

DIVISION OF COLLEGES & UNIVERSITIES

CHANCELLOR'S MEMORANDA REVIEW PROJECT

TOTAL CM'S ACTIVE AS OF JULY 1, 2001	CM'S TO BE RETAINED	CM'S TO BE RETAINED AND REVISED	CM'S TO BE RETAINED WITH EXPECTATION 2002 LEGISLATURE WILL FURTHER DEVOLVE	CM'S TO BE RESCINDED
133	26	15	17	75
	44%			56%

CHANCELLOR'S MEMORANDA

RETAINED

Academic/Student related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-C-09.00-09/97	Intern Participation Certificates	<p>PURPOSE: Provide a method for the issuance and redemption of Intern Participation Certificates in order to provide an audit trail for a cash-like item.</p> <p>REASON RECOMMENDED TO BE RETAINED: Participation certificates may be used at any of the SUS institutions.</p>

Audit/Legal related:

CM-H-01.00-08/96	Audit - Direct Support Organizations, Faculty Practice Plans, University Health Services Support Organizations, Self-Insurance Programs, and "Other" Affiliated Organizations (Shands Teaching Hospital and Clinics, Inc. (Shands), New College Foundation, Incorporated, and H. Lee Moffitt Cancer Center & Research Institute, Inc.)	<p>PURPOSE: Provide uniform policies and procedures for preparing financial statements, and submitting the annual audit report for organizations affiliated with the State University System.</p> <p>REASON RECOMMENDED TO BE RETAINED: Laws governing this are not repealed until January 7, 2003.</p>
------------------	--	---

CHANCELLOR'S MEMORANDA

RETAINED

Budget/Finance related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-06.04-07/01	Operating Budgets	PURPOSE: Provide a method of preparing, presenting, and amending budgetary data for all budgetary units within the State University System including release of funds and amendments to the initial allocation/operating budgets. REASON RECOMMENDED TO BE RETAINED: F.S. requires FBOE to approve operating budgets.
CM-D-08.00 - 08/96	Expenditure Analysis	PURPOSE: Outline the responsibilities related to preparing and presenting information regarding the expenditure of funds and the use of positions for the Educational and General budget entity. REASON RECOMMENDED TO BE RETAINED: Needed for consistency relative to the activity-based budgeting mandates.
CM-D-14.05-10/00	Financial Statements	PURPOSE: Provide a method for the preparation of annual financial statements. REASON RECOMMENDED TO BE RETAINED: Consolidated SUS Financial Statements are required by the State Comptroller.
CM-D-37.00 - 09/97	Consolidated Expenditure Report For All Budget Entities	PURPOSE: Provide directions for preparing and presenting information regarding the expenditure of funds and the use of positions from the prior year for all the budget entities for submission to the Senate Ways and Means Committee. REASON RECOMMENDED TO BE RETAINED: Maintains consistency for required consolidated reporting.
CM-D-40.00-04/00	Income Received from Research Intellectual Properties and Contracts and Grants	PURPOSE: Provide for consistent policy for purposes of auditing. REASON RECOMMENDED TO BE RETAINED: Audit issue.

CHANCELLOR'S MEMORANDA

RETAINED

IT/Data related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-01.00-08/96	Student Data Course File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each student enrolled: demographic information, academic and scholastic history, current term course work, graduate stipend data, degree program enrollment, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-02.00-08/96	Admissions File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each applicant for admission: demographic information, academic and scholastic history, admissions and registration status, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>

CHANCELLOR'S MEMORANDA

RETAINED

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-03.00-08/96	Instructional Activity File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each course section taught: course identification and level, enrollment, meeting time and location – county, campus, building, room, days and time, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-04.00-08/96	Physical Facilities Space File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes: site data - ownership, location, area, number of buildings and parking, building data – ownership, name, gross square footage, construction type, condition and age, room data - location, use, condition, area and capacity, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-05.00-08/96	State Universities Personnel/Employee Records System (SUPERS)	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each employee: FTE, salary rate, salary requirement, classification, demographic information, appointments, salary increases, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>

CHANCELLOR'S MEMORANDA

RETAINED

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-06.00-08/96	College Preparatory File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each student that testing indicates needs remediation: demographic information, academic and scholastic history, method of remediation, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-07.00-08/96	Limited Access Degree Programs File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each applicant for admission to a limited access program: demographic information, academic and scholastic history, admissions and registration status, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-08.00-08/96	Student Financial Aid File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each student who received financial aid: demographic information, aid types and amounts paid, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>

CHANCELLOR'S MEMORANDA

RETAINED

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-09.00-08/96	Teacher Education Admissions File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l), F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each student admitted to a teacher education program: demographic information, academic and scholastic history status, and provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>
CM-E-14.00 - 02/97	Control of Standard Applications and System Support Software (Regional Data Center Coordination)	<p>PURPOSE: Preserve and maintain a consistent operating environment for standard applications systems in the State University System (SUS).</p> <p>REASON RECOMMENDED TO BE RETAINED: Provides support for information required by 240.209(2)(l) by providing consistent software for accountability and reporting standard data and information.</p>
CM-E-15.00-01/99	Instruction and Research Data File	<p>PURPOSE: Provide for the establishment and maintenance of an information system to provide composite data about the universities and the system as a whole as required by 240.209(2)(l).</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 emphasizes the importance of data and accountability. This file includes for each employee involved in instruction or research: FTE, salary dollars, budget entity, state program component, demographic information and for each activity performed by these employees: type of activity, program of activity, activity FTE, contact hours and/or equivalencies. It provides data to the Education Data Warehouse and for accountability. Future impact for additional colleges/universities must be determined.</p>

CHANCELLOR'S MEMORANDA

RETAINED

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-16.00-05/00	Data Requests to the Universities	<p>PURPOSE: Provide a uniform process for requesting data and information from the universities.</p> <p>REASON RECOMMENDED TO BE RETAINED: Provides for consistent coordination of requests and responses, and single point of contact. Provides ability to respond centrally if data already collected, reducing impact on universities and time to respond. Provides an inventory of requests for information. Future impact for additional colleges/universities must be determined.</p>

Employment related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-C-02.00-07/96	Teaching Incentive Program (TIP), 1996-97; Professorial Excellence Program (PEP), 1996-97	<p>PURPOSE: Provide policies and procedures for implementing the programs.</p> <p>REASON RECOMMENDED TO BE RETAINED: Provides policy for handling salary funds that become available when a position is vacated by a person holding one of the awards.</p>
CM-G-09.00-09/00	Gender Equity Plans and Progress Reports	<p>PURPOSE: Provide policy for updating.</p> <p>REASON RECOMMENDED TO BE RETAINED: Information needed at FBOE level in a standardized format.</p>

CHANCELLOR'S MEMORANDA

RETAINED

Construction/Property related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-01.00-07/96	Certification of Outstanding Obligations for Fixed Capital Outlay (FCO) Appropriations as of June 30	PURPOSE: Provide direction to the universities for the annual certification. REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has SUS systemwide FCO accounting and budgeting authority and responsibilities.
CM-D-31.00 - 02/97	Auxiliary Facilities	PURPOSE: Establish procedures for providing operating budgets and building repair and renovation reserve reports for auxiliary facilities that have bond covenants that require Board of Regents action. REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has bonding authority and responsibilities for SUS institutions.
CM-D-33.00 - 11/96	SUS Construction Accounting	PURPOSE: Establish policies for the accountability and reporting of construction activity. REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has SUS systemwide FCO accounting and budgeting authority and responsibilities.
CM-D-36.01 - 07/00	Facility Information Used to Support Legislative Requests	PURPOSE: Provide a format and definitions for collecting physical plant data which will be used to develop a Legislative Budget Request for operating funds for new and existing facilities that support Educational and General budget entity activities. REASON RECOMMENDED TO BE RETAINED: Needed for coordinated LBR submission.

CHANCELLOR'S MEMORANDA

RETAINED

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-N-04.00 - 09/97	Development of Facility Programs	PURPOSE: Provide guidelines. REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has systemwide FCO accounting, budgeting, and project approval authority and responsibilities.

CHANCELLOR'S MEMORANDA

RETAIN AND REVISE

Academic/Student related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-C-07.00-01/99	Institutes/Centers	<p>PURPOSE: Provide a method for approving, classifying, operating, reviewing, and disbanding institutes/centers in the State University System.</p> <p>REASON RECOMMENDED TO BE RETAINED: Type I institutes/centers & related LBRs should continue to be part of coordinated budget for multi-university endeavors. Type II approvals should devolve to universities along with Type IIIs.</p>
CM-C-10.00-01/99	Development of New Degree Programs	<p>PURPOSE: Provide a consistent methodology.</p> <p>REASON RECOMMENDED TO BE RETAINED: SB 1162 p. 56 & p. 61. Revise to devolve authority to initiate programs up to & including master's programs to UBOTs, providing criteria which must be used by UBOTs in considering such programs, & providing the procedure, criteria, and format for consideration of graduate programs beyond the master's level by the FBOE.</p>
CM-G-01.00-02/97	Delores A. Auzenne Fellowship for Graduate Study (Combine all scholarship CMs into one)	<p>PURPOSE: Provide for the administration of the program (fellowships to designated minority students in under-represented disciplines).</p> <p>REASON RECOMMENDED TO BE RETAINED: Cuts across universities. Is student-centered, so need scholarship opportunities consolidated into one location.</p>
CM-G-05.00-02/97	Virgil Hawkins Fellowship Program (Combine all scholarship CMs into one)	<p>PURPOSE: Provide for the administration of the program at the Colleges of Law at the University of Florida and the Florida State University.</p> <p>REASON RECOMMENDED TO BE RETAINED: Cuts across two universities. Is student-centered, so need scholarship opportunities consolidated into one location.</p>

CHANCELLOR'S MEMORANDA

RETAIN AND REVISE

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-G-07.00-02/97	Theodore R. and Vivian M. Johnson Scholarship Program (Combine all scholarship CMs into one)	PURPOSE: Provide for the administration of the program. REASON RECOMMENDED TO BE RETAINED: Cuts across universities. Is student-centered, so need scholarship opportunities consolidated into one location.
CM-G-08.00-02/97	Minority Community College Transfer Scholarship (MCCTS) Program (Combine all scholarship CMs into one)	PURPOSE: Provide for the administration of the program. REASON RECOMMENDED TO BE RETAINED: Cuts across universities. Is student-centered, so need scholarship opportunities consolidated into one location.

Budget/Finance related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-16.01 - 10/98	Institutional Student Financial Aid	PURPOSE: Establish policy and procedures for the request, allocation, distribution, use, and reporting of institutional student financial aid funds. REASON RECOMMENDED TO BE RETAINED: Necessary until further devolution occurs.
CM-F-01.00-08/96	Direct Support Organization (DSO)	PURPOSE: Establish uniform criteria for certifying and uniform policies regarding the operation and oversight. REASON RECOMMENDED TO BE RETAINED: SB 1162 does not change the certification of DSO's, it merely allows UBOTs to "prescribe conditions." Law should be revised to devolve to UBOTs.

CHANCELLOR'S MEMORANDA

RETAIN AND REVISE

IT/Data related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-13.01-02/01	Information Resources Management	<p>PURPOSE: Establish policies and reporting requirements which promote effective and efficient use of technology in support of the State University System's information and communication needs, as required by 282, F. S.</p> <p>REASON RECOMMENDED TO BE RETAINED: Revise to remove \$1 million threshold for DCU acquisition approval. S. 282.005(9) specifies the functions of ITR are assigned to the BOR (now FBOE) as the agency responsible for the development & implementation of policy, planning, management, rulemaking, standards, & guidelines for the SUS.</p>

Construction/Property related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-N-01.02-10/99	Submittal, Review and Adoption of Campus Master Plan Amendments	<p>PURPOSE: Establish procedures.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has campus master planning authority and responsibilities.</p>

CHANCELLOR'S MEMORANDA

RETAIN AND REVISE

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-N-02.02-10/99	Submittal, Review and Adoption of Campus Master Plans	<p>PURPOSE: Establish procedures.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has campus master planning authority and responsibilities.</p>
CM-N-03.02-10/99	Public Hearings for Campus Master Plans and Plan Amendments	<p>PURPOSE: Establish procedures for advertising and conducting required public hearings prior to the adoption of campus master plans or plan amendments.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has campus master planning authority and responsibilities.</p>

Audit/Legal related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-H-02.00-08/96	Audit - Intercollegiate Athletics Department (Department)	<p>PURPOSE: Provide uniform policies and procedures to the Department for preparing financial statements, and having an audit performed on such statements.</p> <p>REASON RECOMMENDED TO BE RETAINED: Audit requirement.</p>
CM-I-01.00-01/97	Initiation of Legal Actions, Settlements, and Requests for Legal Opinions	<p>PURPOSE: Provide consistency regarding initiation of legal actions, settlements, and requests for legal opinions from the Attorney General.</p> <p>REASON RECOMMENDED TO BE RETAINED: Revise to remove Body Corporate for suing and being sued. In the transition year, retain AG opinion portion to continue the concept of protecting one university from unnecessarily exposing another university as the universities establish themselves under their devolving authority.</p>

CHANCELLOR'S MEMORANDA

RETAIN AND REVISE

General Operations related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-B-51.00-02/97	State-Federal Relations Trust Fund	PURPOSE: Establish policies on cost allocation plans and the deposit of applicable funds into the State-Federal Relations Trust Fund. REASON RECOMMENDED TO BE RETAINED: Revise to remove the reference to State-Federal Relations Trust Fund as it is now part of the General Revenue. It is still required that a SUS-wide central service cost allocation plan be submitted to the Department of Health and Human Services for approval.

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

Budget/Finance related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-09.02 - 04/00	Collegiate License Plates	<p>PURPOSE: Provide a method for remittance of revenues, expenditures, and administration of the collegiate license plate program.</p> <p>REASON RECOMMENDED TO BE RETAINED: Audit requirement. F.S. requires the FBOE to require the universities submit a plan for expenditure approval.</p>
CM-D-12.00 - 08/96	Carry Forward	<p>PURPOSE: Provide a method to carry forward unexpended operating funds at the end of the fiscal year and to request authority to spend these funds.</p> <p>REASON RECOMMENDED TO BE RETAINED: Required pursuant to s. 240.272, F.S.</p>
CM-D-13.02 - 06/01	SUS Challenge Grant Program -- Trust Fund for Major Gifts	<p>PURPOSE: Provide standard procedures for evaluating and documenting eligibility of private donations submitted for state matching funds and for processing distributions made from appropriated resources.</p> <p>REASON RECOMMENDED TO BE RETAINED: Need to retain until after CEPRI study. Hope to then be able to recommend most, if not all, responsibilities to UBOTs.</p>
CM-D-17.01-10/00	Funds Outside the State Treasury	<p>PURPOSE: Provide a method for establishing and maintaining funds outside the State Treasury.</p> <p>REASON RECOMMENDED TO BE RETAINED: Section 240.281, F.S. requires the FBOE and Executive Office of the Governor to approve funds held outside the State Treasury. Should recommend in school code re-write to move to university boards.</p>

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-27.01 - 06/97	Incentive/Efficiency Program	PURPOSE: Provide a method for administering the program. REASON RECOMMENDED TO BE RETAINED: Provides authority for some programs within the SUS pay plan. Section 240.2112 requires FBOE to authorize and implement the program.
CM-D-30.01-10/00	Auxiliary Funds - Financial Statements	PURPOSE: Provide a method for the preparation of auxiliary financial statements. REASON RECOMMENDED TO BE RETAINED: Consolidated SUS Financial Statements are required by the State Comptroller and to provide financial information by individual auxiliary cost centers.
CM-D-32.00 - 11/96	Concession Funds	PURPOSE: Provide a method for accountability, budgeting, and expenditure of Concession Funds. REASON RECOMMENDED TO BE RETAINED: Required by 240.277, F.S.

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

IT/Data related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-E-11.01-01/01	Security of Data and Information Technology Resources	<p>PURPOSE: Provide policy for assuring an adequate level of security as required by 282.318, F.S. and 282.3031</p> <p>REASON RECOMMENDED TO BE RETAINED: S. 282.005(9) and 282.3031 specify the functions of IT management are assigned to the BOR (now FBOE) as the agency responsible for the development & implementation of policy, planning, management, rulemaking, standards, & guidelines for the SUS. S. 282.318 specifies data & information security requirements.</p>
CM-E-12.00 - 02/97	Regional Data Centers (RDCs)	<p>PURPOSE: Provide policy on the use of State University System Regional Data Centers.</p> <p>REASON RECOMMENDED TO BE RETAINED: Until plans for transition to university entity can be accomplished.</p>

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

Employment related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-M-02.00 - 08/96	Executive Service Positions	PURPOSE: Provide consistent policy. REASON RECOMMENDED TO BE RETAINED: Authorizes payment of benefits.
CM-M-08.02 - 04/00	Tenure Nominations	PURPOSE: Establish procedure for reporting tenure nominations and related data. REASON RECOMMENDED TO BE RETAINED: Until can be devolved to UBOTs.
CM-M-17.00-03/99	Announcement of Position Vacancies	PURPOSE: Establish that each university will develop procedures for the announcement of position vacancies in keeping with fair employment practices. REASON RECOMMENDED TO BE RETAINED: Maintain compliance with OCR agreement.

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

Construction/Property related:

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-B-08.00-02/97	Donations of Land	<p>PURPOSE: Establish standard procedures for the acceptance of land donated to the State for use by universities.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has the leasehold interest in state lands for SUS campuses.</p>
CM-B-09.00-02/97	Property Easements	<p>PURPOSE: Establish procedures for granting easements on or across state property leased to the Board of Regents for use by the universities.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has the leasehold interest in state lands for SUS campuses.</p>
CM-B-10.00-02/97	Subleasing of State-owned Property	<p>PURPOSE: Establish guidelines and criteria for subleasing state-owned property for the purpose of constructing facilities, to outline the minimum provisions that must be included in the sublease agreement, and to define the elements that should be included in a request for proposal for lease-purchasing a facility.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has the leasehold interest in state lands for SUS campuses.</p>
CM-D-34.01 - 02/97	Capital Improvement Trust Fund Fees and Building Fees	<p>PURPOSE: Establish policy for the timely deposit and reporting.</p> <p>REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has SUS systemwide collection, accounting, and bonding authority and responsibilities related to Capital Improvement Building Fee Funds.</p>

CHANCELLOR'S MEMORANDA

**RETAINED WITH EXPECTATION
2002 LEGISLATURE
WILL FURTHER DEVOLVE**

CM NUMBER	CM TITLE	PURPOSE/REASON RECOMMENDED TO BE RETAINED
CM-D-38.00-09/97	Capital Outlay Implementation Plans (COIPs), Budget Releases, and Encumbrance Authorizations	PURPOSE: Provide guidelines and procedures for establishing and revising individual fixed capital outlay project budgets, for the release of budget, and for encumbrance authorizations. REASON RECOMMENDED TO BE RETAINED: As successor to the BOR, the FBOE has SUS systemwide FCO accounting and budgeting authority and responsibilities.

CHANCELLOR'S MEMORANDA**RESCIND****Academic/Student related:**

CM NUMBER	CM TITLE	PURPOSE
CM-C-04.00-02/97	Florida Engineering Education Delivery System (FEEDS)	Provide direction for the statewide operation of this program.
CM-C-05.00-01/97	Intercollegiate Athletics)	Provide policies for monitoring the academic progress of student athletes and the inventories of intercollegiate athletics programs.
CM-C-08.00-05/97	Coordination of Distance Learning Instructional Delivery Between Community Colleges and State Universities	Provide a procedure for systematic notification and coordination.
CM-C-13.00-03/99	State University System Student Assessment of Instruction	Provide policy and procedures.
CM-C-14.00-6/99	University Intercollegiate Athletics Request for Authorization to Implement a New Sport, or to Plan or Implement a Change in the Level of Competition of an Existing Sport; Notification of Intent to Discontinue an Existing Sport	Establish guidelines.
CM-C-16.00-05/00	Granting Exceptions to Repeat Course Charges	Provide authority for universities to develop and implement procedures to consider petitions from students who wish to appeal the repeat course charge.
CM-D-02.00-10/96	Establishment of Educational Research Centers for Child Development	Provide guidelines for establishing the amount of funds available each year and service fee charges.
CM-D-10.01 - 05/97	Housing Rental Rates	Establish policies and procedures to follow when submitting (1) annual information regarding housing rental revenue and (2) request for increasing housing rental rates.

CHANCELLOR'S MEMORANDA**RESCIND**

CM NUMBER	CM TITLE	PURPOSE
CM-D-24.00 - 10/96	Activity & Service, Athletic, and Health Fees	Establish policies and procedures for submitting requests to the Board of Regents for increases in fees.
CM-F-03.00-03/97	Honorary Degrees	Provide for the approval.
CM-F-04.00-03/99	Naming University Colleges and Schools	Establish procedures.
CM-K-01.00-08/96	Human Immunodeficiency Virus (HIV) / Acquired Immune Deficiency Syndrome (AIDS) Policy	Provide for HIV/AIDS education, information, and counseling programs at each state university.
CM-K-02.01-03/00	State University System (SUS) Immunization Policy; Requirements for Matriculation or Registration	Define what constitutes acceptable, documented proof of immunity to measles and rubella.
CM-K-03.01-04/00	Mandatory Health Insurance for International Students and Exchange Visitors	Define what constitutes adequate medical insurance coverage for illness or accidental injury for international students and exchange visitors.
CM-K-05.02-07/99	Community Hospital Education Program (CHEP)	Specify administrative procedures.
CM-K-07.01-08/99	Faculty Practice Plans	Provide uniform procedures for operation and oversight.

CHANCELLOR'S MEMORANDA**RESCIND****Budget/Finance related:**

CM NUMBER	CM TITLE	PURPOSE
CM-B-11.00-06/98	Purchasing Rules	Establish guidelines for the acquisition of commodities, goods, equipment, contractual services and leases of personal property.
CM-D-03.00-08/96	Other Revenues/Student Fee Revenue	Provide procedures for allocating and adjusting revenues subject to deposit in the Student and Other Fees Trust Funds.
CM-D-04.00 - 08/96	Indirect Costs on Contracts with State Agencies	Outline policies regarding the standardization of assessment of a charge for indirect costs on contracts with state agencies.
CM-D-05.00 - 08/96	E&G Support of Non-E&G Operations	Provide methods to ensure that institutional support services are adequate and that Non-E&G entities, such as auxiliaries and local funds, are charged for E&G support services (e.g., financial accounting, purchasing, personnel, utilities, plant maintenance, and other similar support activities).
CM-D-07.01 - 06/99	Material and Supply Fees	Provide policies and procedures for the assessment of material and supply fees.
CM-D-11.00 - 08/96	Alternative Fee Schedule	Establish a date for the submission of a request to the Board of Regents for approval to implement an alternative matriculation and non-resident tuition fee schedule.
CM-D-15.01-02/99	Division of Sponsored Research - Exemptions from General Accounting and Purchasing Procedures	Provide standard procedures for the administration, including execution, processing, purchasing, and payment, of certain contracts related to research projects.
CM-D-21.00-11/96	Restoration of Refunds	Provide a standard procedure for obtaining the annual Letter of Authorization for processing of refunds.
CM-D-23.00 - 10/96	Intercollegiate Athletics Operations	Provide policies regarding the fiscal operation.
CM-D-25.01- 10/00	Capitalization of Computer Software	Provide a policy for the capitalization and accountability of computer software in accordance with AICPA Technical Practice Aids, Paragraph 5240.09.

CHANCELLOR'S MEMORANDA**RESCIND**

CM NUMBER	CM TITLE	PURPOSE
CM-D-26.01-10/00	Reconciliation Procedures	Provide a policy for the reconciliation of Florida Accounting Information Resource (FLAIR) sub-system records.
CM-D-28.00 - 11/96	Fee Assessment and Remittance	Provide clarification of the intent of Rule 6C-7.002(6).
CM-D-29.01-10/00	Check Cashing Service	Provide policy for a check cashing service.
CM-D-41.00 - 04/00	Acceptance of Gifts, Donations, or Contributions	Establish uniform criteria for the acceptance of gifts, donations, or contributions.
CM-D-42.00 - 01/01	Transportation Access Fee	Provide a method for assessing.
CM-K-06.00-08/96	University Health Services Support Organizations	Provide procedures for operation.

Employment related:

CM NUMBER	CM TITLE	PURPOSE
CM-C-01.01-01/99	Faculty Awards for Excellence in Undergraduate Teaching and Advising	Provide policies and procedures for implementing and reporting to the Board of Regents.
CM-C-03.00-03/99	Oral English Proficiency for Classroom Instruction	Provide score guidelines for the Test of Spoken English (TSE) when used in the determination of Oral English Proficiency of Faculty and Graduate Students involved in classroom instruction.
CM-J-01.00-12/96	Lobbying by State Employees	Define lobbying by State employees, registration, and duties and responsibilities.
CM-M-03.00-08/96	Perquisites/Sale of Goods and Services for Presidents – Approval by Chancellor	Provide guidance for requesting approval.

CHANCELLOR'S MEMORANDA**RESCIND**

CM NUMBER	CM TITLE	PURPOSE
CM-M-04.01-08/99	Presidents - Outside Compensated Activities	Provide guidance for requesting approval.
CM-M-05.00 - 08/96	Transfer of a University President or an Academic Administrator to a Faculty or A&P Position	Provide policy for such transfers.
CM-M-07.00-08/96	Purchase of Service Credit for Retirement	Establish policy for purchase of service credit for post-retirement employment and out-of-state employment.
CM-M-09.00-08/96	Notice When Considering Outsourcing	Provide for notice to Chancellor if it may result in layoff.
CM-M-13.02-08/99	Phased Retirement Program Agreement (Incorporate form as Appendix BOR/UFF CBA)	Establish a uniform participation agreement.
CM-M-14.00-12/97	Optional Retirement Program Policy (FBOE/Div. staff marketing and ed)	Set policy and provide guidelines for approved companies in marketing Optional Retirement Program (ORP) products.
CM-M-15-08-06/01	Annual Salary Increases for Fiscal Year 2001-2002 (Expires at end of FY)	Provide supplemental guidelines to the official source documents for determining Fiscal Year 2001-2002 annual salary increases.
CM-M-16.00-12/97	Common Employment Contract Dates	Provide faculty academic employment contract dates.
CM-M-18.00-03/00	University Closings	Provide guidance for university closings.

CHANCELLOR'S MEMORANDA

RESCIND

Construction/Property related:

CM NUMBER	CM TITLE	PURPOSE
CM-B-01.01-02/99	Contracts and Agreements	Establish consistent procedures for the preparation and processing of contracts that exceed \$1,000,000 and require Board of Regents approval and/or execution by the Chancellor.
CM-B-02.00-02/97	Fire Safety in Student Housing Facilities	Establish a uniform, systemwide program.
CM-B-03.00-02/97	Use of Fireworks on University Properties	Establish policies on the use of fireworks and other incendiary materials.
CM-B-04.01-02/99	Systemwide Contracts and Cooperative Agreements	Provide policies and guidelines for establishing and monitoring systemwide and cooperative contracts and agreements.
CM-B-05.00-02/97	Florida Government Safety Awareness Initiative	Provide policies and guidelines for developing, implementing and managing cost effective loss-control programs to reduce the State's Workers' Compensation costs.
CM-D-39.00-03/99	Fixed Capital Outlay Project Furnishings and Equipment Budget Development and Release of Funds	Establish guidelines for development of budgets and for the release of funds appropriated for this purpose.
CM-N-05.01-01/99	Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid	Provide procedures.
CM-N-06.03-09/99	Architect/Engineer Selection Process	Provide guidelines.
CM-N-07.01-02/99	Construction Manager Selection Process	Provide guidelines.
CM-N-08.01-01/99	Administration of Construction Manager Agreements	Establish procedures including negotiation, contracting, and payments.
CM-N-09.01-01/99	Administration of Architect/Engineer Agreements	Establish procedures including negotiation, contracting, and payments, additional service authorizations and amendments.

CHANCELLOR'S MEMORANDA**RESCIND**

CM NUMBER	CM TITLE	PURPOSE
CM-N-10.01-01/99	Architect/Engineer Evaluations	Establish procedures while under contract for a construction project.
CM-N-11.01-03/99	Establishment of Construction Contract Time and Liquidated Damages	Provide guidelines for establishing a reasonable construction contract time and for determining liquidated damages for failure to complete a construction project on time.
CM-N-12.01-02/99	Receipt and Opening of Construction Bid Proposals	Provide a bidding process method for all construction projects which are separately funded and for which a separate Capital Outlay Implementation Plan has been established.
CM-N-13.02-09/99	Construction Project Administration and Award of Construction Contracts	Establish procedures.
CM-N-15.01-01/99	Construction Change Orders and Construction Change Directives	Establish guidelines.
CM-N-16.02-02/00	Roof Systems for University Facilities	Provide guidelines for the selection, design, installation, repair and maintenance of roofs for all facilities.
CM-N-17.02-03/00	Asbestos Management in University Facilities	Provide guidelines.
CM-N-18.00-09/97	Fire Safety Corrective Action Plans	Provide guidelines for plans and correction of fire code deficiencies.
CM-N-19.00-09/97	Plan Review and Approval by State Fire Marshal	Provide procedures for transmitting plans and specifications for projects to the State Fire Marshal for review and approval and for paying the State Fire Marshal's review fees.
CM-N-20.00-09/97	Procedures for Administering Unbonded Construction Projects	Establish guidelines.
CM-N-21.00-07/98	Art in State Buildings Program	Establish guidelines for the administration of the program.

CHANCELLOR'S MEMORANDA

RESCIND

CM NUMBER	CM TITLE	PURPOSE
CM-N-22.00-12/00	Building Code Administration	Establish guidelines for the enforcement of the minimum building codes and standards during construction.
CM-N-23.00-02/01	Design-Build Services Selection Process	Establish procedures for selection of a design-build entity to provide design and construction services for selected State University System projects.

Audit/Legal related:

CM NUMBER	CM TITLE	PURPOSE
CM-H-03.01-10/98	Policy Against Fraudulent or Other Dishonest Acts	Establish policy.
CM-H-04.00-04/97	Procurement of Audit or Audit-Related Services	Provide requirements.
CM-I-02.00-09/97	Legal Support Services for the State University System (SUS) Construction Program	Provide consistency.

CHANCELLOR'S MEMORANDA

RESCIND

General Operations related:

CM NUMBER	CM TITLE	PURPOSE
CM-B-52.00-05/97	State University System Courier System	Establish policy.
CM-F-02.00-03/97	Submission of Agenda Items for Board of Regents Meetings (Adopt FBOE procedures)	Provide for timely submission.
CM-K-08.00-08/96	Self-Insurance Program	Establish uniform policies regarding the operation and oversight of constituent units of the Self-Insurance Program.