

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



Budget, Finance and Facilities Committee Minutes

Trustee Kimberly Moore, Committee Chair

Wednesday, September 18, 2019

Location: Florida A&M University, Grand Ballroom

MINUTES

Committee Members Present: Kimberly Moore, Kelvin Lawson, Harold Mills, and Belvin Perry

Call to Order/Roll Call

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

CONSENT ITEMS

Approval of Minutes - March 6, 2019, June 5, 2019 and August 16, 2019.

There were no revisions to the minutes.

The motion to approve the consent item was made. The motion carried.

ACTION ITEMS

Approval of University's Carryforward Spending Plan (FY 2019/20)

VP Schweigert gave a brief history of the legislation that changed the reserve fund requirements. VP Schweigert shared additional changes in the spending plan legislation, SB190. He also was seeking approval of the plan. Trustee Moore moved to approve the plan and was seconded by Trustee Perry.

Questions/Comments re: Approval of University's Carryforward Spending Plan (FY 2019/20):

- Trustee Moore requested that a workshop be held regarding the changes that have been implemented because of SB190.
- Trustee Mills asked for clarification on whether the staff would like to revisit the financial aid numbers relative to the overall budget.
- Trustee Perry asked if carryforward funds may be used for scholarships for law school students.

Response: *Trustee Moore indicated that this information will be included in the workshop.*

A motion was made to accept the University's carryforward spending plan pending additional updates by staff on the financial aid dollar amount. The motion to approve this agenda item with the stated contingencies was carried.

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Approval of Honeywell Performance Contract

VP Schweigert stated that Honeywell has indicated that they will adhere to Florida law by offering energy savings that exceed the cost of the contract.

Alfred Guerrero, a Honeywell representative, spoke on the issues that initiated its relationship with the University. The issues were regarding capital energy improvements, paying for the improvements, identifying deferred maintenance (lighting, plumbing, etc...) and looking at ways to reduce energy consumption on campus.

Honeywell had seven key energy savings areas that could be implemented at the University which would contribute to a savings to the University over the next 15 years. Honeywell pays for any shortfalls.

Questions/Comments re: Approval of Honeywell Performance Contract:

- Trustee Moore asked if there are other universities within the SUS that are participating in this program. *Response: The Honeywell representative indicated that FAMU would be the only university in a contract with Honeywell, however there are universities in similar programs with different companies.*
- Trustee Mills inquired about the University's debt capacity and debt service if we should enter into this contract. He requested a modification in the motion to at additional information be provided about the University's debt capacity.

A motion was made to approve the Honeywell Performance Contract pending BOT review and approval of the University's overall debt capacity and debt service. The motion to approve this agenda item with the stated contingencies was carried.

Approval of Additional Budget Authority and Authorization of Additional Services – HUB Dining Facility

VP Schweigert requested the use of auxiliary reserve funding for the new dining facility that is currently under construction. VP Schweigert also indicated that additional funding would be needed for the chiller, however everything is on time with the construction. The proposed timeline was given by VP Schweigert; September 2020 was the given finish.

Questions/Comments re: Approval of Additional Budget Authority and Authorization of Additional Services – HUB Dining Facility:

- Trustee Mills requested a scorecard regarding spending on Projects. *Response: Trustee Moore requested distribution of the September projects update report to the BOT.*

The motion to approve this agenda item was carried.

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INFORMATION ITEMS

Financial Status

VP Schweigert presented the overview of the financial status of the University using an amended financial report. VP Schweigert indicated that the report was amended to give further clarity. Discussion included requested changes to the report format.

FAMU Service Excellence

AVP Ingram presented information regarding the customer service initiatives for the University. She discussed the mission statement that was created for the University regarding these efforts. Discussion also included training employees, performance assessment tools and collaboration with human resources to develop service excellence tools such as surveys for staff, faculty and students. AVP Ingram indicated that a coordinator has also been hired to continue this process beyond the consultant's work.

Questions/Comments re: FAMU Service Excellence:

- Trustee Washington requested clarification on the customer service plan that was a part of President Robinson's evaluation. *Response: President Robinson indicated that the customer service plan would be a continuous effort for the University. This was a multi-year plan with phases.*
- There was a question on whether or not the training will be completed before the end of the year. *Response: AVP Ingram responded by stating that everything except the performance tools would be completed by the end of the year. Measurement data has already started being collected through the data that was collected from the spring and summer 2018 graduating seniors.*

Succession Planning Update

AVP Ingram stated that a website has been developed. Academic personnel would not be participating in succession planning at this time. Due to some changes in senior leadership in one division, only thirty percent of succession planning training has been completed. New timelines had to be developed and completion would occur in December. The tools are being used in the areas where training has occurred.

Diversity and Inclusion Update

AVP Ingram indicated that FAMU is fully committed to diversity and inclusion.

Project Updates – University Construction

VP Schweigert indicated that we were on time on all projects, with the exception of the HUB Dining Facility.

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Project Updates – Housing Facilities

Dr. Wilder presented an update on the University's housing. She also provided an occupancy status report.

University of Distinction Proposal

Provost Edington presented information regarding a new funding stream, University of Distinction. Universities not designated as preeminent can request funding for current or a cluster of academic programs at or near the level of excellence. Institutions had only two weeks to submit proposals. FAMU's proposal focused on improvement of health and wellness for the state. The three academic programs identified were Public Health, Health Administration and Pharmaceutical Sciences. Provost Edington assured that as the process moved forward he would provide the BOT with updates.

The meeting was adjourned.