

**MINUTES OF THE BOARD OF TRUSTEES OF
STATE INSTITUTIONS OF HIGHER LEARNING**

August 8, 2016

BE IT REMEMBERED, That the Mississippi Board of Trustees of State Institutions of Higher Learning of the State of Mississippi met in a special called teleconference meeting held at the Board Office in Jackson, Mississippi, at 10:00 a.m. At the above-named place there were present the following members to with: Dr. Douglas Rouse (by phone), Mr. C.D. Smith (by phone), Dr. Walt Starr (by phone), Mr. Tom Duff, (by phone), Dr. Ford Dye (by phone), Mr. Chip Morgan (by phone), Mr. Shane Hooper (by phone), Dr. Alfred McNair (by phone), Mr. Alan Perry (by phone) and Ms. Christy Pickering (by phone). The meeting was called to order by Dr. Douglas Rouse, President.

In accordance with Miss. Code Ann., §25-41-1, as amended, all votes taken during this teleconference meeting were recorded by name in a roll-call. The teleconference meeting was held to discuss a financial matter and a prospective real estate transaction at one of the public universities.

FINANCE AGENDA

Presented by Trustee Dr. Douglas Rouse

On motion by Dr. Alfred McNair, seconded by Mr. C.D. Smith, with Trustee Cummins absent and not voting, all Trustees legally present and participating voted unanimously to approve agenda item #1 as submitted on the Finance Agenda.

1. **JSU**– Approved request to enter into an aviation charter service agreement with Gavin Travel Agency to arrange charter flights to Las Vegas, Nevada for the football team and the band to attend the first football game of the 2016 season versus the University of Nevada at Las Vegas (UNLV). Additionally, JSU request the Board’s approval of a waiver to allow advanced payment, pursuant to IHL policy 707.03 *Approval of Prepayment for Good or Services*, in accordance with the terms of the agreement. The purpose of this contract is to appoint Gavin Travel Agency as the authorized agent (broker) for JSU to arrange charter flights for JSU’s football team and band to attend the 2016 football game versus UNLV in Las Vegas, Nevada. Gavin Travel Agency will be responsible for acting as JSU’s (Client’s) agent in arranging flights through an air carrier chosen by the Agency. Gavin Travel Agency will not operate the flights which Client authorizes Gavin Travel Agency to book on their behalf. The Carriers have sole responsibility, liability and control of all aspects of the aircraft charter services provided to Client, including without limitation, aircraft availability and pricing, the commencement and termination of scheduled flights, the operation, regulation condition and safety of the flight, passengers, baggage and cargo and other people and events associated with air travel, such as crew performance and catering services. JSU will be responsible for providing scheduled payments, advanced payment information, and advanced passenger information that may be required by the Transportation Security Administration’s Secure Flight program. Also, JSU agrees to abide by the terms and conditions of the Air Carrier’s contract. The contract shall commence on the date of execution August 8th, 2016. The length of the contract coincides with the dates of the flight being contracted. The departure flight date August 30, 2016, and the return flight date is September 1, 2016. The total cost of the contract is \$368,900, which will be due upon execution of the contract. Costs associated with Federal Excise Tax, Segment fees, Passenger Facility Charges, and standard beverage services are included in the cost of the contract. Additional fees and costs may be assessed under the agreement which include unanticipated fees associated with passenger screening, tax charge increases, and optional skycap

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service. The agreement also allows for a fuel price surcharge if the cost of actual fuel prices incurred for a charter flight is greater than the base fuel charge allowed for this agreement which is \$2 per gallon. This contract will be funded with Auxiliary Funds.

ADJOURNMENT

There being no further business to come before the Board, on motion by Mr. C.D. Smith, seconded by Ms. Christy Pickering, with Trustee Cummins absent and not voting, all Trustees legally present and participating voted unanimously to adjourn the meeting.



President, Board of Trustees of State Institutions of Higher Learning



Commissioner, Board of Trustees of State Institutions of Higher Learning