

# Florida Agricultural and Mechanical University Board of Trustees



## Budget, Finance and Facilities Committee Minutes Trustee

Kimberly Moore, Chair

Tuesday, November 20, 2018

### MINUTES

**Committee Members Present:** Chair Kimberly Moore, Trustee Mathew Carter, Trustee Kelvin Lawson, Trustee Craig Reed, Trustee Mills, Trustee Perry

#### Call to Order / Roll Call

Chair Moore called the meeting to order. Mrs. Turner called the roll. A quorum was present.

### CONSENT ITEMS

#### Approval of Minutes – June 6, 2018

There were no revisions to the minutes.

*The motion to approve the consent item, June minutes, was carried.*

#### Approval of Minutes – August 9, 2018

There were no revisions to the minutes.

*The motion to approve the consent item, August minutes, was carried.*

### ACTION ITEMS

#### Approval of Campus Master Plan

AVP Kapileshwari stated that the Board of Governors requires each university to submit a fixed capital outlay legislative budget request and an updated five-year Capital Improvement Plan (CIP). The CIP is a rolling five-year outlook for the Public Education Capital Outlay (PECO) eligible projects for Education and General (E&G) use. An extension of the plan was granted due to administration changes. The Center for Access and Student Success (CASS) building and the housing development project were added to the masterplan. The ten-year full update of the masterplan, all 18 elements, is due in 2020.

*The motion to approve this agenda item was moved by Trustee Perry and seconded by Trustee Reed. The motion carried.*

#### Approval of Continuing Services Vendors

AVP Kapileshwari stated that for all projects that are no more than \$2 million, a selection process is done that includes past experience, past performance, design ability, and minority participation. The current continuing services contract is set to expire in December. The selection committee has reviewed all of the proposals that have been received. There were five firms selected for architecture and engineering, mechanical, electrical, and plumbing services, and construction management and civil engineering. Two firms were selected for

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environmental health and safety consulting, with one firm selected for landscaping services and structural engineering. The terms for the contracts are for one year with a possibility of two one-year extensions.

*The motion to approve this agenda item was moved by Trustee Lawson and seconded by Trustee Perry. The motion carried.*

### **Approval of University's Carryforward Spending Plan**

Director Mathis stated that as of August 21 the carryforward balance was \$34,200,000. There is a restricted contractual obligation section that includes the 5% statutory reserve, 5% reserve required by the BOT. There are also restricted appropriations that are world-class and the professional graduate program, they are separate because the funds can only be spent for those particular programs. Dollars went towards financial aid, compliance programs, audit programs, campus security, and student retention and enrollment efforts library resources, infrastructure and renovations due to Hurricane Michael, utilities, and IT. After funding the various programs this leaves the university with a zero balance. Faculty research and startup funding do not use carry forward funds, they are funded through world-class dollars.

#### Question re: Approval of University's Carryforward Spending Plan

- Trustee Mills: Were we able to make any adjustments relative to student services and specifically using any of the funds toward mental health efforts?

*Response: Director Mathis stated that it is included in the student services budget.*

*The motion to approve this agenda item was moved by Trustee Mills and seconded by Trustee Lawson. The motion carried.*

### **Approval of Student Government Carryforward Funds**

Director Mathis stated that the student government carry forward fund is required by statute each year, any unspent funds must be carried forward to the next year. The BOT gives budget authority. There is \$328,000 remaining. The student senate will meet, organizations will come forth with plans, and the plans will be approved or disapproved. The total plan for the dollars will be submitted to VP Hudson for his approval, then submitted to Dr. Robinson for his approval or veto.

#### Questions re: Approval of Student Government Carry Forward Funds

- Trustee Lawson: What is the history of what the carryforward fund has looked like for SGA?  
*Response: Director Mathis stated that the carryforward funding amount is small compared to the previous years.*
- Trustee Mills: Were we able to get an idea as to what SGA is going to spend the carryforward funds on?

*Response: VP Ford stated that the process is consistent with the bylaws and that they will have a budget, there isn't one available at the moment. They normally get approval first then they go to the different organizations and let them know the balances that are remaining. VP Hudson added that the student allocates the funds to the student organizations. The organizations come to the student senate to request the funds. The process is consistent across the SUS.*

*The motion to approve this agenda item was moved by Trustee Reed and seconded by Trustee Lawson. The motion carried. (Trustee Mills abstained from the vote.)*

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**Approval for Payment of FAMU DRS Roof Repairs.** Director Mathis stated that the agenda item is to obtain budget authority to repair the damaged roof at FAMU DRS. The roof was damaged by Hurricane Hermine. An insurance company settlement was received and the remaining balance to cover the total cost of the roof repair will be from the FAMU DRS PECO appropriations.

Questions/Comments re: Approval for Payment of FAMU DRS Roof Repairs

- Trustee Lawson: Why didn't the insurance pay more, especially since the damage is the result of a natural disaster?  
*Response: Attorney David Self stated that it was a state insured casualty, but there are exclusions in the policy for the particular style of roof.*
- Trustee Lawson suggested looking at insurance carriers to determine other options.
- Trustee Washington and Trustee Perry requested that staff review roof types of all university buildings.

*The motion to approve this agenda item was moved by Trustee Lawson and seconded by Trustee Perry. The motion carried.*

### **Approval of the Stanley Tate Project STARS Tuition Differential Waiver**

AVP Holmes stated that the Florida Prepaid College Program facilitates the scholarship program called the Stanley Tate STARS Project. It provides financial support for economically disadvantaged students. The scholarship does not cover the state mandated tuition differential fee. This would waive that fee for students receiving the scholarship through Florida Prepaid. It will take effect spring 2019. The BOG forwarded a memorandum to all SUS for this proposed action to be taken. Approximately 60 current FAMU students will receive the waiver and approximately \$65,000 will be waived. The impact is negligible.

*The motion to approve this agenda item was moved by Trustee Mills and seconded by Trustee Reed. The motion carried.*

## INFORMATION ITEMS

### **Financial Status Report**

AVP Holmes stated that the 2018 documents are drafts but provided to give an overview of where the university looked in comparison to the previous fiscal year. AVP Holmes reviewed and highlighted information shown on the spreadsheets placed in the presentation slides.

Questions/Comments re: Financial Status Report

- Trustee Reed commented that "DRAFT" should be placed on the documents since they are not final.
- Trustee Lawson: Would like to see how cost savings are being captured.  
*Response: VP Ford stated that cost savings aren't included but the amounts are considered. Trustee Mills commented that we need to get back to actually reducing the University's Operating expenses.*
- Trustee Washington questioned the issue of cost shifting with regard to consulting expenditures.  
*Response: VP Ford indicated that the increase in contractual services are external individuals or vendors, not employees.*

### **Cost Savings (Quarterly Update)**

AVP Bouie shared the cost savings of the university that he provided in the presentation and announced the strategies that are currently under review.

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## Question re: Cost Savings

- Trustee Perry: What are the strategies for annual leave payouts?  
*Response:* AVP Bouie indicated other SUS policies and procedures, as well as, internal policies/procedures are being reviewed. The plan is to propose revisions and incorporate the review procedures of the collective bargaining process as well.
- Trustee Lawson: Where can we appropriately reduce the use of consultants?  
*Response:* Trustee Moore requests staff to provide a list of consultants being used and services provided and identify if the services are one-time or on-going.
- Trustee Reed: Is cost savings included in the budget?  
*Response:* VP Ford stated that cost savings aren't included but are taken into consideration.
- Trustee Lawson commented that he would like to see the university cut expenses where we can not to just save dollars but rather to reinvest in areas such as mental health counseling for students.  
*Response:* Trustee Moore looking for cost-savings where we are saving the dollars not reinvest because the number will stay the same (just moved around).
- Trustee Reed: Are the cost savings being budgeted  
*Response:* VP Ford indicated that the cost savings are not included in the financial statements, but we do track the savings and in some cases, certain savings are reported to the BOG.
- *Trustee Reed:* Is there a way to breakout what is going to deferred maintenance.  
*Response:* VP Ford indicated that the breakdown could be provided.
- Trustee Mills: Is it possible to have a schedule for how the 5% savings will be achieved?  
*Response:* VP Ford offered to provide the details of the 5% reductions that were itemized during the university budget development process.

## **Travel Process Enhancements**

AVP Holmes shared three options to enhance the travel processes at the university to ensure compliance as well as to realize cost savings. Three options were reviewed: 1) additional travel software, 2) use of a contracted travel agency, and 3) enhancement of the current PeopleSoft travel module. The most favorable option, recommended option, is to enhance the existing PeopleSoft module. Recognizing that it does not offer a booking tool, it can be customized to be more user-friendly for users. From a procurement perspective, we can also look at negotiating agreements with hotels and try to create savings.

### Comments re: Travel Process Enhancements

- Trustee Lawson: Are we leveraging costs with preferred providers if we are booking individually? Requests that staff review further and re-evaluate the options one and two. Also consider potential savings. *Response:* VP Ford indicated that options one and two would be re-evaluated.

## **Project Updates**

### **a) University Construction/Operations (at-a-glance)**

- **BOG Construction Certification**

VP Ford shared that BOG requires all SUS to certify that the appropriate funds were used for all construction projects, dating back to 2008, is provided. A signed copy of the certification letter was submitted to the BOG by their November 2, 2018 deadline.

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- **CASS Project Update/Timeline**

CASS project is progressing well. To date there has three amendments to the general contractor/ construction manager for underground utility work, pipe develop, foundation work. The work will continue with the dollars from the current three amendments. (NOTE: Regular updates are submitted to BOT regarding CASS.)

- **Housing Project Plan Phase 1a**

AVP Bouie shared that the August site visit from the US Department of Education went well. Additionally, site visits from two BOG members were hosted in August and went well. In September, the Florida BOG approved the project. A loan closing date is anticipated for January 2019.

- **BOG PECO Recommendations**

AVP Kapileshwari stated that the CASS project has made it to the BOG list with a proposed \$5 million dollars.

### **b) Housing Facility Update**

Director Wilder presented the Housing Facilities update and status of several action items related to housing. The housing portal was opened November 19, 2018 (one day ago). Trustee Moore commended staff for implementing this automated process, housing portal, and “staying true” to following through with the action items identified.

**The meeting was adjourned.**