

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



**Budget, Finance and Facilities Committee Minutes  
Trustee Kimberly Moore, Chair  
Date: Wednesday, June 5, 2019  
Time: 10:45 a.m.  
Location: Florida A&M University, Grand Ballroom**

**MINUTES**

**Committee Members Present:** Kimberly Moore and Belvin Perry

**Call to Order/Roll Call**

Chair Moore called the meeting to order. Mrs. Turner called the roll. A quorum was not present.

**CONSENT ITEMS**

**Approval of Minutes - March 6, 2019**

Consent items had to be deferred for approval until the full board meeting because a quorum was not present.

**ACTION ITEMS**

**Approval of Preliminary University Budget 2019-20**

AVP Ronica Mathis described the process that the budget council used to gather information from the departments and divisions to discern what monies should be allocated. Using this process, AVP Mathis stated that recommendations were formed by the budget council and would be forwarded to the president for approval before sending the recommendations to the BOT. The recommended budget would then move forward to the BOG. The preliminary budget is due by June 23rd and the final budget is due August 23rd.

AVP Mathis stated that the preliminary budget has to be submitted annually to the BOG so the University can receive operating dollars before July 1st. The final budget will come before the Board for approval at the retreat.

AVP Mathis noted that the BOG added an additional step to the budget process. The BOG is now requiring that the 2019/2020 Fixed Capital, operating budget and carryforward spending plan has to be certified by the CFO, president and BOT chair. This document is due September 23rd.

### **Approval of Capital Improvement Plan (CIP)**

AVP Sameer Kapileshwari stated that the University's CIP is a required five year plan for academic facilities for the University. The CIP team, which includes the provost's office begins working on the plan in early spring. The team works with each plan to ensure that it aligns with the strategic plans and goals of the University while working with the colleges and departments.

The top two projects for the team continue to be the CASS Building and infrastructure/central plant improvements. AVP Kapileshwari requested the approval of the recommended CIP for 2020-2025. After approval of the CIP, final steps include finalizing the report, getting signatures from the president and the Board chair. The BOG's due date for the plan is July 1st.

### **Approval of Amendment to Regulation 3.017, Schedule of Tuition and Fees**

AVP Holmes stated that the BOG's only required amendment was the Repeat Course fee for the 2019-2020 fiscal year.

## **INFORMATION ITEMS**

### **Financial Status Report**

AVP Holmes indicated that the University had substantial improvements in its financial position. AVP Holmes stated that the third quarter financial status report offered a comparison for the same time period last fiscal year. The current period shows a net balance of approximately \$20 million. This represented a 60% increase over the prior year. The net balance can be attributed to housing and other auxiliaries. The net revenues will be reinvested into the campus for deferred maintenance and other capital needs. The BOG Shared Services Agreement has allowed the University to save approximately \$613,000 due to its involvement with shared contracts. The major areas where these savings occurred were repairs and maintenance, materials and supplies, and furniture and equipment.

### **Cost Savings Initiatives**

AVP Bouie stated that the University has reduced expenses and maximized opportunities with the HBCU Capital Finance which gives the University a positive balance.

AVP Bouie listed additional cost savings initiatives. The initiatives include evaluating vendor agreements to ensure savings and will report on this effort quarterly. The initiatives also include shared services, finding innovative funding sources such as the HBCU Capital Finance, ensuring that facility space is maximized and assisting in evaluating scalability.

### **Community Partnerships Update**

AVP Bouie stated that the University will continue to increase its partnerships with the alumni base and businesses to align with the University's strategic priority number four. AVP Bouie reported that an economic impact study had been commissioned by the University by a third party.

AVP Bouie also reported that the University has relationships with 400 vendors.

AVP Bouie reported that the University's efforts to expand its partnerships through community involvement has become a priority; this is being done in an effort to secure more streams of funding for the University. The University leadership has been in attendance at several meetings held throughout Tallahassee including the city and county commission meetings. FAMU leaders participated in the City of Tallahassee Southside Update Planned Public Safety Campus. This was of interest to the University because there was economic development tied to the project. Additionally, the division will be partnering with student affairs to start an initiative that will help strengthen the relationship with the surrounding counties.

Questions/Comments re: Cost Savings Initiatives

- Trustee Dortch asked if the study on the economic impact that FAMU has on the metro area in terms of jobs, economic opportunities and contracts can leverage more support for the University. Response: AVP Bouie indicated that this information will be included in the final economic impact study.
- Trustee Moore asked about the timelines regarding the economic impact study. Response: AVP Bouie indicated that the report should be completed before the August meeting.

Questions/Comments re: Community Partnerships Update

- How many of these 400 vendors are investing in the University? Response: AVP Bouie stated that they will do that research as well going forward and report their findings.

**Project Updates**

**CASS Project Update/Timeline**

AVP Kapileshwari reported that excavation and foundation work is complete on the north and south portions of the building. Structural steel installation has also began. The University is awaiting on approval from the governor's office for the remaining balance to complete the project. AVP Kapileshwari added that construction is on budget and on schedule.

**Housing Project Plan - Phase 1a**

AVP Kapileshwari reported that the 700 bed facility is also on budget and on schedule. In April an initial meeting with DOE HBCU Program Construction was held. An official kick off meeting with the project team also occurred in April. The fences have been erected and construction areas have been mapped; they are currently working on the storm water pond.

Questions/Comments re: CASS Project Update/Timeline

- Trustee Lawrence asked when will the CASS and Housing buildings be completed. Response: AVP Kapileshwari indicated that both projects will be completed by fall of 2020.

### **Housing Facilities Update/Move-In Preparations**

Dr. Jennifer Wilder stated that housing has worked collaboratively with POM in preparation for the residence halls to be ready for fall move-in. This collaboration has allowed for several dorms to be closed over the summer. Work began on dorms immediately following commencement. This work includes painting, cleaning and pressure washing. This work was combined onto Invitation to Bid and has saved the University over \$250,000 when compared to last year's spending.

Housing and POM custodial staff have been doing light cleaning while the heavy cleaning has been left to vendors.

Sampson, Young, Palmetto South, Phase III and the Village all received furniture which was purchased by the university and will be used in various locations in each of those facilities. Gibbs Hall secured donated furniture from Home Goods after a photo shoot was completed.

All housing action items are ongoing. Housing occupancy for fall 2019 is at 65%. The housing application is still up and available for students to submit their online requests.

#### Questions/Comments re: CASS Project Update/Timeline and Housing Project Plan - Phase 1a

- Trustee Woody asked how many minority contractors are being used on both projects. Response: Craig Talton responded by noting that fifteen to twenty percent of the contracts had gone to minority contractors working on the 700 bed project. Mr. Talton indicated that he would have to get the numbers for the CASS Building.
- A breakdown of the minority contracts was requested by Trustee Dortch for both projects. Trustee Dortch also wanted to see a report on the diversity and inclusion on projects and a plan for more diversity inclusion going forward.
- Trustee Lawrence wanted clarification on the percentages of minority contractors; he indicated that he felt that it was a low percentage for an HBCU. He wanted to know whether the fifteen to twenty percent was comparable to what FSU, UF or FIU would use on similar projects. Response: Trustee Moore noted that we don't have those numbers currently available, however the diversity and inclusion plan would be redistributed to the board members. Additionally, Trustee Moore indicated that each project would be dissected in terms of gathering numbers for FAMU's construction projects and comparable projects throughout the SUS.

### **Auxiliary Services Update**

AVP Brown presented a video to highlight all of the services that fall under her purview. The video provided information about the renovations that occurred in the student services lobby and atrium as well as the additional seating in the food court. A new catering station, food concepts and administrative suites were also noted in the video. FAMU's Auxiliary Services were noted as being the first university in the nation to have an order and pay kiosk for a Chick Fil A

restaurant. Metz donated \$5 million dollars to the University for Capital Investments and discretionary spending and gave away \$300, 000 in meal plan waivers to the Army and Navy ROTC programs. Business and Auxiliary Services has also partnered with many programs to create healthy living initiatives. Business and Auxiliary Services also focused on environmental concerns by partnering with Environmental Health Services to advance recycling on campus. They created a mobile app and its features were also featured in the video. The mobile app features include student services and operations such as the hours of operations of campus restaurants, menus and pricing, campus announcements and giving students the ability to check the status of laundry. Business and Auxiliary Services also implemented initiatives with Barnes and Noble and Ricoh to create opportunities for students that align with strategic priorities number one and six.

DRAFT