Attending: Lauren Adamson, Mary Jane Casto, Ron Colarusso, John de Castro, Chaneta Forts, Bill Fritz, Janice Griffith, Sid Harris, Ron Henry, Charlene Hurt, Katherine Johnston, Susan Kelley, Tom Lewis, Susan Mondello, Linda Nelson, Carl Patton, Nancy Peterman, Hazel Scott, Chris Taylor, Edgar Torbert, Royce Walker

The minutes of February 5 were approved as distributed.

President’s Remarks

Dr. Patton invited a moment of silence in memory of Dr. William M. Suttles.

Dr. Patton commented on the challenging budget situation and reiterated opportunities to boost faculty and staff morale through attendance at campus events. Dr. Henry reported the only budget news was passage of the FY2003 supplemental budget without additional cuts for the University System. He added that the state budget would not be completed in time for the April meeting of the Board of Regents, which meant budgets and tuition for institutions would not be known any earlier than May 21. He cautioned that a special session of the legislature might be necessary in June in order to address tax increases. Mr. Lewis confirmed the problems with projected state revenues resulting from reluctance to increase taxes.

Fraud Awareness & Prevention

Ms. Mondello gave a presentation on fraud awareness and prevention. She called attention to control weaknesses, which facilitate fraud, such as PAFs (hire forms) signed by only one manager, payment requests approved by only one manager or by no one with direct knowledge of the transaction, and sharing of Spectrum passwords or signature authority. She emphasized the need for segregation of duties to minimize opportunities for fraud.

Dr. de Castro recommended more internal publicity about punishments exacted in fraud cases. Dr. Harris suggested taking the presentation to the college chief administrative officers for further discussion. Dr. Fritz noted unauthorized changes to student records as another form of fraud. Dr. Adamson expressed concern about signing off on a college-wide fraud-free statement. Dr. Griffith added that a statement of this type should be phrased “to best of knowledge”.

Affirmative Action Plan

Ms. Nelson presented the update of the Affirmative Action Plan including a review of definitions and methodologies. Ms. Forts pointed out there were no underutilized job groups for minorities, in part due to promotions. She characterized the workforce as stable by race and gender.

Ms. Nelson indicated electronic versions of the Affirmative Action Plan would be available soon. She commented that the budget situation had prompted more promotions rather than new hires. She also noted the downward economy had resulted in more complaints. She cited compensation issues as the main concern.
Announcement

Dr. Harris announced the top 5 ranking of the part-time MBA program by *US News & World Report*. 