on which a proper invoice is first received at the location designated by the University.
- (c) The University may make partial payments to a contractor upon partial delivery of goods or services or upon partial completion of construction when a request for such partial payment is made by the contractor and approved by the Controller.
- (d) In cases of disputes regarding invoice amounts, the vendor will be contacted and references will be made on the invoice as to the date(s) and person(s) contacted. For calculation of the invoice receipt date, the final resolution date on the disputed amount(s) will be used. In cases where the vendor invoice is incorrect and the vendor is required to furnish a revised invoice, the revised invoice receipt date will be used.
- (e) If the terms of the invoice provide a discount for payment in less than forty (40) days, the University shall preferentially process it and use all diligence to obtain the savings by complying with the invoice terms.

(2) The University is authorized to advance payments for goods and services, including, but not limited to, maintenance agreements and subscriptions when it is in the best interest of the University to make payments in advance and it has been determined there is adequate protection to ensure that such goods or services will be provided.

(3) If a check in payment of an invoice is not issued within forty (40) days after receipt of a proper invoice and receipt, inspection, and approval of the goods and services, the University will pay to the vendor, in addition to the amount of the invoice, an interest penalty at the rate established pursuant to Section 55.03(1), Florida Statutes, provided, however, that the interest penalty is in excess of one dollar (\$1.00). Such interest will be calculated on the unpaid balance from the expiration of such forty-day period until such time as the payment is issued to the vendor. The interest penalty will be processed within 15 days after issuing the payment. The provisions of this paragraph apply only to undisputed amounts for which payment had been authorized.

(4) All purchasing agreements between the University and a vendor shall include a statement of the vendor's rights and the University's responsibilities under this Rule. The vendor's rights shall include being provided with the telephone number of the vendor ombudsman within the Office of Business and Finance at the University.

(5) Invoices received from vendors which have failed to supply the University with a complete and accurate Internal Revenue Service Form W-9 or other form that provides all necessary data to determine 1099 status will be deemed insufficient for payment until such information is received. Invoices will not be deemed received until vendor has supplied all data necessary to determine 1099 status.

(6) This Rule does not apply to payments made to state agencies or other governmental entities within the State of Florida.

Specific Authority: 1010.04(2), FS.

Law Implemented: 1010.04(2), FS.

History: New \_\_\_\_\_

H:\Rules & Rulemaking\Prompt Payment Rule 2-2-04.doc

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Banking Contract Authority

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees delegate the responsibility of entering into banking contracts to the University President and

FURTHER RESOLVED that the President is authorized to further delegate that authorization, if so needed, as long as a Resolution is fully recorded with the Office of the General Counsel.

**BACKGROUND INFORMATION**

Prior to January 7<sup>th</sup>, 2003, all new banking contracts required approval from the Florida Department of Banking & Finance (Treasury Department). This authorization is no longer required but is devolved to the University Board of Trustees.

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**Supporting Documentation Included:**

• None

**Facilitators/Presenters:**

• Chairman Henriques

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** University Traffic and Parking Rule

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees approve the amendments to the University Traffic and Parking Rule ("Rule"), Rule 6C8-5.006 of the Florida Administrative Code which is attached to this Resolution as Exhibit "D" and

FURTHER RESOLVED that upon approval of the Rule by the Board, the Board delegate authority to the University President to approve any subsequent amendments that are based on comments to the Rule received by the University in writing or at a public hearing on the Rule to be held after the Board's action and to file the rule for adoption.

**BACKGROUND INFORMATION**

**A. Statutory Authority**

**Section 1001.74, Florida Statutes (2002), Powers and Duties of University Boards of Trustees**, provides in part:

(35) Each board of trustees may govern traffic on the grounds of that campus pursuant to s. 1006.66.

**Section 1006.66, Florida Statutes (2002), Rules of universities; municipal ordinances**, states, in pertinent part:

Each university shall adopt rules which govern traffic on the grounds of that university; which provide penalties for the infraction of such traffic rules; and which the university finds necessary, convenient, or advisable for the safety or welfare of the students, faculty members, or other persons.

**B. Explanation for Proposed Board Action**

The University is amending the Rule to increase the annual decal fees in the following classifications: administrative (5% increase), faculty/staff (variable increase), student (20% increase), and alumni (20% increase). Decal fee increases for faculty/staff vary depending on salary level and whether the decal is purchased for a semester or a full year, as follows:

<b>Income</b>	<b>Semester Decal</b>	<b>Annual Decal</b>
Faculty/Staff > \$45,000	20%	20%
Faculty/Staff > \$35,000	15%	15%
Faculty/Staff > \$25,000	10%	10%
Faculty/Staff \$25,000 or less	5%	5%

The amendments to the rule also establish a two-year duplicate student hangtag; revise visitor parking permit fees; increase fines for golf-cart infractions; and clarify language in the rule. The amendments have been approved by the Traffic and Parking Committee and the Executive Council.

If the Board approves the Rule amendments, the University will take the following steps, which are required by state law:

1. Publish a notice regarding the Rule in a newspaper of general circulation;
2. Conduct a public hearing (if a hearing is requested) on the Rule approximately twenty-one (21) days after publication of the notice. The purpose of the hearing is to receive comments by students, staff, faculty, and other persons affected by the Rule; and
3. Consider any requests for changes received either in writing or at the hearing, and determine whether to amend the rule or proceed with the rule as published.

Given that the Board will not meet again until November, it is further recommended in order to complete the rule adoption process without delay, that the Board delegate to the President authority to consider requests for changes and to file the rule for adoption with or without further amendments based on his determination.

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**Supporting Documentation Included:**

- Legal Notice Regarding Proposed Rule Development
- Proposed Rule 6C8-5.006

**Facilitators/Presenters:**

- Chairman Henriques

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
FINANCE AND AUDIT COMMITTEE**

**4 March 2004**

**EXHIBIT D**

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- Legal Notice Regarding Proposed Rule Development
- Proposed Rule 6C8-5.006

**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
DIVISION OF COLLEGES AND UNIVERSITIES  
DEPARTMENT OF EDUCATION**

**NOTICE OF PROPOSED RULE DEVELOPMENT**

RULE NO.:                      RULE TITLE:  
6C8-5.006                      University Traffic and Parking Rules

**PURPOSE AND EFFECT:**

The amendments to Rule 6C8-5.006 will increase decal registration fees for administrative, faculty/staff, student, and alumni classifications; establish a two-year duplicate student hang-tag; revise visitor parking permit fees; increase fines for golf-cart infractions; and clarify language in the rule.

**SUBJECT AREAS TO BE ADDRESSED:**

Decals; Decal Registration Fees; Visitor Parking Fees; Schedule of Fines.

**SPECIFIC AUTHORITY:**

*6C8-5.006*: 1001.74(35), 1006.66 FS.

**LAW IMPLEMENTED:**

*6C8-5.006*: 1001.74(35), 1006.66 FS.

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE HELD ON THE TIME, DATE AND PLACE SHOWN BELOW.

TIME AND DATE: 10:00 A.M. on February 12, 2004.

PLACE: Florida International University, University Park, PC 521, Miami, Florida 33199.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT IS:**

*6C8-5.006*: Melinda L. Parrott, Administrative Assistant, Parking and Traffic, Florida International University, (305) 919-5902.

THE PRELIMINARY TEXT OF THE PROPOSED RULE IS AVAILABLE AT NO COST FROM THE CONTACT PERSON LISTED ABOVE.



**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
DEPARTMENT OF EDUCATION  
DIVISION OF COLLEGES AND UNIVERSITIES**

6C8-5.006 University Traffic and Parking Rules.

(1) General. This rule is applicable to all persons who operate or park a motor vehicle on the campuses of Florida International University. All Miami-Dade County traffic and parking ordinances which are not in conflict or inconsistent with University regulations and all provisions of Chapter 316, Florida Statutes, shall extend and be applicable to the University's campuses. The Department of Parking and Traffic is authorized and empowered to enforce all University parking and traffic regulations. The University Public Safety Department is authorized and empowered to enforce University regulations, all county ordinances and state laws. Copies of the University parking and traffic regulations are available from the Department of Parking and Traffic, the Department of Public Safety, the Visitor Information Center and through the Florida International University web site URL <http://www.fiu.edu/~xtranspo/>. The University assumes no liability for vehicles parked or operated on University property. The issuance of a decal or permit does not guarantee a place to park.

(2) Registration of Motor Vehicles. Vehicles used by members of the faculty, staff, students, (full or part-time), concessionaire employees and others who regularly operate a vehicle on campus must be registered with the Department of Parking and Traffic during the first day the vehicle is on campus. Vehicle registrations expire on the expiration date indicated on decal or permit. All visitors must purchase a non-refundable parking permit when parking on campus or use parking meters. Any motor vehicle parked on University property during designated hours must display a valid University parking decal or parking permit. Use of a motor vehicle on University property is a privilege, not a right and is made available only under this rule.

(a) Decals.

1. Faculty/Staff. A Faculty/Staff parking decal must be obtained for each vehicle which is, or may be, parked on the University's campuses. Decals are issued according to the classifications contained in these regulations. A decal will be issued by the Department of Parking and Traffic, upon the following conditions:

- a. The owner or driver registers the vehicle with the Department of Parking and Traffic.
- b. The owner or driver, unless otherwise exempt, pays the appropriate fee and provides proof of the decal classification to which he or she is entitled.
- c. The owner or driver settles all outstanding parking and traffic fines and fees before a current decal or permit will be issued.
- d. When two or more persons who are employed by the University reside in the same household and register more than one vehicle, each is required to purchase a separate original decal; duplicate decals will not be issued for either person except upon proof of replacement of the originally registered vehicle. If two or more persons travel together in one vehicle, only one decal is required but a duplicate decal cannot be purchased except upon proof of replacement of the originally registered vehicle.

2. Students: Students will pay a Parking and Transportation Access Fee per semester. A student decal will be issued by the Department of Parking and Traffic to each student under the following conditions, and it is the students' responsibility to properly display the current decal in accordance with this rule.

- a. The student must be currently enrolled at the University.
- b. The student must provide a valid vehicle registration for the vehicle on which the decal will be placed.
- c. The student must settle all outstanding parking and traffic fines and fees.

3. Decal Classifications: The issuance of decals is restricted to the classifications specified in these rules. The following decal classifications are in effect:

a. Faculty/Staff -- An "F/S" decal is available only to persons currently employed as regular or adjunct faculty; Administrative and Professional staff; University Support Personnel System employees and as Other Personal Services employees. Individuals who are currently employed by vendors or contractors with the University, or who are otherwise required by contract to obtain a decal, are also entitled to obtain a decal in this classification. A semester decal is available to faculty/staff persons who wish to purchase a decal on a semester only basis.

b. Student -- An "S" decal will be issued to those persons who are currently enrolled as students. For purposes of this rule, a person shall be considered a student regardless of the number of hours or courses for which he or she is enrolled at the University. Students residing in the University's housing complexes are required to display a current semester housing sticker in addition to the current student decal. Students employed at the University at least thirty-five (35) hours a week may elect to purchase a faculty/staff decal.

c. Alumni -- An "ALUM" decal is available to FIU graduates who are not currently enrolled at the University and entitles the holder to park in spaces designated for student parking.

d. Administrative -- An "A" decal is available only to those employees who receive written authorization from the Director of the Department of Parking and Traffic and have special parking needs based upon work requirements.

e. Executive -- An "E" decal is available only to those employees or visitors to the University who are given written authorization by the President.

f. Duplicate/Replacement Decals -- A Duplicate/Replacement decal is available to faculty/staff persons who have purchased an original decal for that semester or the current year. This category is for additionally owned vehicles used alternately and for situations where the original decal must be replaced due to an accident, the re-painting of the vehicle, etc. The address on the vehicle registration for the second vehicle must be the same as that on the registration of the vehicle listed on the original decal application. A vehicle with a duplicate decal is not permitted on campus at the same time as the vehicle with the original decal.

g. Duplicate Hang-tags -- A Duplicate Hang-tag is available to students who have been issued an original decal for the current year. This hang-tag must be displayed on the vehicle that the hang-tag is registered for. This category is for additionally owned vehicles used alternately and for situations where the original decal must be replaced due to an accident, the

re-painting of the vehicle, etc. The address on the vehicle registration for the second vehicle must be the same as that on the registration of the vehicle listed on the original decal application. A vehicle with a duplicate hang-tag is not permitted on campus at the same time as the vehicle with the original decal.

h. Validity of Duplicate Hang-Tags – Duplicate hang-tags are valid for one academic school year, unless the student purchases a two-year duplicate hang tag. The fee for the two-year duplicate hang-tag is \$25.00 exclusive of sales tax.

#### 4. Decal Registration Fees.

a. Decals must be purchased and affixed each year. Annual executive, administrative, faculty/staff, and corresponding duplicate decals expire October 31st of each year. Faculty/Staff semester decals expire at the end of each semester for which they are issued. Alumni decals and duplicate hang-tags expire August 31<sup>st</sup> of each year. The following are the annual registration fees, **exclusive of sales tax**, for each decal classification:

	Original	Duplicate /Replacement
Executive	\$696.00	\$ 30.00
Administrative	\$315.00	\$ 20.00
Faculty/Staff		
(Annual base pay over \$45,000)	\$180.00	\$ 15.00
Faculty/Staff		
(Annual base pay over \$35,000)	\$159.00	\$ 15.00
Faculty/Staff		
(Annual base pay over \$25,000)	\$109.00	\$ 15.00
Faculty/Staff		
(Annual base pay \$25,000 and under)	\$ 96.00	\$ 15.00
Alumni	\$ 167.00	\$ 15.00
Student		
Fall -		\$ 15.00
Spring -		\$ 15.00
Summer A, B, or C -		\$ 15.00
(The fee for a student duplicate hang tag listed above is for a hang-tag that is valid for only one academic school year. The fee for a two-year student hang tag is \$25.00 exclusive of sales tax.)		

b. The following are the semester registration fees, **exclusive of sales tax**, for each decal classification:

Executive	N/A	N/A
Administrative	N/A	N/A
Faculty/Staff		
(Annual base pay over \$45,000)	\$ 95.00	\$15.00
Faculty/Staff		
(Annual base pay over \$35,000)	\$ 85.00	\$15.00
Faculty/Staff		
(Annual base pay over \$25,000)	\$ 67.00	\$15.00
Faculty/Staff		
(Annual base pay \$25,000 and under)	\$ 58.00	\$15.00-
Alumni	N/A	N/A

Student	Fall -	\$ 57.50	N/A
	Spring -	\$ 57.50	N/A
	Summer A, B, or C -	\$ 52.30	N/A

c. Duplicate/Replacement Decals. If a decal or hang-tag has been lost or stolen, the incident shall be reported to the Department of Parking and Traffic, and a replacement decal or hang tag shall be purchased. A Parking and Traffic Lost or Stolen Decal Affidavit, Form PT #11, effective 5/97, which is incorporated by reference into this rule, must be filled out.

d. Change in Status. Any individual requesting a change in decal classification due to a change in status shall pay the difference between the fee appropriate to the classification currently in effect and that being requested. The old decal or identifiable parts, including numbers, must be returned to the Department of Parking and Traffic for auditing purposes.

e. Non-Refundable Fees. All fees paid for decal registration by faculty/staff persons shall be non-refundable except for instances where a person has mistakenly made a double payment and the request for refund is made within the same academic year in which the payment was made. The Parking and Transportation Access Fee paid by the students shall be refunded in the same manner as other student fees are refunded.

(b) Permits and Permit Fees.

1. Temporary permits are issued only by the Department of Parking and Traffic to those persons who require temporary parking authorization and who are not otherwise required by these rules or contract to obtain a decal. Permits must be applied for and are issued for durations that are commensurate with their purposes. Permits may or may not include the payment of parking fees as provided below.

2. The circumstances under which a permit rather than a decal shall be issued include but are not limited to use of a temporary vehicle; parking on the University's campuses for occasional business-related purposes; parking on the University's campuses for attendance at conferences and meetings; and visitors who are not otherwise required to obtain a decal. Any person who has a current decal and needs to use temporary transportation must obtain a temporary parking permit. Temporary parking permits are issued, free of charge, for a maximum of thirty (30) consecutive days.

3. Temporary 30, 60, and 90-day permits are available to persons not otherwise required by these rules or contract to obtain a parking decal. The following are the permit fees, **exclusive of sales tax**:

30-day permit \$20.00  
60-day permit \$36.00  
90-day permit \$54.00

4. Specific visitor, vendor and contractor, and volunteer permits will be issued by the Department of Parking and Traffic upon payment of a fee as follows:

a. Visitor fees. Short-time parking is available at meters throughout the University at a cost of 25 cents per 15 minutes. Visitors can also park inside the Blue Parking Garage at

University Park Campus for \$1.00 per hour with a maximum of \$ 6.00 per day. University departments hosting an event can purchase garage visitor permits in advance.—

b. Vendors and Contractors fees. All vendors and contractors conducting business on campus are required to purchase a contractor permit. The following are the permit fees, **exclusive of sales taxes**:

30-day permit \$20.00  
60-day permit \$36.00  
90-day permit \$54.00

c. Volunteers' Fees. Individuals outside the University who volunteer their time at either campus can purchase a volunteer permit for the following fees **exclusive of sales tax**:

30-day permit \$ 5.00  
60-day permit \$10.00  
90-day permit \$15.00

(c) Vehicle Registration Exemptions. The following persons shall not be required to register their vehicles with the Department of Parking & Traffic:

1. Representatives of news media on official business.
2. Members of the Florida International University Board of Trustees who are on campus to attend meetings and functions of the Board of Trustees. Trustees shall be issued identification which shall be prominently displayed in their vehicles.
3. Members of the FIU Foundation Board of Directors who are on campus to attend meetings and functions of the Foundation. Directors shall be issued identification which shall be prominently displayed in their vehicles.

(3) Decal, Traffic and Parking Regulations, Golf Cart and Garage Parking.

(a) Decal Regulations.

1. Display of Decal. Each driver who regularly parks a vehicle on campus shall display a valid decal, hang-tag, or permit. It is the responsibility of the driver to properly display a hang-tag, decal or permit so it is easily visible and readable. Failure to display it correctly may result in a violation for not having a valid decal, hang-tag or permit.
2. Decals shall be permanently affixed to the outside of the vehicle on the left side either on the rear bumper, or the outside of the window. Decals must be permanently affixed and not altered. For unusually constructed vehicles, decals shall also be permanently affixed in the manner directed by the Department of Parking and Traffic.
3. The entire decal, hang-tag, or permit must be displayed unaltered.
4. It is a violation of these rules to transfer a decal, hang-tag or permit from one vehicle to another; alter a decal, hang-tag or permit, falsify documents to obtain a decal, hang-tag or permit or otherwise obtain or display a decal, hang-tag or permit in violation of the University rules and regulations. Any such act shall constitute decal fraud and will cause the decal, hang-tag or permit to be revoked.

(b) Traffic Regulations:

1. Speed Limit. The speed limit on University property is 25 miles per hour on main roads unless otherwise posted. The speed limit inside the garage is 5 mph. Speed limit inside surface lots is as posted.

2. Right-of-Way. Pedestrians and wildlife have the right-of-way over motor vehicles, including golf-carts. Pedestrians must use crosswalks when crossing a roadway.

3. Barriers. Barriers may be placed by the University at any point deemed necessary for specific temporary use. Except as required for the passage of emergency vehicles, removal of any such barrier without permission is prohibited.

4. Enforcement Directives. A directive given by a police officer or parking patroller or designee supersedes the regulations posted by sign or signal.

(c) Golf-Carts.

1. Golf-carts are restricted by the Florida Department of Highway Safety and Motor Vehicles and Florida International University for use on facility premises only. Golf-carts are used primarily for the transportation of persons or cargo, are designed and regulated to be operated at speeds of less than 25 miles per hour, and are generally recognizable as a passenger or utility type cart, vehicle, club car or conveyance.

2. Any person who operates a golf-cart on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

3. Golf-cart Enforcement. Golf-carts shall be operated in accordance with the following specific rules:

a. Golf-carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks or approved designated golf-cart parking spaces.

b. Operators shall stop golf-carts at all blind intersections and sound their horns before proceeding.

c. Golf-carts shall not be parked or operated in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas.

d. Operators shall not stop for any extended period of time in the middle of roads and walkways. Golf-carts shall not be parked on pedestrian crosswalks.

e. Safety precautions shall be taken while driving golf-carts through parking lots.

f. Golf-carts shall not be driven through buildings except: 1) under circumstances of police or medical emergency, 2) in order to service that specific building wherein equipment and supplies, but not people, are being transported to the work site, or 3) in order to make a delivery of materials which cannot be otherwise transported to a specific location in a building.

g. Where circumstances warrant operation of a golf-cart in or through any University building, as described in "f." above, operators shall take the most unobtrusive route and shall follow all other operating requirements.

(d) Parking Regulations for Surface and Garage Parking.

1. Posted signs, bumper blocks, and other markings designate the various parking areas on campus. Parking areas may be restricted by classification, time or purpose. Parking areas restricted by classification, time or purpose shall be considered no parking zones to those individuals who do not fall within the restriction of the classification. Individuals parking in areas so restricted require a decal, hang tag, or permit. The following parking restrictions are found in areas on the University's campuses:

- |                               |                         |
|-------------------------------|-------------------------|
| a. Executive                  | h. State Vehicles       |
| b. Administrative             | i. Time Limit Parking   |
| c. Faculty/Staff              | j. Housing Parking      |
| d. Student                    | k. Loading Zone         |
| e. Meters                     | l. Garage Visitors      |
| f. Disabled                   | m. Head-In Parking Only |
| g. Motorcycle/Motorbike/Moped | n. Golf-Cart            |

2. Parking meters are for visitors. Use of parking meters is enforced daily, from 7:00 a.m. to 10:00 p.m. including weekends and holidays. If a meter is malfunctioning, parking at that meter is prohibited. A current decal, hang-tag or permit does not entitle the driver to park at a meter without paying the appropriate meter fee.

3. Use of parking areas designated as Faculty/Staff shall be enforced between the hours of 6:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated by signage. Parking in all other areas shall be observed and enforced at all times.

4. Changes in designated parking areas shall become effective at such time as signage or other identifying markings are posted.

5. No motor vehicles, other than police, emergency, service vehicles or golf-carts may be operated or parked at any time on the walkways, grass, service areas, driveways or other prohibited zones, except where specifically permitted by signage. No motor vehicle, motorcycle or other type of vehicle, including a bicycle, shall be parked in such a way as to create a hazard or obstruction to traffic or access. Temporary parking areas may be designated in grass areas by the placement of delineating signs, bumper blocks or other identifying marks. Parking adjacent to any University building shall be prohibited except as identified by authorized signs.

6. No person, other than a current housing resident whose vehicle is left in a housing lot, shall leave a vehicle overnight on University property without notifying the Public Safety Department. Vehicles that are inoperable shall be reported immediately to the Public Safety Department. Vehicles left for more than three (3) consecutive days and nights, without prior approval, or which are apparently abandoned shall be subject to towing, impoundment, and

disposal at the owner's expense. The University does not assume any responsibility for motor vehicles or their contents while they are parked on campus. Vehicles registered to current housing residents may be left in housing lots during session breaks but in no event for more than three weeks, except with permission from University housing.

7. Major repairs to vehicles shall not be performed on either campus.

8. Double-parking is not allowed at any time.

9. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect. Observing others illegally parked is not a valid excuse.

10. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas is a violation. The absence of a "No Parking" sign does not mean parking is permissible in an area.

11. Residents of housing shall abide by the parking regulations contained in the housing agreement in addition to the requirements of this rule.

12. Parking a vehicle on campus following failure to pay or appeal any citation for a university traffic infraction within the time provided, or parking on campus with a revoked decal shall be considered illegal parking and is subject to towing.

13. Parking areas designated as disabled are enforced at all times and a current state issued disabled placard/hang-tag must be visible and properly displayed.

(e) Garage Parking.

1. A current FIU parking decal is required to park in the garages at no additional cost.

2. Current FIU decal holders cannot park in a visitor spaces without paying the additional fee.

3. Garage hours:      6:00 a.m. - 2:00 a.m. Mondays – Thursdays  
                             6:00 a.m. - 11:00 p.m.                      Fridays  
                             Closed weekends and holidays except for Special Events

4. No overnight parking. Vehicles must be removed prior to posted closing hours. Any vehicle left in the garage will be ticketed and is subject to towing at vehicle owner's expense.

5. Head-in parking only.

6. Garage speed limit is 5 mph. Garage speed is radar-enforced.

(4) Enforcement.

(a) Violations. Failure to abide by any of the provisions of these rules shall be considered a university parking infraction. The University may enforce university parking infractions through use of warnings, citations and fines, vehicle immobilization, towing and any other means authorized by statute.



(b) Citations. The Public Safety Department and the Department of Parking and Traffic are authorized to issue written citations to persons who violate university parking and traffic regulations. The Public Safety Department is also empowered to issue citations for violation of Chapter 316, Florida Statutes, and county ordinances. Only one citation will be issued for each violation.

1. Schedule of Fines. The schedule below establishes fines for the various categories of violations which are considered to be university parking infractions:

No Decal	\$ 20.00
Parking on the Grass	\$ 20.00
Hazardous Parking	\$ 25.00
Overtime Parking (meter)	\$ 20.00
All Moving Violations	\$ 25.00
Restricted/Improper Parking	\$ 25.00
Overtime Parking (garage)	\$ 25.00
Unlawfully Parked in Disabled Space	\$250.00
Decal Fraud	\$100.00
Head-In Parking Only	\$ 15.00
Radar/Speeding Violation	\$ 25.00
Restricted "E" or "A"	\$ 30.00
Golf-Cart	\$ 25.00
Decal/Permit-Improper Display	\$ 20.00

a. Impoundment and vehicle immobilization charges vary according to type of vehicle, type of tow needed and cost of contract with current towing company.

b. Any vehicle which remains in violation of the same regulation for twenty-four (24) hours is subject to additional citations. Violations of Chapter 316, Florida Statutes, and county ordinances are returnable to the Miami-Dade County Court and may carry higher fines or other penalties.

2. Late Charges. If a university citation is not paid or appealed in the time provided by this rule, a \$5.00 late charge shall be assessed in addition to the fine established for the violation. The assessment of the late charge shall not preclude the University from enforcing these rules through alternative means such as withholding grades, transcripts, receiving your diploma and/or towing, or immobilizing the vehicle.

3. Remedies for Failure to Pay Fines. In addition to the assessment of a late charge fee, and other penalties as provided in this rule, the following remedies are available to the University:

a. Revoke parking and driving privileges on University property. A person whose parking privileges are revoked may not be issued a new parking decal until all prior outstanding citations are satisfied.

b. Prevent the person from registering as a student.

c. Withhold issuance of transcripts or degrees.

d. Use vehicle immobilizer.

e. Tow and impound the person's car.

f. Take other action as necessary to collect the outstanding fines as delinquent accounts owed to the University.

4. Responsibility for Citations. The person(s) in whose name a motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles shall be held responsible for citations issued to the vehicle. The presumption of responsibility may be overcome by furnishing the Department of Parking and Traffic with a sworn statement identifying the person who had custody of the vehicle at the time the citation was issued. Employees of FIU operating state university vehicles and golf-carts shall be responsible for citations issued to such vehicle(s).

(c) Procedures for Payment of Fines and Appeals. A person to whom a citation has been issued shall have ten (10) business days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. If payment or request for an appeal is not received within the allotted time, a late fee shall be assessed, and the University may take any authorized action to enforce the penalty.

1. Payment of Fines. Fines may be paid in person at the Department of Parking and Traffic by check, money order, cash payment, the FIU Panther debit card, or credit card. Alternatively, payments may be mailed to the Department of Parking and Traffic located on University Park Campus; however, late fees shall be applied in the event payment is not received by the Department of Parking and Traffic within the time provided by these rules. Fines may also be paid at the Cashier's Office during its regular hours of operation. All payments should include the payee's social security number and citation number. It is the responsibility of a person who pays cash at the Cashier's Office to notify the Department of Parking and Traffic that the citation has been paid in order to assure that his or her account is properly credited.

2. Appeals Process and Procedures. Appeals of citations for university parking infractions and towing/vehicle immobilization procedures and charges may be instituted by filing a written appeal with the Department of Parking and Traffic on Form PT #4, 'Parking Citation Appeal,' (effective date 6/96) according to the instructions provided on the form. This form is hereby incorporated by reference into this rule. County citations are not open to appeal through the University appeal process. County citations must be processed through the Miami-Dade County Court system. Appeal form PT #4 may be obtained at the Department of Parking and Traffic and at other locations throughout the University, such as the Cashier's Office and Visitor Information Center, and Public Safety Department at both campuses. Inability to locate parking spaces or the failure of others to observe these rules shall not be considered to be valid defenses. The appeal shall include a current and accurate address where notices can be sent and received. Complete appeal forms will be forwarded by the Department of Parking and Traffic to an Appeal Hearing Officer for review and decision. Appellants do not have the option to appear in person.

a. Appeal Hearing Officers. There shall be appointed on each campus a University Appeal Hearing Officer or Officers who shall be responsible to resolve appeals of citations for university parking infractions and/or towed or immobilized vehicles. The Appeal Hearing Officer(s) of each campus shall be appointed, by the appropriate vice president, to serve a two-year term, and may be appointed for additional terms. It is intended that Appeal Hearing Officers will be members of the University Community.

b. Appeal Hearing Officer Procedures. Appeal Hearing Officers will receive and evaluate written appeals. They will be guided by the Parking Rules and shall consider any

relevant circumstances, as articulated in the written appeal, in making their decision(s). Appeal Hearing Officers may request further information or interview the appellant, witnesses or the citing officer. Appeals will be reviewed and appellants notified by mail.

c. Appeal Hearing Officer Decisions. Following consideration of the grounds for an appeal, the Appeal Hearing Officer shall decide on the appeal. The Appeal Hearing Officer's decision shall contain findings of fact and be reduced to writing and a copy shall be furnished to the appellant by the Department of Parking and Traffic. The decision of the Appeal Hearing Officer is final without further right of review. Upon denial of an appeal, the fine assessed shall be paid within ten (10) business days of the date of notification to the appellant or a late fee will be assessed.

(d) Immobilization, Towing and Impoundment-Appeals. The University may immobilize, tow and/or impound any vehicle which is found to be parked illegally or in violation of these rules. Parking after failing to pay a parking citation(s) within the allotted time constitutes illegal parking. Cash payment for tows shall be accepted at the Department of Parking and Traffic only after the University's Cashier's Office is closed. A person whose vehicle has been immobilized, towed and/or impounded may appeal the tow or immobilization by filing a written appeal within ten (10) business days from the date of the impoundment. An Appeal Hearing Officer shall review the appeal within seventy-two (72) hours of receipt of the written appeal. The appellant shall receive notification of the appeal decision through the mail. If the immobilization or tow appeal is granted, the University shall refund the amount charged for the immobilization or tow. In lieu of the appeal, or pending such appeal, or if the appeal is denied, the owner of the vehicle or his/her authorized agent may obtain release of the vehicle by paying the citation(s), the immobilization and/or towing charges and any applicable delinquent fines.

(e) University Departmental Events. All departments hosting an event, which will require additional visitor parking for guests, will require visitor permits for each vehicle per day. Pre-purchased parking spaces are available by filling out a "Request Form For Special Event Parking Permits", PT #5 (effective 7/99), no later than three (3) business days, but preferably five (5) business days before the date of the event. Departments are encouraged to post directional signs for each event.

Specific Authority 1001.74(35), 1006.66 FS. Law Implemented 1001.74(35), 1006.66 FS. History--Formerly 6P-5.06, 10-1-75, Repromulgated 12-23-76, Amended 1-15-80, 8-20-81, 4-24-83, 8-12-85, Formerly 6C8-5.06, Amended 7-6-86, 8-31-89, 7-17-90, 7-21-91, 8-25-93, 10-26-93, 8-17-94, 8-20-95, 8-11-96, 6-12-97, 7-08-99, 5-16-00, 5-24-01, 7-25-02, 12-2-02, 8-11-03, \_\_\_\_\_.

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Athletic Fee Increase

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees approve a \$1.21 per credit hour increase in student athletic fees effective Fall 2004. See Exhibit "E."

**BACKGROUND INFORMATION**

**A. Statutory Authority:**

Section 1009.24, Florida Statutes (2003) entitled "State University Student Fees" states in subparagraph (11), concerning athletic fees, as follows:

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

**B. Explanation for Proposed Board Action:**

The fee increase is needed if the University is going to make the move from I-AA football to I-A status. If the football program is not upgraded to the I-A level, the proceeds from this fee increase, if approved, would revert to the student government. The various requirements for moving up to be a I-A program, including the requirement to add a total of 54

*Agenda Section V, Consent Agenda, Item 6*

scholarships, of which 22 would be for football and the remainder for other sports were considered by the Committee in recommending the increase.

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**Supporting Documentation Included:**

- Fee Committee Results-Letter to President Maidique
- Fee Committee Meeting Minutes, Fall 2003
- Calculation of Fee Cap and Allowable 5% Increase

**Facilitator/Presenter:**

- Chairman Henriques

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT E**

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- Fee Committee Results-Letter to President Maidique
- Fee Committee Meeting Minutes, Fall 2003
- Calculation of Fee Cap and Allowable 5% Increase



## Florida International University

### MEMORANDUM

November 24, 2003

TO: Mitch Maidique  
FROM: Chuck Tinder  
SUBJ: Fee Committee Results

The University Fee Committee met five times over the past month and has concluded its responsibilities for this year. Attached is a brief summary of those meetings, two of which were public hearings. The Committee deliberated over a proposal from Athletics to increase the Athletic Fee for football by \$1.21 per credit hour, from \$8.45 per credit hour to \$9.66 per credit hour, effective in the Fall term of 2004. The existing \$8.45 per credit hour contains a segregated fee exclusively for football of \$1.25 per credit hour, which means that the fee dedicated to football would increase to \$2.46 per credit hour. At the final meeting, a vote was taken and the results were unanimous in favor, 8-0.

There were, however, several caveats that the Committee attached to the unanimous support of the fee increase proposal. First, they asked that the diversity and breadth of the existing sports programs be retained, and second, that \$35,000 in the proposed football budget be redirected toward support of the SGA Football Committee, which sponsors events and publicity to get students out to the games.

Please let me know if you would like to meet to discuss the results, or if you have any questions regarding the proceedings. Thank you.

Attachment

cc: University Fee Committee  
Executive Vice President Paul D. Gallagher

**University Fee Committee, Fall 2003**  
**Summary of Meetings and Activities**  
**November 21, 2003**

The University Fee Committee was appointed in early October, 2003. The four student voting members are Clayton Solomon, SGA President UP and Nicaise Parilon, SGA President BBC, Arturo Arca, Comptroller UP and Thatine Camargo, Comptroller BBC. The four Faculty/staff voting members are Bob Coatie, Ivon Foster, Lynda Raheem and Jim Wassenaar. Chairperson is Chuck Tinder, who will vote only in the case of a 4-4 tie. Other interested parties attending meetings included John Bonanno, Rick Mello and Julie Berg.

Three meetings were held by the committee, plus two public hearings:

October 21, 2003

The first meeting of the committee was held. The chairperson outlined the process and provided a package of handouts which included the roster and contact information for the committee members, Florida Statue 1009.24 relating to increasing local fees (Athletics fee, A&S fee and Health fee), a history of local fees at FIU, a comparison of FIU local fees to the other State universities, and a worksheet showing the calculation of the fee cap and 5% limit which are prescribed in law. The sum of the local fees at FIU when put on a per credit hour basis (we have both credit hour fees and per student or headcount fees) is \$24.12. The cap, which is 5% of the undergraduate matriculation fee is \$25.36, which provides \$1.24 of leeway to reach the cap. The allowable increase, however, is only \$1.21 since we are limited to the lesser of 5% of the existing fees or the cap, whichever is lower. Athletics expressed a desire to request a fee increase for next year, while SGA and the Health Center declined. Athletics consented to present their request at the next meeting scheduled for that purpose.

November 4, 2003

Athletics presented their plan for the use of the proceeds from a proposed increase of \$1.21 per credit hour in the athletic fee, especially earmarked for football. The existing athletic fee is \$8.45 per credit hour, which includes \$1.25 for football. The football money is strictly segregated from the rest of athletics revenues. The new athletics fee would be \$9.66 if approved, with \$2.46 specifically earmarked for football.

Rick Mello presented the case for the increase, which is needed if the program is going to make the move from I-AA football to I-A status. He reiterated the agreement that if the football program is not upgraded to the I-A level, the proceeds from this fee increase, if approved, would revert to the student government. Rick explained the various requirements for moving up to be a I-A program, including the requirement to add a total of 54 scholarships, of which 22



**University Fee Committee, Fall 2003**  
**Summary of Meetings and Activities**  
**November 21, 2003**  
**Page 2**

would be for football and the remainder for other sports. The first year of the new fee, if approved, would produce \$785,000 in new revenues, and athletics plans to use \$750,000 of that for the additional scholarships and the remaining \$35,000 for "operations." The chairperson noted that the following year the summer enrollment would add about \$200,000 in new recurring revenue to that total. The committee decided to hold two public hearings, each in conjunction with the student government meetings on each campus, and a separate meeting would be held to record the vote on the proposed increase. The hearings would be widely publicized on both campuses. The committee does not vote on the proposal until members have heard from the students on both campuses via the public hearings.

November 12, 2003

The first public hearing was held at University Park in GC 150. There were approximately 30-40 students present during the one hour duration of the hearing. The chairperson opened the hearing, introduced the committee members and introduced the request for an increase of \$1.21 per credit hour, to be effective in Fall of 2003. He then turned the meeting over to Rick Mello, who presented his fact sheet regarding the reasons for requesting the increase and how the proceeds would be used. A handout was provided as well. There were a wide range of very good questions asked and some concerns raised. Overall it was an informative and productive session.

November 19, 2003

The next public hearing was held at Biscayne Bay in Panther Square located in the Wolfe Center. There were approximately 10-20 students present during the hearing, which lasted more than an hour. The chairperson opened the hearing, introduced the committee members present and introduced the request for an increase of \$1.21 per credit hour, to be effective in Fall of 2003. He then turned the meeting over to Rick Mello, who again presented his fact sheet regarding the reasons for requesting the increase and how the proceeds would be used. A handout was provided as well. Again, there were a wide range of very good questions asked and some concerns raised. Overall it was an informative and productive session.

November 20, 2003

The committee convened to vote on the proposed increase. The chairperson invited Rick Mello to attend to answer any questions that remained before the vote. The result of the vote was 8 in favor and 0 against. The chairperson registered two votes by proxy, both in favor. The committee discussed proviso language prior to voting, and the chairperson was instructed to include the

**University Fee Committee, Fall 2003**  
**Summary of Meetings and Activities**  
**November 21, 2003**  
**Page 3**

proviso when the results of the vote were transmitted to the President and the Board of Trustees. There are two parts to the proviso:

1. The diversity and breadth of the existing sports programs should be retained.
2. The \$35,000 in the proposed budget should be directed toward support of the SGA Football Committee, which sponsors events and publicity to get students out to the games.

The Chairperson thanked the committee for their hard work and indicated that they would receive copies of the committee activities as it is forwarded to the President for approval and recommendation to the Board of Trustees.

**FLORIDA INTERNATIONAL UNIVERSITY  
CALCULATION OF FEE CAP AND ALLOWABLE 5% INCREASE**

**STEP 1: Put all local fees on a per credit hour basis:**

**2003-04**

<b>PER STUDENT CR. HR.:</b>	<b><u>Fees</u></b>	<b><u>SCH</u></b>	<b><u>Revenues</u></b>
<u>FALL 03</u>			
Athletics	\$8.45	330,387	\$2,791,770
Activity and Service Fee	\$9.14	330,387	\$3,019,737
<u>SPRING 04</u>			
Athletics	\$8.45	317,763	\$2,685,097
Activity and Service Fee	\$9.14	<u>317,763</u>	<u>\$2,904,354</u>
		648,150	\$11,400,959

**PER STUDENT HEADCOUNT**

<u>FALL 03</u>		<b><u>HEADS</u></b>	
Athletics	\$10.00	33,765	\$337,650
Health Fee	\$54.00	33,765	\$1,823,310
<u>SPRING 04</u>			
Athletics	\$10.00	32,411	\$324,110
Health Fee	\$54.00	<u>32,411</u>	<u>\$1,750,194</u>
		66,176	\$4,235,264

TOTAL REVENUES	\$15,636,223
TOTAL STUDENT CREDIT HOURS	648,150
TOTAL CREDIT HOUR EQUIVALENT FEE	\$24.12

<b>STEP 2: The CAP</b>	2003-04 Undergraduate Matriculation	\$63.41 per student credit hour
	<b>40% of Undergraduate Matriculation</b>	<b>\$25.36</b> per student credit hour
	<b>Room under the 40% Cap</b>	<b>\$1.24</b>

<b>STEP 3: The 5%</b>	Allowable Increase per Credit Hour	\$1.21 <<5% Limit
	Allowable Increase per Headcount	\$11.85

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Lakeview Housing Project

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**PROPOSED BOARD ACTION**

RESOLVED that the Board approve the financing plan and authorize the issuance of fixed rate, tax-exempt revenue bonds by the Division of Bond Finance of the State Board of Administration of Florida ("the Division") on behalf of Florida International University and attached to this Resolution as Exhibit "F" and

FURTHER RESOLVED that the funds shall be used to finance the construction of an 825-bed student housing facility, in an amount expected not to exceed \$37,000,000 and

FURTHER RESOLVED that the Board authorize the President, or his designee, to execute the necessary contractual documents related to the financing of the project as long as a Resolution is fully recorded with the Office of the General Counsel.

**BACKGROUND INFORMATION**

Florida International University has submitted a program for the construction of an 825-bed student housing facility with a total of approximately 238,672 Gross Square Feet. The Lakeview Housing project will be designed to serve undergraduate student housing requirements. The expansion of student housing at the University Park campus will be comprised of several newly constructed buildings, maximum of ten stories high. The building(s) will provide students with two types of units from which to select. The first unit type "A" is a four bedroom suite, each bedroom design for single occupancy, with one bathroom, and a shared common area, housing a total of four students (total of 150 units). The second unit type "B" is a two-bedroom suite, each bedroom designed to accommodate two students, with a shared bathroom, housing a total of four students (total of 50 units). Twenty-five bed spaces are identified to accommodate live-in Residential Life support staff.

The financing plan includes the issuance of fixed rate, tax-exempt revenue bonds through the Division in an amount expected not to exceed \$37,000,000. The project cost for the Lakeview Housing Project is estimated to be \$32,680,000.

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**Supporting Documentation Included:**

- Project Summary
- Financial Summary
- Enrollment Memo
- Revised Enrollment Growth Plan

**Facilitator/Presenter:**

- Chairman Henriques

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT F**

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- Lakeview Housing Project Summary
- Financial Summary
- Enrollment Memo
- Revised Enrollment Growth Plan

**BOARD OF TRUSTEES’  
Project Summary**  
Florida International University  
Lakeview Housing Project

<b>Project Type:</b>	Construction of a traditional residence hall with a designed Housing capacity of approximately 825 beds, of which 800 beds will be revenue producing. The project will be financed from tax-exempt revenue bonds issued by the Division of Bond Finance of the State Board of Administration of Florida in an amount expected not to exceed \$37,000,000. The Board of Trustees of Florida International University will administer construction of this project. The total estimated cost of the project is \$32,680,000, which is to be funded from Housing Revenue Bonds, and interest earnings derived from revenue bonds. The project will be administered by Florida International University.
<b>Facility Site Location:</b>	The Lakeview Housing site is located in Miami Florida on the University Park campus directly east of Everglades Hall and to the south of the University Park Towers complex.
<b>Student Market:</b>	The project consists of newly constructed housing facilities providing students with suite style living accommodations designed to meet the needs of undergraduate students.
<b>Physical Description:</b>	The Lakeview Housing project will consist of an eight hundred and twenty five bed residential complex designed to serve undergraduate student housing requirements. This expansion of student housing at the University Park campus will be comprised of two (2) to four (4) newly constructed buildings, maximum of ten stories high. This housing complex will be designed to house 825 residents; provide housing to groups of forty (40) students to every one (1) Resident Assistant to be identified as a “residential community”. The Lakeview Housing Project will be comprised of twenty (20) “residential communities”. Serving these residential communities will be ten (10) community lounges, which are provided to accommodate residential life programs and activities. In addition five staff apartments will be constructed; (2) two bedroom apartments, and (3) one-bedroom apartments will be provided to house two full-time professional staff members and three graduate assistants.

The new housing facilities will provide students with two types of units from which to select. The first unit type “A” is a four bedroom suite, each bedroom design for single occupancy, with one bathroom, and a shared common area, housing a total of four students (total of 150 units). The second unit type “B” is a two-bedroom suite, each bedroom designed to accommodate two students, with a shared bathroom, housing a total of four students (total of 50 units).

20 Resident Assistants, two Graduate Assistants, and one Residence Life Coordinators will staff the residence halls. Each Resident Assistant will be housed in a single occupancy unit with private bathroom. Three Graduate Assistants will be housed in (3) one bedroom apartment with kitchen and private bathroom. The Residential Life Coordinator will be housed in a two-bedroom apartment with living room, full kitchen, dinning room, bathroom, and laundry room.

Additional space is provided for support services including offices, maintenance work areas, and storage spaces. This element includes the Front Desk / Reception; administrative Residential Life staff offices; entrance lobby area with public restrooms; academic support services suite including a Computer lab (20 workstations), six (6) tutorial rooms, and a Seminar room; Mail processing room / mail boxes; Laundry / Vending machine room; two (2) Multipurpose rooms to serve as meeting space to host student programs and activities; a large recreation / TV lounge; and Maintenance Workshop / Storage.

The building (s) will be constructed of concrete and steel with a stucco and paint exterior finish. The project will conform to all current State of Florida code requirements, including life/safety, hurricane and ADA requirements.

**Current Housing:**

Currently there are 2,200 beds on University Park campus. 400 beds are allocated in traditional suite style residence hall and 1,800 beds are configured as apartment style housing facilities.

**Demand Analysis:**

Demand for on campus housing has continued to grow as new facilities have been brought into service. The University has successfully constructed and opened over 800 beds over a two-year period (2000-2002). Fall term opening occupancy rates at the University Park campus have averaged 98% for the past three years. Fall 2003, a waiting list of 300 students developed. The waiting list was capped and an undeterminable number of student housing applications were rejected. Presently, the University Park housing facilities are at 100% capacity. In the past three years, the contract renewal rate for current residents has averaged above 50% and has been as high as 58%.

The University's approved Enrollment Plan projects significant growth in the number of First Time in College (FTIC) students. Fall 2003 the University enrolled 3,712 FTIC's and projects this number to increase to 4,500 (net increase of 788) students by fall term 2006. In order for the University to successfully achieve this enrollment goal; the addition of 825 beds will be necessary to facilitate the growth according to University planners.

The University has devised a "out of local area" freshmen residency policy, which is intended to ensure additional demand for on campus housing to generate the necessary revenue to cover debt service and operating expenses. The financial plan for the Lakeview project anticipates an occupancy rate of 80% fall 2006, increasing to 95% capacity fall 2007.

The current housing rent charged for a traditional residence hall accommodation (double occupancy) is approximately \$2,000 per semester. A four-bedroom apartment (single occupancy bedroom) currently rents for \$2,860 per semester with all utilities, Cable TV, Telephone, and unlimited fast Ethernet connection included. Current rental rate structure is considered to be competitive for the South Florida area and is comparable with the area universities and colleges.

**Pledged Revenues:**

Pledged revenues for the payment of debt service will include all housing system revenues derived primarily from rental income, after deducting operating expenses. The 2004 Bonds will be issued on parity with the outstanding \$14,605,000 Florida International University Student Housing Facility Revenue Bonds, Series 2000, of which



\$14,074,315 is currently outstanding; and the \$26,525,000 Florida International University Student Housing Facility Revenue Bonds, Series 1998, of which \$24,919,455 is currently outstanding. Additionally the 2004 Bonds will have a subordinate lien on revenues generated by housing facilities at the University Park and the Biscayne Bay Campus, which were financed from bonds issued by the Dade County Educational Facilities Authority. In addition, excess annual revenues from current housing facilities at both campuses are pledged for debt service on bonds issued through the Dade County Educational Facilities Authority.

**Summary of Pro-forma:**

The projected rental rate for the new residence hall, upon opening, is \$2,400 per semester for a two-bedroom suite (double occupancy) per bed and \$2,800 per semester for a four-bedroom suite (single occupancy) per bed. The rental rate projection is based on the current rental rate structure for on campus housing with annual 3.5% increases until the year of completion (2006). The projected revenues for this project are based on an 80% occupancy rate for fall and spring semesters and 10% for summer term. It is estimated that first year revenue for the new facility will be \$3,888,000 with operating costs not including debt service of \$1,488,395.

The assumptions for current housing include a continuation of current occupancy rates, 3.5% annual increase in rental rates and 3% increase in expenses. Cash Balance Ending is devoted to funding building depreciation, capital improvements, and operating reserves.

**Debt Service Coverage:**

The projected debt service coverage ratio in 2006-2007 for the Lakeview Student Housing Complex is 1.92 and 1.20 in 2007-2008. The debt service ratio for 2006-2007 for the entire Student Housing auxiliary serving Florida International University is estimated to be 1.59.

**Student Life Program:**

This facility will provide ample support service space to accommodate residential programs and activities. Special attention has been given to providing space dedicated to academic support services which has been deemed a high priority to aid in retaining freshmen students and promoting hire graduation rates.

**Planned Occupancy Date:** Fall of 2006

**Florida International University  
Housing System Financial Summary**

	<b><u>Actual 2000-01</u></b>	<b><u>Actual 2001-02</u></b>	<b><u>Actual 2002-03</u></b>	<b><u>Projected 2003-04</u></b>	<b><u>Projected 2004-05</u></b>	<b><u>Projected 2005-06</u></b>	<b><u>Projected 2006-07</u></b>	<b><u>Projected 2007-08</u></b>	<b><u>Projected 2008-09</u></b>
<b><u>Revenues</u></b>									
Interest Income	\$298,505	\$277,966	\$275,573	\$223,078	\$265,386	\$329,035	\$358,048	\$503,445	\$644,973
Rent	\$7,965,879	\$9,244,944	\$10,901,552	\$11,526,924	\$12,213,863	\$12,641,349	\$16,795,998	\$18,236,489	\$18,874,766
Conference Fees	\$0	\$145,150	\$164,121	\$117,718	\$123,603	\$129,784	\$136,273	\$143,086	\$150,241
Other	\$181,004	\$195,633	\$212,064	\$221,837	\$232,928	\$244,575	\$256,804	\$269,644	\$283,126
Concessions	<u>\$0</u>	<u>\$10</u>	<u>\$5,677</u>	<u>\$5,677</u>	<u>\$5,677</u>	<u>\$5,677</u>	<u>\$5,677</u>	<u>\$5,677</u>	<u>\$5,677</u>
<b>Total Revenues.....</b>	<b>\$8,445,388</b>	<b>\$9,863,703</b>	<b>\$11,558,987</b>	<b>\$12,095,233</b>	<b>\$12,841,458</b>	<b>\$13,350,419</b>	<b>\$17,552,800</b>	<b>\$19,158,341</b>	<b>\$19,958,782</b>
<b><u>Expenditures</u></b>									
Salaries	\$1,265,406	\$1,436,469	\$1,717,308	\$1,786,000	\$1,857,440	\$1,890,629	\$2,206,130	\$2,294,376	\$2,386,151
OPS	\$628,281	\$696,926	\$915,238	\$942,695	\$970,976	\$996,956	\$1,221,987	\$1,258,646	\$1,296,406
General Expense	\$1,878,380	\$1,980,479	\$2,892,593	\$2,993,416	\$3,098,210	\$3,207,166	\$3,868,360	\$4,006,233	\$4,149,735
Transfers-Net (Operating)	<u>\$146,516</u>	<u>\$233,645</u>	<u>\$214,512</u>	<u>\$228,884</u>	<u>\$237,065</u>	<u>\$243,790</u>	<u>\$291,859</u>	<u>\$302,370</u>	<u>\$313,292</u>
<b>Total Operating Expenditures.....</b>	<b>\$3,918,583</b>	<b>\$4,347,519</b>	<b>\$5,739,651</b>	<b>\$5,950,996</b>	<b>\$6,163,691</b>	<b>\$6,338,540</b>	<b>\$7,588,336</b>	<b>\$7,861,625</b>	<b>\$8,145,583</b>
 <b>Gross Income.....</b>	 <b><u>\$4,526,805</u></b>	 <b><u>\$5,516,184</u></b>	 <b><u>\$5,819,336</u></b>	 <b><u>\$6,144,236</u></b>	 <b><u>\$6,677,767</u></b>	 <b><u>\$7,011,879</u></b>	 <b><u>\$9,964,464</u></b>	 <b><u>\$11,296,717</u></b>	 <b><u>\$11,813,199</u></b>
 <b>Debt Service</b>	 <b>\$3,080,060</b>	 <b>\$3,910,463</b>	 <b>\$4,419,274</b>	 <b>\$5,026,539</b>	 <b>\$5,026,539</b>	 <b>\$5,026,539</b>	 <b>\$6,276,539</b>	 <b>\$7,698,539</b>	 <b>\$7,698,539</b>
<b><u>Non-Operating Expenditures</u></b>									
Capital Expenditures	<u>\$33,379</u>	<u>\$1,721,954</u>	<u>\$39,020</u>	<u>\$60,000</u>	<u>\$60,000</u>	<u>\$1,260,000</u>	<u>\$53,000</u>	<u>\$60,000</u>	<u>\$61,000</u>
 <b>Net Income.....</b>	 <b>\$1,413,366</b>	 <b>-\$116,233</b>	 <b>\$1,361,042</b>	 <b>\$1,057,697</b>	 <b>\$1,591,228</b>	 <b>\$725,340</b>	 <b>\$3,634,925</b>	 <b>\$3,538,178</b>	 <b>\$4,053,660</b>
<b>Cash Balance Ending</b>	<b>\$4,332,135</b>	<b>\$4,215,902</b>	<b>\$5,576,945</b>	<b>\$6,634,642</b>	<b>\$8,225,870</b>	<b>\$8,951,210</b>	<b>\$12,586,135</b>	<b>\$16,124,313</b>	<b>\$20,177,973</b>
 <b>Debt Service Coverage Ratio.....</b>	 <b>1.47</b>	 <b>1.41</b>	 <b>1.32</b>	 <b>1.22</b>	 <b>1.33</b>	 <b>1.39</b>	 <b>1.59</b>	 <b>1.47</b>	 <b>1.53</b>

**Florida International University  
Lakeview 825 Bed Financial Summary**

	<b>Projected 2006-07</b>	<b>Projected 2007-08</b>	<b>Projected 2008-09</b>
<b><u>Revenues</u></b>			
Interest Income	\$0	\$45,864	\$66,708
Rent	\$3,888,000	\$4,694,760	\$4,859,077
Conference Fees	\$0	\$0	\$0
Other	\$0	\$0	\$0
Concessions	\$0	\$0	\$0
<b>Total Revenues.....</b>	<b>\$3,888,000</b>	<b>\$4,740,624</b>	<b>\$4,925,785</b>
<b><u>Expenditures</u></b>			
Salaries	\$244,630	\$254,415	\$264,592
OPS	\$200,000	\$206,000	\$212,180
General Expense	\$563,544	\$584,160	\$605,628
Transfers-Net (Operating)	<u>\$480,221</u>	<u>\$496,952</u>	<u>\$514,283</u>
<b>Total Operating Expenditures.....</b>	<b>\$1,488,395</b>	<b>\$1,541,527</b>	<b>\$1,596,682</b>
 <b>Gross Income.....</b>	 <b><u>\$2,399,605</u></b>	 <b><u>\$3,199,097</u></b>	 <b><u>\$3,329,103</u></b>
 <b>Debt Service</b>	 \$1,250,000	 \$2,672,000	 \$2,672,000
<b><u>Non-Operating Expenditures</u></b>			
Capital Expenditures	<u>\$3,000</u>	<u>\$6,000</u>	<u>\$8,000</u>
 <b>Net Income.....</b>	 \$1,146,605	 \$521,097	 \$649,103
 <b>Cash Balance Ending</b>	 <b>\$1,146,605</b>	 <b>\$1,667,702</b>	 <b>\$2,316,805</b>
 <b>Debt Service Coverage Ratio.....</b>	 <b>1.92</b>	 <b>1.20</b>	 <b>1.25</b>

January 23, 2004

**MEMORANDUM**

TO: Patricia Telles-Irvin, Vice President Student Affairs

FROM: Rosa L. Jones, Vice President Academic Affairs and  
Undergraduate Studies

***RE: Enrollment Plan – Undergraduate Students***

Attached is the approved Enrollment Plan for Florida International University through 2016/17. The goal for undergraduate students – First Time in College (FTIC) students has been accelerated beyond the plan for the ***2004-05 to 4100*** and ***4500 for 2005-06***.

Our goal is to increase the new transfer student enrollment by 4%, each year for the next two years.

If you have any questions, please do not hesitate to let me know.

C: Mark Rosenberg  
Marie Zeglen

**Florida International University**  
**Request for Enrollment Growth and Final 2003-2004 SUS Enrollment Plan**  
**REVISED as per Discussion with Chancellor Austin on August 13, 2003**  
**August 19, 2003**

Florida International University

	Actual	Actual	Projected	SUS Planned Enrollment					SUS Planned Enrollment							
	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>University Park - Main</b>																
FTIC Heads	3,601	3,665	3,712	3,860	4,015	4,500	5,000	5,500	6,000	6,500	7,000	7,000	7,000	7,000	7,000	7,000
Lower FTEs	5,682.0	5,924.6	6,005.3	6,187	6,487	6,837	7,618	8,479								
Upper FTEs	7,527.0	8,050.4	8,214.6	8,340	8,524	8,746	9,129	9,527								
Law FTEs	0.0	82.3	196.4	276	301	316	348	449								
Grad FTEs	2,258.0	2,625.7	2,632.9	2,793	2,998	3,112	3,413	3,740								
<b>Biscayne Bay</b>																
Lower FTEs	1,032.0	1,010.8	1,041.1	1,072	1,105	1,138	1,172	1,207								
Upper FTEs	2,188.0	2,023.3	2,084.0	2,147	2,211	2,277	2,346	2,416								
Grad FTEs	528.0	375.3	386.6	398	410	422	435	448								
<b>Lower FTEs</b>																
Lower FTEs		8.3	30.0	31	32	33	34	35								
Upper FTEs	61.0	91.4	137.0	170	170	172	173	175								
Grad FTEs	162.0	131.6	240.0	278	288	291	294	297								
<b>Other Sites</b>																
Lower FTEs	133.0	157.0	158.6	160	162	163	165	167								
Upper FTEs	231.0	141.0	142.4	144	145	147	148	150								
Grad FTEs	159.0	154.0	155.5	157	159	160	162	164								
<b>FIU - E&amp;G Total</b>																
Lower FTEs	6,847.0	7,100.7	7,235.0	7,450	7,785	8,171	8,988	9,887	10,876	11,964	13,160	13,160	13,160	13,160	13,160	13,160
Upper FTEs	10,007.0	10,306.1	10,578.0	10,800	11,050	11,342	11,796	12,268	13,188	14,177	15,240	15,621	16,012	16,412	16,822	17,243
Law FTEs	0.0	82.3	196.4	276	301	316	348	449	491	515	523	523	523	523	523	523
Grad I	2,751.0	2,903.4	2,981.0	3,165	3,362	3,473	3,738	4,019	4,317	4,632	4,964	5,313	5,679	6,060	6,457	6,867
Grad II	356.0	383.2	434.0	461	493	513	566	629	703	790	892	1,011	1,151	1,316	1,509	1,736
<b>Total Grad FTEs</b>	<b>3,107.0</b>	<b>3,286.6</b>	<b>3,415.0</b>	<b>3,626</b>	<b>3,855</b>	<b>3,986</b>	<b>4,304</b>	<b>4,648</b>	<b>5,020</b>	<b>5,422</b>	<b>5,856</b>	<b>6,324</b>	<b>6,830</b>	<b>7,376</b>	<b>7,966</b>	<b>8,603</b>
<b>Total</b>	<b>19,961.0</b>	<b>20,775.7</b>	<b>21,424.4</b>	<b>22,152</b>	<b>22,991</b>	<b>23,815</b>	<b>25,436</b>	<b>27,252</b>	<b>29,575</b>	<b>32,078</b>	<b>34,779</b>	<b>35,628</b>	<b>36,525</b>	<b>37,471</b>	<b>38,471</b>	<b>39,529</b>

**NOTE: REVISED ENROLLMENT PLAN BASED ON DISCUSSION WITH THE CHANCELLOR ON AUGUST 13, 2003**

1. Includes original FIU projection for graduate FTE disaggregated by projected growth in Grad I and Grad II.
2. Includes FIU's projection for 2003-04 FTE rather than DCU funded enrollment.

**NOTE: Planned enrollment from 2004-05 to 2016-17 is contingent upon additional funding to support the costs of the expected growth over and above the Board-approved 2002-03 funded enrollment plan. The expected growth in FTE's at all levels is not sustainable without additional funding.**

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Academic Policy and Student Affairs Committee

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**PROPOSED BOARD ACTION**

Meeting minutes from 02-16-04 included as an information item.  
No action required.

Review the following reports as presented:

- K-20 BOG Accountability Update
- HCET Update
- Collective Bargaining Update
- Health and Medical Education Initiative Update

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**Supporting Documentation Included:**

- Minutes 02-16-04
- Accountability Measures Approved By The Florida Board of Governors on 22 January 2004
- K-20 Education Performance Accountability System (as of 16 December 2003)
- Accountability Measures Presentation
- FIU Medical School Talking Points

**Facilitators/Presenters:**

- David Parker

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**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES**



**ACADEMIC POLICY AND STUDENT AFFAIRS COMMITTEE  
MINUTES  
MONDAY, 16 FEBRUARY 2004  
FIU, UNIVERSITY PARK CAMPUS  
PC 521  
MIAMI, FL 33199**

**I. Call to Order**

The Florida International University Board of Trustees' Academic Policy and Student Affairs Committee meeting was called to order on Monday, 16 February 2004, by Chairman David Parker at 8:30 a.m., at FIU Primera Casa, Room 521, Miami, FL.

The following attendance was recorded:

***Present:***

David Parker, *Chairperson*  
Herbert Wertheim, *Vice Chair* (via telephone conference)  
Betsy Atkins  
Marcel Escoffier  
Sergio Pino  
Clayton Solomon

***Excused:***

Rafael Calderón  
Joan Peven Smith,  
*Foundation Liaison*

***Staff:***

Provost Mark Rosenberg  
Executive Vice-President Paul Gallagher  
Senior Vice President Patricia Telles-Irvin  
Vice President Rosa Jones  
Vice President John McGowan  
Vice Provost Institutional Effectiveness, Marie Zeglen  
General Counsel Cristina Mendoza  
Dean University Graduate School and Vice Provost Douglas Wartzok  
George Dambach, VP Research  
Bruce Dunlap, Dean Arts and Sciences  
Mayra Beers  
Erica Martinez

Erica Martinez took a silent roll.

## **II. Approval of Minutes**

Committee Chair David Parker recommended the minutes of the 16 October 2003, Academic Policy and Student Affairs Committee meeting be approved as submitted.

The motion was MSC.

## **III. Chairman's Remarks**

Committee Chairman Parker welcomed all present to the meeting and introduced the items for Committee review.

## **IV. Items for Committee Action (*None*)**

There were no items for Committee Action.

## **V. Reports (*No action required*)**

### *1. K-20 and BOG Accountability Update*

Marie Zeglen, Vice Provost Institutional Effectiveness, outlined the accountability measures as approved by the BOG and demonstrated the areas where the measures overlapped with the K-20 Education Performance Accountability System. Chairman Parker thanked Marie Zeglen for her thorough presentation of the converging accountability items.

### *2. FIU Strategy Statement-Draft*

Provost Rosenberg presented the FIU Strategy Statement Draft to the Committee, which summarized University processes and goals. After discussion, Chairman Parker and Trustee Atkins suggested the FIU strategy statement be more concise. Provost Rosenberg thanked the Committee for their comments and agreed to present a new draft at the next meeting.

### *3. PantherSoft Update*

VP McGowan provided the Committee with a PeopleSoft Update. He was introduced by Provost Rosenberg, who noted that VP McGowan was recently honored by CISCO Systems as one of the top ten executives in the nation.

VP McGowan reported, the implementation of PeopleSoft was on plan, on-schedule, and on budget. He noted the roll out of the PantherSoft student ID numbers to replace student's social security numbers was underway. He reported student financials were live and most student administrative modules were moving forward.

### *4. HCET Update and Report*

Cristina Mendoza, General Counsel, provided a synopsis of the latest developments regarding the federal audit of HCET. She reported on administrative changes at HCET as well as on remedial steps taken.



Trustee Parker suggested the Board consider a recommendation to rename the Finance and Audit Committee as Finance and Compliance Committee. He also recommended the University Inspector General and Audit Officer report to both the President and the BOT Finance and Audit Committee and that the Compliance officer also report to the Finance and Audit Committee. Provost Rosenberg noted the Chairman's recommendations and will provide a report at the next Committee meeting.

*5. Health and Medical Education Initiative Update*

Provost Rosenberg reported on changes made to the latest Health and Medical Education Initiative proposal soon to be submitted to the BOG for consideration. He noted FIU would have a public hearing to discuss medical education on Friday, 20 February 2004. He added communication with community medical leaders was strong. He closed his report stressing the importance of promoting the proposal to the local community and ultimately the BOG.

*6. Collective Bargaining Update*

Cristina Mendoza, General Counsel, reported that the Board agreed to voluntarily recognize the Florida Public Employees Council 79, American Federation of State, County and Municipal Employees, AFL-CIO ("AFSCME") as the exclusive collective bargaining representative for certain professional employees. She reported bargaining would soon ensue with all unions.

*7. Student Affairs Report*

Chairman Parker introduced SVP Patricia Telles-Irvin to present the Student Affairs Report to the Committee. Her comments are attached as Appendix "A"

*8. Academic Affairs Report*

Provost Rosenberg announced more students would graduate this year than ever before. He added the University was in the process of hiring approximately sixty new faculty members. A report of the outstanding new faculty hires followed.

**VI. Other Business**

No other business was raised.

**VII. Adjournment**

With no other business raised, Chairman David Parker adjourned the meeting at 10:00 a.m.

***Trustee Requests***

*There were no Trustee requests.*

*EM/emm*  
02.17.04



*BOARD OF TRUSTEES'*

*ACADEMIC POLICY & STUDENT AFFAIRS COMMITTEE*

*STUDENT AFFAIRS REPORT*

*MONDAY, FEBRUARY 16, 2004 – 8:30 AM PC 521*

- ON FEBRUARY 9TH A “CAREER FAIR” WAS HELD AT THE UNIVERSITY PARK CAMPUS. 118 EMPLOYERS ATTENDED (UP FROM 84 LAST YEAR) AND OVER 1,600 STUDENTS ATTENDED – COMPARED TO 1,070 LAST YEAR
- THE FIRST STUDENT LEADERSHIP SUMMIT WILL BE HELD ON MARCH 12 AT THE KOVENS CONFERENCE CENTER ON THE BISCAYNE BAY CAMPUS. DURING THE CONFERENCE – THE NEW CERTIFICATE IN PROFESSIONAL LEADERSHIP STUDIES WILL BE INTRODUCED. IT WILL BE SPONSORED BY THE CENTER FOR LEADERSHIP DEVELOPMENT AND CAMPUS LIFE
- THIS YEAR THE ALTERNATIVE SPRING BREAK WILL BE HELD AT 11 LOCATIONS, NINE DOMESTIC AND TWO INTERNATIONAL. THE SITES, PANAMA CITY, PANAMA AND A SITE IN MEXICO ARE IN CONJUNCTION WITH THE OCCUPATIONAL THERAPY PROGRAM. THE US AMBASSADOR TO PANAMA IS HOSTING THE GROUP IN PANAMA.
- THE WOMEN’S CENTER IS PLANNING THE “WOMEN IN POST WAR RECONSTRUCTION” CONFERENCE MARCH 12 & 13 FEATURING GUEST SPEAKERS FROM THE STATE DEPARTMENT AND SEVERAL INTERNATIONAL ORGANIZATIONS. THIS IS A COLLABORATION OF SEVERAL ACADEMIC DEPARTMENTS
- THIS YEAR STUDENT HOUSING IS AT ITS HIGHEST CAPACITY EVER. UNIVERSITY PARK IS AT 99.1% OCCUPANCY, AND BBC IS AT 97.9% OCCUPANCY
- ON THE CONSTRUCTION FRONT –JANUARY 14TH CONSTRUCTION BEGAN ON THE PI KAPPA ALPHA FRATERNITY HOUSE – THIS WILL BE THE SECOND FRATERNITY HOUSE – IT IS EXPECTED TO BE COMPLETED BY THE END OF FALL SEMESTER – AND IN JUNE WE EXPECT TO BREAK GROUND ON THE THIRD FRATERNITY HOUSE – SIGMA PHI EPSILON

- OTHER CONSTRUCTION PROJECTS:
  1. THE RECREATION CENTER
  2. THE WOLFE UNIVERSITY CENTER PROJECT
  3. THE UNIVERSITY HEALTH SERVICES COMPLEX
  4. THE GRAHAM CENTER
  5. HOUSING
- TITLE 5 – FEDERAL GRANT \$2.1 M – DEPARTMENT OF EDUCATION
  - RETENTION RATES FOR SPRING & SUMMER B (2003) – FIG/LEARNING COMMUNITIES – SHOWED HIGHER RETENTION AND GPA'S THAN NON-FIG STUDENTS
  - ON-LINE SUPPORT FOR STUDENT *CINEMATH* HAS BEEN VERY SUCCESSFUL – WITH APPROXIMATELY 132 HITS PER DAY
- MCNAIR GRANT – FEDERAL GRANT \$1 M APPLICATION
  - SELECTED FIRST 22 MCNAIR FELLOWS
  - STUDENTS WILL CONTUCT RESEARCH WITH FACULTY

**Accountability Measures Approved By The Florida Board of Governors  
on January 22, 2004**

Number and percent of students from underserved populations who enroll in and complete a baccalaureate degree

Graduation rates (More discussion needed: the two measures that were presented were):

- (a) 4- and 6-year cohort-based graduation rates for FTICs
- (b) 2- and 4-year cohort-based graduation rates for AA transfers

Per the goals and negotiated targets of the Florida Board of Governors Strategic Plan: Increase access to and production of bachelor's, master's, doctoral, and professional degrees

Per the goals and negotiated targets of the Florida Board of Governors Strategic Plan: meet statewide professional and workforce needs

- 1. Critical Needs--Education
- 2. Critical Needs--Health Professions
- 3. Economic Development--Emerging Technologies
- 4. Economic Development--High-Wage/High-Demand Jobs
- 5. Educated Citizenry / Workforce

Research expenditures from external sources per State-funded ranked faculty

Per the goals and negotiated targets of the Florida Board of Governors Strategic Plan: build world-class academic research capacity and nationally recognized programs as demonstrated by:

- 1. Association of American Universities membership
- 2. Research Expenditures – Contracts and Grants
- 3. National Research Council rankings
- 4. Centers of Excellence
- 5. Other forms of national recognition

The Florida Board of Governors also voted, contingent upon funding, to release a request for proposals to the State universities for pilot learning assessment projects. Projects may include grade-14 assessments of skill sets (e.g., writing and critical thinking) or end-of-program tests or other learning assessments in specific disciplines.

## **K-20 Education Performance Accountability System** **(As of December 16, 2003)**

- **Student Achievement:** University Sector Measure – *“Number of degrees granted at all levels.”*
- **Student Achievement:** University Sector Measure – *“Number and percent of FTIC students who make learning gains as measured by an external assessment aligned with a previous assessment, or an exit test.”*
- **Access:** University Sector Measure – *“Number and percent of students from underserved populations who enroll in and who complete a baccalaureate degree program.”*
- **Articulation:** University Sector Measure – *“Graduation rates for all entering students based on a 2-year and 4-year expectation; include provision for students who transfer in and out and for students who persist.”*
- **Employment and Earnings:** University Sector Measure - *“Number and percent of former students whose earnings are within ranges established as appropriate for baccalaureate degree, categories and ranges identified by decisions of Workforce Estimated Conference.”*
- **Efficiency:** University Sector Measure – *“Show university return on investment as a ratio of the educational outcome represented by earning a degree divided by the money used to achieve the learning outcome.”*

# Accountability Measures

## Proposed K-20 Measures

1. Number of underserved BA graduates
2. Two and four-year graduation rates
3. Increase number of degrees at all levels
4. Exit test to assess student learning
5. BA earnings matching state standards
6. Show university return on investment

## Proposed BOG Measures

1. Number of underserved BA graduates
2. Two, four, and six-year graduation rates
3. Increase number of degrees at all levels
4. Meet statewide workforce needs
5. Research \$ spent per state funded faculty
6. **Build world-class and nationally recognized research institutions**
7. Pilot learning assessment projects

## Overlapping K-20 and BOG Measures.

1. Number of underserved BA graduates
2. **Increase number of degrees at all levels**
3. **Meet statewide workforce needs**
4. Exit test to assess student learning
5. Two, four, six-year graduation rates
6. Research \$ spent per state funded faculty

**Denotes BOG Mission Driven Measures**

# How Will FIU Perform on These Measures?

## FIU Strong Measures

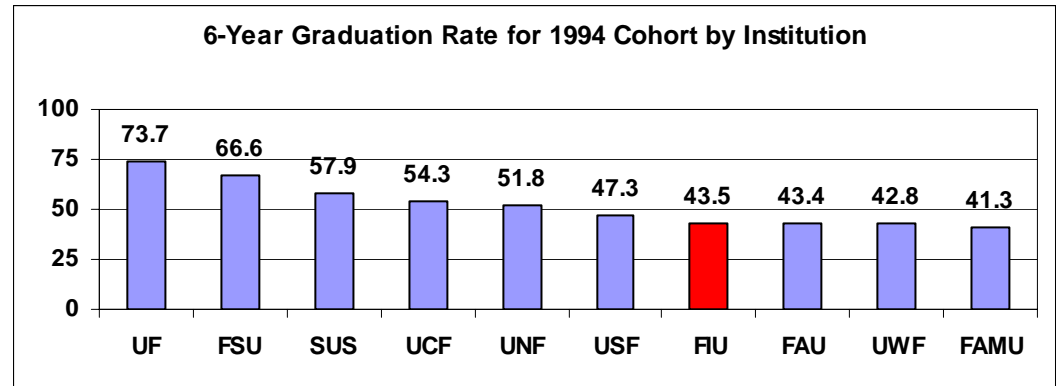
- Number of underserved BA graduates
- Meeting statewide workforce needs

## Quick FIU Facts

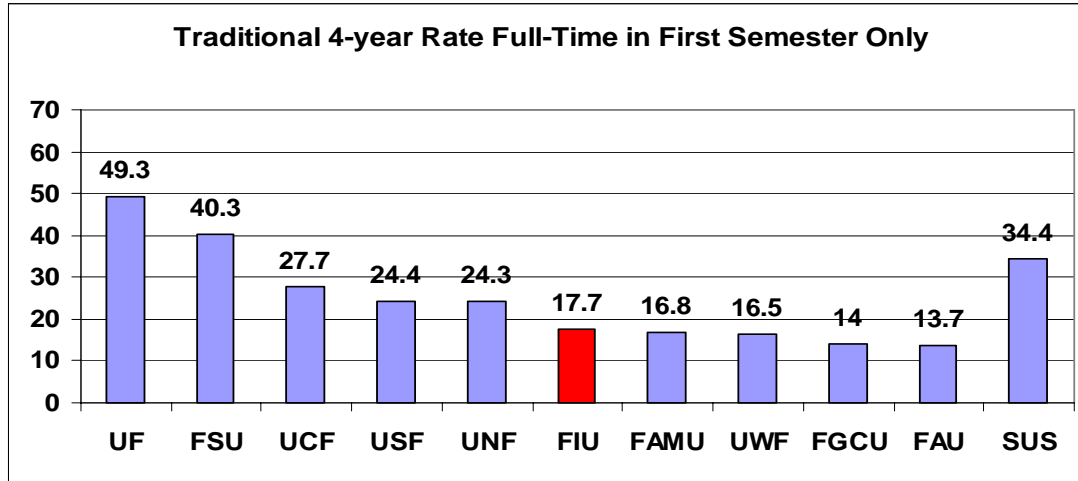
- 53% Hispanic in Fall 2003
- 13.5% Black/African American in Fall 2003
- Average FIU BA graduate quarterly salary (2001-2002) = \$7,918 [state average = \$6,875]

## Other Measures

- Number of degrees awarded at all levels
- Exit test to assess student learning
- 4, 6-year graduation rate (2-year CC transfer)
- Research money spent per state funded faculty

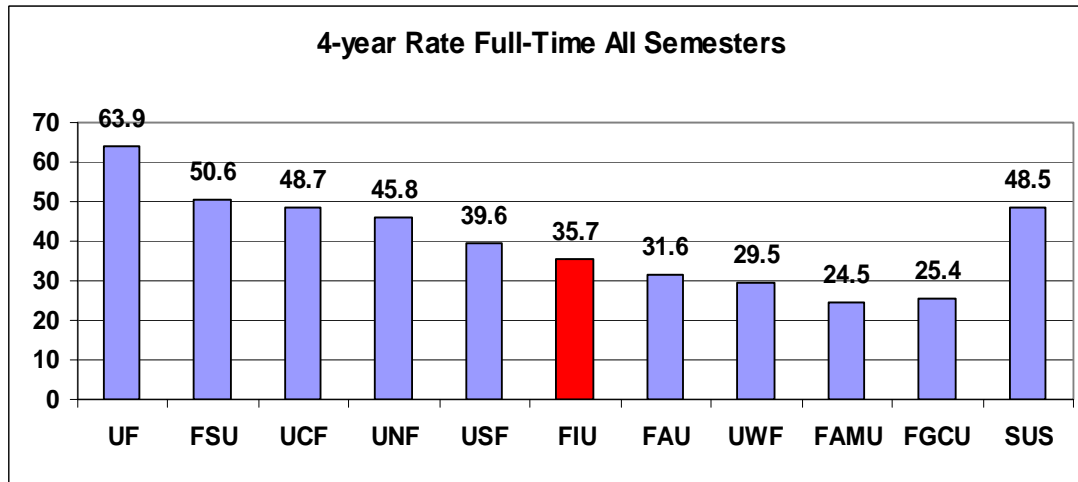


# 4-Year Traditional Graduation Rate vs. Full Time Attendees, 1997 Cohort



- **ONLY 18%** of FIU students who started as full-time in their first semester graduated within 4 years.

- **TWICE** as many students (36%) graduated in 4-years IF they stayed full-time throughout their time in college.



- **OVER HALF** of FIU students in 1997 were part-time.

- **CONCLUSION:** Traditional graduation rate calculations favor residential campuses not those who serve an urban, part-time student body. Attendance patterns must be factored into rates.



# Summary

## **Accountability measures and processes are not yet final.**

- There is still time to influence the BOG and K-20 processes. Measures have not been finalized.
- Some of the measures being considered, such as graduation rates, favor traditional, residential campuses not an urban campus like FIU.
- It is not clear which measures will drive performance funding and which will be for accountability.
- Standards have not been established for acceptable performance at each University by either the BOG or the Florida Board of Education.

## **The BOG definition of university missions will set parameters for accountability.**

- The mission defined for FIU by the BOG will be very important in setting expectations and rewards for performance.
- Top Tier institutions will have greater funding for research and higher expectations for graduate education.

## **Funding will follow mission and performance.**

- Both BOG and K-20 measures may impact FIU funding.
- BOG measures will help define tiers that will drive allocation of funds among the SUS universities.
- K-20 measures may drive up to 10% of state funding.

Main points:

The proposal:

- Florida International University (FIU) proposes a new program in Allopathic Medicine leading to a doctorate in medicine (MD) degree. The new program builds upon a strong foundation of basic sciences, health programs, and biomedical engineering. This degree is part of the University's Health and Medical Education Initiative. The Initiative also entails enhanced coordination of related health programs, the introduction of new health degrees, and deepened partnerships with hospitals, clinics and physicians in the community.
- FIU's proposed medical education degree takes as its basic premise a 21<sup>st</sup> century approach to health care: It will utilize existing community-based resources to avoid wasteful duplication and address critical community health needs. The four largest community-based hospitals in Miami and leading community health care organizations will collaborate with FIU to focus teaching and research on issues fundamental to a large, multicultural urban community.
- FIU is undertaking this initiative and proposing this degree program because a health care crisis exists in the South Florida urban region. Population growth and rapid changes in demographics have outpaced educational development and institutional ability to keep pace with the health care and medical needs of our community. Out of necessity, the region imports a large majority of its doctors. Many of them are uncertified.
- The initiative will also alleviate the crisis of residency training in the State. There is a direct and mutually beneficial relationship between medical schools and residency programs. Although a freestanding hospital may have sufficient patients and resources to develop a residency program, affiliation

with a medical school is instrumental in solving some of the most important requirements, the number and quality of the faculty and faculty development and in obtaining accreditation by ACGME.

### The need:

#### For More Doctors:

- It is now widely accepted that a national shortage of physicians exists and will rapidly grow unless new and timely strategies are developed.
- The deficit is especially important in the case of minority professionals. The Institute of Medicine urges medical educators to take immediate steps to solve a severe shortage of minority medical practitioners (The Chronicle of Higher Education, Feb 6, 2004).
- In order to meet the State's growing demands for high quality health care, Florida needs to license more physicians who are qualified to participate in the delivery of modern health care services, particularly in culturally diverse South Florida.
- Florida needs 3,000 new physicians per year, over the next decade, to catch up with other states. Presently, Florida licenses only 2,500 doctors annually.
- A large part of Florida faces a major shortage of physician services at this moment.
- Florida must heavily depend upon international medical graduates to provide medical services for the state's population.
- Florida's annual number of medical school graduates falls far short of the state's unmet needs for new physicians each year. Florida's medical schools only graduate about 500 doctors per year and some of them leave the State. An even smaller cohort is trained to provide the type of care required by South Florida's culturally diverse population. There is evidence linking poor health status to gaps in cultural understanding among service providers.

### For Expanded Public Medical Education:

- Equity and access to medical education for Florida residents are issues. Every year more than 2,000 Floridians sit for the Medical College Admissions Test, but there are only about 500 seats available in Florida's medical schools. The ratio of Florida applicants to available space is 4.3:1; almost double the national average of 2.2:1. The State would need an additional 400 first-year students to match comparison targets with other states. The capacity for expansion of the existing medical schools is about one hundred seats over the next decade.
- On a per capita basis, Florida graduated fewer new physicians per 100,000 population (3.2) than did the entire United States, and ranked 41<sup>st</sup> among the 46 states with medical schools.
- On a per capita basis, Florida ranks 43rd among states in the number of resident physicians, with 18.3/100,000 in Florida versus 35.9/100,000 for the country as a whole.

### The solutions:

- In the past, increasing the size of medical schools, increasing the number of residents, developing new medical schools, or developing incentives for the practice of medicine and importing doctors, have all been proposed as solutions to shortages of physicians.
- FIU believes that a combination of strategies is the best formula, and in that the case of South Florida, a new public medical school should be the catalyst for such solutions.
- In order to meet the State's growing demands for high quality health care, Florida needs to license more physicians who are qualified to participate in the delivery of modern health care services, particularly in culturally diverse South Florida. The qualifications and background of the candidates are of the utmost importance. There is evidence linking poor health status to gaps in cultural understanding among service providers.
- Expanding the pool of qualified under represented minorities (URM) for professional medical education through intensive programs at the collegiate level at FIU (for study not only at FIU but also at other professional programs in the State).

The benefits:

A) The proposed MD degree will improve the quality of health care in Florida by:

- Increasing the number of culturally sensitive and under-represented minority (URM) physicians serving South Florida
- Creating an affordable, accessible medical school in South Florida that directly partners with community hospitals and health care clinics throughout the region
- Increasing educational opportunities for health professionals
- Increasing the diversity of health care professionals

B) A new medical school at Florida International University school will:

- Facilitate the creation of new residency positions in South Florida, one of the most important strategies to solve the problem of physician shortages
- Educate medical graduates on the basis of the needs of the local communities
- Improve access to medical education for Florida residents, in particular under-represented minorities
- Enhance support for community-based organizations that focus on health care
- Increase access to public funds for the medically indigent and underserved populations
- Expand the pool of qualified under represented minorities (URM) for professional medical education through intensive programs at the collegiate level at FIU (for study not only at FIU but also at other professional programs in the State)
- Draw federal biomedical and biotechnological contracts and grants to the region
- Support the next leap ahead in the county's strong pharmaceutical and biotechnological industry (13<sup>th</sup> and 10<sup>th</sup> respectively in workforce size among American counties)

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Finance and Audit Committee

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**PROPOSED BOARD ACTION**

Meeting minutes from 02-09-04 included as an information item.  
No action required.

Review the following reports as presented:

- Operational Audit Report
- Foundation Report
- PantherSoft Update

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**Supporting Documentation Included:**

- Minutes 02-09-04
- Operational Audit Report  
August 2003
- PantherSoft News, Volume I, Issue 4
- PantherSoft News, Volume II, Issue 1
- PantherSoft Executive Update
- PantherSoft Financials Project  
Progress Report
- PantherSoft Administrative Project  
Progress Report

**Facilitators/Presenters:**

- Rosa Sugrañes



# AUDITOR GENERAL

WILLIAM O. MONROE, CPA



## BOARD OF TRUSTEES FLORIDA INTERNATIONAL UNIVERSITY Operational Audit

### Summary

**Finding No. 1:** The January 2003 clearing account bank reconciliation showed 150 unresolved reconciling items, totaling approximately \$328,000, that originated between August 1998 and December 2001.

**Finding No. 2:** Control procedures over collections and accounts receivable at certain decentralized locations were not adequate.

**Finding No. 3:** Property records were not timely updated to reflect missing items, property transfers, and property taken off campus. Eight tangible personal property items, with a total cost of approximately \$35,000, were still unaccounted for as of June 10, 2003.

**Finding No. 4:** University property taken off campus was not always supported by timely and accurately completed authorization forms. Property records were not updated for items returned to campus.

**Finding No. 5:** Property survey forms used to support the deletion of eight tangible personal property items with a total cost of approximately \$225,000 did not adequately document the required reasons or explanations for the deletions.

**Finding No. 6:** Charge receipts were not always signed and receipt of goods or services were not always documented for purchasing card transactions. Purchasing card accounts were not timely closed upon an employee's termination.

**Finding No. 7:** Vehicle trip logs did not include the supervisors' review and approval. Logs were not prepared for 2 vehicles and logs prepared for 13 vehicles were not always accurate.

**Finding No. 8:** There was no documentation to evidence the review and follow-up of fuel exception reports. Procedures were not in place to calculate the reasonableness of fuel consumption. For 7 vehicles, errors in odometer readings distorted our calculation of miles driven between refueling transactions.

**Finding No. 9:** For 12 construction projects, the available balances at June 30, 2002, differed between the FLAIR records and the Facilities Planning and Construction Department's project ledgers. The FLAIR records for two completed projects did not include \$3.7 million of expenses.

**Finding No. 10:** Background checks and fingerprinting were not on file for four employees that were working as cashiers. Background checks and fingerprinting were not required for employees working in the Administrative Computing Department.

**Finding No. 11:** Salary increases granted to five employees based on the market conditions or salary inequity criteria were not properly documented and supported in the personnel files.

### Background

During the audit period, the University was under the general direction and control of the State Board of Education. A board of trustees governs and operates the University. The Board constitutes a corporation and is composed of 12 members appointed by the Governor and confirmed by the Senate. In addition, the student body president serves as an ex officio voting member. The members of the Board of



Trustees who served during the audit period are listed on Exhibit 1.

The President of the University is responsible for the operation and administration of the University. The President is appointed by the Board, subject to ratification by the State Board of Education. Dr. Modesto A. Maidique was the President of the University. For the 2001-02 academic year, the University reported an average enrollment of 19,986 full-time equivalent students.

The University's financial statements are included in audit report No. 03-117. An examination of expenditures of Federal awards administered by the University under contract and grant agreements to finance specific programs and projects is included in our Statewide audit of Federal awards administered by the State of Florida, audit report No. 03-167.

### Findings and Recommendations

#### Finding No. 1:

##### Bank Reconciliations

Our review of bank reconciliations disclosed a significant number of reconciling items in the clearing account that were continuously carried forward on the monthly bank reconciliations as unresolved items. For example, the January 2003 reconciliation showed 150 unresolved reconciling items, totaling approximately \$328,000, which originated between August 1998 and December 2001. University records indicated that most of these items resulted from disputed credit card charges and deposit transactions rejected by the accounting system for incorrect information. A similar finding was noted by the University's Inspector General in a report dated June 21, 2002. The timely resolution of reconciling items would facilitate the prompt detection and correction of unrecorded or improperly recorded transactions.

#### Recommendation:

**We recommend that the University investigate and timely resolve reconciling items in the clearing account.**

#### University's Response:

*The Controller's Office is currently working on the unresolved items in the clearing account bank reconciliation. Some of the discrepancies have been identified.*

#### Finding No. 2:

##### Decentralized Collections and Receivables

We reviewed collection procedures and accounts receivable records for several departments. Moneys collected at these locations consisted primarily of student fees which were remitted to the University's Cashiers Office for deposit. University procedures provide that student fees can be deferred if the student is a financial aid recipient. We noted that each department maintained records for collections and accounts receivables that were independent of the University's official accounting records. Our review disclosed several control weaknesses which are discussed below:

Collections for the College of Business Administration – Executive Master of Business Administration (EMBA) Program totaled approximately \$853,000 for the calendar year 2002. Our review of collection procedures disclosed the following weaknesses:

- Prenumbered receipts were not issued to document collections.
- Checks were not restrictively endorsed immediately upon receipt.
- Mail log collections were not reconciled to subsequent deposits.
- A Program Assistant performed the incompatible functions of collecting money, maintaining records, and remitting moneys to the Cashiers Office for deposit.

Accounts receivable related to fee deferments for the EMBA Program totaled approximately \$600,000 as of March 2003. Our review of 15 accounts disclosed the following:

- There was no documentation on file to support that eight of the receivables, ranging from approximately \$2,800 to \$17,000, were financial aid recipients. The documentation provided for another six receivables indicated



that they were financial aid recipients. However, our review of the March 2003 receivable aging report showed balances, ranging from \$8,900 to \$17,700, that have been outstanding from 91 to over 360 days for these students. In most of these instances the financial aid was not sufficient to cover the EMBA Program fees. Students with outstanding balances were also permitted to enroll in subsequent terms.

- Eleven receivables were not reported in the University's student accounts receivable records, and four receivables did not agree with those maintained in the University's accounts receivable records. Differences ranged from approximately \$100 to \$10,400.

Collections for the College of Business – Weekend Bachelor of Business Administration (WBBA) Program totaled approximately \$663,000 for the calendar year 2002. Our review disclosed that collections were not reconciled to subsequent deposits recorded in the University's accounting records.

Accounts receivable related to fee deferments totaled approximately \$197,000 as of January 2003. Our review of 12 accounts disclosed 7 receivables in which the financial aid recipients had outstanding balances ranging from approximately \$3,300 to \$10,700 as of January 2003. Account receivable records showed that four of these balances related to fees from the Summer 2001 term. In most of these instances, the financial aid was not sufficient to cover the WBBA Program fees. Students with outstanding balances were also permitted to enroll in subsequent terms. Accounts receivable amounts for five of the students were greater than those shown in the University's accounts receivable records. Differences ranged from approximately \$1,200 to \$2,300.

Accounts receivable for the Legal Studies Institute totaled approximately \$113,000 as of February 2003. Also, accounts receivable related to the rental of the Roz and Cal Kovens Conference Center totaled approximately \$178,000 as of January 2003. These receivables, which relate to charges by the Continuing and Professional Studies Department, were not

recorded in the University's accounts receivable records.

In the absence of prenumbered receipts, checks restrictively endorsed immediately upon receipt, reconciliations to subsequent deposits, and proper separation of functions, the University may not be assured that moneys collected were deposited or be able to detect and fix responsibility for losses that may occur. In addition, ineffective procedures or failure to follow established procedures for the collection and recording of accounts receivable decreases the likelihood of collection.

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#### **Recommendation:**

**We recommend that the University take appropriate action to enhance control procedures and record keeping over collections and accounts receivable at decentralized locations.**

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#### **University's Response:**

##### Executive MBA

*The program will incorporate the following procedures to its collection process: Pre-numbered receipts will be used to account for collections. Check logs will include the name of the person responsible for initially collecting the money. Cashier's office receipts will be verified to the check log. Also, checks made payable to FIU will be restrictively endorsed at the time of receipt.*

*The program is currently reviewing different procedures in order to prevent students from being allowed to register with unpaid balances owed to the program. Also, review and update of accounts receivables balances not yet recorded to the official university accounts receivable system will be conducted.*

##### Weekend BBA

*The Accounting Program Support Office has assigned an individual the responsibility of reconciling collections to the departmental ledgers. That person will meet with Weekend BBA staff to ensure that proper procedures are being followed as required by the OIG. The University accounts receivable balances now reflect actual amounts owed. All of the differences have been corrected, with the exception of one student's balance, which is in the process of being corrected.*



printed areas to document the driver's name, destination and purpose of the trip, date, time, and mileage. However, the vehicle trip logs did not provide a pre-printed area where the supervisors could document their review and approval of the information.

We selected 15 vehicles used for off-campus travel to review the accuracy of vehicle trip logs. Logs were not prepared for two vehicles that were used at the Wolfsonian Museum because University personnel were not aware of the vehicle log requirement. The logs for the other 13 vehicles did not evidence supervisory review and, in some instances, failed to document the driver's name, destination and purpose of the trip, and trip dates. We also noted gaps between the ending mileage on one trip and the beginning mileage on the next trip. The largest mileage gaps noted related to logs maintained at the English Language Institute and Admissions. In one instance, the log showed a mileage gap of 1,737 miles. Accurate vehicle trip logs serve to document that vehicle use is for University purposes. Timely supervisory review of these records would further ensure the accuracy of the records.

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#### **Recommendation:**

**We recommend that the University personnel properly and completely maintain vehicle trip logs. We further recommend that vehicle trip logs evidence the review of supervisory personnel.**

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#### **University's Response:**

*Most of the departments originally identified by the auditors were able to account for the missing miles and supplied the auditors with copies of their complete logs. The supervisors were advised of their duty to review the logs in their department and strengthen procedures to ensure that the logs are complete and all miles are accounted for.*

*In the instance of the department that did not maintain a log, the motor vehicles University policy "Motor Vehicles – Use Maintenance and Assignment" was sent to the department and the supervisor acknowledged the desire to comply with all University policies and correctly maintain the vehicle trip log.*

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#### **Finding No. 8:**

##### **Monitoring Fuel Efficiency of Vehicles**

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University records indicated that during the calendar year 2002, gasoline and diesel fuel expenses totaled approximately \$114,000. The University's computerized fuel system requires the vehicle operator to use a key and a password to operate the fuel pumps. Vehicle odometer readings must be entered into the system before the pumps become operational. The fuel system generates several reports that provide vehicle fuel usage information such as, transaction date, vehicle operator, odometer reading, and fuel quantity. An exception report is also generated that compares the quantity of fuel dispensed to the maximum number of gallons (fuel capacity) established for each vehicle. The Superintendent of Vehicle Services indicated that the exception report is reviewed daily and discrepancies are forwarded to the appropriate department heads for follow-up. However, there was no documentation to evidence this review.

Procedures were not in place to calculate the reasonableness of fuel consumption (i.e., miles per gallon) using the fuel system reports or vehicle trip logs. University personnel indicated that the odometer readings entered into these records are generally not reliable to calculate a miles per gallon figure. We selected 17 vehicles to determine the reasonableness of fuel consumption by calculating miles per gallon, using the odometer readings shown on the fuel system reports and vehicle trip logs during calendar year 2002. For seven vehicles, we noted errors in odometer readings that distorted our calculation of miles driven between refueling transactions. Under these circumstances, the University has limited assurance of the reasonableness of fuel consumption and there is an increased risk of unauthorized use of University fuel.



*Regarding students with unpaid accounts receivable balances, the program has taken appropriate measures to ensure that students do not receive their diplomas until their financial liability, as per the University accounts receivable system, is paid in full.*

#### Continuing and Professional Studies

*Revenue and Collection reconciliations are now being performed on a timely basis. The accounts receivable for our programs will be properly recorded in the University's official accounts receivable.*

### **Finding No. 3:**

#### **Tangible Personal Property Inventory**

Section 273.02, Florida Statutes, and Section 10.380, Rules of the Auditor General for State-Owned Tangible Personal Property, require that an inventory of tangible personal property be taken annually, that the inventory be compared with the tangible personal property records, and that all discrepancies be traced and reconciled. Items not located during the inventory process shall be promptly reported to the custodian and a thorough and timely investigation made. The University's Property Control Manual requires the Property Control Department to establish guidelines and procedures governing the accountability, control, transfer, and ultimate disposal of tangible personal property. The Property Control Department is to be notified in writing when property items are transferred or used off campus.

The University reported tangible personal property of approximately \$103 million at June 30, 2002. Our tests of 50 items listed on the property records disclosed 18 instances in which the items could not be located for physical inspection. Upon inquiry, Property Control Department personnel informed us that eight of the items had been incorrectly included in the active property records. Survey forms to delete these items from the property records were completed subsequent to our inquiry. Two items were being used off campus by employees without completing the required authorization forms. The other eight items, with a total cost of approximately \$35,000, remain unaccounted for. University personnel were

attempting to locate the missing items as of June 10, 2003. In addition, nine of the items inspected were found at locations other than those stated on the property records. When tangible personal property records are not accurate, there is limited accountability and an increased risk that property items may become lost, stolen or otherwise not properly accounted for.

#### **Recommendation:**

**We recommend that University procedures be enhanced to ensure that property records are timely updated to (1) report items noted as missing during the annual inventory, (2) account for property transfers, and (3) report instances where the property has been taken off campus. We also recommend that if the eight unaccounted for items are not located after diligent efforts, reports of missing property be filed with the appropriate law enforcement agency.**

#### **University's Response:**

*The items that could not be located during the audit are in the process of being identified at their current location. If the item cannot be found, Property Control will seek the proper documentation and have the item removed from the property master file and a form sent to the Survey Board.*

*Regarding the items located in a different location other than the location listed in the property records; the University departments are responsible for notifying the Property Control department when an item has been moved. If this does not occur the location of the item is corrected when the yearly inventory is taken.*

### **Finding No. 4:**

#### **Tangible Personal Property Used Off Campus**

The University's Property Control Manual provides that employees can take tangible personal property off campus if such use will further the mission of the University. Department heads can authorize such action by completing a form which is to be submitted to the Property Control Department for accountability. Property to be taken off campus for over one year requires the approval of the Property Control Department. In addition, the Property Control Department is to be notified when off-campus property is returned to campus.



As of March 2003, the property records indicated that 400 property items with a total cost of approximately \$984,000 were off campus. Our tests of 60 property items, listed as being used off campus, included a review of the authorization forms and related renewals effective during our audit period. We noted several instances in which procedures for documenting tangible personal property taken off campus were not followed. Some examples of these instances are described below:

- Five authorization forms were not on file with the Property Control Department until our inquiry.
- Six authorization forms did not contain the appropriate signature from the department head authorizing the removal of property from campus.
- Five items that were listed as being off campus on the property records had been returned to campus; however, notification had not been provided to the Property Control Department.
- At the time of our review (March 2003), the off-campus period shown on the authorization or renewal forms for 21 property items showed an expiration date of June 2002. These items were primarily portable computers with a total cost of approximately \$52,000. Although procedures were in place for Property Control Department personnel to request renewal forms for these items, timely responses were not always obtained from the property custodians.

The failure to properly monitor property taken off campus decreases accountability over the property.

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#### **Recommendation:**

**We recommend that property taken off campus be supported by authorization forms that are timely and accurately completed. Property records should be adjusted for items returned to campus.**

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#### **University's Response:**

*Property Control will ensure that all off campus forms have the proper authorization signature before processing. Any forms still missing the authorization signature will be completed.*

*Some items were included in the off-campus report, but located on-campus. This was the result of items that were returned to their campus location prior to the end of the fiscal year, however, the department did not notify Property Control that the item was returned to campus prior to the expiration of the form.*

*Regarding the expired off-campus forms, many of the forms have since been renewed and the items returned. Efforts are underway to either obtain authorization to keep the items off-campus or return the items to campus.*

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#### **Finding No. 5:**

##### **Property Deletions**

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University records indicated that tangible personal property with a cost value of approximately \$12 million was deleted from the property records for the 2001-02 fiscal year. The University's Property Control Manual requires the property custodian to complete a survey form to request the deletion of property items. The survey form requires the custodian to explain the reason for the requested deletion. If the reason is theft or an inventory shortage, a statement explaining the circumstances is also required, including the corrective action that will be taken to prevent the loss or shortage again. Our tests of 30 tangible personal property items deleted from the property records disclosed 8 instances in which the survey forms did not document the required reasons or explanations for the deletions. The total cost of these deleted items was approximately \$225,000.

Properly completed survey forms for deleted items would reduce the risk of misappropriation of such items.

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#### **Recommendation:**

**Considering the significant amount of property deletions, we recommend that survey forms be accurately completed by the property custodians.**

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#### **University's Response:**

*Property Control will require a memo from the Project Leader or a police report for missing items prior to taking to Survey Board.*



**Finding No. 6:****Purchasing Card Program**

The University administers a purchasing card program in which it issues credit cards to personnel to procure certain goods and services. The purchasing card gives individuals the convenience of purchasing items without using the standard purchase order process. The University issued purchasing cards to approximately 600 employees as of December 31, 2002, and paid purchasing card charges totaling approximately \$7.2 million during the audit period.

The University appointed a card administrator (the Purchasing Director) and developed a Purchasing Card User Manual that addressed procedures and controls over the purchasing card program. Our tests of 57 purchasing card transactions from 6 departments disclosed some instances in which administrative procedures were not followed, as described below:

- In ten instances, the cardholders failed to sign the purchasing card charge receipts prior to forwarding them to their approver.
- In 25 instances, primarily involving purchases made online, there was no documentation to evidence the accuracy of the date goods or services were received. In most of these instances, the receiving date noted on the transaction record was not updated to report the actual receiving date.
- An employee used the purchasing card to pay for out-of-state tuition and related expenses towards a Master's Degree in Education. These expenses appeared to be of a personal nature. Upon our inquiries, the President indicated that the charges were approved because they enhanced the employee's professional development. Subsequent to our inquiry, we were provided documentation showing that the Florida International University Foundation, Inc., reimbursed the University \$8,649 for the employee's educational expenses.
- The purchasing card accounts for 14 out of 25 former employees were not closed until 24 to 417 days after the individual's termination date. None of these accounts were used after the employees' terminations.

The above control weaknesses increases the risk that unauthorized purchases may be made.

**Recommendation:**

**We recommend that charge receipts be signed, receipt of goods or services be documented, and purchases serve a public purpose. Also, purchasing card accounts should be timely closed upon an employee's termination.**

**University's Response:**

*The approvers acknowledged that all receipts are to be signed by the cardholders. The receipts in question were subsequently signed and provided to the auditors.*

*Evidence of receiving date on the supporting documentation is not a required procedure mandated by the State's Purchasing Card Program. Cardholders and approvers are instructed verbally and in the training manual to confirm and verify the date goods were received. These dates are documented on the charge receipts and on the transaction record. Approvers are not to process a charge prior to the physical receipt of goods and when applicable on the charge approval screen the receiving date should be updated if the date differs from the charge date. We will send to cardholders and approvers notification reminding them of their responsibilities under the Purchasing Card Program.*

*In the instance where the purchasing card was used to pay for out-of-state courses and related expenses, the full cost of the fees totaling \$8,648.70 associated with this has been paid from Foundation funds.*

*In order to ensure the timely closing of purchasing card account upon an employee's termination a new procedure has been fully implemented. The Purchasing department receives a monthly listing of terminated employees. The list is reviewed by a card administrator and those terminated employees that are cardholders are deactivated.*

**Finding No. 7:****Vehicle Records**

University policy states that University-owned vehicles are not to be used for personal use. Vehicle trip logs are to be maintained up-to-date and properly completed by the user department detailing each trip taken. The University's vehicle trip log provides pre-



**Recommendation:**

Since accurate mileage records are essential to monitor the fuel consumption of vehicles, appropriate action should be taken to minimize and correct significant errors in odometer readings. To determine the reasonableness of fuel consumption, we recommend that the University establish fuel efficiency parameters (e.g., miles per gallon) for all vehicles and periodically reconcile these parameters to actual miles per gallon.

**University's Response:**

*An exception report is generated daily, which is reviewed by the Superintendent of Vehicles Service. Any discrepancies are reported and investigated with the individual department head. No record is kept of this verification unless an unreasonable explanation is given. We will evaluate the feasibility of maintaining a record of the exception reports.*

**Finding No. 9:****Reporting of Construction Projects**

We compared the records maintained for 12 construction projects in the Florida Accounting Information Resource (FLAIR) to those maintained by the Facilities Planning and Construction Department (Facilities Department). The Facilities Department maintains detailed project ledgers to monitor the expenses and available balances (budget less expenses) for each project by funding source. University personnel were not reconciling amounts reported by the Facilities Department to the amounts reported in FLAIR. Differences at June 30, 2002, between the available balances noted in the FLAIR records and the project ledgers are summarized below:

Project No.	Funding Source (1)	Available Balance		Difference
		FLAIR	Project Ledgers	
823	1998 PECO	\$ 158,222	\$ 332,940	\$ (174,718)
850	1999 PECO	3,624,517	3,591,447	33,070
821	2000 PECO	2,476,704	2,698,008	(221,304)

Note: (1) PECO = Public Education Capital Outlay

We also noted that the Facilities Department's project ledgers showed two projects (802 and 859) with total expenses of approximately \$5.2 million that were completed prior to June 30, 2002; however, the

FLAIR records for these two projects did not include expenses totaling approximately \$3.7 million. Documentation maintained at the Facilities Department indicated that some of these discrepancies had been reported to the University Controller's Office for corrective action as far back as August 2001.

Without a timely reconciliation and resolution of differences between the FLAIR records and project ledgers maintained by the Facilities Department, there is an increased risk that construction expenses may be charged to improper projects or funding sources. In addition, the lack of timely reconciliation limits management's ability to properly monitor available budget balances of the construction projects.

**Recommendation:**

**We recommend that the University provide for the timely reconciliation and resolution of differences between the Facilities Department's project ledgers and the FLAIR records.**

**University's Response:**

*The Controller's Office has reviewed these differences and has taken corrective actions to address this issue. The Controller's Office has replaced the old FLAIR SS800 report to a new version IC800. This new report version will properly classify projects within funding sources and year. The auditors used Facilities Management records to compare with FLAIR. However, the University official record is FLAIR. The COIP and worksheet in Facilities do not always reflect the actual expenses and budgeted information of each project. For example, the COIP is based on projected budget and expense information. The Controller's Office has established procedures to review each project with the Office of Facilities Management on a regular basis and has provided Facilities Management the IC800 report for them to use in reconciling to their internal reports.*

**Finding No. 10:****Fingerprinting and Background Checks**

Section 110.1127(1), Florida Statutes, requires that persons occupying certain State employment positions, because of the special trust or responsibility



or sensitive location of those positions, be subject to a security background check, including fingerprinting, as a condition of employment. University policy requires background checks and fingerprinting as a condition of employment for designated positions. The Position Description forms provide whether background checks and fingerprinting are required.

Our tests of 15 employees hired to positions of special trust, subsequent to the implementation of the above policy, disclosed that background checks and fingerprinting were not on file for four employees working as cashiers. Subsequent to our inquiry, background checks were performed for the four employees. A similar finding was noted by the University's Inspector General in a report dated June 21, 2002. In addition, our review of five employees working in the Administrative Computing Department disclosed that background checks and fingerprinting were not required for these employees even though these employees have direct access to information technology resources.

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#### **Recommendation:**

**We recommend that the University comply with its policies and procedures regarding fingerprinting and background checks for employees in sensitive positions. We also recommend that these same policies and procedures be considered as a condition of employment to new employees that have direct access to information technology resources.**

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#### **University's Response:**

*According to the Bursar in the Cashier's office the four employees were all given background checks and fingerprinted prior to hiring. However, in order to be in compliance the Office of Human Resources fingerprinted and did background checks on the employees. The checks all came back clear, and a copy was provided to the auditors. Also, procedures have been modified to fingerprint all Cashier's Office employees, whether full-time permanent or part-time OPS, and to perform background checks prior to employment.*

*Implementation of these policies and procedures for new employees having direct access to information technology resources will be further evaluated.*

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#### **Finding No. 11:**

##### **Salary Increases**

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University records indicated that during the calendar year 2002, salaries for employees classified as Administrative and Professional (A&P) and University Support Personnel Services (USPS) totaled approximately \$65.7 million. The University's compensation policies and procedures provide, in part, that an employee may be granted a salary increase when market conditions create a reasonable and documented expectation that the employee could receive an offer of employment from outside the University at a higher salary and there is a considerable investment in the employee. A salary increase also may be granted when documentation indicates that specific circumstances have resulted in an inequity on the employee's salary in comparison to other employees' salaries.

We reviewed salary increases granted under these conditions to 15 employees classified as A&P or USPS. Our review disclosed instances where the increases were not properly documented and supported in the personnel files. The details of these instances are noted below:

- Two employees were granted salary increases based on market conditions; however, their personnel files did not document the basis for this justification. For two other employees, there was no documentation of the justification and basis for the increases. Upon inquiry, University personnel again cited market conditions as the justifications. The annual salary increases for these four employees ranged from approximately \$4,000 (5 percent) to \$9,000 (10 percent). Subsequent to our inquiries, we were provided documentation which consisted solely of a salary comparison for positions with similar titles at various agencies. This comparison did not take into consideration other relevant factors that may affect salary levels such as, the employees' educational background, work experience, and level of responsibility.
- An employee was granted a 12 percent salary increase that was justified as needed to correct a salary inequity. The personnel file indicated



that the basis for the increase was a comparison of the employee's salary with that of a new employee hired for a similar position at a higher salary. The personnel file also indicated that prior to granting the increase, University personnel reviewed the salaries of 41 University employees with the same position and similar experience. The review showed that salaries for the position ranged from \$28,455 to \$51,019, with an average salary of \$38,729. After the 12 percent increase, the employee's new salary exceeded the average salary of employees in similar positions by \$11,831. Upon inquiry, University personnel stated that the salary was increased to maintain equity among similar positions and also cited some additional duties and satisfactory performance as justification for the pay increase.

While these salary increases may be justified, when salary increases are not properly documented and supported, the University has limited assurance that the employees met the prescribed criteria for the given increase. Salary increases granted under the above circumstances may also have a negative effect on employee morale.

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#### **Recommendation:**

**We recommend that the University adequately document in the employees' personnel files that salary increases are granted in accordance with established policies and procedures.**

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#### **University's Response:**

*In certain cases the departments conducted the market analysis and the back-up documentation was not forwarded to Human Resources. Human Resources has since followed up and the adequate supporting documentation has been obtained and filed in the personnel file. Human Resources will take adequate steps to ensure that all back-up documentation is attained according to established policies and procedures.*

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#### **Other Matters**

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The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, addresses data interchange, privacy, and information security standards for personal health information. Pursuant to HIPAA, the United States Department of Health and Human Services has published regulations on electronic data interchange standards, privacy, and security regulations. The final Transaction Rule, which contains electronic data interchange standards, was incorporated as a Federal regulation and has a compliance date of October 16, 2002. The final Privacy Rule was incorporated as a Federal regulation and compliance is required by April 14, 2003. HIPAA also provides for civil and criminal penalties for noncompliance. Because of the significance of these provisions on the handling and transmission of personal health information, the University should continue to evaluate the impact of the HIPAA requirements on the University as new requirements are finalized.

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#### **Scope, Objectives, and Methodology**

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The objectives of this operational audit were to obtain an understanding and make overall judgments as to whether University management controls promoted and encouraged compliance with applicable laws, administrative rules, and other guidelines; the economic, effective, and efficient operation of the University; the reliability of records and reports; and the safeguarding of assets. Specifically, we reviewed management controls and administration of budgetary controls, cash and investments, receivables, capital assets, decentralized collections, purchasing card program, campus concession funds, competitive procurement, travel and vehicle usage, non-Federal student aid and grants, communication charges, construction projects, employee compensation, insurance, and student records system for the period January 1, 2002, through December 31, 2002, and selected transactions through March 31, 2003.



We conducted this audit in accordance with applicable standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

#### Prior Audit Findings

During our current audit, we found that the University substantially corrected the deficiencies noted in audit report Nos. 02-008, 02-025, and 02-039.

#### Authority

Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.



William O. Monroe, CPA  
Auditor General

#### Auditee Response

As reported, University management generally concurred with our findings. The University's response, as originally submitted to this office, may be viewed in its entirety on the Auditor General's Web site.

To promote accountability in government and improvement in government operations, the Auditor General makes operational audits of selected programs, activities, and functions of community colleges. This operational audit was made in accordance with applicable *Government Auditing Standards* issued by the Comptroller General of the United States. This audit was conducted by Marilyn E. Tolley, CPA, and supervised by Agustín Silva, CPA. Please address inquiries regarding this report to Jim Raulerson, CPA, Audit Manager, via e-mail at [jimraulerson@aud.state.fl.us](mailto:jimraulerson@aud.state.fl.us) or by telephone at (850) 487-4468.

This report, as well as other audit reports prepared by the Auditor General, can be obtained on our Web site (<http://www.state.fl.us/audgen>); by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

**EXHIBIT 1**  
**BOARD OF TRUSTEES**  
**FLORIDA INTERNATIONAL UNIVERSITY**

The Board of Trustee members who served during the audit period are listed below:

**Board Member**

Adolfo Henriques, Chair from 1-13-03(1)  
Davis R. Parker, Vice-Chair from 1-13-03(1)  
Armando M. Codina, Chair to 1-6-03(2)  
Paul C. Cejas, Vice-Chair to 1-6-03(2)  
Betsy S. Atkins  
Rafael A. Calderon  
Alvah H. Chapman, Jr., to 1-6-03(2)  
Albert E. Dotson, Sr.  
Patricia Frost  
Miriam Lopez  
Jessica M. Morffi from 5-6-02(3)  
Sergio Pino from 1-7-03  
Claudia Puig from 1-7-03  
Howard Rock  
Victor Romano to 5-5-02(3)  
Rosa Sugrañes  
Herbert A. Wertheim

- Notes:
- (1) Chair and Vice-Chair positions remained vacant from 1-7-03 through 1-12-03.
  - (2) These Board of Trustee members were replaced with new members starting 1-7-03.
  - (3) The student body president, who is a voting member of the Board in accordance with Section 1001.71(1), Florida Statutes.



# PantherSoft News

## Financial Aid Module 'Goes Live' in February 2004

### INSIDE THIS ISSUE:

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"...WILL FACILITATE  
INFORMATION  
EXCHANGE, AND WILL  
ALLOW QUICKER FEED-  
BACK BETWEEN  
STUDENTS AND STAFF  
THROUGH FIU E-MAIL..."

### Progress

As the PantherSoft Project implementation moves forward, the Team is working diligently in preparation for the next module set to "go live" on February 16, 2004, Financial Aid. At that time the Financial Aid Office will begin using PantherSoft to process students' financial aid applications for the 2004-2005 academic year. The Office will be simultaneously using the current system until the end of Summer 2004 to close out the 2003-2004 aid year processing.

### Why a New System?

Currently, the Financial Aid Office runs off of a 'homegrown' system. Although this system was once useful to the University, it is becoming obsolete and inefficient. Not only does it keep the student information spread across multiple databases, but accessing the information is cumbersome, and the system is highly susceptible to slow downs that cause multiple problems for both staff and students. Hardware is also antiquated and breaks down easily, further prohibiting the staff from processing and distributing aid in an efficient manner. During the past several years, the student population at FIU has grown dramatically, as has the need for a system that supports all its activities. That's where PantherSoft comes in.

### How Will Users Benefit?

With this new System, a number of the internal financial aid procedures that are currently done manually will be automated, such as the reviewing of students' satisfactory academic progress and the disbursement of financial aid funds. The System will facilitate information exchange; it will allow quicker feedback between students and staff through FIU e-mail and a web-based self-service component.

Students will benefit greatly from PantherSoft since they will be able to perform more self-service procedures online. This includes viewing and accepting their financial aid awards, accepting a loan, selecting a lender, and submitting questions and requests to the Financial Aid Office concerning their awards. Financial aid disbursements will be faster and more frequent because the System has internal checks and balances to check student eligibility for funds.

Other benefits will be enjoyed by authorized University faculty and staff who will be able to view relevant financial aid information. Also, academic units and other departments that issue institutional financial aid awards may be given access to enter awards on-line.

Director of Financial Aid Office, Ana Sarasti, believes that PantherSoft will allow the Office to provide enhanced services to students and the University Community. "There is a sense of optimism from the staff because at long last they will have a reliable system that will support their often unseen hard work and their commitment to providing top rate customer service."

### IN OUR NEXT ISSUE:

PantherSoft as a *student* information system

**Training** for the Financials System



LEGACY SYSTEMS  
WILL HAVE "VIEW-  
ONLY" ACCESS  
AFTER  
PANTHERSOFT  
"GOES LIVE"

## Student Administration

- Undergraduate and Graduate Admissions are both operational in PantherSoft.
- Support is being provided for Admissions staff since their System is 'live.' Graduate Admissions staff is receiving one-on-one training, while refresher courses are organized for Undergraduate Admissions staff.
- Non-admissions staff members who require access to the Admissions module will begin training this month.
- Student Records is developing pre- and co-requisite registration checks.
- Student Financials redesigned the "student bill" to be employed in PantherSoft.

## Financials

- The configuration and setup of the General Ledger's (GL) financial data is 60 percent complete.
- Several conversion programs have been executed and tested.
- Software development is in progress for all four modules.
- The GL design is complete; while design for Asset Management (AM), Accounts Payable (AP) and Purchasing (PO) are currently being finalized.
- The strategy for the application testing and user training of the Financials System is currently being defined.

## Timeline for Panther ID Distribution

In order to access PantherSoft, all users must have a required Panther ID and password. The following schedule explains the dissemination process for these IDs.

- December 2003—Prospective students for Fall 2004 will receive their Panther IDs via U.S. Postal Service from the Office of Admissions
- January 2004—Current FIU students will receive their Panther IDs via FIU e-mail directed from PantherSoft.
- February 2004—Financial Aid Office staff will receive Panther IDs via FIU e-mail after completing necessary training, just as the Financial Aid module "goes live."
- June 2004 - Staff members who will be working out of the Student Records module and Student Financials module will receive their Panther IDs via FIU e-mail after completing necessary training.

If you have any questions, please visit our website or send us an e-mail.

## Ask the Experts

**Q:** After the PantherSoft System is fully implemented during the Summer of 2004, will the legacy systems shut down completely?

**A:** No. As PantherSoft gradually goes 'live,' over the next year, the legacy systems will continue to be operative and will run parallel to PantherSoft. The data within the systems will also be accessible to those who need to "view" information subsequent to full implementation of PantherSoft. **Please continue to send your questions to [psoffice@fiu.edu](mailto:psoffice@fiu.edu).**

## Thank You!

The PantherSoft Project Team thanks all those students and staff members that have participated in our testing sessions. Your input will ensure a quality product for the University!

Visit us online at  
<http://panthersoft.fiu.edu>  
for more information on the PantherSoft Project.  
Or send us an e-mail to:  
[psoffice@fiu.edu](mailto:psoffice@fiu.edu)





## Status Report

Project: Financials Release 8.4  
Period: 01/29/04 to 02/04/04

### Overall Status

Lead

#### Chart of Accounts / General Ledger

Andy Fornaguera / Fay Greenholtz

Reviewed Auxiliary Processes - Budgets, authorization, journals  
Added Department Budget Manager Authorization employee data & modification  
Reviewed Aux ID transfer procedures  
Reviewed Agency requirements  
Finalizing Conversion for July for Expense  
Reviewed Testing strategy and entered budgets  
Tested Associated Budgets from load  
Tested Auxiliary Revenue Budgets  
Created a strategy for involving departments in reporting

#### Purchasing

Judy Weech

Wrote cycle 1 test scenarios - 100% complete  
Gathered test scenario data (Reqs, POs, Vouchers)  
Tested TST environment  
Defined user preferences  
Wrote Workflow SAR

#### Expense & Travel

Jack Bello

Finalized Proposed SAR List  
Finalized writing SAR Summaries  
Continued working on Configuration Design Document  
Continued working on My Wallet\ P-Card functionality  
Continued working with Travel\ Expenses Leads on module functionality

#### Technical / Security

Suman Somaraj / Manny Rodriguez

User Profiles & User Preferences setup in PSFSPLY for all potential users.  
User Profiles and User Preferences setup in PSFSCFG database for testers. PSFSTST will be refreshed from PSFSCFG  
Sample Permission Lists and Roles setup for Travel & Expense module.  
Evaluated SARs for Travel & Expense module. Estimated hours needed for completion  
Cleaned up and reloaded Chart of Accounts. Cross checked the data against core tables and deleted or modified core table data.  
Cleaned up Personal Data table in PSFSPLY.  
Continued to debug Associated Budgets pages.  
Modified SAR 105 SQR. Added Asset Fund Code code to COMBO\_DATA\_TBL load. Reloaded PS\_SPEEDCHART\_HDR, SPEEDCHART\_DTL & COMBO\_DATA\_TBL with asset fund codes.  
Finished testing nVision drilldown. The documentation for nVision setup is in the shared drive  
Worked with Rita on Asset Conversion Data.  
Started cleaning up data for Department Manager Load in PSFSCFG database  
Updated & Evaluated SAR Log, SAR ownerships & work-loads  
Updated Project Plan

#### Development (Customizations, Interfaces, Reports)

Suman Somaraj

Henry: Patches & Fixes  
Luis: SA.  
Gus: Interfaces  
Rick: SAR 132, SAR 106 (Purchase Order Layout), Expense SARS  
SARS Completed: 16, SARS In Progress: 9, SARS Pending: 3  
Interface SARS: Development / Testing in Progress: 7; Pending: 3

#### Conversion

Mark Kapras / Elizabeth Cobb

GL - No change since last week  
AM - Produced & delivered Phase I cleanup report job using current copy of Property Master  
Produced & delivered Phase I cleanup report job using current copy of Property Master.  
Provided Andy list of all ORG Codes on Property master entries that are missing from our XWalk table  
Provided David Fletcher a report of all Property items with ORGs not on crosswalk.  
Re-ran extract program and provided file to Rita for upload into PeopleSoft. This version has 14-byte location field  
Re-ran extract program with FIU Class field crosswalks and provided file to Rita for upload into PeopleSoft.  
P-card temporary interface - Have received BoA file layout from Bobby Grillo  
Have called BoA contact for clarification on expected contents & how to convert to SAMAS txs.  
Have received specs for report of BoA transactions for Approver Review  
Have received specs for SAMAS transactions to be created from BoA file from Vivian  
Progress continues on batch job. Can show sample of Transaction Report to users.  
Object Code screen coding in progress.  
In contact with BoA personnel about receiving SBF file on weekly basis. Need to work out FTP process.  
Vendor conversion - List of vendors added since August 1, 2003 has been sent to Judy  
List of vendors to be converted who have transaction history on the local accounts only (Txs. not on SAMAS)  
has been sent to Judy.  
List of VF vendors added since 11/01 has been sent to Judy.  
Location file - no change since last week  
Payroll Interface - No change since last week





## Status Report

Project: Financials Release 8.4  
Period: 01/29/04 to 02/04/04

### 4 account number files required for the payroll interfaces

Need to determine process for maintaining four SAMAS files after PS go-live.

(Title, Expansion Option, Expansion Set, Dir. Mgr. files)

Payroll Encumbrance Interface - No change since last week

### Communications

Nermari Faria / Yogi Misir

### Training

Carolina Iglesias

Conduct Intro and Requisition training class for Purchasing group (agents)

Developing Purchase Orders training guide

Payables and GL training contents and schedule reviewed with Leads

Developing Payables core functionality training guides

Setting up Workflow for Purchase Orders in the training db

Prepare draft presentation and contents for Communication partners meeting

Preparing security information from the approvers database for the Comm.partners meeting

Participating in the selection process for a University scheduling tool.

Evaluating feasibility to use WebCT for training on the web

Evaluating feasibility to develop site to post questions online

Evaluating effort to develop access request form for Panthersoft online

### Testing

Carolina Iglesias

Preparing testing db (security, user preferences, workflow , etc)

Kick-off Testing and training activities - Testing starts Feb 9th

## Key Accomplishments and Deliverables for Next Period (02/05/04 - 02/11/04)

### Chart of Accounts / General Ledger

Andy Fornaguera / Fay Greenholtz

Complete Grant Allocations

Review test strategy for budgeting

Document grant budget requirements

Load more GL and Budget Conversion Data

Review Ledger conversion data

Review Ledger\_KK conversion data

Prepare more detailed report specifications

Continue CTL/Transaction Data review

Create scenarios and associated budgets and journals

### Purchasing

Judy Weech

Begin Cycle 1 testing

Begin vendor cleanup in PeopleSoft

Convert new vendors added since November that weren't keyed into spreadsheet

Finalize Pcard setup

### Technical / Security

Suman Somaraj / Manny Rodriguez

Continue to debug runtime issues in PLY & DEV environments

Work on Asset & Location Conversions

Reload Associated Budgets

Continue to cleanup CFG database. Remove all delivered setup data and delete setup data that is no longer required

Load Managers into CFG database.

Load attribute data into PSFSCFG database

Load Associated Budget Setup data into PSFSCFG database

Change User Profiles in PSFSCFG database for users involved in Vendor Cleanup.

Monitor development of SARS.

Continue evaluating Travel & Expense modifications.

### Development (Customizations, Interfaces, Reports)

Suman Somaraj

Continue development

Update SAR List

Update Project Plan

### Communications

Nermari Faria / Yogi Misir

Feb 10 - Communications mtg with Alex Zyne

Feb 13 - Meeting w/ Communication Partners

Feb 18 - Financials update with University Vice Presidents

Univmail will be sent out today

### Training

Carolina Iglesias

### Testing

Carolina Iglesias



## Status Report

Project: Financials Release 8.4  
Period: 01/29/04 to 02/04/04

### Issues Requiring Project Management Attention

Issue #

Lead

Due Date

[Crosswalk for Chart of Accounts on WEB](#)

[Nvision Drill](#)

[Revenue Budget Categories for Auxiliary for upload, budget tree and reports](#)

[Decision on attachments functionality](#)

Kyle Morton

ASAP

1. SQL access to PSFSDEV, PSFSPLY and PSFSCFG databases is erratic and extremely restrictive.

By restricting access to these databases, setup data cleanup and conversion activities are seriously affected.

Given that the Financials project has only a small number of core resources available to it and given the complex nature of the data, it is critical that the proper access be granted and retained.

2. The Application Reviewer must be made available for quick and efficient debugging. This is a delivered PeopleSoft tool that should be available to all developers during testing and also after go-live.

3. A dedicated resource is required to implement security. I am not able to pursue other critical tasks - debugging setup data, loading data and running data validation queries in a timely manner because of security cleanup.

4. At present there is no clear functional ownership of interfaces and interface testing. I am concerned that the Cedar functional resources are having to spend a lot of time and effort pursuing end users for clean conversion data and are therefore not available for interface & Application Message data testing.

5. Functional resource not available to gather report requirements.

### Major Concerns for Executive Attention

Lead

Date Reported



## Status Report

Project: Student Administration Release 8  
Period: 01/29/04 to 02/05/04  
Prepared For: Jeff Gonzalez

### Overall Status

Lead

#### Admissions:

Alex

Production Support

#### Financial Aid:

Continued 2004-05 Aid Year Setup  
Tested development items  
Tested converted data in TST2  
Tested 2005 business processes in TST2  
Prepared test data for training  
Prepared run controls in PRD for TIDAL

FA Team, Beatriz, Paul  
Grace  
Grace, Beatriz, Paul  
Paul  
Grace, Ivette  
Beatriz, Grace

#### Student Financials:

Technical Development  
Spec Writing  
Testing  
SF/FIN/Housing meeting  
Service Indicators in Production  
AP Refunds in TST  
SF/SR meeting regarding Course/Class Fees  
Testing meeting with Otto  
Sign Off Meetings

Joy  
Ledys  
Joy, Janet, Cheryl, Ledys  
Joy, Janet, Cheryl  
Janet, Ledys, Cheryl, Joy  
Janet  
Janet, Joy, Cheryl, Ledys  
Janet, Joy, Cheryl, Ledys  
Janet, Joy, Cheryl, Vicki  
Janet, Joy, Cheryl, Ledys

#### Student Records:

SR Interface Meeting  
Continue training for CAPS  
SR Go-Live meeting  
FA Go-live meeting  
Security Matrix for Scheduling staff  
Query Training by Bev  
Meeting on Class/Course Fees  
  
SA Status meeting  
Presentation by Lynette on Pre-Med tracking use of Student Groups  
Presentation by Lynette on grading to Reg. Office staff  
Presentation by Lynette on grading to G52  
Meeting and conf. calls on SR consulting support  
Conversion Support  
More time spent on Acad. Structure (Plans) cleanup  
Pre and Co-requisites

Beverly  
Lynette, Bev  
Lynette, Sonia  
Bev, Lynette, Jorge, Sonia  
Lynette, Bev  
Jorge  
Bev, Jorge  
Lynette,  
Roberta, Bev,  
Jorge...and  
more  
  
Lynette, Bev  
Lynette, Sonia, Jorge  
Lynette  
Lynette  
Lynette  
Bev  
Jorge, Bev, Rob Y.  
Ovid, Ronald

#### Conversion:

Continued error analysis of Mock 2  
Finalizing changes to academic structure  
Completed degree honors conversion code  
Completed program to reset cumulative stats  
Continued research items  
Working on extracts of 6 different SDB Segments  
Continued work on duplicates  
Redesigned structure of file transfer from OX!!!  
Prepared for final mock summary data conversion

Carla  
Rob, Carla  
Rob  
Rob  
Rob  
Claudia  
Diane Rincon  
Randy  
Pete  
Claudia, Pete, Carla

#### Development:

Admissions Production Support  
Ongoing FA, SF, SR Development  
Duplicate Rows cleanup  
Law Interface Process  
Development Item SignOffs

Jose

#### Security:

FA Security  
Patches

John

#### Training:

Graduate Admissions Support - Ongoing  
2 View Only Class for Grad Directors

Vicki



View Only Class for Pine Center  
 ISIRS Training Class  
 Completed Fundamental classes for schedulers and keyers  
 Conducted Transfer Credit set-up Subject table class  
 Training Classes Setup following TRN/TRN2 data base refresh  
 Standards Committee Vote for Mailing Address Change to Self Service

**Testing:**

SF Testing Review  
 Grad Web App  
 Lab Set Up  
 On Going FA Testing

Otto  
 Otto  
 Otto  
 Otto  
 Otto

**Infrastructure/DBA**

Continue working on Financials Environment  
 SA Production Support  
 Continue App Messaging Setup  
 Development Supports

Manny

**Key Accomplishments and Deliverables for Next Period (2/05 - 2/11)**

**Lead**

**Admissions:**

Prod Support

**Financial Aid:**

Test go live processes in STG  
 Test Bundle 2  
 Continue development item testing

Paul  
 FA Team, Paul  
 FA Team, Paul  
 FA Team, Paul

**Student Financials:**

Development  
 Development Testing  
 System/User Testing

Joy  
 Ledys  
 Joy, Janet  
 Janet, Joy, Cheryl

**Student Records:**

Continued clean-up of plan setup  
 Continue training for CAPS  
 Transition to Mark Myhre  
 SR Conversion support  
 Building and testing pre/co-requisites

Beverly  
 Bev, Jorge  
 Lynette, Sonia  
 Bev, Lynette  
 Bev  
 Ovid, Lynette, Ronald

**Conversion:**

Run final mock on Friday, Feb 7  
 Continue prep for go-live  
 More of the same....  
 Start stats capture program (when finished with extracts)

Carla  
 Carla  
 Claudia, Pete, Carla  
 conversion team  
 Diane Rincon

**Development:**

Production Support  
 Ongoing Development  
 Ongoing SignOffs

Jose

**Security Dev:**

Prod Support

John

**Training:**

Grad Committee Workbook  
 Review Grad Business Processes  
 FA Inquiry Classes (2)  
 ISIRs Class (1)  
 Third Party Staff Workbook  
 SA Fundamentals Class for legacy staff - 2/9

Vicki

**Testing:**

SR Testing Plan Review  
 Grad Web App Review  
 FA Go-Live Testing

Otto  
 Otto  
 Otto

**Infrastructure/DBA**

Continue working on Financials Environment  
 SA Production Support  
 Continue App Messaging Setup  
 Development Supports

Manny

Issues Requiring Project Management Attention	Issue #	Lead	Due Date
None			

Major Concerns for Executive Attention	Lead	Date Reported
None		

Current Activity Status				
Activity	Planned Start Date	Planned End Date	Actual % Complete	Overall Status
<b>PeopleSoft AD Implementation</b>	<b>5/1/2002</b>	<b>9/19/2003</b>	<b>99%</b>	In Progress
Preparation for Application Design Sessions (BPWs)	5/6/2002	5/7/2002	100%	Complete
Conduct Application Design Sessions (BPWs)	5/1/2002	6/3/2002	100%	Complete
Preparation for Business Process Redesign Sessions (BPRs)	7/22/2002	8/5/2002	100%	Complete
Conduct AD Business Process Redesign Sessions (BPRs)	5/6/2002	1/31/2003	100%	Complete
Design/Build Phase	5/6/2002	3/14/2003	99%	In Progress
Transition Phase	11/12/2002	9/17/2003	100%	Complete
Deployment Phase	8/1/2003	9/19/2003	100%	Complete
<b>PeopleSoft FA Implementation</b>	<b>5/6/2002</b>	<b>9/10/2004</b>	<b>86%</b>	In Progress
Preparation for Application Design Sessions (BPW)	5/6/2002	5/10/2002	100%	Complete
Conduct Application Design Sessions (BPW)	5/6/2002	7/11/2002	100%	Complete
Preparation for Business Process Redesign Sessions (BPR)	8/12/2002	8/15/2002	100%	Complete
Conduct FA Business Process Redesign Sessions (BPR)	8/19/2002	1/28/2003	100%	Complete
Design/Build Phase	5/6/2002	12/1/2003	91%	In Progress
Transition Phase	1/6/2003	6/30/2004	77%	In Progress
Deployment Phase	2/23/2004	9/10/2004	0%	Not Started
<b>PeopleSoft SF Implementation</b>	<b>5/6/2002</b>	<b>8/25/2004</b>	<b>58%</b>	In Progress
Preparation for Application Design Sessions (BPW)	5/6/2002	5/7/2002	100%	Complete
Conduct Application Design Sessions (BPW)	5/6/2002	3/7/2003	93%	In Progress
Preparation for Business Process Redesign Sessions (BPR)	8/19/2002	8/21/2002	100%	Complete
Conduct SF Business Process Redesign Sessions (BPR)	8/26/2002	3/5/2003	99%	In Progress
Design/Build Phase	8/26/2002	3/28/2003	58%	In Progress
Transition Phase	5/6/2002	6/14/2004	9%	In Progress
Deployment Phase	6/28/2004	8/25/2004	0%	Not Started
<b>PeopleSoft SR Implementation</b>	<b>5/6/2002</b>	<b>1/14/2005</b>	<b>14%</b>	In Progress
Academic Structure	5/6/2002	4/22/2003	90%	In Progress
Prepare for BPW/BPR Sessions	5/6/2002	5/7/2002	100%	Complete
Conduct SR Application Design/Business Process Sessions (BPWs/BPRs)	5/6/2002	6/19/2003	78%	In Progress
Design/Build Phase	5/6/2002	12/31/2003	10%	In Progress
Transition Phase	5/6/2002	6/4/2004	51%	In Progress
Deployment Phase	5/6/2002	1/14/2005	0%	Not Started
Administrative Tasks	5/6/2002	6/27/2003	32%	In Progress
<b>PeopleSoft Conversion</b>	<b>10/29/2002</b>	<b>1/5/2004</b>		In Progress
Admissions / Bio/Demo / Course Catalog/SOC - July, 2003	11/11/2002	7/10/2003	96%	In Progress
Student Records (inactive students) - December, 2003. The majority of the	1/6/2003	1/5/2004	54%	In Progress
Financial Aid - March, 2004	3/4/2003	10/1/2003	72%	In Progress
Student Records (active students) - June, 2004	6/10/2003	9/1/2003	0%	Not Started
Student Financials - July, 2004	6/30/2003	10/20/2003	0%	Not Started
Student Records (Summer 2004 new students, enrollments) - August, 2004	10/29/2002	8/19/2003	0%	Not Started
<b>FIU PeopleSoft Infrastructure Plan (SA)</b>	<b>8/30/2002</b>	<b>9/5/2003</b>	<b>100%</b>	Complete
Setup on-site (delivered) Hardware	9/16/2002	9/27/2002	100%	Complete
Build on-site (delivered) systems	9/23/2002	9/30/2002	100%	Complete
Apply Oracle Patch 9.0.1.3	9/16/2002	9/19/2002	100%	Complete
SA 8.0 SP1 Upgrade	9/13/2002	10/9/2002	100%	Complete
Apply Update and Fixes to SA	10/7/2002	9/5/2003	100%	Complete
Implement Allfusion cc Harvest tool	8/30/2002	10/24/2002	100%	Complete
Build PeopleSoft Systems	12/2/2002	5/7/2003	100%	Complete



**Executive Update  
PantherSoft Project  
1-26-2004**

<b>Student Administration</b>
-------------------------------

- Financial Aid development complete
- Student Financial development 58% complete
- Now Live in PeopleSoft:
  - Auto Admit program for prospects
  - Request for Information for Prospects via the Web
  - View your Application Status for Applicants via the Web
  - Web Application for Grad and Undergrad complete
  - Web Access security profiles for Prospects, Applicants and Students
- PantherSoft ID Rollout for 32,000 Students in final stages
- Completed System Test in preparation for Financial Aid “GO Live”
- Admissions Training continues
- Financial Aid & Student Records training classes in progress
- Student Financials training materials are being developed
- Security development for Student Records and Student Financials in process
- Continue production duplicate records clean-up
- Financial Aid “GO Live” 16 February 2004

<b>Financials</b>
-------------------

- Design documentation and Configuration data for General Ledger, Payables, Asset Management, and Purchasing has been finalized and approved
- Training for the core departments in progress and end user curriculum being developed
- Interface between Payroll & Telecom to PeopleSoft General Ledger is under development
- Legacy team has finalized conversion programs for Vendor and Asset file
- Vendor file has been “cleaned” and all active vendors have been loaded into PeopleSoft
- Financials development is in progress:
  - 16 customizations have been completed.
  - 9 customizations are in progress.
- High Jump Software – Asset Mgt- has been procured, installation scheduled for Feb 04
- Bank of America – Finalizing specifications to integrate with PeopleSoft modules
- New Financial Team members for training and development have been added to the team.
- IDP Session for Travel and Expense has begun

<b>Technology &amp; Infrastructure</b>
--

- Built Financial Development and Testing Environment
- Upgraded Student Administration to PeopleTools version PT8.20
- Migrated Schedule 25 R-25 from DB2 to Oracle
- Upgrade Financial Development environment to PeopleTools version PT8.43
- Supported all development effort for both Student Administration and Financial projects
- Planning and Coordinating TouchNet (credit card processing) and High Jump (asset management) installation
- Provided Support and preventive maintenance to production environment.

PantherSoft Financials Project - Progress Report

Complexity in Percentage		Start	Finish	% Complete	Q1 2003			Q2 2003			Q3 2003			Q4 2003			Q1 2004			Q2 2004			Q3 2004				
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
2%	Planning	3/3/2003	3/31/2003	100%			→																				
	Project Plan	3/3/2003	3/31/2003	100%			→																				
	Staffing Plan	3/3/2003	3/31/2003	100%			→																				
	Project Charter	3/3/2003	3/31/2003	100%			→																				
	Planning Consulting Cost (\$000			54			54																				
\$55,049.12	Planning Projected Total Cost																										
	Planning Projected Total Cost Based on Completion	\$55,049.12																									
26%	Analysis & Design	4/8/2003	1/15/2004	85%				→																			
	Design Sessions - Chart of Accounts	4/8/2003	7/28/2003	100%				→																			
	Design Sessions - General Ledger	5/27/2003	8/15/2003	100%				→																			
	Design Sessions - Purchasing	6/23/2003	8/15/2003	100%				→																			
	Design Sessions - Accounts Payable	7/28/2003	9/15/2003	100%				→																			
	Design Sessions - Asset Management	9/2/2003	9/30/2003	100%				→																			
	Functional Design Document / Business Processes	7/14/2003	1/15/2004	60%				→																			
	Table Configuration	7/14/2003	1/15/2004	85%				→																			
	Analysis & Design Consulting Cost (\$000			663				49	82	75	70	60	107	93	65	62											
\$622,294.40	Analysis & Design Projected Total Cost																										
	Analysis & Design Projected Total Cost Based on Completion	\$528,950.24																									
25%	Development	4/21/2003	6/23/2004	50%				→																			
	Apply Bundles & Fixes	5/6/2003	6/23/2003	59%				→																			
	Design & Execution of Conversion and Interfaces	4/21/2003	12/1/2003	40%				→																			
	Security	7/14/2003	3/19/2004	20%				→																			
	Report Development	9/8/2003	2/3/2004	2%				→																			
	Design and program Customizations	12/1/2003	3/15/2004	60%				→																			
	Development Consulting Cost (\$000			220						23	50	27	44	29	12	35											
\$598,360.00	Development Projected Total Cost																										
	Development Projected Total Cost Based on Completion	\$299,180.00																									
23%	Testing	11/15/2003	6/7/2004	0%										→													
	Operational Process	11/15/2003	4/15/2004	10%										→													
	End User Training	1/12/2004	6/7/2004	0%										→													
	User Acceptance Testing	3/1/2004	5/14/2004	0%										→													
	System Integration Testing	3/15/2004	5/21/2004	0%										→													
	Stress Testing	4/1/2004	4/15/2004	0%										→													
	Testing Consulting Cost (\$000			-																							
\$550,491.20	Testing Projected Total Cost																										
	Testing Projected Total Cost Based on Completion	\$0.00																									
20%	Solution Delivery	5/17/2003	7/1/2004	0%																→							
	Production Readiness	5/17/2003	7/1/2004	15%																→							
	Cutover to Production	5/17/2004	7/1/2004	0%																→							
	Finalize Conversion	5/17/2004	7/1/2004	0%																→							
	Solution Delivery Consulting Cost (\$000			-																							
\$478,688.00	Solution Delivery Projected Total Cost																										
	Solution Delivery Projected Total Cost Based on Completion	\$0.00																									
4%	Production Support	7/1/2004	8/13/2004	0%																	→						
	Production Support	7/1/2004	8/13/2004	0%																	→						
	Production Support Consulting Cost (\$000			-																							
\$88,557.28	Production Support Projected Total Cost																										
	Production Support Projected Total Cost Based on Completion	\$0.00																									
Total Actual Project to Date		\$883,179.36		937																							
\$2,393,440.00	Total Projected Consulting Dollars																										

## PantherSoft Student Administration Project - Progress Report

Complexity in Percentage		Start	Finish	% Complete	01-02 History	Conversion Cost																																																
24%	PeopleSoft AD Implementation *	5/1/2002	1/16/2004	99%																																																		
	Preparation for Application Design Sessions (BPWs)	5/6/2002	5/7/2002	100%																																																		
	Conduct Application Design Sessions (BPWs)	5/1/2002	6/3/2002	100%																																																		
	Preparation for Business Process Redesign Sessions (BPRs)	7/22/2002	8/5/2002	100%																																																		
	Conduct AD Business Process Redesign Sessions (BPRs)	5/6/2002	1/31/2003	100%																																																		
	Design/Build Phase	8/21/2002	1/16/2004	99%																																																		
	Transition Phase	5/6/2002	1/14/2004	100%																																																		
	Deployment Phase	8/1/2003	9/19/2003	100%																																																		
	AD Consulting Cost (\$000)			1,665	166	256																																																
\$1,724,057.76	AD Projected Total Cost																																																					
	AD Projected Total Cost Based on Completion	\$1,706,817.18																																																				
22%	PeopleSoft FA Implementation	5/6/2002	9/10/2004	86%																																																		
	Preparation for Application Design Sessions (BPW)	5/6/2002	5/10/2002	100%																																																		
	Conduct Application Design Sessions (BPW)	5/6/2002	7/11/2002	100%																																																		
	Preparation for Business Process Redesign Sessions (BPR)	8/12/2002	8/15/2002	100%																																																		
	Conduct FA Business Process Redesign Sessions (BPR)	8/19/2002	6/13/2003	100%																																																		
	Design/Build Phase	5/6/2002	12/1/2003	91%																																																		
	Transition Phase	1/6/2003	6/30/2004	77%																																																		
	Deployment Phase	2/23/2004	9/10/2004	0%																																																		
	FA Consulting Cost (\$000)			1,332	168	229																																																
\$1,544,468.41	FA Projected Total Cost																																																					
	FA Projected Total Cost Based on Completion	\$1,328,242.83																																																				
22%	PeopleSoft SF Implementation	5/6/2002	8/25/2004	58%																																																		
	Preparation for Application Design Sessions (BPW)	5/6/2002	5/7/2002	100%																																																		
	Conduct Application Design Sessions (BPW)	5/6/2002	1/27/2003	93%																																																		
	Preparation for Business Process Redesign Sessions (BPR)	8/19/2002	8/21/2002	100%																																																		
	Conduct SF Business Process Redesign Sessions (BPR)	8/26/2002	5/6/2003	99%																																																		
	Design/Build Phase	5/6/2002	5/21/2003	58%																																																		
	Transition Phase	1/6/2003	7/26/2004	9%																																																		
	Deployment Phase	6/28/2004	8/25/2004	0%																																																		
	SF Consulting Cost (\$000)			1,179	166	234																																																
\$1,580,386.28	SF Projected Total Cost																																																					
	SF Projected Total Cost Based on Completion	\$916,624.04																																																				
32%	PeopleSoft SR Implementation	5/6/2002	1/14/2005	14%																																																		
	Academic Structure	5/6/2002	4/22/2003	90%																																																		
	Prepare for BPW/BPR Sessions	5/6/2002	5/7/2002	100%																																																		
	Conduct SR Application Design/Business Process Sessions (BPWs/BPRs)	5/6/2002	8/29/2003	78%																																																		
	Design/Build Phase	5/6/2002	12/31/2003	10%																																																		
	Transition Phase	5/6/2002	6/4/2004	51%																																																		
	Deployment Phase	7/1/2003	1/14/2005	0%																																																		
	Administrative Tasks	5/6/2002	6/27/2003	32%																																																		
	SR Consulting Cost (\$000)			1,362	158	341																																																
\$2,298,743.68	SR Projected Total Cost																																																					
	SR Projected Total Cost Based on Completion	\$321,824.12																																																				
Total Actual Project to Date		\$4,273,508.17	Actual	5,539																																																		
\$7,183,574.00	Total Projected Consulting Dollars																																																					
PeopleSoft Conversion		10/29/2002	1/5/2004																																																			
	Admissions / Bio/Demo / Course Catalog/SOC - July, 2003	11/11/2002	7/14/2003	96%																																																		
	Schedule of Classes - September 2003	9/8/2003	9/22/2003	100%																																																		
	Student Records (inactive students) - December, 2003. THE MAJORITY OF MAPPING AND DEVELOPMENT EFFORTS FOR ACTIVE STUDENTS ARE COMPLETED IN THIS SECTION. SEE 'Student Records (active students) - June, 2004' FOR EXCEPTIONS.	1/6/2003	1/5/2004	54%																																																		
	Schedule of Classes - February 2004	1/27/2004	2/3/2004	14%																																																		
	Financial Aid - March, 2004	6/3/2003	2/17/2004	72%																																																		
	Student Records (active students) - June, 2004	6/10/2003	9/1/2003	0%																																																		
	Student Financials - July, 2004	6/30/2003	10/20/2003	0%																																																		
	Student Records (Summer 2004 new students, enrollments) - August, 2004	10/29/2002	8/19/2003	0%																																																		
	Conversion Consulting Cost			1,065	9																																																	
	Conversion Projected Total Cost																																																					
FIU PeopleSoft Infrastructure Plan		8/30/2002	9/5/2003	100%																																																		
	Setup on-site (delivered) Hardware	9/16/2002	9/27/2002	100%																																																		
	Build on-site (delivered) systems	9/23/2002	9/30/2002	100%																																																		
	Apply Oracle Patch 9.0.1.3	9/16/2002	9/19/2002	100%																																																		
	SA 8.0 SP1 Upgrade	9/13/2002	10/9/2002	100%																																																		
	Apply Update and Fixes to SA	10/7/2002	9/5/2003	100%																																																		
	Implement Allfusion cc Harvest tool	8/30/2002	10/24/2002	100%																																																		
	Build PeopleSoft Systems	12/2/2002	5/9/2003	100%																																																		

\* Includes Campus Community (about \$530,000)

## Milestones

1. Academic Structure Design and Review approved.
2. Admissions/Recruitment goes live for Fall 2004 applicants. Prospect data converted.
3. Campus Community: All Student Bio Demo data converted. However, Legacy remains the system of record for data updating. Employee and Student Bio Demo data interfaced.
4. Course Catalog Goes Live.
5. Inactive student academic records converted.
6. Financial Aid goes live for the 2004-2005 Award Year.
7. Active students are loaded with partial records to support Financial Aid awarding for Fall 2004.
8. Active student academic records converted. Student Records functionality goes live for the Fall 2004 term. Registration begins at Orientation.
9. Student Financials goes live for the Fall 2004 term. Tuition is calculated and students are billed for the Fall 2004 term.
10. Summer 2004 grades are recorded in the Legacy system. Summer 2004 is then converted into PeopleSoft completing the academic records conversion and making PeopleSoft the system of record.
11. Financial Aid Disbursement
12. Student Refund Checks
13. Grades & Graduation Clearance
14. Class Scheduling Goes Live

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Governmental Relations Committee

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**PROPOSED BOARD ACTION**

Meeting minutes from 01-28-04 included as an information item.

**Review the following reports as presented:**

- 2004 State Legislative Session Report
- Federal Congressional Report

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**Supporting Documentation Included:**

- Minutes 01-28-04
- SUS Proposed 2004 Priorities
- Key Dates for 2004 Session
- FY 2004 Year-end Priorities Report

**Facilitators/Presenters:**

- Miriam Lopez

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES**

**GOVERNMENTAL RELATIONS COMMITTEE  
MINUTES**

**WEDNESDAY, 28 JANUARY 2004  
FIU, UNIVERSITY PARK CAMPUS  
MIAMI, FL 33199  
11:00 A.M.  
PC 521**

**I. CALL TO ORDER**

Committee Chair Miriam Lopez convened the meeting of The Florida International University Board of Trustees' Governmental Relations Committee at 11:00 a.m. at Florida International University, University Park Campus, Room PC 521, Miami, FL.

The following attendance was recorded:

***Present:***

Miriam López, *Chair*  
Sergio Pino, *Vice-Chair*  
Albert Dotson  
Clayton Solomon  
Donald Lefton, *Foundation Liaison*

***Excused:***

Claudia Puig, *Vice Chair*  
Betsy Atkins  
Rafael Calderón  
Marcel Escoffier  
Patricia Frost  
Adolfo Henriques  
David Parker  
Rosa Sugrañes  
Herbert Wertheim

***University Staff Present:***

Provost Mark Rosenberg  
EVP Paul Gallagher  
SVP Patricia Telles-Irvin  
VP Howard Lipman  
Vice Provost Steve Sauls  
Marcos Perez, Chief of Staff, Office of the President  
Isis Carbajal de Garcia, Deputy General Counsel  
Anitere Flores, Director of State Relations  
Fausto Gomez, FIU Consultant  
Martha Pelaez-Nogueras, FIU Faculty Liaison  
Nery Suarez, FIU Governmental Relations Staff  
Robert Donley, Chief of Staff Business and Finance

Howard Rock, Florida Board of Governors  
Mayra Beers, FIU BOT Staff  
Erica Martinez, FIU BOT Staff

Erica Martinez took a silent roll.

## **II. APPROVAL OF MINUTES**

Committee Chair Miriam Lopez recommended the minutes of the 10 April 2003, Governmental Relations Committee meeting be approved as submitted. The recommendation was MSC.

## **III. CHAIRMAN'S REMARKS**

Committee Chair Lopez welcomed everyone to the Governmental Relations Committee meeting.

She commented on the intense political year ahead and stressed the importance of communicating the interests of the University to elected representatives.

She commended the University on a successful year in Washington based on the final Senate vote on FY 2004 federal funding. She noted a summary was available in the agenda outlining the \$16 million in federal funding which Congress allocated for research projects.

Chair Lopez also commended President Maidique and his executive staff for their efforts in staying abreast of the various budgetary and policy issues that have come forth. She referred to several key legislative dates for 2004 that Trustees should keep in mind.

Chair Lopez specifically commented on FIU Day in Tallahassee on March 16<sup>th</sup>. She stressed the importance of attendance by Board members and University staff at this event to lobby for the University's interests.

Chair Lopez stated she wanted to use the remainder of the Committee meeting to focus on the priority issues pending before the State Legislature and the current session of Congress.

## **IV. LEGISLATIVE OVERVIEW**

### *1. 2004 State Legislative Session Report*

Chair Lopez stated the Governor had already released his budget recommendations and on February 2, 2004, United States President Bush would release his FY 2005 budget recommendations. She asked EVP Paul Gallagher to provide the committee with a state legislative overview.



EVP Gallagher briefly summarized other issues that dealt with the Governor's Proposed Budget, including mandatory increases to tuition and PECO revenues.

He concluded by outlining the key dates for the 2004 session as indicated in the agenda.

*(\*For the full Governor's Recommended Budget report please see the meeting agenda)*

## *2. Adoption of State Legislative Priorities*

Chair Lopez asked EVP Gallagher to present the state legislative priorities.

He spoke briefly about the priorities of the 2004 legislative session. He noted the priority issues included base funding, parity funding/faculty salaries, enrollment growth, fixed capital outlay projects, major gifts matching program, enhancement funds, BOT tuition, and fee authority.

EVP Gallagher noted several key action areas where Trustee involvement could make a difference, including continued advocacy for parity funding, support for full funding for enrollment growth, flexibility to raise student fees, education of legislators on Miami-Dade County's need for a public medical school, and advocacy for additional funds for facilities, which could be used to fund FIU's proposed \$15.6 million Molecular Biology building.

Chair Lopez asked Trustee Solomon to present the student position to the proposed fee increases. Trustee Solomon reported, students currently supported the technology fee, but opposed the BOT fee authority, and removal of the 40% cap and 5% increase limitation. He reported unilateral students were neutral on the athletic fee.

Chair Lopez and Vice Chair Pino requested Trustee Solomon send, via e-mail, a document detailing the student position on University tuition and fee increases.

After discussion, the Committee recommended Board approval of the following:

RESOLVED that the Board of Trustees approve the University State Legislative Priorities for 2004 which are attached to this Resolution as Exhibit "A."

## *3. Federal Congressional Report*

Chair Lopez asked Vice Provost Steve Sauls to give a brief Congressional Report to the Committee.

Vice Provost Steve Sauls reported the University had a very successful year in Washington and referred Trustees to a matrix attached in the agenda.

*4. Adoption of Federal FY 2005 Priorities*

Chair Lopez asked Vice Provost Steve Sauls to briefly cover the FY 2005 Federal Priorities.

Vice Provost Steve Sauls summarized the federal priority issues for FIU.

After discussion, the Committee recommended Board approval of the following:

RESOLVED that the Board of Trustees approve the University Federal Legislative Priorities for FY 2005 which are attached to this Resolution as Exhibit "B."

*5. Health and Medical Education Initiative Update*

Chair Lopez asked Provost Rosenberg to provide the Committee with an update on the Health and Medical Education Initiative.

Provost Rosenberg reported that since the Board approved the initiative during the last Board meeting on November 17, 2003, an official proposal for the Health and Medical Education Initiative was drafted and was almost complete. He reported the final proposal would be submitted to the BOG in February. He added there was strong support from community hospitals for such a health initiative in Miami. Discussion regarding the Health and Medical Education Initiative ensued.

*6. Governance Issues Report*

Chair Lopez asked Dr. Gallagher to share with the Committee any pending governance issues.

**V. OTHER BUSINESS**

Chair Lopez reiterated the importance of Trustee attendance at FIU Day at the Capitol, scheduled for March 16, 2004, in Tallahassee.

She praised Vice Provost Steve Sauls, Susan Moya, Anitere Flores, Fausto Gomez, and Debbie Gallay for their hard work.

**VI. Adjournment**

With no other business raised, a recommendation was made to adjourn the meeting. The motion was MSC. The meeting was adjourned at 12:08 p.m.

***TRUSTEE REQUESTS:***

*Chair Lopez and Vice Chair Pino requested bullet points on the medical school for reference.*

# **STATE UNIVERSITIES PROPOSED 2004 LEGISLATIVE PRIORITIES**

**House of Representatives Education Appropriations Subcommittee  
January 13, 2004**

## **INCREASE AVAILABLE REVENUE**

- Support the Florida Board of Governors 2004-05 Legislative Budget Request, specifically including the requested funding levels for enrollment growth, new space, major gifts, and funding for initiatives designed to meet state critical needs and enhance research, economic development and graduate education.
- Tuition increases should be used for local discretionary university board of trustees initiatives – should not be used to replace General Revenue
- Tuition “flexibility” means the authority for the local university boards of trustees to determine whether to charge block tuition, differentiate tuition among degree programs, or offer tuition incentives for night and weekend courses, and removal of the 40% cap on the Activity & Service, Health and Athletic fees.
- Authorize each board of trustees to charge a discretionary technology fee. This discretionary fee would remain with each university and be used for high demand technology access and support projects in keeping with student input. Using the transportation access fee as a model, we are proposing that this fee remain outside of Bright Futures, with the fee established and spent in a collaborative decision-making process with student leaders on each campus.
- Authorize an increase in the CITF and building fees by \$2.00 (\$1 mandatory; \$1 discretionary).
- Eliminate the requirement that universities must use the SUNCOM Network communications services allowing for less expensive solutions for these services.

## **INCREASE LOCAL CONTROL**

- Pass legislation to authorize the university boards of trustees to name university buildings for living persons.
- Streamline the bonding process for the universities - (1) Transfer authority from the State Board of Education to the university boards to approve DSO-issued bonds, and (2) eliminate legislative approval for projects which are supported by user fees (such as parking and dormitory fees) but do not require state funds for maintenance.
- Transfer the several university “glitch” issues from the 2003-04 Implementing Bill into law, including the updated version of UMIFA which conforms it to the uniform act.

## **ESTABLISH BRIGHT FUTURES VOUCHERS**

## **KEY DATES FOR 2004 SESSION**

Tuesday, 3/2 - FIRST DAY OF SESSION

Tuesday, 3/16 - FIU DAY at the Capitol

3/17 - 18 - GMCC Tallahassee Initiative

Thursday, 3/25 - BOG meets

3/31 - 4/1 - DADE DAYS in TALLAHASSEE

Thursday, 4/22 - BOG meets

Thursday, 4/29 – FIU BOT Governmental Relations Committee meets

Friday, 4/30 - LAST DAY OF (regular) SESSION

# Office of Government Relations

## FY '04 Federal Priorities Year-End Report

Total: More than \$16,000,000

### *FIU Individual Projects and FIU-Led SUS Proposal*

ISSUE	AMOUNT REQUESTED	APPRO/AUTHORIZATION	CONGRESSIONAL ACTON	FINAL
<b>HCET Base Funding*</b>	\$7 million	Energy and Water Appropriation	\$7 million earmark in House Report	\$6,958,700
HCET Base Funding	N/A	DOD Authorization	Senate Committee Report Language	Report Language
<b>CETA*</b>	\$5 million	H-Interior and Energy and Water S-Energy and Water		Not Funded
CETA	N/A	Energy Bill	CETA Amendment in Conference Report	Senate kills bill. Further consideration by Senate next year.
<b>Army Environ. Solutions*</b>	\$5 million	DOD Appropriations	\$5 million earmark in House Report \$4.5 million in Senate Report.	\$2,500,000, to be reduced by undetermined % cut.
<b>SUS Hurricane Mitigation*</b>	~\$7 million	CJS Appropriations	\$2 million earmark in House Report. \$3,750,000 in Senate Report.	\$3,727,875
SUS Hurricane Mitigation	~\$7 million	Homeland Security	House Committee Report Language	Report Language
Nutrition Center	\$1 million	Labor/HHS Appropriation		Not Funded
<b>Nutrition Center*</b>	\$485,000 per year, for 3 years		Congressional support letter	Administration. on Aging: Awarded \$460,000 per year for three years.
Nursing Center (HRSA)	\$1.2 million	Labor/HHS Appropriation		Not funded
Multi-Media Teaching Lab	\$435,000	Labor/HHS Appropriation		Not funded.
<b>Transportation University Research Center*</b>	Seeking \$1 million	Transportation/Treasury Appropriation	\$1 million earmark in House Report.	\$397,640
Everglades	\$3.5 million	Energy and Water Appropriation	Nothing	Not Funded
<b>TOTAL</b>				\$14,044,215

***SUS Proposals in Which FIU has a Role***

SUS Proposal	Lead University	Total	FIU share
Center for Intermodal Safety	FAU	\$6,958,700	~\$1,000,000
Hydrogen Research Initiative	UF	\$7,952,800	~\$250,000
Community Based Early Learning HUBS	UNF	\$497,050	TBD
Countermeasures to Biological and Chemical Threats	USF	\$7,350,000	~\$574,000
Bioterrorism Facilities	USF	\$5,000,000	TBD
		<b>TOTAL:</b>	~\$2,000,000

**Combined total for FY '04 -- Individual and SUS Proposals -- more than \$16,000,000**

**BOT approved priorities\***

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Federal FY 2005 Priorities

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees approve the University Federal Legislative Priorities for FY 2005 which are attached to this Resolution as Exhibit "G".

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**Supporting Documentation Included:**

- FY 2005 Federal Priorities

**Facilitators/Presenters:**

- Chairman Henriques

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT G**

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- FY 2005 Federal Priorities for Florida International University





## Priorities for the 2004 Legislative Session

March 2 – April 30, 2004

Draft

### **I. BASE FUNDING**

It is essential for state universities to be fully funded in 2004. The most important issue for universities in 2004 is ensuring that our base funding is not cut. The Board of Governors has requested \$38 million to fund cost-to-continue issues such as salary increases and phased-in space that began in late 2003 and must continue in 2004. The Governor has included some of the cost-to-continue issues in his 2004 budget request.

### **II. PARITY FUNDING/Faculty Salaries**

Year after year FIU students at every level receive less funding than students at other state universities. Funding parity is not only essential to provide similar basic services for students, but also to be able to compensate faculty on a competitive basis. FIU competes nationally to attract quality faculty to our campus. This challenge is aggravated by FIU's continued low level of funding. The Governor's budget provides parity for future lower level undergraduate students by providing that increased lower level enrollment be calculated at the system standard of \$7,118 per FTE. FIU urges our legislative delegation to pursue policies and funding that will ensure FIU's students are funded equitably.

### **III. ENROLLMENT GROWTH**

FIU asks the Legislature to support the Board of Governors request to fund an additional 11,496 FTEs. This requires \$82 million in funding. The Governor has requested \$50 million to fund enrollment growth. While this is a start, it must be noted that \$20 million of the Governor's enrollment growth request is funded with nonrecurring dollars.

The funding of enrollment is required to maintain access to universities especially in light of continued success in raising the high school graduation rate around the state. Additionally, in order to avoid further exacerbating the parity funding issue, it is important that the Legislature fund enrollment growth in a fair manner.

### **IV. FIXED CAPITAL OUTLAY PROJECTS**

The Board of Governors has requested \$115 million from the Public Education Capital Outlay Trust Fund for university projects. The Governor's budget funds \$107 million for universities out of PECO. In both budgets, \$5 million is allocated to FIU for building maintenance. Neither budget includes FIU's request for \$15.6 million to build a Molecular Biology building on the University Park Campus. This building would support FIU's science programs and would serve as an important step in the further development of FIU's medical education initiative. FIU's capital outlay request also

included \$8.75 million for a Social Science building that would support the College of Arts and Sciences. Funding for this building is not included in either the Board of Governors request nor the Governor's recommendation.

A tremendous shortfall in revenue collections in the PECO trust fund leaves the state facing dramatically reduced funds available for capital outlay projects. FIU urges the Legislature to pledge other available nonrecurring dollars to support university capital outlay projects.

## **V. MAJOR GIFTS MATCHING PROGRAM**

FIU asks the Legislature to support the Board of Governors request to fund \$60 million to alleviate the backlog of private gifts waiting to be matched. The Governor's budget request is for \$25 million to alleviate the backlog.

FIU is owed \$5 million in state matching funds. The Matching gifts program is a powerful incentive that FIU has been able to use to encourage large donations which enhance the universities' ability to attract recognized scholars, provide scholarships, and enable the improvement of our libraries.

## **VI. BOARD OF TRUSTEES TUITION AND FEE AUTHORITY**

The state universities welcomed the creation of strong, local Boards of Trustees. Our trustees are keenly aware of the needs and concerns of the community. For this reason, the universities request that the Legislature devolve to the local boards the authority for establishing tuition and fee policies. For example, some universities may be better suited for block fees while others may wish to charge lower tuition for night and weekend classes.

## **VII. STUDENT FEE ISSUES**

The universities request that the Boards of Trustees be authorized to establish a technology fee to meet the ever increasing reliance on technology and the expansion of distance learning. Students would pay this fee as a component of their registration fees.

FIU and the other state universities request that the Legislature increase or remove entirely the 40% cap on fees and the 5% increase limitation on the Activity and Service, Health, and Athletic Fee. These limitations unfairly limit those universities whose fees were low when the caps were put into place. The 40% cap prohibits FIU from raising its athletic fee to pay for the costs associated with our recently announced transition from NCAA Division I-AA to I-A for our two year old football team. Failing the removal or increase of the 40% cap, FIU requests that this cap be lifted for universities changing athletic competitive divisions so that we can increase our athletic fee. Any increase would be approved by a student committee.

## **VIII. ENHANCEMENT FUNDS**

The Governor's budget requests \$10 million in enhancement funds for universities that establish policies leading an increased number of degrees in the state's critical needs: nursing, teaching, engineering, and information technology. FIU requests that the Legislature support the Board of Governors request of \$33 million in enhancement funds to meet the state's critical needs. FIU's portion of this money is \$3.5 million: \$1 million for addressing the Teacher shortage, \$1 million for addressing the Nursing shortage, and \$1.5 million for Graduate studies enhancement. These funds will be a boon for FIU and all of Miami-Dade County. FIU will use these funds to further impact the quality of teaching and enhance the learning experience for the student.

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** 2004 State Legislative Priorities

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**PROPOSED BOARD ACTION**

RESOLVED that the Board of Trustees approve the University State Legislative Priorities for 2004 which are attached to this Resolution as Exhibit "H".

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**Supporting Documentation Included:**

- 2004 State Legislative Priorities

**Facilitators/Presenters:**

- Chairman Henriques

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**EXHIBIT H**

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- 2004 State Legislative Priorities for Florida International University

# Florida International University

## 2004 Government Relations Priorities

### Federal Priority Issues for FY '05 - Draft

#### I. Florida Hurricane Alliance (Continuation)

Continuing the second year of a proposed five-year effort, the Florida Hurricane Alliance, led by Florida International University, with seven additional Florida public research universities, seeks \$7.5 million in support of hurricane research. The funding will allow Alliance researchers to build upon prior findings, to develop credible data on the effectiveness of various methods and techniques for hurricane damage reduction, and to transfer the knowledge gained to policy-makers, practitioners in many fields and the community at large through programs of education and outreach.

The Florida Hurricane Alliance will have the single focused goal of reducing the cost of hurricanes to federal, state and local government, as well as to businesses and households. The work and solutions developed by the Alliance will benefit not only Florida, but also every hurricane-vulnerable community in the country and abroad. The Alliance will focus on three areas: basic and applied research, infrastructure development, and education and outreach.

Florida is the most hurricane-vulnerable state in the country. Research offers the promise of reducing potential damages, best achieved through increased multidisciplinary research and testing, vulnerability assessments, and education and outreach to build a solid foundation for policy-making, and building practices.

#### II. Hemispheric Center for Environmental Technology (Continuation)

HCET is seeking \$7 million to continue providing the Department of Energy's Office of Environmental Management invaluable assistance in meeting the goals and objectives of the largest, most complex environmental restoration program in the world. Over the past eight years of this program, HCET has amassed significant capabilities and assets that directly support the goals of the DOE EM Program. These assets, which include radiological and chemical analytical laboratories, design and fabrication tooling and equipment, as well as unique EM issue-oriented research facilities, would be cost prohibitive to duplicate at any other institution.

FIU now provides applied research, technology development and demonstration, and advanced engineering support to DOE-EM in the execution of its responsibilities to the nation as it cleans up the legacy of the nuclear weapons program. With EM's recent commitment to accelerate the program completion by 35 years, HCET's support to this program becomes significantly more critical to the EM Program's success. FIU has a demonstrated track record of providing exceptional value to the mission of the EM Program by solving real-world problems with state-of-the-art innovative technologies and methodologies.

### **III. Bio/Nano Electronic Devices and Sensors (New)**

Advancements in bio/nano devices and sensors have the potential to significantly advance our nation's electronic, health care, warfare, and environmental pollution technology base. Florida International University's (FIU's) defense endeavors in the area of bio/nano technology are well positioned to help meet these challenges. FIU is seeking \$5 million to develop innovative bio/nano electronics and sensors, with special emphasis on bio/nano electronic devices, bio/nano sensors, and novel multi-functional bio/nano materials, process and characterization.

Development of these technologies and devices will not only revolutionize the field of bio/nano-technology but will also change the landscape of high technology in Florida, particularly South Florida, making it among the most highly advanced in the nation. It will spur tremendous economic growth by creating new businesses and attracting major electronics and bio-technology companies to Florida in addition to expanding the technology base of existing companies.

### **IV. National Policy and Resource Center on Nutrition and Aging (Continuation)**

FIU's National Policy and Resource Center on Nutrition and Aging is seeking \$1 million to continue to provide technical training, policy analysis, best practices and outcomes research to Older Americans Act Nutrition Programs (a.k.a. meals-on-wheels) and to nursing homes at the local, state, regional and national levels. The Center's goals are to help older adults remain independent and at home; to demonstrate the effectiveness of congregate and home-delivered meals in reducing hospital admissions and readmission, and delaying nursing home placement; to reduce malnutrition and dehydration in nursing homes; and to reduce Medicare and Medicaid costs through better nutrition. The Center currently works closely with the US Administration on Aging (AoA) under a Cooperative Agreement and wants to expand its role with that agency.

### **V. Western Hemisphere Military Environmental and Energy Technology Information Program (Continuation)**

FIU is seeking \$5 million to augment and accelerate the existing agreement between Florida International University's Hemispheric Center for Environmental Technology (HCET) and the Department of the Army, Installations and Environment, to develop and implement Information Exchange Agreements. These agreements cover the areas of environmental sustainability, renewable energy utilization, and installations management between the U.S. military and military organizations of countries throughout the Western Hemisphere. In 2003, FIU received \$5 million to begin the program. The new funds will enable the program to include more of the countries of interest to US military needs and to develop agreements and information exchange projects for many of the countries not currently included.

## **VI. National Center for Transportation Needs of Special Populations (TRANSPO) (Continuation)**

Continuing the second year of a proposed five-year effort, the National Center for Transportation Needs of Special Populations (TRANSPO), an FIU-led center partnered with the University of Miami and FAMU, seeks \$1.5 million to support research on transportation needs of special populations. Special need populations include seniors, the physically impaired, school-age children, young drivers, immigrants, foreign visitors, and the economically disadvantaged.

These sectors of our population have special transportation needs due to their physical, physiological, language, social-economical, and cultural barriers. Recognizing the need for such a center, Congress appropriated \$400,000 in FY '04 to establish the National Center for Transportation Needs of Special Populations (TRANSPO). The center will conduct research on a wide range of topics, including emergency preparedness, transit accessibility, highway safety and design, economic development, emerging technologies, environmental justice, and urban planning, with a focus on the transportation needs of special populations. With a disproportionately high percentage of special populations, the State of Florida is a natural test bed for such research.

## **VII. Western Hemisphere Energy Cooperation (New)**

It is important that the US Government support activities to foster the development of additional energy supplies, especially oil, in countries outside of the Persian Gulf, as well as the more efficient use of energy throughout the world. The more this occurs, the less leverage the Middle East will have in world energy markets.

The Department of Energy should aggressively promote the development and transfer of technologies to Western Hemisphere nations, take steps to increase cooperation on energy issues among the nations of our Hemisphere, and make this a significant, long-term departmental priority. To that end, Congress should provide \$8 million to fund the Western Hemisphere Energy Cooperation program authorized by Sec. 965 of the Energy Policy Act of 2003, H. Rept. 108-375. This new program promotes cooperation on energy issues with Western Hemisphere countries and directs the Secretary of Energy to fund program activities, to the extent practicable, with universities such as FIU.

**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES'  
BOARD MEETING**

**4 March 2004**

**SUBJECT:** Legislative Overview

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**PROPOSED BOARD ACTION**

Information Item.  
No Action Required.

Review the Governor's budget recommendations and FIU Day at the Capitol as presented.

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**Supporting Documentation Included:**

- Governor's Proposed Budget
- Save the Date Flyer

**Facilitators/Presenters:**

- President Maidique



# **GOVERNOR' S PROPOSED BUDGET FOR UNIVERSITIES**

## **SUMMARY OF FIU ISSUES**

**1/20/04**

- No Equity Funding Provided
  - The Governor does provide parity for future lower level undergraduate students by providing that increased lower level enrollment is calculated at the system standard of \$7,118 per FTE. (Last year, FIU received \$6,489 per lower level FTE, and last year's SUS lower level FTE average was \$7,118.)
- No Reduction to University's Base Budget
- Enrollment Growth Funding of \$68M – systemwide
  - \$30M recurring + \$20M nonrecurring + \$18M from student fees
  - This is 60% of the BOG's enrollment growth request
  - No information on how this funding is distributed per institution
  - Additional enrollment may be funded from \$58M mandated tuition increase.
    - Mandatory tuition increase = 7.5% for instate undergraduate, 12.5% for everyone else – This generates \$76.1M, \$18M of which must be used to fund enrollment.
- Each university received an increase to their base budget. Included in this increase is the \$50M for enrollment growth, \$2.7M to annualize facilities operating costs (new space was not funded), \$3M for universities to spend on the increased FRS requirements.
- BOG receives an additional \$10M to allocate as incentive awards to individual university BOTs for establishing “programs, policies, and procedures which lead to increased degree production in critical needs. For 04-05 critical needs = nurses, teachers, engineers and information technology.
- BOG will allocate an additional \$20M to NEW university Centers of Excellence. This will be distributed on a competitive basis.
- \$25M provided for the matching gifts program. No information on how it will be distributed. FIU is owed \$5.1M.

Other issues:

- 1) Governor announced increases: K-12=7.1%, CC=7.6%, SUS=5.7%
- 2) FSU Medical School-\$4.3M
- 3) FAMU Law School-\$1M
- 4) Annualization of Salary/health insurance incr-\$22.7M
- 5) Alec Courtelis Facilities Matching- 0
- 6) Public Education Capital Outlay-The Governor allocated the additional \$192.9M PECO revenues that were estimated by the PECO Estimating Conference in September. Universities received an additional \$50.8M. In allocating funds to the universities, the Governor followed the second year of the 3-year PECO Request.
- 7) Tuition Policies-
  - a. Mandatory Increases- Generates \$58 M
    - i. In-state undergraduate- 7.5%
    - ii. All other- 12.5%
  - b. Discretionary Increases: 0
  - c. Block tuition for full-time students authorized at a rate of 15 credit hours
  - d. Non-degree seeking students to pay out-of-state tuition rates
  - e. Students taking greater than 110% of degree requirements to pay out-of-state tuition
  - f. Each student's tuition bill must delineate true cost of student's education by fund source and entity bearing the cost.
- 8) Administered Funds (Salary bonuses)- universities not included
- 9) Included in Economic Development part of the budget( SA 1876)
  - a. Alzheimer's- \$11M
  - b. FSU Chiropractic- \$5.4M
  - c. FSU/UF High Magnetic Field Lab- \$5.4M
- 10) Programs funded from non-recurring for 2003-04 funded for 2004-05: MPLE-\$ .7M, FI Center for Teachers \$.4M