ACTION ITEM:
Approval of SGA Carryforward Funds

PRESENTED BY

Interim VP Richard Schweigert

Florida Agricultural and Mechanical University
Approval of SGA Carryforward Funds

Rationale:
Additional Budget Authority is requested in the following budget entity: Fund 117 Student Activities - Florida Statutes 1009.24(10)(b) states: “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.” The amount of unexpended funds for fiscal year 2018-2019 is $300,000 and additional budget authority is being requested for this amount.

Recommendation:
It is recommended that the Board of Trustees approve the SGA Carryforward Funds which has the effect of an amendment to the FY 2019-2020 Operating Budget.
ACTION ITEM:
Approval of Amphitheater Funding

PRESENTED BY

Interim VP Richard Schweigert

Florida Agricultural and Mechanical University
Approval of Amphitheater Funding

Rationale:
The FY 2019-2020 operating budget approved by the Board of Trustees on August 16, 2019 is amended as follows:

**Fund 601 Housing Repair and Renovation** - After reviewing the current renovation of the amphitheater, we are requesting additional budget authority in the amount of $910,000. These funds will be used for the additional work required to complete the project and storm-water and drainage issues.

**Fund 603 Auxiliary Parking Services Repair and Renovation** - After reviewing the current renovation of the amphitheater, we are requesting additional budget in an amount up to $810,000. These funds will be used for the additional work required to complete the project and storm-water and drainage issues.

Total: $1,720,000

Recommendation:
It is recommended that the Board of Trustees approve the Amphitheater funding which in effect is an amendment to the FY 2019-20 Operating Budget.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2017</td>
<td>Funding received for the Demo Project</td>
</tr>
<tr>
<td>September 2018</td>
<td>Decision to proceed with Demo Project</td>
</tr>
<tr>
<td>May 2019</td>
<td>Decision to proceed with Amphitheater Project</td>
</tr>
<tr>
<td>June 2019</td>
<td>Partial funding received for Amphitheater Project</td>
</tr>
<tr>
<td>August 2019</td>
<td>Additional funding received for Amphitheater Project</td>
</tr>
</tbody>
</table>

*as of 11-6-19*
## Demolition of the Pentaplex and Amphitheater Project Cost

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Construction Cost</th>
<th>Environmental/Design Fees</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo of Pentaplex (Continuing Services Agreement)</td>
<td>$963,818.03</td>
<td></td>
<td>CITF</td>
</tr>
<tr>
<td>Demo of Pentaplex (Continuing Services Agreement)</td>
<td>$192,979.60</td>
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<td>CITF</td>
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<tr>
<td>Demo of Pentaplex (Continuing Services Agreement)</td>
<td>$55,221.86</td>
<td></td>
<td>PECO</td>
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<tr>
<td>Demo of Pentaplex (Continuing Services Agreement)</td>
<td>$338,540.00</td>
<td>$5,950.00</td>
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<tr>
<td>Demo of Pentaplex (Continuing Services Agreement)</td>
<td>$20,600.00</td>
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<td>Student Housing</td>
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<tr>
<td><strong>Sub-Total Demo of Pentaplex</strong></td>
<td>$1,550,559.49</td>
<td>$26,550.00</td>
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<tr>
<td>Site/Utilities Improvements (Continuing Services Agreement)</td>
<td>$455,221.86</td>
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<td>CITF</td>
</tr>
<tr>
<td><strong>Sub-Total Site/Utilities Improvements Total</strong></td>
<td>$455,221.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$113,665.00</td>
<td></td>
<td>Student Housing Repair and Renovations-Pending Approval</td>
</tr>
<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$910,000.00</td>
<td></td>
<td>Parking Repair and Renovations-Pending Approval</td>
</tr>
<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$390,000.00</td>
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<td>Parking</td>
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<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$140,000.00</td>
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<td>Student Housing</td>
</tr>
<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$140,000.00</td>
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<td>Parking Repair and Renovations-Pending Approval</td>
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<tr>
<td>Amphitheater Construction and Design (Continuing Services Agreement)</td>
<td>$420,000.00</td>
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<tr>
<td><strong>Sub-Total Amphitheater Construction and Design</strong></td>
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<td>$113,665.00</td>
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</tr>
<tr>
<td><strong>Grand Total for Demolition of Pentaplex and Amphitheater Project</strong></td>
<td>$4,005,781.35</td>
<td>$140,215.00</td>
<td></td>
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</tbody>
</table>
ACTION ITEM:
Approval of Additional Capital to Complete 700 - Bed Residence Hall

PRESENTED BY
Interim VP Richard Schweigert
Florida Agricultural and Mechanical University
Project Background

• The original project cost was underestimated by approximately 12%.
  - The Central Energy Plant was not adequately funded in the original project GMP ($1M deficit)
  - IT cost for the residence hall and dining underestimated ($1M deficit)
  - Dining hub exterior underestimated ($3M deficit)
  - Dining hub interior underestimated ($2M deficit)

• The high volume of construction currently underway in Tallahassee has adversely affected construction cost.
Original Project Cost Were Underestimated:
Construct Two Construction Managers, Inc. (DBA as CTG, Student Housing LLC) presented a 60% Early Release Guaranteed Maximum Price (GMP) Proposal for the 700-Bed Student Housing and Dining Hub Shell so the university could meet the deadline to close on the HBCU Loan financing.

Typically Guaranteed Maximum Prices (GMP) are submitted at 100% Construction Documents.

- **Central Energy Plant was not included in the original GMP**
  - At the time of Development Agreement execution, the CEP was a project alternate and drawings were not completed at the time of the 60% GMP.

- **Information Technology**
  - At the time of Development Agreement execution, the Furniture and Fixed Equipment (FF&E) and IT were not designed.
  - A budget of $500k was set for Residence Hall IT. The current estimated cost for housing IT is $1.2 million.
High Volume of Construction Projects in Tallahassee:

- According to Tallahassee/Leon County Office of Economic Vitality, over 120 major construction projects are underway in the Tallahassee area (Cascades Park Projects, and numerous hotel and residential/commercial development projects).
- The bid openings for the dining hub occurred in October 2019. For some of the bid categories, there was either a no bid or a single bid.
- The escalated schedule required for the dining hub to be completed in early September of 2020 resulted in increased bid prices from contractors.
  - Dining Hub shell was originally estimated at $1.57M (received bids totaling $4.56M)
  - Dining Hub interior received bids totaling $3.77M (not in the original $60M GMP and HBCU Loan)
Additional Funding Requested

- It is estimated that an additional $7M is needed to complete the project.

$1.0M – Deficit for Central Energy Plant
$1.0M – Deficit for IT
$3.0M – Deficit for Dining Hub Shell
$2.0M – Deficit for Dining Hub Interior

$7.0M – Total Project Deficit

*as of 11-12-19
ACTION ITEM:
Approval of Resolution Updating the University’s Signatories
PRESENTED BY

Interim VP Richard Schweigert
Florida Agricultural and Mechanical University
Rationale:
Section 1011.42(7), Florida Statutes and University Regulation 1.021 require the Board of Trustees to designate on its records the legal names and position titles of any employees authorized to sign checks to pay the legal obligations of the University. It is in the best interest of the University that the University President, its interim and permanent Chief Financial Officer, and its Assistant Vice President and Controller be authorized signatories on checks issued to pay the just obligations of the University and that such checks be signed by the University President and at least one other of the authorized signatories.

Recommendation:
Resolve that the University President, Larry Robinson; its Interim Chief Financial Officer, Richard Schweigert whose term shall expire January 1, 2020; its Chief Financial Officer, Alan Robertson whose term shall begin January 2, 2020, and its Assistant Vice President and Controller, Tonya Jackson be authorized signatories on checks issued to pay the just obligations of the University and that such checks be signed by the University President and at least one other of the authorized signatories.
ACTION ITEM:
Approval of Oracle Contract
PRESENTED BY
VP Bill Hudson, Jr.
Florida Agricultural and Mechanical University
Oracle Student Financial Planning

- **Financial planning**
  - Provides real-time visibility into a student's entire program

- **ISIR Processing**
  - Speeds time-to-aid eligibility

- **Award/Package**
  - Increases responsible student borrowing

- **Disbursement**
  - Reduces time to disbursement

- **Operational Efficiency**
  - Improves R2T4 refunds

- **Comprehensive Fund Management**
  - Optimizes public/private funding sources mix to reduce student debt

- **Branded Self-Service Application**
  - Provides a simple checklist for students — send alerts for deadlines and discrepancies

- **SaaS Cloud Product**
ACTION ITEM:
Approval of Student Fee Committee Recommendations

PRESENTED BY

VP Bill Hudson, Jr.

Florida Agricultural and Mechanical University
Approval of Student Fee Committee Recommendations

Rationale:
The University Student Fee Committee held a meeting on October 22, 2019 to discuss the student fee allocations. It was determined that there would not be any fee increases for the 2019/2020 academic year. However, the committee did discuss reallocating the current mix of fees to have more go towards the Athletics fee.

The next meeting occurred on November 1, 2019, the University’s Fee Committee unanimously voted to reallocate $3.00 per credit hour of the current Technology Fee to the Athletic Fee. This reallocation will not result in an increase of fees to students and is compliant with statutory requirements. The committee consists of students, faculty, and staff.

Recommendation:
It is recommended that the Florida A&M University Board of Trustees approve the reallocation of $3.00 per credit hour of the current Technology Fee to the Athletic Fee for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governors Regulation Development Procedure. The reallocation will be evaluated semi-annually to assess financial need and impact. Further, the reallocation of these fees shall be limited to the end of Fiscal Year 2021/2022.
Information Item:
Vice President of Finance and Administration Report

PRESENTED BY

VP Richard Schweigert

Florida Agricultural and Mechanical University
Vice President for Finance and Administration’s Report

Richard Schweigert
Vice President and CFO
Current Issues

Review of BOG Senate Bill 190 Presentation

Quarterly Budget Reviews

FAMU Service Excellence

Succession Planning Update

Policy Review

Project Updates- University Construction/ Operations
  • CASS Project Update
  • 700-Bed Housing Project

Budget Process Update
Senate Bill 190 Statute Update

- Senate Bill (SB) 19-190 updated several areas of statutes related to Higher Education
  - Auditor General – directed to now audit the financials of the Florida State College system
  - Board of Governors Trustee Training – requires the BOG to increase training for Trustees that address a broad area of issues.
  - 2 + 2 programs
  - Excess hours
  - Bright Futures
  - Carry-Forward plans.

- Florida Gulf Coast University shared a PowerPoint that has specific language changes/updates in each area of the statutes listed above. We have handouts of the presentation available upon request.
In conjunction with the Provost, the Vice President of Finance and Administration, and the Director of Budgets has developed a quarterly budget review process.

Using accounting data, the University can now provide quarterly expenditure reports to all operating units.

Implementation has begun within Finance and Administration for all divisions with Q1 reviews complete and Q2 updates/reviews coming January 2020.

Further expansion into other academic and student services areas will follow after the SBI trial.
Division of Finance and Administration

- Operational Effectiveness and Efficiency
  - Service Excellence Surveys conducted by Finance and Administration Units
  - Information assessed for operational performance, service excellence and opportunities for improvement
  - Reformatting data acquisition for future surveying of University constituents
  - Conducted Diversity and Inclusion Survey – November 2019
  - Survey site to be established within Finance and Administration website
Since last Board of Trustee’s meeting, the Division of Finance and Administration has implemented succession plans for all AVP’s within the division.

Process extended to include faculty administrators beginning with:
- Deans, Assistant Vice Presidents, Associate Provosts

Such planning resulted in the identification and need to restructure 4 of the 5 units reporting to the CFO

Plans addressed the following:
- Replacement Planning
- Succession Planning
- Leadership Transition

Goal is to now ensure cross-training occurs and future leadership development is top of mind for all AVP’s.
General Counsel Wallace charged with updating all Board of Trustee policies

Working group being assembled to help

Work group of 20 to 30 members will meet monthly. Here's how it will work:

- 3 to 5 members of the work group will review 5-6 policies per month.
- They will have 30 days – until the next meeting – to make revisions and edits.
- Large working group will review and accept/reject the work of the smaller group.
- If accepted, the policy will be sent out to end-users for review – 30 days.
- Board will readopted updated policy.
- Staff member will be assigned to ensure all policies are reviewed and updated every three years.
CASS Project

Status:
■ Structural steel installation is approximately 95% complete with elevated slabs approximately 90% complete.
■ Exterior framing for the North side of the building has started and 75% complete.
■ Roof trusses and decking are set on the North and South section of the building.
■ The center section 1st floor slab on grade has been completed.
■ The projected completion of the project is August 2020.
Revamping the University Budget Council

- There is a need to add more senior level managers.
  - Budget Council will recommend changes to senior managers/Board.
- Budget Council will need to craft a budget that reflects investment in strategic areas of the Board and the Board of Governors.
- Increasing funding in key investment areas is vital for the University to improve performance around require BOG metrics.

Calendar moving forward:
- In March the University Budget Office will review budgets and present information to the Board in the Budget Workshop.
- In-depth details of how the process works to be highlighted at the March Budget Workshop.
- 5% hold exercise will continue.
INFORMATION ITEM:
Housing Facilities Update and Tour

PRESENTED BY
Housing Director Dr. Jennifer Wilder

Florida Agricultural and Mechanical University
## Housing Facilities Update Items

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>ESTIMATED TIMELINE</th>
<th>STATUS (11-15-19)</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track repair cost by building</td>
<td>Monthly</td>
<td>Ongoing</td>
<td>Dr. Wilder</td>
</tr>
<tr>
<td>Housing</td>
<td>November 18, 2019</td>
<td>Housing Portal opened for applications for 2020-2021</td>
<td>Dr. Wilder</td>
</tr>
<tr>
<td>Fundraising Strategy</td>
<td>Ongoing</td>
<td>Giving campaign advertised at Home football games</td>
<td>Dr. Wilder and Housing staff</td>
</tr>
<tr>
<td>Monthly facility meeting</td>
<td>Monthly</td>
<td>Ongoing</td>
<td>Housing Staff</td>
</tr>
</tbody>
</table>
Thank you

“At FAMU, Great Things Are Happening Every Day.”

established 1887