

Florida Agricultural and Mechanical University  
Board of Trustees



**Budget, Finance, and Facilities Committee Meeting**

**Date: January 13, 2017**

**Time: 3PM**

**Location: Conference Call**

**Committee Members:** Kimberly Moore, Chair  
Matthew Carter, Kelvin Lawson, Gary McCoy, Harold Mills, Belvin Perry, Craig Reed

**AGENDA**

- |     |               |               |
|-----|---------------|---------------|
| I.  | Call to Order | Trustee Moore |
| II. | Roll Call     | Ms. Covington |

**CONSENT ITEMS**

- |      |  |  |
|------|--|--|
| III. | Approval of Minutes – November 7 and 8, 2016                 | Trustee Moore                          |
| IV.  | Approval of resolution updating the University's signatories | Acting General Counsel<br>Shira Thomas |

**ACTION ITEMS**

- |     |   |                                       |
|-----|---|---------------------------------------|
| V.  | Approval of New Site - Center for Access and Student Success Building <ul style="list-style-type: none"><li>• Next Steps/Linkage to Performance Measures</li><li>• Impacted Parking (Student/Faculty/Vendors)</li></ul> | Interim VP Ford &<br>AVP Kapileshwari |
| VI. | Approval of Amendment to the FY 2016-17 Operating Budget  | Interim VP Ford &<br>Ronica Mathis    |

**INFORMATION ITEMS**

- |      |   |                                       |
|------|---|---------------------------------------|
| VII. | Public-Private-Partnership ITN <ul style="list-style-type: none"><li>• Next Steps</li></ul> | Interim VP Ford &<br>AVP Kapileshwari |
|------|---|---------------------------------------|

VIII.	Recruitment and Headcount Costs (I.e. infrastructure)	Interim VP Ford & VP Hudson
IX.	Athletic Budget (Current Year Operating Budget) <ul style="list-style-type: none"> <li>• Athletic Deficit/BOG Discussion</li> </ul>	Interim VP Ford AD Overton
X.	Bragg Stadium Fundraising and Other Options	VP Cotton & AD Overton
XI.	One-on-One Meetings	Interim VP Ford
XII.	Adjournment	Trustee Moore

**Supplemental Documents:**

Current Year Cost Savings – Central Strategies (The Numbers)  
Revenue & Expense (Trend Data)  
Legislative Budget Request Timeline

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**Facilities Planning Committee Minutes  
Trustee Kimberly Moore, Chair**

**Tuesday, November 8, 2016**

**MINUTES**

**Committee Members Present:** Chair Kimberly Moore, Trustee Bettye Grable, Trustee Kelvin Lawson, Trustee Gary McCoy, and Trustee Robert Woody.

Chair Moore called the meeting to order at 2:30 PM. Ms. Covington called the roll. A quorum was present.

**Action Items**

**Approval of Summary Minutes – September 14, 2016**

There were no revisions to the minutes. Trustee Grable moved to approve the minutes. Trustee Woody seconded the motion. The motion carried.

**Approval for Transfer of On-site natural gas distribution system**

AVP Sameer Kapileshwari presented on the item, he was asked that he provide background information as well as the business rationale, Trustee Moore informed the committee that the item is a required action. AVP Kapileshwari proceeded by informing the committee that the action seeks approval of an agreement with the City of Tallahassee to transfer the on-site natural gas distribution system to Florida Agricultural and Mechanical University (FAMU). AVP Kapileshwari shared a brief history of FAMU performance contract with Siemens, which includes two phases – Phase 1 completed in 2009 and Phase-2 completed in 2012. He also shared the scope of work included in these phases.

VP Poole presented two cost analysis comparisons, a centralized approach and distributed approach. Based on the current usage, the cost would be approximately \$156,548.00. She advised that if this approach is chosen the cost would be 9 cents per hundred cubic feet. VP Poole further advised a continuous maintenance agreement

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that would be included at a cost of \$3,000.00 per year for the City to continue to conduct summer and winter surveys, visual inspections and testing, if additional repairs are required the City of Tallahassee would perform repairs at a cost of \$20.00 per hour. If the distributed approach is utilized all 21 building will be placed on separate meters and charged a commercial rate, of 60 cents per hundred cubic feet which would incur a cost of over one million dollars. It was recommended by VP Poole that the centralized approach be taken which will allow the university to take advantage of the nine cents per hundred cubic feet costs and by taking control maintenance of our own natural gas system from the city and contract out to the city for repairs when necessary.

Chair Lawson inquired about the amount originally budgeted for this expense and from the cost savings would the university have the option to use the savings for other areas. AVP Kapileshwari responded that this has been the rate since 2009 and we have been realizing the savings. Trustee Moore added that cost savings has been experienced and the university will continue to take advantage of the savings.

Trustee McCoy asked if there are savings accrued from this item that could be used for other categories at the university where there is a deficit. VP Poole explained that there are not expected savings. Currently, the University is utilizing the centralized approach, if the offer is not accepted to continue the centralized approach with the city the rate will change from the wholesale rate to the retail rate at 60 cents per hundred cubic feet, meaning the costs increase from \$156,000 to around a one million dollar cost. The recommendation is that we continue to pay the current cost and take on the ownership of the gas distribution rather than metering the 21 separate locations taking on a distributive approach at a higher rate which will cost ten times more. Trustee McCoy summarized this as a cost avoidance and not cost savings, which VP Poole confirmed.

Trustee Lawson asked if we look at the agreement with the city, do you think we have gotten as much as we can get out of the city, are there other opportunities to reduce the cost? AVP Kapileshwari advised Trustee Lawson that the University is getting a very good rate, which is the preferred customer rate or a high volume customer rate. This is the best rate possible.



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Trustee Moore asked if there were additional question regarding the item, there were no questions.

Trustee Moore entertained a motion for approval, Trustee McCoy made a motion to approve, it was seconded by Trustee Lawson. The motion carried.

**Discussion Items**

**Separation of duties and internal assessment**

Trustee Moore advised that this an operational item that was brought before the full board at the last meeting by former Chief of Staff Miller raising the question whether the separation of duties specific to Facilities and Planning and the CFO role were appropriate. In the terms of taking action the board decided that AVP Ingram would be engaged to conduct an analysis of whether the separation of duties should be pursued. However with the transition in leadership, actions were taken. This being an operational item, the CFO role and Facilities and Planning function would remain under the same umbrella.

An analysis was conducted by AVP Ingram which is in the PowerPoint point out that the avenue being pursued, is not one that the SUS participants had followed. In addition, when it came outsourcing specifically, other institutions also were looking at it as a cost savings measure and not always have the subject matter expertise in-house in some instances. VP Poole advised that she would defer the response to Interim President Robinson first. President Robinson informed the committee that the model currently in place is typical and the Facilities should remain under the CFO. The president advised that he is not opposed to new alignment structures but for the time being it is important for Facilities to have structure and provide oversight to move forward and ensure that accountability is in place.

Trustee Moore advised that the discussion is a point of close out unless there are questions.

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Trustee Lawson stated that his concern with P3 is that there is uncertainty of whether or not the board is informed on the topic. His recommendation to the previous Chief of Staff was to identify a resource that have experience with P3 to identify pitfalls and leverage skills as consultant short term as the University begins to participate in P3's. Trustee Lawson raised the same recommendation as an issue for the committee to consider on the radar.

Trustee Moore advised that there is a consulting group on board and asked VP Poole to give additional information.

VP Poole advised that they are currently working with Jones, Lang, LaSalle (JLL) who is very commonly known and highly regarded by NACUBO as a subject matter expert for public-private partnerships, consulting, procurement, negotiating and reviewing the plans and has worked with other members of the SUS. JLL is already on board and have been actively working with us on P3 drafts with next steps and assisting with comprehensive planning and working along with DAG Architects. Trustee Lawson confirmed that his question was answered. Trustee Moore asked if there were other questions and then transitioned to the next item.

**Center for Access and Student Services (CASS building)**

VP Poole gave background information and an update informing the committee that the Center for Access and Student Success (CASS) will be a one-stop shop providing student affairs, administrative, and academic affairs functions. The purpose of this building will be to enhance academic progression and contribute towards students overall health, wellness, and safety. The return on investment and expected outcomes of this building were also shared.

VP Poole discussed the existing location and gave visuals of what the CASS building will look like at the McGuinn Diamond site. Received allocation for the PECO dollars and the remaining allocations to complete the project was also shared with the committee. The conceptual schematic designs have been completed, but a pause has been placed on the project due to a transition in administration and to discuss other possible locations.



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The advantages and disadvantages of the current locations were discussed. The advantages and disadvantages were also discussed for the proposed site. VP Poole then shared information on the funds expended to date for this project.

Trustee Woody raised the question that when speaking of the parking lot, would it incur additional costs? VP Poole advised that he was correct however the cost could be covered with external partnerships.

VP Poole advised the committee that they are requesting more time to conduct feasibility analysis on the site, the cost, and the programming. There will be project schedule impact due to the site change. Also the site change will impact the current Master Plan which will require an update to reflect the new site for the CASS building. This will delay the current Master Plan update by at least 90 days. In addition, the phases for the P3 ITN will be delayed.

VP Poole made the recommendation that further activity on the CASS be suspended, and the P3 partnership be suspended until the CASS building location is determined.

Trustee Moore said that the decision regarding the site should be deliberate regardless of who is in the seat and the information should be sound and best and right decision should be made. She then opened the floor for questions regarding this item.

Trustee Grable, asked about the CASS building contributing towards health and wellness is it just related to the CEDAR. VP Poole informed Trustee Grable that CEDAR is the health component; however, the new location is being proposed to ensure that the Health Center and Counseling Center can be included in the space. Dr. Hudson added that health and wellness includes physical and mental health and concurred with VP Poole's explanation for the rationale behind the proposed CASS building site.

Trustee McCoy, is there anything that prohibits building up rather than building out, in other words having facilities on campus that could be eight, nine, or ten stories high instead of two to three stories high? AVP Kapileshwari answered the questions that there is nothing that would prohibit building up; however, it was recommended by previous administration that no buildings should be constructed that are taller than Lee

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Hall. Provost Wright also added that we want to protect the core of the architectural character because of the historic campus. There are some concerns with the high rise construction since you start to get into different zoning circumstances. One consideration should be to leverage various functions and create a sense of community at the core of the campus instead of looking at it separately, the more we can maximize the space in conjunction between student wants and student needs.

Trustee McCoy said that he was not suggesting that the design be changed but moving forward we should not constrain our imagination of what we can do. He asked if there were other facilities on campus that can house the departments that will potentially be located in the CASS building. Dr. Hudson responded that there is not a facility on campus that can achieve the concept and is conducive to customer service benefitting the students. Trustee McCoy asked if there was something we could do right now in existing facilities to start getting some benefit of such building. VP Hudson said that there are some areas in his areas that have to work together for benefit of our students like admissions, financial aid, registrar, and student accounts.

Trustee McCoy conferred with Trustee Lawson regarding a session with experts providing information regarding public-private partnerships.

Trustee Moore asked if there was a presentation given regarding P3. VP Poole advised that JLL presented information during the June meeting but would not be opposed to providing additional information.

Trustee Lawson, advised that he prefers the information session not be given by companies that are currently attempting to conduct business with the University. He suggested someone with an unbiased approach like UCF to provide the requested information.

To address Trustee McCoy's comments President Robinson shared that we will certainly look into these comments and also shared that he will provide a copy of the facilities study completed by a taskforce for the Board of Governors that was done three or four years ago. He also commented that we will take a look at the other sites for the CASS building to address other facilities that are boxed in on campus.



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**Information Items**

**Public-Private-Partnership (P3) – Invitation to Negotiate (ITN) Stage 1**

**Status of Palmetto North Renovations and DOE/HBCU Capital Financing**

VP Poole shared the need to replace the aging housing facilities. She advised that there is a need to determine how to bring the beds online. The team is continuing to look at various financing options to address housing challenges. She shared that we are looking at several ways of financing our housing projects which include: traditional bonds; the Public-Private-Partnerships; and the Department of Education HBCU Finance program. She mentioned that the University has been closely working with number of stakeholders - Department of Education, Department of Bond Finance, Board of Governors staff, Architects, Planners, on the HBCU refinance and the new loan project. However, FAMU is not able to participate in the Federal DOE/HBCU Capital Financing at this time due to federal program requirement that restrict FAMU as a public HBCU in Florida from participating because of Florida statutes and guidelines that conflict with federal provisions of the loan program.

Trustee Moore opened the floor for questions. There were no questions, Trustee Moore asked for a motion for adjournment. Trustee Woody made the motion, it was seconded by Trustee Lawson. The motion carried.

The meeting was adjourned at 3:23PM.

Florida Agricultural and Mechanical University  
Board of Trustees



Budget and Finance Committee Minutes  
Trustee Kelvin Lawson, Chair

Monday, November 7, 2016 @ 4:00 p.m.  
Conference Call

SUMMARY MINUTES

(Action Items, questions by the Chair and President are in bold)

**Committee Members Present:** Chairman Kelvin Lawson; Trustee McCoy; Trustee Mills; Trustee Reed and Trustee Nicole Washington

Chairman Lawson called the meeting to order at 4:02 p.m. Mrs. Covington called the roll. A quorum was established.

**Action Items**

**Approval of the Minutes for September 14, 2016**

Trustee Washington moved to approve the Minutes for September 14, 2016 and the motion was seconded by Trustee McCoy. The motion carried.

**Approval of Amendment to the FY 2016-17 Operating Budget**

Summary:

Additional Budget Authority is requested for the Student Activities and Fees operating budget to give spending authority from Carry Forward. The amount is greater than \$100,000 therefore it is required to come before the board for approval. The amount of unexpended funds for fiscal year 2015-16 is \$291,888.

Action Items, questions and comments associated with this agenda item:

Amendment to the FY 2016-17 Operating Budget	Is this a normal process where this is done after the final budget is approved? (Mills) Yes, this is the normal process. These are not E&G
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	funds they, these are funds from the Student Activity Fee that were unused during the previous year (Mathis)
	Is this in addition to the funds that have already been appropriated? (McCoy) I understand the carry over, but is this in addition to what has already been approved?(McCoy) How will it be used and what is the impact if we did not have the carry over? (McCoy) Each year a budget is estimated according to what we anticipate will be collected. The students plan out the yearly activities, if all of the money is not spent during the year it goes into Carry Forward. The students would like to spend those dollars; therefore, budget authority must be granted to increase their budget to include the amount of money that was not spent in the previous year. We are allowing them to roll forward funds from the prior year into this year's budget, there is no way of knowing what the number is until after the year is closed out and reconciled. By that time the annual budget and projections have been made for the next year. It is the same money, it is just being placed in the FY 2016-17 budget.

Trustee Washington moved to approve the amendment to the FY 2016-17 Operating Budget and the motion was seconded by Trustee Mills. The motion carried.

**Information Items**

**Quarterly Budget Update – September 30, 2016**

Summary:

A quarterly budget update as of September 30, 2016 and actual expenditures compared to the approved budget as of September 30, 2016 for E&G and Non-E&G budget entities was presented. VP Poole recommended to have another session to go more in-depth, as well as review audited financial statements.

**Action Items, questions and comments associated with this agenda item:**

Quarterly Budget Update as of September 30, 2016	Can you explain, the 67% and the 72% of the \$12 million that it looks like we are not going to collect? (Washington) The \$12 million is not included in the dollars that were allocated. All other dollars were allocated except the \$12 million from the Student Fee Trust. (Mathis)
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	Are we closer to 72% on the spend or 67% on the spend? (Washington) We are closer to the 67%. (Mathis)
	Can you provide an update on the enrollment number? (Washington) The last number provided was 9,596 however, the final numbers have not been published. (Mathis)
	<b>ACTION: At the board meeting next week I would like to see how we plan to close the gap and how we plan to capitalize on performance-based dollars. (Chair to VP Poole)</b>

**FY 2016-17 Operating Budget Update – Direct Support Organizations (DSOs)**

Summary:

An update was provided regarding the operating budgets for the FAMU Foundation and FAMU National Alumni Association, the only budget not received is the FAMU Boosters.

**Action Items, questions and comments associated with this agenda item:**

FY 2016-17 DSO Operating Budget	I am looking at the Interim University President compensation, is that balance of President Robinson’s pay increase coming from the Foundation and not E&G? (Washington) E&G will cover the first \$200,000 and the Foundation with University Support will cover the balance and fringe. (Poole)
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**Property Write-off**

Summary:

Update provided for two inventory cycles of 155 items of tangible personal property deemed obsolete, missing, and/or stolen with a cost of \$1,697,117.75 and net book value of \$24,332.13 will be written-off effective as of June 30, 2017.

**Action Items, questions and comments associated with this agenda item:**

Property Write-off	Do we actually have access to these items? (Reed) Property survey Board must complete a list of items missing for at least two inventory cycles. Extensive paperwork must be completed for items that are missing, the department must submit approval stating the items are missing, if items are reported stolen a police report must be filed and is submitted with the list. The last time a
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	property write-off was conducted was 2009 which is a contributing factor for the lengthy list. (Holmes)
	There has not been inventory since 2009? (McCoy) There has been an inventory performed, however; there has not been a write-off since 2009. (Holmes) Why has there not been a write-off since 2009? Is there a policy or procedure to perform a write-off within so many years? I am new to the position and cannot speak as to why there has not been a write-off. (Holmes)
	<b>ACTION: Before we write these items off, next week at the full board meeting I would like to be provided with the documentation present to support lost or stolen, for items \$7,000 or more. Also, add columns to reflect owner and disposition and comments regarding the status of the item. (Lawson to VP Poole and Tiffany Holmes)</b>
	<b>ACTION: Review Florida Statutes to determine if there is an appropriate or certain time frame to conduct write-offs. (Chair to VP Poole)</b>

### Student Accounts Write-off

#### Summary:

An update was provided for student accounts receivable deemed uncollectible that will be written-off as of June 30, 2017.

#### Action Items, questions and comments associated with this agenda item:

Student Accounts write-off	What is the percentage of the uncollected accounts? (Reed) This is 10% of the total accounts receivable. (Poole)
	Is this amount aged? (Reed) Yes. (Poole)
	When you consider it aged, how many years is it? (Reed) The balances are about three years of our collection attempts, and is a consistent amount that is written off every two to three years. (Poole)
	Do we tend to carry the same receivable amount? (Reed) The amount of receivables grows with enrollment. (Poole)

	We have heard about the Student Success Initiatives that the Alumni Association has been driving, are those funds able to help in this regard, or are these students who have left the campus and still have outstanding debt?(Chair) They students who have left the University and have outstanding debt. (Poole)
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**Athletics update**

Summary:

An update was provided on the FY 2016 – 2017 Athletics Budget to actual revenues and expenditures as of October 6, 2016.

**Action Items, questions and comments associated with this agenda item:**

Athletics update	What is causing the lag in student fees? (Chair) Student Fees are collected each semester, we are seeing only fall tuition collections, some attrition is normal in the spring. (Poole)
	Going back to the corrective action, allowing only 75% revenue to be spent, we are currently at 67.2%. For the remainder of the year there is only 8% of the revenue remaining for the department to spend? (Reed) That is correct, what we have agreed to do with the previous administration is to have a discussion with the Athletic Director, the President and the Foundation at the end of football season to determine what the plan is to move forward. (Poole)
	Can you give us the difference between your projections and what CFO Poole just provided us? (Washington) 22% versus 44% revenue. (Overton) Is that cash in hand? (Washington) Yes, that is cash in hand (Overton). There is no discrepancy, it is just a matter of report dates (President Robinson)
	<b>ACTION: Have Attorney Barge-Miles to send out a new spreadsheet to ensure that we are on the same page. (Chair to VP Poole and AD Overton)</b>
	<b>ACTION: Add a year-to date update (Reed to Poole)</b>

There was no further business. The meeting adjourned at 4:55 p.m.





**Florida Agricultural and Mechanical University  
Board of Trustees  
ACTION ITEM**

**Budget, Finance, and Facilities Committee  
Friday, January 13, 2017  
Agenda Item: IV**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u>X</u>	Contract _____	Grant _____	Other _____	
Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

**Subject:** Approval of Resolution – Naming Authorized Signatories

**Rationale:** Section 1011.42, Florida Statutes, and University Regulation 1.021 require the Board of Trustees to designate and record in the minutes the legal name and position title of any university employee authorized to sign checks to pay the legal obligations of the University.

The attached Resolution modifies the existing Resolution and names Interim Vice President Wanda Ford as an authorized signatory effective January 6, 2017.

**Attachments:** A copy of the Resolution

**Recommendation:** That the Board of Trustees:

(a) Designates the following individuals as University employees authorized to sign checks on behalf of the University:

- Interim President – Larry Robinson
- Interim Vice President, Finance and Administration – Dr. Wanda Ford
- Assistant Vice President/Controller – Tiffany Holmes

(b) Requires that each such check be signed by the President and at least one of the authorized signatories listed above.

**Prepared By:** Office of the General Counsel



**Florida Agricultural and Mechanical University  
Board of Trustees Action Item**

Meeting Date January 13, 2017

Agenda Item: V

**Item Origination and Authorization**

Policy \_\_\_\_\_ Award of Bid \_\_\_\_\_ Budget Amendment \_\_\_\_\_ Change Order \_\_\_\_\_  
 Resolution   X   Contract \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

**Action of Board**

Approved \_\_\_\_\_ Approved w/ Conditions \_\_\_\_\_ Disapproved \_\_\_\_\_ Continued \_\_\_\_\_ Withdrawn \_\_\_\_\_

**Subject:** New Site for Center for Access and Student Success Building.

**Rationale and Benefit:** The FAMU Center for Access and Student Success (CASS) is designed to be a multipurpose building serving as a one-stop shop for programs like recruitment, admissions, financial aid and enrollment management. This building will also house registrar, scholarship office, counselling services and the Center for Disability Access and Resources.

This project will contribute towards improving the retention and graduation rates for students, by expanding outreach and recruitment, increasing counselling services, and improving the overall customer service for students, parents, and alumni.

Total funds requested for this project are \$39,355,000, of which \$12,655,000 have already being received.

There are some several advantages in moving the building site to a new location.

**Proposed Site (near Gaither) Analysis/Overview:** The new site is located in the center of the campus and can provide easy accessibility for students. The building being located off Wahnish Way will not only provide an easy access to the building, but will also provide access to the parking near Lawson Center and the stadium. Campus central utility plant will be across from the site for this building thus providing convenient utility and infrastructure access. With no additional building or structural demolition requirements and a flat site, the site preparation costs will be substantially reduced.

The cost avoidance by moving to proposed Gaither site is estimated at \$1,138,000. The cost increase at proposed Gaither site (due to increased sf) and redesign is (\$930,000). There will be a net decrease in cost of approximately \$208,000. We have expended to date \$518,899 (sunk cost) in Professional Fees (A/E - JRA Architects) and asbestos & Lead-based Paint Survey and IT fiber relocation.

Next steps for this project will include commencement of design and finalizing the agreement for construction management firm Ajax Corporation.



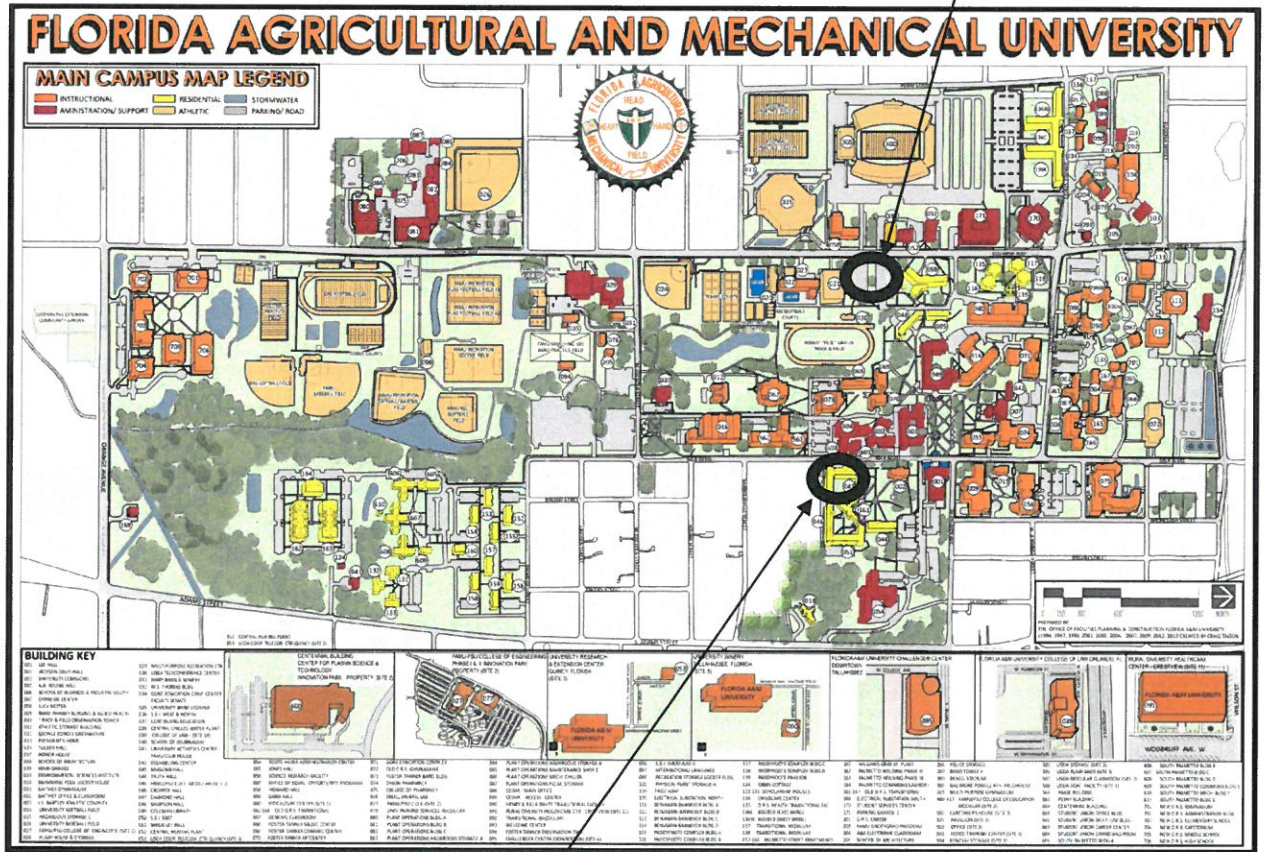


# Florida Agricultural and Mechanical University Board of Trustees Action Item

**Recommendation:** Approve the change in location for CASS Building from McGuinn Diamond Hall site to the parking lot North of Gaither gymnasium.

## Site Map

Proposed Gaither Site



Existing McGuinn Diamond Site





**Florida Agricultural and Mechanical University  
Board of Trustees  
ACTION ITEM**

**Budget, Finance, and Facilities Committee**

**Date: January 2017**

**Agenda Item: VI**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment_X_____	Change Order_____	
Resolution_____	Contract_____	Grant_____	Other_____	

Action of Board				
Approved_____	Approved w/ Conditions _____	Disapproved _____	Continued_____	Withdrawn _____

**Subject: Approval of Amendment to the FY 2016-17 Operating Budget**

**Rationale:** Additional Budget Authority is requested in the following budget entity:

- **Fund 116 Auxiliaries – \$1,140,000**
- **Student Health Services:** The 2016-2017 Fiscal Year is the first year of implementation of FAMUs requirement that all full time students have health insurance. The revenue and expense for this program was not included in the initial budget request, because operational details had not been finalized with the vendor and there was no history to estimate the number of students that would need to participate in the program. An additional budget authority in the amount of **\$1,000,000** is required to pay the student insurance premium.

New charge descriptions and item types have been set up in the financial system to track these funds appropriately, and the necessary projections will be included in the 2017-18 operating budget. The funds for this transfer will come from the Student Health Services’ Fund Balance.

- **Education Loan Project:** The University is preparing to enter into a Public-Private Partnership (P3) to develop, design, finance and construct a new on-campus living-learning community. The Project consists of a residential component, a mixed-use development that will provide students the opportunity to experience community living and the athletics facility to build social relationships that will enhance the campus life and academic experiences.

To pursue the development objectives through a public private procurement, it is crucial to have an Owner’s representative with P3 industry expertise. The Owner’s representative will be a third party company hired by the Owner to provide guidance and expertise with the project. This company will formulate best strategies for negotiating and partnering with the development team, including recommendations on the best deal structure for ensuring the realization of its financial goals balanced against the programmatic needs. The Owner’s representative will also assist in negotiating the final terms and conditions of the public-private partnership, coordinating with legal representatives from FAMU and the selected development team, and reviewing the term sheets and



## Florida Agricultural and Mechanical University

### Board of Trustees

#### ACTION ITEM

other transactional documents, such as Development Agreements and Operating Agreements. The estimated cost for the above mentioned services is **\$140,000**.

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2016-2017 Operating Budget.

**Prepared by:** Budget Office

**Approved by:** Interim Vice President Wanda Ford