

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



Facilities Planning Committee Meeting

Wednesday, September 10, 2014

Time: 10:30 AM

Location: Grand Ballroom

Committee Members: Spurgeon McWilliams, Chair
Lucas Boyce, Kelvin Lawson, Kimberly Moore, Cleve Warren, Karl White

AGENDA

- | | | |
|-----|---------------|---------------------|
| I. | Call to Order | Chairman McWilliams |
| II. | Roll Call | |

ACTION ITEMS

- | | | |
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| III. | Approval of Minutes – June 4, 2014 | Chairman McWilliams |
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INFORMATION ITEMS

- | | | |
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| IV. | Project Updates | Interim Associate VP Kendall Jones |
| | <ul style="list-style-type: none">• FAMU Village (800 Bed Dormitory)• Pharmacy Building Phase II• FAMU-FSU College of Engineering Phase III• SGA Grand Ballroom & Student Union | |
| V. | Adjournment | |



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

**Facilities Planning Committee
Date: Thursday, September 11, 2014
Agenda Item: III**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: **Approval of Facilities Planning Committee Meeting Minutes (June 4, 2014)**

Rationale: In accordance with the Florida Statutes, a governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Attachment: Facilities Planning Committee Meeting Minutes (June 4, 2014)

Recommendation: Approve the minutes of June 4, 2014.

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



**Facilities Planning Committee Minutes
Trustee Spurgeon McWilliams, Chair**

Wednesday, June 4, 2014

Committee Members Present: Trustee Spurgeon McWilliams, Chair (by telephone), Trustee Kelvin Lawson, Trustee Kimberly Moore (by telephone), and Trustee Carl White.

Committee Member(s) Absent: Trustee Cleve Warren

Others Attending: David Self, Esquire, General Counsel's Office and Kendall Jones, Interim Associate Vice President.

As Chairman McWilliams was by phone, Trustee Carl White was requested to facilitate the Facilities Planning Committee meeting. Trustee White called the meeting to order at 10:15 a.m., and Sandy Mitchell, Administrative Assistant, Construction and Facilities Management was recognized to call the roll. A quorum was present.

Next, Trustee White stated there were two action items: the approval of the Facilities Planning Committee Minutes of March 5, 2014, and the approval of the Five-Year Capital Improvement Plan and 2015-16 Fixed Capital Outlay Legislative Budget Request.

Action Items

Approval of Minutes – March 5, 2014

Trustee White asked for a motion for the approval of the minutes for the March 5, 2014 meeting. Trustee Moore moved to approve the minutes for March 5 meeting, and it was seconded by Trustee Lawson. The minutes were unanimously approved and the motion carried.

Five-Year Capital Improvement Plan and 2015-16 Fixed Capital Outlay Legislative Budget Request

Trustee White requested Mr. Kendall Jones, Interim Associate Vice President, present the second action item – Five-Year Capital Improvement Plan (CIP) and 2015-16 Fixed Capital Outlay Legislative Budget Request.

Florida Agricultural and Mechanical University Board of Trustees



Mr. Jones informed the Committee that each university within the State University System of Florida must submit a Fixed Capital Outlay Legislative budget request and an updated Five-Year Capital Improvement Plan annually to the Board of Governors. Mr. Jones also stated that the Educational Plant Survey was completed in March 2010. He advised the Facilities Committee that this Educational Plant Survey evaluates existing academic facilities and recommends future capital projects for the University.

Thereafter, Mr. Jones explained that the legislative budget request for FY 2015 and 2016; and the Five-Year Capital Improvement Plan are aligned with the 2010 Educational Plant Survey as well as the Master Plan. Next, Mr. Jones presented the top five prioritized Public Educational Capital Outlay (PECO) projects for the University for the FY 2015-16 Capital Improvement Plan. These include: (1) Utilities/Infrastructure, Capital Renewals/Roofs; (2) Pharmacy Building Phase II; (3) Student Affairs Building; (4) FAMU/FSU College of Engineering Phase III; and (5) Dyson Building Remodeling.

Then, Mr. Jones presented the only University's Capital Improvement Trust Fund (CITF) project, which is the new Student Union Building. As of this date, the University has been appropriated approximately \$3 million of the requested \$33.1 million for the Student Union Building under the CITF funding. The Student Government Association voted to utilize \$700,000 of the 2013-2014 appropriation to renovate the Grand Ballroom. For the fiscal year 2014-2015, the University will be appropriated \$1,714,861 under the CITF funding towards the construction of the new Student Union Building.

Mr. Jones recommended that the Board of Trustees approves the Five-Year Capital Improvement Plan and 2015-2016 Legislative Budget Request and authorizes the President to forward both documents to the Board of Governors. This concluded the presentation and recommendation.

Trustee White asked if there were any questions for Mr. Jones. A series of questions were asked by the Facilities Committee to include.

- **Trustee Lawson:** Where does the five year plan fit-in as we proceed with the 800-bed and additional work at the existing female dorms to either retrofit, renovate, or potentially start over depending upon the State's decision as it relates to the historically landmark?

Mr. Jones explained that it's listed as information to the Board of Governors, but the funding piece must be addressed.

- **Trustee Moore:** Would the Committee be provided a full list of projects? Mr. Jones responded that a full list is in the Committee's packet that shows all of the University's projects and that the top five are

Florida Agricultural and Mechanical University Board of Trustees



highlighted in the presentation. Then, Trustee Moore asked whether the sixteen projects represent the full list. Mr. Jones stated “Yes.”

- **Trustee White:** As it relates to the PECO slide particularly the utilities and infrastructure, for clarification, what all is included for 2015-2016?

Mr. Jones responded that it’s money obligated to deferred maintenance, which is the infrastructure systems, plumbing systems, electrical systems, HVAC system, etc. Then, Trustee White asked if the money represents the annual spending on certain renewals/deferred maintenance and if the money will also go towards renewals. Mr. Jones answered “Yes” and further explained that this year the University received approximately \$980,000 which is titled critical deferred maintenance for 2014-15, in addition to the University’s request.

Mr. Jones further stated that the renewal goes towards new buildings and/or construction/renovation. Trustee White elaborated that the goal should be to avoid deferred maintenance by spending the appropriate amount of renewals to the point you don’t have any critical deferred maintenance. Mr. Jones commented that renovation is always better from a maintenance standpoint.

- **Chairman McWilliams:** Requested Kendall Jones to repeat his response to the Committee regarding closings of the female dormitories. Mr. Jones repeated to the Committee that in terms of long term planning the female dormitories are on the CIP list, but listed as an information item only and the University will have to develop a plan to finance the project. Trustee White reiterated Mr. Jones’ response “that it is listed on the capital improvement” but will need funding. Mr. Jones added that it falls under the request from non-state sources including debt, in other words the Board of Governors does not require the University put it on the list, but it is a priority to build new dormitories.

Chairman McWilliams then questioned the arrangements being made once the 800-bed facility was complete and if students would be moving into the 800-bed facility while renovations and updates were being done on existing dorms.

Attorney David Self, from the General Counsel’s office explained that it was critical to understand the transition of the female dorms. Attorney Self stated that the 800-bed will be ready for move-in fall semester, and the four female dorms will be closed. He stated that presently the University does not have the immediate funding source to replace or renovate the four other dorms due to several factors, including the decline of enrollment and the \$70 million dollars housing debt.

Florida Agricultural and Mechanical University Board of Trustees



Trustee Lawson stated he believed the dilemma is not just the declining enrollment, but plans need to be put in place to boost enrollment. Trustee Lawson acknowledged that a discussion needs to be had with the committee, president, and Mr. Jones for a recommendation regarding the best approach in closing the other dorms. Trustee Lawson further stated the closing of the dorms will create an eye sore in the heart of campus and that over time vacant buildings can cause vandalism unless there is a plan of action. Trustee Lawson further stated the closing of the female dorms will create an eye sore for students and parents when they are visiting the campus.

After a lengthy discussion on the closing of the female dorms, Attorney Self stated that the facilities staff needs directions from the Board on how to proceed. He explained the two housing studies most recently done by MGT merely stated that dorms were not habitable.

Thereafter, Trustee Lawson asked from a historical perspective that there will be challenges but could they be torn down in the back and leave the facade and start over. Mr. Jones replied the University would have to go through historical preservation to make sure we are respecting the requirements. Attorney Self stated there has been some discussion about keeping the facade and building new behind it but it will be a demand-driven type of exercise. Attorney Self further stated that one of the historical issues from the Division of Bond Financing is the stability of leadership and housing operations. He said, however, now that the University has a permanent president this should no longer be an issue, and we can now be concerned about housing management and deferred maintenance. Attorney Self stated that it has been recommended for the University to consider privatizing the housing operations and show that the management piece has been put into place for a period of years. He went on to say the Division of Bond Financing is basically saying that we have about \$70 million of debt, and it's important for them to see how the new dorms are performing. If the University can demonstrate the new housing is performing, the management has been taken care of and control of deferred maintenance type issues we will be in a better position in 2017-18 to show that enrollment is up and that we can build another 500-600 beds. Finally, Mr. Self stated that in terms of what the Board can do today is direct the staff to start soliciting privatizing management.

Trustee White stated that what can definitely be done today as a matter of practice as it relates to the 800-bed that we spend the renewals appropriately to make sure that no deferred maintenance occurs on the new building. Trustee White said that this is the best way to demonstrate that we are behaving differently.

Trustee White asked whether there were any further questions. Chairman McWilliams had one comment and agreed with much of what has been said. While he believes the decline of enrollment is an issue, he also believes the status of the buildings is another issue. Chair McWilliams went on to say

Florida Agricultural and Mechanical University Board of Trustees



that part of the reason most people are not living in the dormitories is that they are not up to today's standards, and that it is not just the declining enrollment but the status of our facilities.

Trustee White then commented that in light of the fact that we will have some vacant buildings and are aware of what can happen when there are vacant buildings, we should have a collective proactive discussion with our police department or security about making sure those areas are patrolled particularly at night to discourage people from vandalizing these buildings. Trustee White requested that Mr. Jones make an effort to coordinate with the police department or security to secure these buildings. Trustee White asked if there were any further discussion. There were no further questions, comments or discussion.

Trustee White asked for a motion to approve the Five-Year Capital Improvement Plan (FY 2015-16 through FY 2019-20); and the FY 2015-16 Fixed Legislative Budget Request. Trustee Lawson motioned for approval and Trustee Moore seconded the motion. The motion was approved and carried.

Next, Trustee White asked Mr. Jones to precede with the project updates. Mr. Jones provided information updates on four projects.

1. The first project update is the 800-Bed Dorm. The overall project is about 95% completed, within approved budget, but slightly behind schedule due to excessive amounts of rain during the critical stages of the project. Additional days have been officially requested due to the moisture conditions. As a result, special measures are being taken to address the moisture issues. The facility will be ready for fall move-in.

Trustee White asked Mr. Jones when the University would receive the occupancy certificate. Mr. Jones explained that there were two phases and the University will receive a conditional occupancy, which will allow us to start moving furniture and equipment in. Mr. Jones further stated that the schedule has been moved-up; but based on the contract the company has thirty (30) days to move the furniture and equipment in. Mr. Jones stated that typically the contractor will turn the building over and you would move furniture in, etc., and the occupancy certificate will be issued.

Then, Mr. Jones explained to the Committee that the floors are be phased starting with the first then second floor which allows the contractor by contract thirty days to get all of the equipment in, and the contractor would be finishing up about the same time. Trustee White asked whether Mr. Jones was "generally" pleased with the contractor and the process. Mr. Jones responded that he was pleased, and that this project was a hard-bid project as you take into consideration the amendments that the Board has approved and that we are still 1% of change orders among a few things to work through with the architect and contractor. Then, Trustee Lawson asked if the anticipation is for the building to be full in August and if we anticipate the appropriate

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



number of students to be 90% occupancy? Mr. Jones stated that he could not answer that question and deferred to Attorney Self. Attorney Self, stated that Student Affairs has done a system-wide analysis as opposed to a building-specific analysis, but he believes that there is still some more room for occupancy in the system. Attorney Self went on to explain that Dr. Hudson should be prepared to discuss in lengths at that in the Student Affairs section. There were no further questions regarding the 800-bed project.

2. The second project update is the Pharmacy Phase II. Currently, the underground utilities and early site work is 98% completed. The University has contracted the balance of the construction administration services for this project with a new architect. The foundation work will commence once the Building Code Administration Office issues a building permit for the foundation followed by the vertical construction.
3. The third project update is the FAMU/FSU College of Engineering Phase III. The scope of work related to re-roofing the south wing of Building A is currently being completed. This portion of the project will be substantially completed August 2014.
4. The fourth project is the SGA Grand Ballroom. The design team has submitted the 100% drawings. A few concerns regarding the HVAC system have to be addressed prior to moving forward. The exterior scope of work has been completed, and the interior phase of the project is gearing up. The projected substantial completion date is August 2014. This concluded projects update.

Trustee White asked if there were any further questions or comments for Mr. Jones. There were no further questions and the Committee adjourned at 11:30 a.m.

Respectfully submitted,

Spurgeon McWilliams
Committee Chairman



Facilities Committee

Date: Wednesday, September 10, 2014

Agenda Item: IV

Subject: Project Updates

Summary: The following provides an update on four (4) construction projects:

Project(s)	Status
800-Bed Dorm	The project has been substantially completed, and students have moved into the facility. Currently, the contractor is addressing all of the punch list items. The final completion is scheduled for the end of September 2014. The fence which will be constructed around the property is currently in the design stage.
Pharmacy Building Phase II	The underground utilities and early site work has been completed. The foundation work has started under the leadership of the new architect. The construction manager is currently working on the foundation of the building. The Guaranteed Maximum Price for the additional \$10 million will be submitted to the Board of Trustees for approval at the next Board of Trustees Meeting. The project substantial completion is scheduled for the Spring 2016.
FAMU/FSU College of Engineering Phase III	The scope of work related to re-roofing the south wing of Building A has been completed. As a result of the study currently being conducted regarding FAMU/FSU Joint College of Engineering, it was agreed by the facility staffs at both FAMU and FSU in conjunction with the Board of Governor's staff to utilize the \$10 million appropriation to continue the renovating efforts for the existing facilities. The original architect of record is currently working on developing a new scope of work.
SGA Grand Ballroom / Student Union	The exterior scope of work for the Grand Ballroom has been completed, and the interior phase of the project is gearing



Facilities Committee

Date: Wednesday, September 10, 2014

Agenda Item: IV

	<p>up to start in October 2014. The projected substantial completion is scheduled for late January 2015.</p> <p>The Student Union renovation project is in the design stage. The drawings will be submitted and reviewed by both Student Activities and the SGA leadership team. The project will start following the approval of the design.</p>
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