

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



**Budget & Finance Committee Meeting  
Wednesday, December 3, 2014  
Band Rehearsal Hall  
2:00pm**

**Committee Members:** Rufus Montgomery, Chair  
Kelvin Lawson, Kimberly Moore, Bettye Grable, Cleve Warren, Karl White

**AGENDA**

- I. Call to Order Chairman Montgomery
- II. Roll Call

**ACTION ITEMS**

- III. Approval of Minutes – September 10, 2014 Chairman Montgomery
- IV. Approval of Authorized Signatories for University Checks Vice President Dale Cassidy
- V. Approval of Amendments to FY 2014/15 Operating Budget Vice President Dale Cassidy

**INFORMATION ITEMS**

- VI. Quarterly Financial Report Vice President Dale Cassidy
- VII. Contracts over \$100,000 Vice President Dale Cassidy
  - a. Talcor Commercial Real Estate
  - b. WRS Compass
  - c. Nixclusive Events LLC
  - d. Blackboard Student Management Suite
  - e. University of South Florida (sub-recipient)
- VIII. Recreational Center's Chiller Replacement Vice President Dale Cassidy

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- |       |  |                             |
|-------|--|-----------------------------|
| IX.   | Athletics  | Vice President Dale Cassidy |
|       | a. Budget Update   |                             |
|       | b. Multi-year Employment Contracts (not impacting budgets) |                             |
|       | • Head Coach for the Men's Basketball Team                 |                             |
|       | • Head Coach for the Women's Basketball Team               |                             |
| <br>  |  |                             |
| X.    | Governmental Relations                                     | Vice President Jimmy Miller |
| <br>  |  |                             |
| XI.   | Executive Service Level Personnel Information              | Vice President Dale Cassidy |
| <br>  |  |                             |
| XII.  | Financial Report on Branding Efforts                       | Vice President Dale Cassidy |
| <br>  |  |                             |
| XIII. | Financial Readiness for Campus-Wide Emergencies            | Vice President Dale Cassidy |
| <br>  |  |                             |
| XIV.  | Adjournment  |                             |

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



**Budget and Finance Committee Minutes  
Trustee Rufus Montgomery, Chair**

**Wednesday, September 10, 2014**

**Committee Members Present:** Trustee Rufus Montgomery (Chair); Trustee Kelvin Lawson; Trustee Narayan Persaud; Trustee Cleve Warren (via telephone); and Trustee Karl White.

**Others Attending:** Trustee Solomon Badger; Trustee Torey Alston; Trustee Belinda Reed-Shannon (via telephone); Trustee Tonnette Graham; President Elmira Mangum; Chief of Staff Shamis Abdi; Interim Provost Rodner Wright; Vice President William Hudson, Jr.; Interim Vice President Joe Bakker; Vice President Ken Redda; Interim Vice President Richard Givens; Vice President Thomas Haynes; General Counsel Avery McKnight; Attorney Linda Barge-Miles; Attorney David Self; Attorney Iris Elijah; Director Michael James; Athletic Director Kellen Winslow; Vice President Jimmy Miller; and Tola Thompson, Director of Governmental Affairs.

Chairman Montgomery called the meeting to order at 1:55 P.M. Ms. Darlene Garcia was recognized to call the roll. A quorum was established.

**Action Items**

**Approval of Minutes – June 4, 2014 & May 5, 2014**

Chairman Montgomery asked for approval of the minutes for June 4, 2014 and May 5, 2014. Trustee Lawson moved to approve the minutes, and the motion was seconded by Trustee White. The motion carried.

**Addition of \$200,000 to Capital Improvement Trust Fund Budget for FY 2014-15**

Mr. Joseph Bakker, Interim Vice President of Administrative and Financial Services was recognized to discuss this item. Mr. Bakker stated that it was anticipated to use \$700,000 from the Capital Improvement Trust Fund for renovations to the Grand Ballroom. The \$700,000 was the preliminary estimate for the project. A more detailed estimate was recently received showing a need for an additional \$200,000 to meet ADA and safety requirements that were not anticipated. The additional funds are available in the budget.

Mr. Bakker requested Board approval for the addition of \$200,000 to the FY 2014-15 Capital Improvement Trust Fund for the additional costs.

Chairman Montgomery asked for approval of the additional \$200,000 to the FY 2014-15 Capital Improvement Trust Fund budget for costs associated with the renovations to the Grand Ballroom. Trustee White moved to

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approve the addition of \$200,000 to the Capital Improvement Trust Fund Budget, and the motion was seconded by Trustee Lawson. The motion carried.

**Questions associated with this item:**

<i>Capital Improvement TF</i>	Could we use the funds received to offset penalty for 800 Bed Facility? (Lawson)
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**Information Items**

**Analysis of Auxiliary Funds**

Mr. Bakker was recognized to discuss this item. He began the discussion by stating that information has been provided to the Board on various types of auxiliary funds, the way auxiliary operations are conducted, the status of fund balances for auxiliaries, and a comparative review of how several other sister institutions handle their auxiliaries.

Mr. Bakker stated that at this time, it is our opinion that continuing to handle auxiliaries on an individual basis, with temporary support being given to auxiliaries with cash deficits, is a prudent and effective approach. The discreet use of accumulated investment income from auxiliary funds for capital investments and other University priorities should continue. The University will also intensify the planning and budgeting efforts for its auxiliary funds.

**Questions associated with this item:**

<i>Analysis of Auxiliary Funds</i>	Provide purpose, summary of sources and uses of funds for Auxiliaries. (Warren)
	Could Finance provide a consolidated statement (a roll up) depicting the inter-auxiliary transactions (where they exist and reference to statutory latitude that permits it)? (Warren)
	How do Auxiliaries decide to spend dollars? How are these decisions made? (Turnbull)
	Clarify the Estimates of Auxiliary Cash Balances chart. (Lawson)
	Provide more detail of Auxiliaries in laymen's terms. (Chair)

**Contracts over \$100,000**

Mr. Bakker was recognized to discuss this item. He reminded the Board that at the June 04, 2014 meeting the Board was informed of a \$276,870.25, one-year professional services contract for Perceptive to expand ImageNow to more Schools, Colleges and Departments. This item renews the licenses subscription and support services for ImageNow for an additional three (3) years. One addition to the renewal includes

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Intelligent Capture for processing transcripts. The contract cost is \$283,810 for the first year and \$218,760 for each of the following years for a total of \$721,330.

The second contract presented over \$100,000 was to fly the football team to the games at Howard University, North Carolina A&T, and Delaware State. The University has contracted Airfax, Inc. to provide the charter flights. The contract amount is \$217,470.

**Quarterly Financial Report**

Mr. Bakker was recognized to discuss this item. Mr. Bakker indicated that the University's annual financial statements were in the process of being prepared for submittal to the Board of Governors (BOG) for September 15<sup>th</sup>, 2014. The *Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position* are a part of the BOG submittal and will be provided to the Board of Trustees at its next meeting.

The University's financial position remains sound. Notwithstanding the decline in enrollment, expenditures continue to be well within budget. We committed to spending approximately \$158 million of E&G funds in FY 13-14 and actually spent approximately \$147 million. Uncommitted funds are added to the previously accumulated unspent funds to establish our carry forward balance. As of July 01, 2014, the uncommitted Carry Forward balance was approximately \$24 million of which \$18 million were set aside as reserves and \$6 million made available for the FY 14-15 budget. This \$6 million is made available to divisions and departments subject to the approval of the President.

Our cash and investment balances declined primarily because of expenditures of approximately:

- \$30 million of bond funds for the 800-bed residence construction;
- \$4 million to purchase the Centennial Building and the early retirement of the bonds for the Student Services Center;
- \$5 million resulting from enrollment decline.
- \$4 million payment to the DOE

Notwithstanding these withdrawals, our cash and investment balances remain healthy.

The University's financial position for FY 14-15 has been enhanced with the \$10 million of performance-based funding. We will continue to manage our financial resources with prudence.

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**Questions associated with this item:**

<b>Financial Report</b>	Address how the Performance Based Program Funds (\$10m) are to be spent. <b>(Chair)</b>
	Will the \$10m provide any relief for the budget? <b>(Lawson)</b>
	Will you have the opportunity to use these dollars for other things? <b>(Lawson)</b>
	What will happen if we do not receive the \$10m next year? Will those dollars have to come from somewhere else? <b>(Lawson)</b>

**Governmental Relations**

Mr. Jimmy Miller, Vice President of Communications and External Affairs was recognized to discuss this item. Vice President Miller began by addressing questions previously asked by Chairman Montgomery regarding Governmental Relations’ Strategic Plan and how better results will be achieved this year.

The average budget for the last five (5) years has been approximately \$15 million dollars including the \$10 million operations funding that Mr. Bakker mentioned previously.

The target market groups were divided into five (5) areas:

- FAMU Alumni
- Black Caucus
- Areas where we have a presence (Tallahassee, Orlando, Crestview)
- Legislators and local elected officials (as well as those who are not alumni, but have some affiliation with FAMU through relationships)
- Areas where we have large student populations

These groups are being evaluated to determine what they are looking for and what we can add. We want to be able to show key stakeholders our return on investment.

Vice President Miller continued his presentation by talking about the Strategic Plan for the office. Key points in the plan are:

**GUIDING PRINCIPLES**

This document is the plan of action for the Office of Communications and External Relations, Governmental Relations for 2014-2015. This action plan includes *strategic initiatives, goals and objectives*, and identification of the unit’s specific efforts in support of the University’s established strategic initiatives.

All Governmental Relations initiatives will be aligned with several big-picture strategies governing our efforts to communicate our messages to the University’s various audiences. These strategies are:

1. Create new relationships/partnerships with elected officials and governmental agencies;

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2. Leverage existing relationships/partnerships;
3. Capitalize on information technology for even more effective outreach to and influence on key audiences.

**FLORIDA A&M UNIVERSITY TEN-YEAR STRATEGIC PLAN**

Florida Agricultural and Mechanical University adopted a ten-year Strategic Plan in Fiscal Year 2009-2010 titled the 2010-2020 Vision with Courage, which will provide guidance in achieving the following five strategic initiatives:

1. Create a 21st century living and learning collegiate community;
2. Enable excellence in university processes and procedures;
3. Develop, enhance, and retain appropriate fiscal, human, technological, research and physical resources to achieve the university's mission;
4. Enable excellence in university relations and development; and
5. Enhance and sustain an academic and social environment that promotes internationalization, diversity, and inclusiveness.

President Elmira Mangum's vision statement is consistent with the University's Strategic Plan:

**To be a best-in-class land grant, doctoral research, and student-centered university that serves African Americans and low wealth students with an international presence.**

**GOVERNMENTAL RELATIONS GOALS AND OBJECTIVES FOR 2014-2015**

The Governmental Relations staff, under the leadership of the Vice President for Communications and External Relations, will develop a comprehensive engagement strategy designed to advance the fiscal and reputational interests of Florida Agricultural and Mechanical University. The fundamental purpose of these strategies will be to develop and strengthen strategic relationships with elected and appointed local, state and federal agencies, and community members.

More specifically, Vice President Miller mentioned that efforts will be targeted toward securing the maximum amount of federal, state and local government funding possible and that the average amount of such funding received over the prior five years will be used as the baseline for measuring our success.

To date, all 160 members of the Florida Legislature have been mailed invitations to the Inaugural Week festivities.

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○ **Create a 21<sup>st</sup> Century Living and Learning Community**

- Create new and innovative opportunities to obtain federal dollars using the strength of the Florida Congressional delegation and the key members of Congress from outside of Florida with whom FAMU has and will have developed strategic relationships.

*Target audience: Members of Congress and their staffs*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources Needed: Cooperation from senior leadership*

*Performance Metric: Quantifiable meetings with federal delegation and action plan*

○ **Develop, Enhance, Retain Resources to Achieve Mission**

- Identify innovative and strong FAMU projects, including Southside redevelopment, and bring them to the attention of relevant federal agencies;
- Engage the Florida Delegation and other key members to influence those agencies to allocate funding to these projects using discretionary and/or competitive dollars if necessary
- Engagement will also be utilized to achieve additional outcomes such as FCC waiver for BTNC

*Target Audience: Deans, all academic departments, all programs and community partnerships*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources needed: Cooperation from all areas*

*Performance Metric: Completed and submitted project proposals*

○ **Develop, enhance, and retain appropriate fiscal, human, technological, research and physical resources to achieve the University's mission**

- Prepare a comprehensive Federal Resource Inventory to help identify innovative and strong projects to advance FAMU's federal legislative efforts. The Inventory will also assess if multiple points of contact and activity, relating to government relations, which are occurring at all levels of the institution. Lastly, the most effective way to achieve the University's strategic initiatives is for Governmental Relations to be the single point of contact in all outreach to legislative constituents.

*Target Audience: Deans, all departments, programs and areas*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources Needed: Cooperation from all areas and senior leadership champion, BOT cooperation*

*Performance Metric: Completed Federal Resource Inventory*



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- Establish and help maintain high-level research partnerships with federal agencies such as NASA, DOE, and other global research entities such as the United Nations Research Institute for Social Development and similar associations.

*Target Audience: Federal Agencies, Research Partners*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources Needed: Cooperation from deans, faculty and senior leadership*

*Performance Metric: Quantifiable number of partnerships established*

- **Enable Excellence in University Relations and Development**

- Identify individuals who would be appropriate and effective to serve on a volunteer advisory committee (sphere of influence) that would be used selectively to advance FAMU's association with the federal government. The advisory committee should include major health, business, industry, or education leaders; and others with ties to the state, local or national political communities.

*Target Audience: Federal elected officials*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources Needed: Cooperation from BOT, senior leadership, all deans and departments; and for senior leadership to champion the initiatives*

*Performance Metric: Sphere of Influence established*

- **Enable excellence in university relations and development**

- Engage with the FAMU constituency to listen to their concerns, needs, and communicate the University's priorities. Also, better understand and leverage the relationships between key decision makers and the partnerships that they have with our constituents.

*Targeted Audience: Community agents, local officials, FAMU faculty/staff*

*Timeline: September 2014 – May 2015 and ongoing*

*Resources needed: Cooperation from all constituencies*

*Performance metric: Enhanced community relationships and institutional reputation*

- Establish and maintain meaningful relationships with the new leadership in the Florida House of Representatives and the Florida Senate. Cultivate and build upon our existing relationships with key committee staff.

*Targeted Audience: Legislative leadership and staff*

*Timeline: September 2014 – May 2015 and ongoing*

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*Resources needed: Cooperation from legislative staff*

*Performance metric: Established relationships with leadership*

- Meet with key legislators and staff to introduce the University's 2015 priorities and develop a mutually beneficial engagement strategy that focuses on renewed partnership between legislators and Florida A & M University.

*Targeted Audience: Key legislators and staff*

*Timeline: September 2014 – May 2015*

*Resources needed: Legislator availability*

*Performance metric: Meetings held with key legislators*

- Continue to track and increase the online engagement through the Rattler Impact e-Advocacy portal as a means to inform and invigorate our University constituents around the globe.

*Targeted Audience: Alumni, FAMU Friends*

*Timeline: September 2014 – May 201 and ongoing*

*Resources needed: EIT support*

*Performance metric: Increase the number of advocates*

**GOVERNMENTAL RELATIONS BUDGET OVERVIEW**

Vice President Miller stated that for Academic (Fiscal) Year (FY) 2014-2015, the Legislative Budget Request for operating expenses totaled \$45.3 million, plus an additional \$413 million for capital improvements for 2015-16 through 2019- 20, including \$38.5 million for FY 2015-16.

▫ **Operating**

- Provide operational support for the Florida A&M University Education Center - \$2,000,000
- Increase access and improve program productivity by expanding online programs and course offerings - \$2,000,000
- Since the establishment of the Office of University Retention in 2010, 34 full-time advisors have been hired. Advisors are continuously trained with three university-wide academic advisor workshops annually - \$5,500,000
- FAMU-FSU College of Engineering operating cost, including salaries and benefits, other personal services, fellowships, and start-up facility - \$30,623,700
- College of Agriculture and Food Services Brooksville Project - \$800,000
- FAMU Pharmacy Faculty Salary Adjustment - \$700,000

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- Provide Operational Support for the Florida A&M University Crestview Education Center - \$1,500,000
- Establish a Sustainability Institute (FAMU-SI) with a *mission* to advance the research, teaching and application of innovative solutions to ecological, socio-economic, and energy sustainability issues at the campus, regional and global level - \$2,201,580
- Prior Year's LBR Appropriations
  - In FY 2014-15, the University received \$27.3 million of LBR appropriations.

**KEY LEGISLATIVE RELATIONSHIPS**

**Florida Agricultural and Mechanical University Alumni Elected Officials\***

\*Only members who are in our area of impact

**Florida House of Representatives:**

- **Mike Clelland**, Dist. 29 (D), JD 2005
  - **Key Committees:**
    - Economic Affairs;
    - Joint Select on Collective Bargaining
- **Mia Jones, Dist. 14 (D)**, B.S Accounting Class '91, MBA '92
  - **Key Committees:**
    - Democratic Ranking Member Health & Human Services
    - Democratic Ranking Member Select Committee on Health Care Workforce Innovation
    - Appropriations Committee
    - Education Appropriations Subcommittee
- **Shevrin D. "Shrev" Jones**, Dist. 101 (D), Biochemistry and Molecular Science B. S '06
  - **Key Committees:**
    - Health and Human Services Subcommittee
    - Choice and Innovation Subcommittee
- **Bobby Powell**, Dist. 88 (D), B.S Public Relations, M.S.P Urban Planning
  - **Key Committees:**
    - Higher Education and Workforce Subcommittee
    - Transportation and Highway Safety Subcommittee
    - Local and Federal Affairs Committee
- **Alan Williams**, Dist. 8 (D), B.S 1998, MBA 2003

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- **Key Committees:**
  - Appropriations Committee
  - Democratic Ranking Member Economic Affairs Committee
  - Democratic Ranking Member Energy and Utilities Committee

Florida Senate

- **Dwight Bullard, Dist. 39 (D), B.S. History 1999**
  - **Key Committees:**
    - Agriculture, Vice Chair
    - Appropriations Subcommittee on Education
    - Education
    - Environmental Preservation and Conservation
    - Military and Veterans Affairs, Space and Domestic Security
- **Arthenia L. Joyner, Dist. 19 (D), B.S. Political Science 1964, J.D. 1968**
  - **Key Committees:**
    - Appropriations
    - Transportation
    - Judiciary

United States House of Representatives

- **Congresswoman Corrine Brown, 5<sup>th</sup> Dist. (D), B.S.**
  - **Key Committees:**
    - Transportation and Infrastructure
    - Veterans Affairs
- **Congressman Alcee Hastings; 20<sup>th</sup> Dist. (D), J.D.**
  - **Key Committees:**
    - House Rules
    - Senior Democratic Whip Leader in Democratic Caucus
    - Ranking Democratic Member on Helsinki Commission
    - Co – Chair of Florida Delegation

Out-of-State Members of Congress

- **Congressman David Scott, GA 13<sup>th</sup> Dist., (D), BA 1967**
  - **Key Committees:**
    - Agriculture
    - Financial Services

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**STAFFING AND SALARIES**

In response to the question, there is no one in the Office of Governmental Relations who has direct contact with the Board of Trustees.

The question was asked: [What is the amount the University spends annually on communications (Division of Communications plus communications personnel in other departments such as Athletics etc.)?]

The Division of Communications is expected to spend \$984,000 in FY 2014-2015.

**Questions associated with this item:**

<i>Governmental Relations</i>	Is the \$250-300K for Branding separate from the target marketing? (Alston)
	Is there a set budget for advertising? (Alston)
	Last year how did we pay for brochures? (Alston)
	Provide a robust, university-wide strategic plan for marketing/strategies/advertising. (Alston)
	We need a Master Plan. I thought we were shifting from crisis management to rebranding. (Lawson)
	Dr. Mangum was asked to expound on the strategy. (Chair)
	Provide an organizational chart for the Office of Communications & External Relations so the Board will know who is responsible for what. (Chair)

**Athletics**

Athletic Director Kellen Winslow was recognized to discuss this item. AD Winslow gave an update on the Athletics' budget and highlighted the following items:

- Cut 10 positions at a saving of approximately \$450,000 salaries and benefits
- Cash Balance as of 7/1/2014 was (\$8,509,878) projected for 6/30/2015 is (\$8,165,462) for a net surplus for 2014-15 of \$344,416 for a 4.05% percentage change
- The surplus is contingent on aggressive revenue projections for ticket sales, sponsorship sales and a fundraising campaign
- Football season tickets as of 9/2/2014 are at 2,435 for revenue of \$318,710
- Athletics is working to pay for necessary items such as the maintenance, cleaning and safety issues at Bragg Stadium for a better fan experience.

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**Questions associated with this item:**

<i>Athletics</i>	How is YTD looking vs. Actual? <b>(Chair)</b>
	Provide Comparison of where we are vs. where we were last year. <b>(Chair)</b>
	Where does the \$700K from Foundation come from? (Turnbull)
	When does this fund end (President's Unrestricted) since Sodexo is no longer here? (Alston)
	Is it the same with the new provider? (Alston)
	We need to be clear on why we have not seen a line item in the budget for unrestricted dollars for President. (Turnbull)
	We need to have accountability for how dollars are being spent. (Turnbull)
	When we send money out of Auxiliaries, are they moved to another place before writing a check? (Warren)
	Provide explanation of how Auxiliary funds are transferred to different entities, especially pertaining to the Metz fund. <b>(Chair)</b>

The meeting adjourned at 3:20 P.M.

Rufus Montgomery  
Committee Chairman

Transcribed by:

Darlene W. Garcia



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
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 Vice President Dale Cassidy as an authorized signatory effective December 3, 2014.

**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:

- President - Elmira Mangum;
- Vice President, Finance and Administration - Dale Cassidy;
- Assistant Vice President/Controller - William Featherstone; and

(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

**RESOLUTION NO. 03-2014**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF FLORIDA A&M UNIVERSITY (THE "UNIVERSITY") DESIGNATING BY NAME AND TITLE THE PRESIDENT, THE VICE PRESIDENT FOR ADMINISTRATIVE AND FINANCIAL SERVICES AND/OR THE ASSISTANT VICE PRESIDENT/CONTROLLER AS PERSONS HAVING AUTHORITY TO SIGN CHECKS TO PAY LEGAL OBLIGATIONS OF THE UNIVERSITY ("AUTHORIZED SIGNATORIES") AND TO OPEN ANY ACCOUNTS AS NECESSARY TO HOUSE AND MANAGE FUNDS OF THE UNIVERSITY; REQUIRING THAT ALL CHECKS ISSUED BY THE UNIVERSITY BE SIGNED BY THE PRESIDENT AND AT LEAST ONE OF THE OTHER AUTHORIZED SIGNATORIES; AUTHORIZING THE USE OF MECHANICALLY GENERATED SIGNATURES OF SAID AUTHORIZED SIGNATORIES; RESCINDING ANY PRIOR AUTHORIZATIONS AND DESIGNATIONS; PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.**

**WHEREAS**, Section 1011.42, Florida Statutes, and Board of Trustees 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; and

**WHEREAS**, it is in the best interest of the University that mechanically generated signatures of the Authorized Signatories be authorized for the use on any checks issued by the University; and

**WHEREAS**, on October 21, 2014, University President Dr. Elmira Mangum appointed Dale Cassidy to serve as Vice President for Finance and Administration; and

**WHEREAS**, on October 21, 2014, Dale Cassidy assumed the office of Vice President for Finance and Administration to the University.

**NOW THEREFORE, BE IT DULY RESOLVED BY THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY BOARD OF TRUSTEES that:**

**SECTION 1:** The above recitals are incorporated herein as though set forth fully.

**SECTION 2:** The Board of Trustees hereby approves and designates the following persons to sign checks to pay legal obligations of the University and to open any accounts necessary to house and manage funds of the University:

- A. President – Elmira Mangum
- B. Vice President for Finance and Administration – Dale Cassidy
- C. Assistant Vice President/Controller – William Featherstone

the "Authorized Signatories."

**SECTION 3:** All checks issued by the University are required to be signed by the President and at least one of the other Authorized Signatories.

**SECTION 4:** Any accounts opened by the University are required to be opened by the President and at least one of the other Authorized Signatories.



**SECTION 5:** Any check issued by the University may bear the mechanically generated signature(s) of any Authorized Signatory.

**SECTION 6:** Any authorizations or designations provided to persons prior to the effective date of this resolution are rescinded.

**SECTION 7:** For all accounts opened to house and manage funds of the University, the President shall provide a report to the Board of Trustees at its regularly scheduled meeting after the opening of any such accounts.

**SECTION 8:** The Corporate Secretary shall ensure that a copy of this resolution and minutes of the Board of Trustees are provided to any financial institution serving as a depository of University funds.

**SECTION 9:** This resolution shall take effect on December 4, 2014.

**PASSED AND ADOPTED THIS 4th DAY OF DECEMBER, 2014.**

**FLORIDA AGRICULTURAL AND  
MECHANICAL UNIVERSITY  
BOARD OF TRUSTEES**

**ATTEST:**

\_\_\_\_\_  
**Solomon L. Badger, III, Ed.D., Chair**

\_\_\_\_\_  
**Dr. Elmira Mangum  
Corporate Secretary**

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Office of the General Counsel



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

**Budget and Finance  
Date: December 3, 2014  
Agenda Item: V**

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

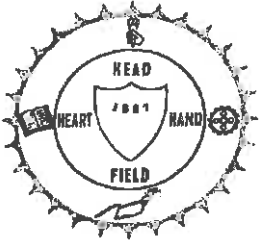
**Subject: Approval of Amendment to the FY 2014-2015 Operating Budget**

**Rationale:** Additional budget authority is requested in the following budget entities:

- **Fund 101 Educational and General** - Fiscal Year 2014-15 Education & General risk management casualty insurance premiums for the state university system have been determined by the Division of Risk Management and the Executive Office of the Governor. The university's base funding for risk management insurances has been reduced by **(\$21,751)** to align with the actual E&G premium invoices as provided to the Board of Governors' staff by the DRM.
- **Fund 116 Auxiliary Trust Fund** – Additional budget authority of \$220,982 is requested for this fund for the Band Travel Department. A budget for the marching 100 was established after the original budget was submitted and approved by the BOT at the August BOT meeting.
- **Fund 603 Auxiliary R&R Fund** - The state fire Marshall required FAMU to update the life safety of the student union by adding an ADA restroom, install sprinklers on the entire first floor, and upgrading the fire alarm to monitor the bowling alley and first floor before the renovation of the Grand Ball Room could start. It was estimated that **\$327,252** additional dollars were required to complete this project. These funds are coming from the Student Union's Replacement and Reserve Fund. Additional budget authority of **\$10,000** is requested in this fund for the New Beginnings Day Care Center. This increase is needed to respond to a recommendation from the Department of Children and Family.
- **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." Additional amount of **\$800,000** is being requested for this purpose.

**Attachments:** Budget Reconciliation, Budget Amendment from the BOG, Grand Ball Project update, Quote for the Video Cameras and Lights for New Beginnings

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2015-2014 Operating Budget.



# Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-3100

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*Excellence with Caring*

FACILITIES PLANNING & CONSTRUCTION

Telephone: (850) 599-3197  
Fax: (850) 561-2289

## Project Update

**TO:** William E. Hudson Jr., Ph.D.;  
Vice President of Student Affairs

**FROM:** Marvin E. Green Jr.,  
Director of Student Activities

**DATE:** 09/22/2014

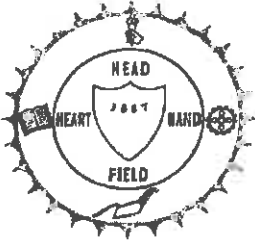
**SUBJECT:** *Project No. CITF 2014-2015 Grand Ballroom Renovation* \_\_\_\_

Dr. Hudson, attach to this letter is the official recommendation for the Grand Ballroom renovations/Student Union upgrade by Mr. Winston which have been looked and approved by myself. SGA President Tonnelle Graham has seen the detail description of the need for the Grand Ballroom/Student Union upgrade enhancements also. We are looking to get this project started Oct. 6th with a potential completion date of late January 2015. Mr. Winston and Mr. Chuks have been very instrumental of attending to all the major and minor details and we hope that we can proceed as soon as possible. We ask that you endorse this document and forward a copy to Ms. Mathis of the Budget Office so she can give the access to the appropriate funds in the amount of **\$327,251.45**. Also I ask that you route a copy of this action and this letter to Mr. Winston in Facilities Planning for their documentation records so they can move forward with the project.

Sincerely,

Marvin E. Green, Jr.  
Director, Student Activities  
Men's Head Golf Coach  
Florida A&M University

Cc: Mr. Prince Winston, Ms. Ronica Mathis



# Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-3100

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*Excellence with Care*

FACILITIES PLANNING & CONSTRUCTION

Telephone: (850) 599-3197  
Fax: (850) 561-2289

## Project Update

**TO: Marvin Green Jr., Director of Student Activities**

**FROM: Prince Winston, PM**

**DATE: 09/22/2014**

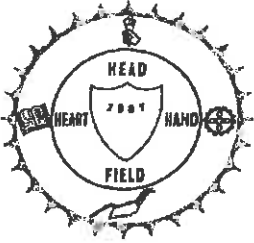
**SUBJECT: *Project No. CITF 2014-2015 Grand Ballroom Renovation* \_\_\_\_**

Mr. Green here is my official recommendation we should consider concerning the Grand Ballroom Renovation project so we can move forward as soon as possible. The state fire Marshall required FAMU to update the life safety of the student union by adding an ADA restroom, install sprinklers on the entire first floor, and upgrading the fire alarm to monitor the bowling alley and first floor took \$124,257.00 out of the initial \$700,000 budget.

We had our Grand Ballroom bid on September 4 and the bid were \$67,000 above our initial construction budget. In order to full address the Grand Ballroom like we initially intended I recommend we fund the project with additional **\$327,251.45** that will cover the fund subtracted from the budget due to State Fire Marshall requirement and the addition needed due to where the bid came in and the HVAC need for the Grand Ballroom/Student Union upgrade.

All State Construction was the lowest bidder with a base bid of \$682,002.00 and the following alternate items.

- **Alternate #1-** includes all Lobby Finishes (Walls, Floors, & Doors) area locate directly outside the Grand Ballroom doors all for \$16,887.00
- **Alternate #1A-** includes new ceiling and lights for the Lobby located directly outside the Grand Ballroom doors all for \$40,400.00
- **Alternate #1B-** includes adding wainscot & base to the Lobby walls all for \$7,935.00
- **Alternate #2-** includes adding new wood entrance doors for the Grand Ballroom all for \$8,167.00
- **Alternate #3A-** includes adding new finishes on the wall and floors only for the Foyer/Corridor area directly outside of the President dining space all for \$16,502.00
- **Alternate #3B-** includes adding new ceiling and lights for the Foyer/Corridor all for \$8,202.00
- **Alternate #3C-** includes refurbishing all of the existing doors for the Corridor all for \$2,410.00



# Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-3100

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- **Alternate #3D-** includes new floor tiles only for the Foyer/Corridor all for \$12,130.00
- **Alternate #4-** includes adding a FAMU seal on the floor in the Foyer area directly outside the President dining space all for \$10,340.00
- **Alternate #5-** includes adding a new Canopy at the outside entrance at the Foyer all for \$30,746.00
- **Alternate #6-** includes adding a new Canopy at the outside entrance at the Lobby all for \$28,305.00
- **Alternate #7-** includes adding a 6 feet Bronze FAMU seal on the wall of the Grand Ballroom all for \$15,025.00

\*There is a current HVAC (Grand Ballroom Air Flow) evaluation that's in the progress and we may want to consider a potential additional work needed to properly condition the space at a value +/- \$50,000 but this is an estimation the official number will be confirmed by the end of this week.

With Rattler Regards,

Prince Winston, PM  
Facilities Planning & Construction

Cc: Ms. Brandi Tatum, Mr. Chuks Onwunli



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-6400


*Excellence With Caring*

VICE PRESIDENT FOR STUDENT AFFAIRS

TELEPHONE: (850) 599-3183  
FAX: (850) 561-2674

## MEMORANDUM

TO: Ronica Mathis  
Director, University Budgets

FROM: Dr. William Hudson, Jr.   
V.P. for Student Affairs

DATE: September 22, 2014

RE: NEW BEGINNINGS REQUEST

This memo is to authorize New Beginnings Auxiliary Trust Funds in the amount of \$ 10,000 to be placed in their operating budget to cover the cost of cameras needed at the center. The quote is attached.

If you have any questions, please contact Phyllis Watkins at 599-3183. Thanks.

604481  
603  
76

# RCARVER ELECTRIC

Tallahassee, Florida

850.264.2895

## **New Beginnings, FAMU Tallahassee Florida**

Thank you for your time and interest in adding video surveillance for your facility. Based on your needs analysis, we are pleased to offer our proposal for the following system.

### Video Surveillance Equipment

- 1, Speco 16 channel 960H DVR with 2tb hard drive
- 7, Interior Intense IR series vandal dome 2.8-12mm dome camera
- 1, 16 channel individually fused camera power supply
- 1, UPS battery back-up surge protector
- 1, 8 outlet power strip surge protector
- 3, Exterior Intensifier vandal dome 2.8-12mm camera
- 3, Exterior wall mount brackets
- \* All necessary cable and connectors

**Camera system, equipment, installation, programming, set-up, and training**  
(\$7550.00)

### Video Surveillance Maintenance Agreement

\* \* This covers all labor and surveillance equipment installed by Vector Security. The Maintenance Agreement is based on the replacement value of the equipment. The Maintenance Agreement is proposed and is not a requirement.

(\$34.95) per Month, 36 month agreement

\* Video Surveillance proposal is based on the information that was given at the time of the walk through. The DVR proposed in this quote is a 16 channel DVR with 2tb of hard drive space. The purpose of this model DVR is to provide the best recorded video quality available on an analog camera system utilizing 960H format which has an effective resolution 976x528 tvl. The best resolution available before 960H was D1 which is 720x480 tvl. Utilizing cameras of 650 tvl or better 960H technology is fully realized. All new cameras provided under this proposal are 700tvl and specifically designed for 960H performance.

### Lease Option

- 36 Month Lease \$293.18
- 60 Month Lease \$209.97

Lease is only an option and is not required. Should the lease option be chosen an application will need to be filled out and submitted to the leasing company with RCarver Electric assistance.

## Scope of Work

All equipment and cabling needed for the video surveillance system shall be supplied and installed by RCarver Electric unless otherwise noted. Proposal is based on work being performed during normal business hours (8am - 5pm) with access being provided to all areas of relevance. Should special hours be required adjustments to the labor rate may be necessary. Owner will be trained on the system and manuals will be left onsite when applicable. Owner to provide and maintain 110vac power, network connection(s) and high speed internet as needed.

All cameras are Intense or Intense IR 960H cameras and can be changed to white with a cover in areas that need white cameras. Cameras will be mounted on walls or ceilings as needed. Customer will advise on exact location of cameras at the time of the installation. The monitor for viewing the video is not included in this proposal and shall be provided by the customer.

## Payment Methods

RCarver Electric accepts 50% down on signing and 50% due upon completion of project.

Again thank you for your time and confidence in allowing Vector Security to provide you with 24/7 security of your facility. We hope this proposal meets with your approval and look forward to earning your business. If you should have any questions, please feel free to contact me at 850.264.2895

Sincerely,  
Ed Barber  
Owner



**FLORIDA A&M UNIVERSITY**  
**2014-15 Approved Operating Budget**  
**Reconciliation by Budget Entity as of 12/03/2014**

Fund	Fund Name	Educational and General		
		Approved Budget BOT as of 07/01/2014	Budgets Posted in PeopleSoft as of 12/03/2014	Budget Status Over (Under)
101	General Revenue	\$ 97,552,206	\$ 97,530,455	\$ (21,751)
102	Student Fee Trust Fund	72,446,932	72,446,932	-
104	Educational Enhancement (Lottery)	14,834,223	14,834,223	-
	<b>Sub-Total Educational and General</b>	<b>\$ 184,833,361</b>	<b>\$ 184,811,610</b>	<b>\$ (21,751)</b>
<b>Capital Improvement</b>				
108	Capital Improvement Fee Trust Fund	2,250,000	2,250,000	-
	<b>Total Capital Improvement</b>	<b>\$ 2,250,000</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>
	<b>Total Educational and General</b>	<b>\$ 187,083,361</b>	<b>\$ 187,061,610</b>	<b>\$ (21,751)</b>
<b>Auxiliary Enterprises</b>				
110	Housing Trust Fund	15,151,604	15,151,604	-
116	Auxiliary Trust Fund	26,143,452	26,364,434	220,982
603	Auxiliary R&R Fund	376,261	713,513	337,252
701	Housing Debt Service	5,914,999	5,914,999	-
702	Aux. Debt Service	233,265	233,265	-
	<b>Total Auxiliary Enterprises</b>	<b>\$ 47,819,581</b>	<b>\$ 48,377,815</b>	<b>\$ 558,234</b>
<b>Intercollegiate Athletics</b>				
115	Intercollegiate Athletics	9,390,171	9,390,171	-
	<b>Total Intercollegiate Athletics</b>	<b>\$ 9,390,171</b>	<b>\$ 9,390,171</b>	<b>\$ -</b>
<b>Concessions</b>				
117	Concessions (450100)	180,000	180,000	-
	<b>Total Concessions</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>
<b>Law School Bar Prep Fee</b>				
117	Law School Bar Prep Fee (482300)	360,000	360,000	-
	<b>Law School Bar Prep Fee</b>	<b>\$ 360,000</b>	<b>\$ 360,000</b>	<b>\$ -</b>
<b>Technology Fee</b>				
117	Technology Fee (482200)	4,821,666	4,821,666	-
	<b>Total Technology Fee</b>	<b>\$ 4,821,666</b>	<b>\$ 4,821,666</b>	<b>\$ -</b>
<b>Student Activities</b>				
117	Late Registration Fee (480910)	220,129	220,129	-
117	Orientation Fee (482000)	269,031	269,031	-
117	Student Activities- Activities and Services Fee (43 Series)	3,151,365	3,951,365	800,000
	<b>Total Student Activities</b>	<b>\$ 3,640,525</b>	<b>\$ 4,440,525</b>	<b>\$ 800,000</b>
<b>Student Financial Aid</b>				
117	Late Payment Fee Controller (480920)	307,947	307,947	-
117	Administrative Expense Fin. Aid (481210)	287,122	287,122	-
117	Administrative Controller (481220)	285,231	285,231	-
201	Title IV Administrative Expense (410333)	175,000	175,000	-
201	College Work Experience Program (410405)	15,000	15,000	-
201	Federal Work Study Program (410452)	798,797	798,797	-
202	Scholarship Fund	60,000,000	60,000,000	-
	Federal Perkins Loan Program (550100) and other			
301	Fund 301	2,159,240	2,159,240	-
901	Other Tuition Assistance Grant (511700)	3,000,000	3,000,000	-
	<b>Total Financial Aid</b>	<b>\$ 67,028,337</b>	<b>\$ 67,028,337</b>	<b>\$ -</b>
<b>Contracts &amp; Grants</b>				
118	FAMU DRS Trust Fund	3,593,042	3,593,042	-
203	Sponsored Research Trust Fund (402210)	46,713,445	46,713,445	-
	<b>Total Contracts and Grants</b>	<b>\$ 50,306,487</b>	<b>\$ 50,306,487</b>	<b>\$ -</b>
	<b>Total BOT Approved Operating Funds</b>	<b>370,630,128</b>	<b>371,966,611</b>	<b>1,336,483</b>
	<b>Grand Total</b>	<b>\$ 370,630,128</b>	<b>\$ 371,966,611</b>	<b>\$ 1,336,483</b>



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

**Budget and Finance Committee  
December 3, 2014  
Agenda Item: VI**

**Subject: Financial Report - E&G and Non-E&G Budget Status as of November 18, 2014**

**Summary:** Please find attached the actual expenditures compared to the approved budget as of November 18, 2015 for E&G and Non-E&G budget entities.

- As of November 18, 2014, a total of 74.11% is showing expended and encumbered. However, the university has expended only 31% of the allocated dollars compared to 42% of the year completed. Remember the encumbered column contains Salaries and OPS from the period November 14, 2014 until June 30, 2015.
- At this point, we do not anticipate any budgetary issues at the end of the fiscal year.

**2013-2014 E&G OPERATING BUDGET**  
As of November 18, 2014

<b>ADMINISTRATION</b>	<b>BUDGET</b>	<b>ENCUMB</b>	<b>EXPEND</b>	<b>TOTAL EXPEND/ COMMITTED -</b>	<b>%EXPENDED/ COMMITTED</b>
PRESIDENT	3,973,102	1,839,619	1,237,961	3,077,580	77.46%
VP COMMUNICATIONS/EXTERNAL AFF	1,516,874	809,034	483,113	1,292,147	85.18%
VP ADMINISTRATION	7,914,297	2,817,507	3,640,970	6,458,477	81.61%
VP DEVELOPMENT	1,783,213	959,545	638,655	1,598,200	89.62%
VP AUDIT AND COMPLIANCE	732,734	402,596	227,514	630,110	85.99%
VP LEGAL AFFAIRS	1,282,123	666,670	436,831	1,103,501	86.07%
EIT	9,094,760	3,859,438	2,952,541	6,811,979	74.90%
PRESIDENTIAL RESERVE	1,845,873			0	0.00%
CAMPUS SECURITY	2,664,290	1,519,409	985,565	2,504,974	94.02%
<b>TOTAL ADMINISTRATION</b>	<b>30,807,266</b>	<b>12,873,818</b>	<b>10,603,150</b>	<b>23,476,968</b>	<b>76.21%</b>
<b>PLANT OPERATIONS &amp; MAINTENANCE</b>					
PHYSICAL PLANT	17,283,744	5,835,958	3,783,832	9,619,790	55.66%
FACILITIES PLANNING	960,104	460,102	322,074	782,176	81.47%
ENVIRONMENTAL SAFETY	442,330	292,159	152,385	444,544	100.50%
<b>TOTAL PO&amp;M</b>	<b>18,686,178</b>	<b>6,588,219</b>	<b>4,258,291</b>	<b>10,846,510</b>	<b>58.05%</b>
<b>LIBRARIES</b>	<b>4,733,482</b>	<b>1,553,962</b>	<b>2,275,117</b>	<b>3,829,079</b>	<b>80.89%</b>
<b>STUDENT SERVICES</b>					
VP STUDENT AFFAIRS	8,402,186	2,325,515	1,599,302	3,924,817	46.71%
TUITION Differential NEED BASE	2,227,345		861,542	861,542	38.68%
WOMEN ATHLETICS	678,264	256,972	160,722	417,694	61.58%
<b>TOTAL STUDENT SERVICES</b>	<b>11,307,795</b>	<b>2,582,487</b>	<b>2,621,566</b>	<b>5,204,053</b>	<b>46.02%</b>
<b>TOTAL NON I&amp;R</b>	<b>65,534,721</b>	<b>23,598,486</b>	<b>19,758,124</b>	<b>43,356,610</b>	<b>66.16%</b>
<b>INSTRUCTIONS AND RESEARCH</b>					
VP ACADEMIC AFFAIRS	13,007,657	3,263,786	2,337,840	5,601,626	43.06%
ESI	2,003,178	1,069,346	656,886	1,726,232	86.17%
SUSTAINABILITY CENTER	306,497	86,435	46,434	132,869	43.35%
ARCHITECTURE	3,572,487	1,977,522	1,119,158	3,096,680	86.68%
SOCIAL SCIENCES	13,219,193	8,127,990	4,354,374	12,482,364	94.43%
SBI	7,715,406	4,700,346	2,618,881	7,319,227	94.87%
CESTA	4,914,326	2,693,232	1,666,672	4,359,904	88.72%
JOURNALISM	2,766,544	1,358,632	853,974	2,212,606	79.98%
EDUCATION	5,838,158	3,038,765	1,900,438	4,939,203	84.60%
NURSING	1,714,117	1,038,205	590,106	1,628,311	94.99%
PHARMACY	11,117,606	6,243,678	3,588,868	9,832,546	88.44%
ALLIED HEALTH	3,793,840	2,039,563	1,334,480	3,374,043	88.93%
SCIENCE AND TECHNOLOGY	8,790,368	4,945,731	2,593,687	7,539,418	85.77%
GRADUATE STUDIES	2,865,149	662,091	889,821	1,551,912	54.17%
ENGINEERING	11,655,220	2,935,942	3,518,593	6,454,535	55.38%
LAW SCHOOL	12,928,681	6,308,027	4,271,590	10,579,617	81.83%
TUITION DIFFERENTIAL	5,197,138	2,501,185	2,445,323	4,946,508	95.18%
<b>TOTAL I&amp;R</b>	<b>111,405,565</b>	<b>52,990,476</b>	<b>34,787,125</b>	<b>87,777,601</b>	<b>78.79%</b>
<b>TOTAL ALLOCATED E&amp;G</b>	<b>176,940,286</b>	<b>76,588,962</b>	<b>54,545,249</b>	<b>131,134,211</b>	<b>74.11%</b>
	<b>7,871,324</b>			<b>0</b>	<b>0.00%</b>
<b>TOTAL UNALLOCATED E&amp;G</b>	<b>7,871,324</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL E&amp;G</b>	<b>184,811,610</b>	<b>76,588,962</b>	<b>54,545,249</b>	<b>131,134,211</b>	<b>70.96%</b>

**\*\* TUITION NOT COLLECTED BECAUSE OF DECREASE IN ENROLLMENT. THIS IS BUDGET AUTHORITY ONLY AND CANNOT BE SPENT IF DOLLARS ARE NOT COLLECTED.**

FLORIDA A&M UNIVERSITY

NON E&G Budget Status As of November 17, 2014

Dept	Fund	07/01/2014 Beginning Fund Balance	Revenues		Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 11/17/2014	Projected YTD Fund Balance	Notes
			Budgeted Revenue	14-15 Revenue Collected YTD					

**Academic Affairs**

DRS Fund 118	Various	118	142,924	3,593,042	3,593,042	3,735,966	3,614,227	3,120,413	615,553
Late Registration (Fund 117)	480910	117	54,931	150,000	150,000	204,931	225,694	219,927	(14,996) A
Law School Bar Prep Fee	613012	116	(6,045)	360,000	360,000	353,955	674,400	314,400	39,555
Law School Library Coin Oper	603412	116	44,776	16,500	4,093	48,869	15,900	2,178	46,691
Journalism Lab Fee	611012	116	(6)	5,235	2,145	2,139	3,710		2,139
Graphic Arts Lab Fee	611032	116	(63,408)	2,595	63,408		-		
Nursing Lab Fees	614012	116	16,252	18,225	7,100	23,352	20,833	5,677	17,675
Nursing ATI Fees	614022	116	31,008	37,930	14,931	45,939	49,307	25,735	20,204
FAMU/Leon Cty Pharmacy	615012	116	375,767	292,500	126,040	501,807	322,149	245,494	256,313
Pharmacy Lab Fees	615022	116	76,504	39,750	15,390	91,894	39,187	35,849	56,045
Allied Health Lab Fees	616012	116	18,200	14,100	3,000	21,200	18,914	16,849	4,351
Music Lab Fees	617032	116	2,489	6,875	4,125	6,614	5,062	2,240	4,374
Biology Material Supplies Fee	617062	116	28,662	38,000	15,536	44,198	24,164	7,238	36,960
Chemistry Lab Fee	617072	116	55,206	22,440	16,620	71,826	70,424	69,200	2,626
CIS Lab Fees	617082	116	13,032	15,000	5,801	18,833	21,757	18,530	303
Continuing Education	618070	116	(311,116)	904,145	311,878	762	197,557	122,621	(121,859) B
Marching 100 Summer Camp	618075	116	13,131			13,131	13,131	12,785	346
Entomology Field Day	618076	116	45,404	28,600	11,316	56,720	28,930	25,111	31,609
Edmonds Youth theatre	618079	116	11,400	28,000	8,358	19,758	27,797	16,932	2,826
Office of Inst Tech - Support	618510	116	-	100,000	100,000	100,000	116,047	71,224	28,776
Distance Learning- SBI	618520	116	(15,076)	362,726	362,726	347,650	401,786	202,793	144,857
Distance Learning- Nursing	618530	116	78,547	197,640	32,940	111,487	187,990	66,091	45,396
Distance Learning- Public Health	618540	116	44,176	365,950	80,600	124,776	326,772	67,541	43,946
Pharmacy Seminars	618701	116	(75,073)	80,000	101,583	26,510	39,443	31,993	(5,483) C
Challenger Learning Center	619142	116	413,289	815,000	192,589	605,878	994,482	614,538	(8,660) D
Univ. Library Copy/Print Services	630010	116	44,630	35,000	12,586	57,216	24,801	15,953	41,263
Transcript Fee	604370	116	13,175	140,000	140,000	153,175	114,950	110,756	42,419
Student Hlth Ctr Pharmacy	604800	116	7,200	210,000	210,000	217,200	221,367	189,506	27,694

FLORIDA A&M UNIVERSITY

NON E&G Budget Status As of November 17, 2014

Revenues

Dept	Fund	07/01/2014 Beginning Fund Balance	Budgeted Revenue	14-15 Revenue Collected YTD	Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 11/17/2014	Projected YTD Fund Balance	Notes
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**Administrative & Financial Services**

Controller's Office

Surplus Property	445300	116	54,456	35,000	13,943	68,399	50,000	2,563	65,836
Auxiliary Overhead	603130	116	2,045,326	1,060,000	438,568	2,483,894	1,533,341	1,266,295	1,217,599
Late Payment Fund 117	480920	117	2,182,099	464,120	464,120	2,646,219	307,947	115,440	2,530,779
Fin Aid Adm Exp Controller Fund 11	481220	117	1,319,667	225,000	225,000	1,544,667	285,231	19,303	1,525,364

Business and Aux Services

Bookstore	603150	116	559,750	283,230	30,566	590,316	170,860	130,090	460,226
University Commons	603170	116	2,826,285	8,753,560	8,753,560	11,579,845	8,469,634	7,035,444	4,544,401
Bus & Aux. Services	603400	116	40,838	110,000	110,000	150,838	109,229	85,140	65,698
Post Office	603401	116	127,683	286,305	226,140	353,823	316,151	304,533	49,290
Procurement Contracts	603405	116	63,916	100,000	80,681	144,597	125,914	64,246	80,351
Rattler Card	603407	116	199,399	233,400	156,086	355,485	237,426	203,193	152,292
Copy Center	603410	116	7,438	235,405	235,000	242,438	336,015	227,542	14,896

Construction & Facilities Planning

Building Code	603415	116	99,636	150,000	150,000	249,636	164,676	150,296	99,340
Events department	635010	116	189,975	60,000	13,438	203,413	113,737	65,077	138,336
Events department-Ticket Sales	635011	116	8,685	50,000	4,740	13,425	51,955	1,955	11,470

FLORIDA A&M UNIVERSITY

NON E&G Budget Status As of November 17, 2014

			Revenues						
Dept	Fund	07/01/2014 Beginning Fund Balance	Budgeted Revenue	14-15 Revenue Collected YTD	Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 11/17/2014	Projected YTD Fund Balance	Notes
<b>Student Affairs</b>									
Fin Aid Adm Exp Fund 117	481210	117	198,757	250,000	250,000	448,757	288,337	157,145	291,612
Orientation Fee (Fund 117)	482000	117	(40,991)	270,000	270,000	229,009	288,298	234,832	(5,823) E
Rattler Aquatics	603160	116	(885)	74,200	74,200	73,315	112,997	40,568	32,747
Student Union	604140	116	-	736,449	744,524	744,524	766,678	572,949	171,575
Student Union Bowling Alley	604141	116	38,465	10,000	795	39,260	16,058	7,011	32,249
Rattler Express	604145	116	29,476	54,569	80,777	110,253	27,441	54,018	56,235
Campus Recreation	631100	116	23,423	642,054	811,255	834,678	787,722	684,678	150,000
Famuan Fund 117	430100	117	-	15,239	16,152	16,152	15,263	5,720	10,432
FAMU DPS Alarm Monitor	604170	116	6,710	18,744	-	6,710	33,305	-	6,710
FAMU Child Care Center	604480	116	(2,874)	665,937	665,937	663,063	659,059	474,894	188,169
Hosp O&M Student Hlth	604790	116	2,194,332	2,336,052	904,123	3,098,455	2,966,930	1,834,694	1,263,761
Counseling Services	604795	116	(708)	360,388	360,388	359,680	360,908	324,535	35,145
LifeScan Finger Printing	603210	116	54,817	20,000	24,852	79,669	34,022	30,675	48,994
University Parking	603200	116	1,269	1,997,000	1,997,000	1,998,269	2,448,973	1,558,386	439,883
Housing Fund 110	Various	110	2,141,814	14,939,536	7,260,063	9,401,877	15,483,243	7,101,577	2,300,300
A&S Fees	Various	117	966,153	2,998,434	2,998,434	3,964,587	3,936,126	2,696,810	1,267,777
<b>E.I.T</b>									
Technology Fee	482200	117	2,822,256	2,352,734	897,759	3,720,015	4,821,666	3,074,387	645,628
Telecommunications	603406	116	(327,514)	2,016,326	2,016,326	1,688,812	2,079,691	1,243,496	445,316
<b>President</b>									
Athletics	Various	115	(7,842,789)	9,899,622	3,732,880	(4,109,909)	10,029,039	7,774,308	(11,884,217) F
Concessions	450100	117	353,401	180,000	163,115	516,516	186,112	97,104	419,412

NOTES:

- A Revenues are generated from fees that are assessed each semester when fees are paid late.
- B A debt reduction plan is in place in the Continuing Education department, spending has been restricted to adhere to the submitted plan.
- C Revenue will continue to be collected as seminars take place throughout the fiscal year. Until revenue is collected, all spending has been restricted.
- D The majority of the Challenger Learning Center revenues are collected during the Spring and Summer.  
Revenues for Orientation Fee are generated during summer orientation programs which will eliminate
- E the projected negative balance.
- F A debt reduction plan has been developed to address the deficit in Athletics. The budget and spending is reviewed on a weekly basis.



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: VII**

**Subject:** Contracts over \$100,000

**Summary:**

**1. Contractor: Talcor Commercial Real Estate dba Talcor Commercial Real Estate Services Worldwide**

Contract #: C-0017-2014  
Contract Start Date: 10/6/2014  
Contract Original Expiration Date: 9/30/2017  
Contract Amount: \$267,284.59

This agreement allows Talcor to provide facility management and maintenance services for the Centennial Building located at 2077 East Paul Drive, Tallahassee, Florida 32310. The Centennial Building is 32,700 GSF and 14,604 NSF.

**2. Contractor: WRS Compass**

Contract #: C-4215  
Contract Start Date: 9/26/2014  
Contract Original Expiration Date: 4/30/2015  
Contract Amount: \$121,245.38

Under this agreement, WRS will provide FAMU with a NEPA Assessment for the USDA Brooksville Land Transfer. A NEPA assessment is comprehensive studies that identify environmental impacts of a land development action and analyzes a broad set of parameters including biodiversity, environment justice, wetlands, air/water pollution, traffic, geotechnical risks, public safety issues, and hazardous substance issues.

**3. Contractor: NIXCLUSIVE EVENTS LLC**

Contract #: C-4221/C-0020  
Contract Start Date: 10/29/2014  
Contract Original Expiration Date: 10/29/2014  
Contract Amount: \$153,000

Under this Agreement, NIXCLUSIVE EVENTS will provide artists for the 2014 Concert. The concert was held on October 29, 2014 at the Donald L. Tucker Civic Center in Tallahassee, Florida. The Contractor is also responsible for promoting and marketing this event.



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

**4. Contractor: Blackboard Student Management Suite**

Contract #: C-4228A

Contract Start Date: 9/28/2014

Contract Original Expiration Date: 9/28/2017

Contract Amount: \$569,022.99

This agreement is for the purchase of licenses for the Blackboard Analytics Student Management Suite. In addition, Blackboard will provide FAMU with consultants to perform certain services in connection with the Blackboard Analytics implementation of the Student Retention Dashboard & Program Strategy for new Customers.

**5. Subrecipient: University of South Florida**

Contract #: C-4243

Contract Start Date: 10/9/2014

Contract Original Expiration Date: 7/31/2015

Contract Amount: \$492,911.00

FAMU retained the University of South Florida to facilitate the Florida-Georgia Louis Stokes Alliance for Minority Participation (FGLSAMP) Bridge to the Doctorate award funded by the National Science Foundation. The subrecipient will also be responsible for the payment of stipend awards to the Bridge to the Doctorate student participants, along with other related cost of education expenses.

Prepared by: Stephany Fall





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

**Budget and Finance Committee**

**Date: December 3, 2014**

**Agenda Item: VIII**

**Subject:** Recreational Center's Chiller Replacement

**Summary:** Due to the premature failure of the Recreational Center's chiller, the Student Government Association in conjunction with the President has agreed to utilize \$150,000 of CITF funding that was appropriated by the Legislature for the Student Union Renovation Project to fund the cost of this capital renewal effort. As a result, the Student Union Project will be reduced by \$150,000.



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: IX.a.**

**Subject:** Athletics Budget Update

**Summary:**

**ATHLETICS REVENUE AND EXPENSES**

	<u>OCT 2013</u>	<u>OCT 2014</u>	<u>DIFFERENCE</u>
<b>TOTOAL REVENUE</b>	\$3,228,563	\$3,658,776	\$ 430,213
<b>TOTAL EXPENSES</b>	\$3,587,170	\$4,257,136	\$ 669,966

*See attachment for detail.*

**FLORIDA A&M UNIVERSITY**  
**ATHLETICS REVENUE AND EXPENSES**  
**As of October 29, 2014**  
**Agenda Item: IX.a.**

		October 2013	October 2014	Difference
<b>REVENUE</b>				
Fee	601080	2,067,694	1,934,173	(133,521) 1
Football Gate Receipts	602130	265,549	97,145	(168,404) 2
Game Guarantees	602131	2,500	664,750	662,250
Concessions Sales	602132	3,075	14,178	11,103
Athletic Program Sales	602133	10,770	4,360	(6,410)
Football Season Tickets	602134	229,191	203,065	(26,126)
Advertising Sales	602136	85,829	101,691	15,862
Royalty	602139	19,136	16,093	(3,043)
NCAA Revenues	602141	202,313	345,392	143,079 3
Ticket Sales Away Games	602143		2,875	2,875
Other Rev	602150	7,375	7,500	125
Florida Consortium	602152	212,650	227,927	15,277
MEAC/SWAC Revenue	602153	45,751	14,855	(30,896)
Cash Over Short	604075	12	1,023	1,011
Misc	604090	76,718	23,749	(52,969)
Fundraising	615009			-
	<b>Total</b>	<b><u>3,228,563</u></b>	<b><u>3,658,776</u></b>	<b><u>430,213</u></b>
<b>EXPENSES</b>				
Salaries	711000	1,159,723	1,253,733	94,010 4
OPS Salaries	712000	220,806	137,152	(83,654) 5
Expenses	720000	2,127,280	2,790,370	663,090 6
Mandatory Expenses	721000	79,361	70,742	(8,619) 7
Operating Capital Outlay	750000		5,139	5,139
	<b>Total</b>	<b><u>3,587,170</u></b>	<b><u>4,257,136</u></b>	<b><u>669,966</u></b>

1. The fees are less because the student enrollment is down.
2. The football game receipts is less because the attendance was lower than previous year.
3. NCAA Revenues increased due to the monies received to assist with the APR improvement.
4. The Salaries and Benefits difference is due to the leave payout to terminated employees.
5. The reduction in OPS is due to the conversion of employees to Permanent positions.
6. The expenses are increased, because of the cost for the tent rental and food in the North End Zone and we had the Spring Sports encumber their travel.
7. Mandatory expenses are less this fiscal year, because all of the expenses have not been posted yet. The utilities were also capped at \$150,000.



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: IX.b.**

**Subject:** Multi-year Employment Contract for Byron Samuels

**Summary:**

Athletic Director Kellen Winslow and President Mangum recommend the approval of a three-year employment contract for Byron Samuels, the Head Men's Basketball Coach at Florida A&M University. Byron comes to FAMU from the University of Georgia, where he served as the Basketball Operations Coordinator since June of 2013.

While at Georgia, Coach Samuels was responsible for oversight of the players' day-to-day schedules and their academic performance, assisting with the program's on-campus recruiting efforts, summer camps and community outreach.

His career experiences include three head coaching posts, two at four-year schools, and one in the junior college ranks.

Coach Samuels' first head coaching job came at Mid-Eastern Athletic Conference member Hampton University. During his two-year stint (1995-97), he helped the Pirates with their transition to NCAA Division I status.

Samuels was the head coach at Radford University from 2002-07 after serving one season there as an assistant coach. His tenure with the Highlanders included an appearance in the league's tournament championship game, as well as several player and team accolades, both on the court and in the classroom.

Over the entirety of his coaching career, Samuels helped guide six teams to post-season bids.

Coach Samuels received his Bachelor of Science in Personnel Management from UNC Asheville and a Masters in Education from Western Carolina.

Mr. Samuels' salary is \$165,000.00



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

**Subject:** Multi-year Employment Contract Extension for LeDawn Gibson

**Summary:**

Athletic Director Kellen Winslow and President Mangum recommend the approval of a three-year employment contract extension for LeDawn Gibson, the Head Women's Basketball Coach at Florida A&M University.

LeDawn Gibson is entering her seventh season as head coach of the FAMU Women's Basketball Program, looking forward to her 100<sup>th</sup> career win as a collegiate coach and the elusive Mid-Eastern Athletic Conference title.

In six seasons, Coach Gibson has compiled a 97-84 record overall, while posting a 57-39 record in MEAC play. Coach Gibson's 97 wins are the third most wins ever by a FAMU coach in their first six years at the helm.

Coach Gibson has produced two student athletes who were MEAC Players of the Year in 2014 and 2012. One student athlete's was also the MEAC Defensive Player of the Year.

Over the entirety of her coaching career, Coach Gibson guided her teams to finish in the league's top four three times in 2011, 2012, and 2014.

Her student athletes have performed well as a team, both on the court and in the classroom.

Ms. Gibson's salary is \$90,000.00

# **X. Governmental Relations**

**(to be provided at a later date)**



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: XI**

**Subject:** Executive Service Level Personnel Information

**Summary:**

**Executive Service** – These positions are assigned to the Administrative and Professional Classification Plan and ordinarily report directly to the President. They may include such classifications as vice president, general counsel, athletic director and others as agreed upon by the President and the employee. These positions are responsible for or are significantly involved in policy making at the University, do not have tenure and do not have any expectation of appointment beyond a 60 days' notice period.

The University currently has eight executive service level personnel: seven Vice Presidents and the Athletic Director. Details follow.

<u>Title</u>	<u>Current Salary</u>
VP, Audit and Compliance	\$176,000
VP for Communications & External Relations	\$199,500
VP, Finance & Administration	\$195,000
VP for Legal Affairs – General Counsel	\$207,000
VP for Research	\$182,245
VP, Student Affairs	\$207,000
VP for University Advancement	\$176,000
Director of Intercollegiate Athletics	\$195,000



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

**Budget and Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: XII**

**Subject: FAMU BRANDING EXPENDITURES**

**Summary: Information Only:** Please find attached the actual expenditures of the dollars allocated for Florida A&M University branding as of November 25, 2014.



**FLORIDA A&M UNIVERSITY  
BRANDING EXPENDITURES AS OF 11/25/2014**

	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>TOTAL</b>
<b>OTHER PERSONAL SERVICES</b>		44,089.00	37,387.00	81,476.00
<b>PROFESSIONAL CONSULTANT FEES</b>	37,500.00	102,700.00	39,000.00	179,200.00
<b>PHOTOGRAPHER SERVICES</b>	5,518.00			5,518.00
<b>PRINTING</b>	2,333.00	6,573.25		8,906.25
<b>RECRUITMENT</b>		7,228.44		7,228.44
<b>EQUIPMENT RENTAL</b>	5,625.00	3,312.00		8,937.00
<b>RECRUITING</b>	17,839.89	10,226.35	10,650.50	38,716.74
<b>ANTI-HAZING WORKSHOPS</b>	5,915.74	4,260.00		10,175.74
<b>PUBLIC RELATIONS CONSULTANT SERVICES</b>		56,370.18		56,370.18
<b>ADVERTISING</b>		54,630.00	6,961.64	61,591.64
<b>TRAVEL</b>	7,984.32			7,984.32
<b>ALUMNI ACTIVITIES</b>	148.00			148.00
<b>RENTAL BUILDINGS</b>	1,626.95			1,626.95
<b>MEDIA TRAINING</b>		10,350.00		10,350.00
<b>FALL GALA VIDEO</b>		16,248.00		16,248.00
<b>PRE PRODUCTION</b>		4,125.00		4,125.00
<b>FAMNEWS</b>		4,200.00	12,000.00	16,200.00
<b>PARKING SERVICES</b>		598.16		598.16
<b>P-CARD CHARGES</b>		69.99		69.99
<b>VIDEO PRODUCTION</b>			3,000.00	3,000.00
<b>TOTAL</b>	<b>84,490.90</b>	<b>324,980.37</b>	<b>108,999.14</b>	<b>518,470.41</b>



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

**Budget & Finance Committee  
Wednesday, December 3, 2014  
Agenda Item: XIII**

**Subject:** Readiness for Campus-wide Emergencies

**Summary:**

University management is generally comfortable with its state of readiness; but is always looking to improve its capabilities.

In the current fiscal year, more than \$750,000 of available capital reserve funding has been set aside to address certain high-priority objectives. It is expected that more funding will be set aside next year as well.

These objectives include:

- Repair, replace and add new cameras in strategic locations around campus
- Enhance ability to lockdown buildings in the event of an active shooter incident
- Various enhancements to emergency notifications systems; and
- Increase control of physical access to campus.