

Budget, Finance and Facilities Committee

**Meeting Materials
February 16, 2022**

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance and Facilities Committee Meeting

Wednesday, February 16, 2022

8:30 A.M.

Location: Grand Ballroom

Committee Members: Kimberly Moore, Chair
Otis Cliatt, Thomas Dortch, Kelvin Lawson, Belvin Perry, Craig Reed and Kenny Stone

AGENDA

- | | | |
|-----|---------------|--------------------|
| I. | Call to Order | Trustee Moore |
| II. | Roll Call | Dr. Lynn B. Turner |

ACTION ITEMS

- | | | |
|------|---|--------------------|
| III. | Minutes from the December 2, 2021 Committee Meeting | Trustee Moore |
| IV. | Student Accounts Receivable Write-Offs | Mrs. Rebecca Brown |

INFORMATION ITEMS

- | | | |
|-------|--|--------------------|
| V. | Vice President for Finance and Administration's Report <ul style="list-style-type: none"> a. Financial Status Report / Quarterly Budget Review b. Report on MWBE c. Project Updates – University Construction / Operations <ul style="list-style-type: none"> i. Bragg Memorial Stadium d. Master Plan Update / Housing Study Update <ul style="list-style-type: none"> i. BOG Update ii. FAMU Footprint iii. Deferred Maintenance e. Compensation Study Update f. Division of Finance & Administration – Department Spotlight | Mrs. Rebecca Brown |
| VI. | Stimulus Funding Expenditure Report to Date | Dr. Erick Akins |
| VII. | Annual Budget Workshop | Trustee Moore |
| VIII. | Adjournment | Trustee Moore |

Supplemental Document: List of Contracts over \$100,000

ACTION ITEM:

Minutes from December 2, 2021
Committee Meeting

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee
Wednesday, February 16, 2022
Agenda Item: III

Subject: Minutes from the December 2, 2021 Committee Meeting

Proposed Board Action:

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

Recommendation: It is recommended that the Board of Trustees approves the December 2, 2021 minutes.

Attachments: Yes

1. Budget, Finance and Facilities Committee Meeting Minutes (December 2, 2021)

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance and Facilities Committee Meeting
Trustee Kimberly Moore, Committee Chair
Thursday, December 2, 2021 Location: Grand Ballroom

MINUTES

Committee Members Present: Kimberly Moore, Otis Cliatt, Thomas Dortch, Kelvin Lawson, Belvin Perry, Craig Reed and Kenny Stone

Call to Order/Roll Call

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

ACTION ITEMS

Approval of Minutes – September 15, 2021.

There were no revisions to the minutes.

The motion to approve this action item was carried.

SGA Carryforward for Activities and Service Fees

Interim VP Brown requested board approval for the SGA Carryforward budget for Activities and Service Fees for FY 2021-2022 in accordance with Florida Statute 1009.24.

The motion to approve this action item was carried.

Amendment to Regulation 3.020, Waiver of Tuition and Fees

Interim VP Brown introduced the amendment to approve the three, most-recent student waivers that were amended by the legislature in July 2021. BOT Regulation 3.020 requires amending to incorporate the three most recently approved student waivers in House Bill 1261 and three Board of Governors waivers amended, in July, 2021. House Bill 1261 was approved in June, 2021 and included the following three student waivers. The **Online Free Seat Program**, which became effective fall 2021. There are no applicable waivers currently. The **Programs of Strategic Emphasis Waiver**, also effective fall 2021. Regarding this waiver, the university has reported a total of 91 students for 940 credit hours totaling \$89,258. The **Waiver for Resident Grandparent** will become effective for the 2022-23 academic year. The three Board of Governors waivers are related to Honorably Discharged Veterans of United States Armed and Reserved Forces, National Guard, Active duty members of the Armed Forces and Spouses and Dependents of Veterans. In summary, out-of-state fees and transcripts fees shall be waived as outlined in the regulation. A copy of the revised Regulation 3.020 was provided in the committee materials.

The motion to approve this action item was carried.

Bragg Memorial Stadium Phase II Repairs / Renovation Budget Amendment

Interim VP Brown provided a brief overview of the Bragg Memorial Stadium Phase II repairs / renovations and indicated that the scope of the project was expanded to include the President's suite and the replacement of the existing elevator and shaft. The estimated cost associated with the expansion is an additional \$1.7 million. A funding source has been identified to fund the shortfall and any unforeseen expenses.

The motion to approve this action item was carried.

CASS Building New Parking Lot Addition Project

Interim VP Brown proposed the former pool house as the new CASS Building parking lot location with 148 parking spaces and an additional 6 ADA/HC parking spaces. The estimated project cost is \$1.6 million and a funding source is identified.

FLORIDA **A&M** UNIVERSITY

Board of Trustees

Questions/Comments re: CASS Building New Parking Lot Addition Project

- Trustee Lawson asked had there been consideration for building a parking deck instead of surface parking.
Response: AVP Chris Hessel responded that it was very cost prohibitive to go with a deck.
- Trustee Harper asked about the estimated cost of a parking deck.
Response: AVP Hessel responded that depending on the size, it could be 4-5 times the cost of a surface lot.
- Trustee Cliatt asked if the new parking area had hook ups for electric vehicles?
Response: Director Craig Talton responded there would be no hook ups for electric vehicles, however there has been discussion with university administrators about placing the hookup on campus in the near future.
- Trustee Lawson requested a cost proposal for a parking deck for presentation at the next board meeting.
- Interim VP Brown stated that the university is in the process of updating its master plan and parking is included in that study.
- Trustee Cliatt requested that notes be taken and provided to keep the board on task and to avoid repeated conversations on this and other projects.
Response: Trustee Moore noted that the committee meeting reports include action items and that follow-up on actions will be included during briefings with the trustees.

The motion to approve this action item was carried.

FAMU School of Nursing Simulation Lab Project

Interim VP Brown presented the proposal for the School of Nursing Simulation Lab project that will be located on the third floor of the Ware-Rhoney Building. The proposed project budget is \$1.5 million.

Questions/Comments re: FAMU School of Nursing Simulation Lab Project

- Trustee Dubose asked about the timeline for project build out, and whether or not this project is a part of the reporting and review regarding the School of Nursing's probation status.
Response: AVP Chris Hessel responded that once approval is granted, the design process will take place, and afterwards, a more definitive schedule could be presented. However, it is typically a 6-9 month build out. Director Talton added that the project has a substantial completion date of July 2022 with the final completion by the start date of fall 2022 classes. Provost Edington indicated that the addition of the simulation lab would be received in a positive light with the Nursing Accreditation Board when they visit. Although the board will be focusing on the licensure passage rate, they are also assessing the university's ability to train and facilitate the students.
- Trustee Washington asked if the new simulation lab would increase or replace capacity.
Response: Provost Edington indicated that he assumes that the lab would increase the capacity, as well as introduce students to more modern technology. He will provide follow up at the next meeting.

The motion to approve this action item was carried.

INFORMATION ITEMS

Vice President for Finance and Administration's Report

a. Financial Status Report / Quarterly Budget Review

Interim VP Brown presented a comparison of Quarter 1 for FY 20-21 and FY 21-22. Overall, 56% of the budget was expended in 2021-22 versus 68% expenditures in 2020-21. The decrease is contributed to expenditures defrayed with federal stimulus funds received.

Questions/Comments re: Financial Status Report / Quarterly Budget Review

- Trustee Moore asked if there were any expenditure comparison highlights from the previous year's spend.
Response: Interim VP Brown highlighted the technology fee.
- Trustee Washington asked what happens to unused funds?
Response: Interim VP Brown indicated that the unused funds go into the fund balance.

FLORIDA **A&M** UNIVERSITY
Board of Trustees

b. Report on MWBE

Interim VP Brown reported on expenditures for Minority and Women-owned Business Enterprises for FY 2020-21. Overall, the university spend, outside of planning and construction, is \$17.4 million with 9% of the services procured by MWBEs. Regarding construction, minority vendors accounted for 20% of minor projects and 2% of major projects on campus. The university continues to increase efforts in engagement and promotion of access and opportunity of all supplier groups. The university is in collaboration with Small Business Development Center (SBDC) to address economic and business development needs of MWBEs.

Questions/Comments re: MWBE

- Trustee Dubose asked to what extent is the university engaging in the process with small businesses?
Response: Interim VP Brown responded that, with construction, contractors are encouraged to engage minority sub-contractors, when possible. Director Hood indicated that all departments are encouraged to utilize minority businesses, when appropriate. Additionally, suppliers are introduced during Industry Day to gain insight on departmental needs.
- Trustee Dubose asked if there are any pass through issues as it relates to MWBEs.
Response: Director Hood indicated that there were no procurement issues.
- Trustee Harper recommended, in addition to the SBDC, to consider the National Minority Supplier Development Council, the Florida Regional affiliate, and WEBEC. She also suggested the establishment of a central repository of companies that have engaged with the university.
- Trustee Lawson asked who owns the university process.
Response: Interim VP Brown indicated that the process is owned by the Procurement department.
- Trustee Lawson requested the committee develop a strategic MWBE-focused action plan to present at the next meeting
Response: Trustee Moore indicated that a detailed presentation was provided in the meeting materials and a focus group will convene to develop an action plan.
- Trustee Dortch encouraged the committee to utilize the School of Business and offered his assistance in providing resources and a technical support system.
Response: Trustee Moore acknowledged that the School of Business is involved as the SBDC is a part of the school. Dean Friday-Stroud and Mr. Keith Bowers provided further insight on the center and its services.
- Trustee Stone asked if there are any limitations on working with WMBEs, locally and nationally as he would like the university to expand its reach nationally to other WMBEs.
Response: Director Hood indicated that there are no limitations.

c. Project Updates – University Construction / Operations

Bragg Memorial Stadium

Interim VP Brown presented information on the revised Bragg Memorial Stadium Phase 2A project including the updated budget. The design phase is 100% complete and the construction is 10% complete. The project is on schedule.

Questions/Comments re: University Construction / Operations

- Trustee Perry asked if the build out included suites that can be rented. Also he and Trustee Cliatt asked if the suites are not included in this phase, will the construction be designed where suites can be upgraded/added at a later date without making additional modifications.
Response: Trustee Moore responded that the build out does not include suites for rental and an analysis regarding adding and upgrading suites will be presented to the board at a future date.
- Trustee Dubose asked if there is a built-in hedge into the financials to deal with inflation.
Response: Interim VP Brown indicated that there are built-in contingency dollars. Director Talton added that the university is working diligently to stay ahead of inflation and the project is on schedule and on time.

d. Master Plan Update

Interim VP Brown indicated that the university's master plan timeline is progressing well. The anticipated completion date is October 2022. Phases I – III are 100% complete and Phase IV is 10% complete. Next steps are

FLORIDA **A&M** UNIVERSITY

Board of Trustees

designing the conceptual masterplan layout and continuing collaborations with the University Housing Department on updating the comprehensive student housing study. The anticipated completion date of the housing study is December 17, 2021.

Questions/Comments re: Master Plan Update

- Trustee Moore commented that to obtain trustees' feedback on the master plan, an action item for the committee would be a quick, one link board survey distributed through Attorney Barge-Miles.
- Regarding the housing study, Trustee Lawson asked about the cost and what is the committee trying to vet.
Response: VP Hudson stated that the cost of the housing study is less than \$100,000 and he would have to provide the specific cost later. The plan is to have the study completed by December 17, 2021, depending on the response from the surveys, and provide an update at the next board meeting.
- Trustee Lawson asked why is there a need for additional research given the research on housing needs has already been completed by the SUS.
Response: VP Hudson stated that he thinks that it is always good to get the students' input so that they have buy in. He also indicated that when considering housing, you must not only consider freshmen students but also transfer, graduate and the homeless students and wards of the courts population.
- Trustee Dubose commented that the board must make sure that safety is at the top of the housing list. He also stated that a master safety plan should be incorporated into the university's master plan.
Response: Trustee Moore indicated there is an ongoing collaboration with campus security on the master plan.
- Trustee Cavazos asked if there is any way to complete a lighting upgrade on the campus now.
Response: VP Hudson stated that a lighting check is performed annually and they will provide an update later.
- Trustee Lawson stated that VP Hudson will provide an update on campus safety and security at a later date. Trustee Cliatt added that a campus safety plan should be separate from the master plan and completed soon.

e. Compensation Study Update

Interim VP Brown explained that there are two parts to the study, administration and academics. The key objective of the administration portion is to create competitive, fair and equitable compensation packages for faculty, staff and administrators. The objective for the academics portion is to create a model for assessing, prioritizing and optimizing academic programming. The next step for both projects will be to schedule insight meetings with university leadership. A compensation consultant firm will be hired at a later date.

Questions/Comments re: Compensation Study Update

- Trustee Harper requested the project completion timeframe including timing for future budgets recommendations.
Response: Interim VP Brown indicated that the academics portion will be completed in December 2021 and the compensation portion and consultant firm selection will be provided at the February 2022 board meeting. The overall project completion date is scheduled for June 2022.
- Trustee Lawson commented that the committee needs to have a cautious, optimistic approach to delivering the message since there are no guarantees.
- Trustee Dubose added that given the competition for talent, the compensation study should consider strategies on how to recruit and retain talent.

COVID 19 Expenditure Report to Date

Dr. Erick Akins presented an update of expenditures for CARES and CRRSAA funding to the university. He will report on the additional institutional and student aid dollars awarded to the university at the February 2022 board meeting.

Questions/Comments re: COVID 19 Expenditure Report to Date

- Trustee Washington commended the committee on the short term strategy to support student services and reduce student debt, but encouraged the board to think about the long term strategy for student support.

The meeting adjourned.

ACTION ITEM:

Student Accounts Receivable Write-Offs

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

Wednesday, February 16, 2022

Agenda Item: IV

Subject: Student Accounts Receivable Write-Offs

Background Information and Summary:

Pursuant to Section 1010.03, Florida Statutes, this is a submission for approval of the student accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2022. The uncollected receivable is at least two years old and internal collection efforts have been exhausted or the accounts have been returned by our external collection agency as uncollectible. Accounts older than two years are written off for financial reporting purposes. Records of debt to the University are maintained and students are not allowed to register or obtain transcripts.

In FY2021 the Board approved Student Account write-offs totaling \$3,434,389.23 as compared to \$1,887,695.61 proposed for write-off for FY22. The proposed amount results in a decrease of \$1,546,693.62 or 45% in uncollectible accounts from the previous fiscal years. This years' decrease is driven by a retroactive write-off of student accounts as a part of a clean-up of aged student accounts performed in FY21 resulting in an inflated write-off in uncollectible accounts in FY21.

Recommendation: It is recommended that the Board of Trustees approves the Student Accounts Receivable write-off of \$1,887,695.61 for FY 2021-2022.

Attachments: Yes

1. Student Accounts Receivable Write-Off Summary 2021-2022
2. Memo to Request Approval for Write-Off of Student Accounts

Student Accounts Receivable Write-Off Summary 2021-2022

<u>Uncollectible Accounts</u>	<u>Total</u>
Biology - Material/Supplies Fee Total	\$ 180.00
Book Voucher Program Total	\$ 7,055.44
Capital Improvement Fee-Board Of Regent Total	\$ 14,145.97
Student Refund Account. Total	\$ 102,029.23
Distance Learning - MBA Total	\$ 11,088.00
FAMU Village Total	\$ 34,362.55
Federal Pell Grant Program 200 Total	\$ 675.00
Food Service-Meal Plan Total	\$ 36,370.28
Gibbs Hall Total	\$ 43,409.09
Health Service - Pharmacy Total	\$ 1,944.19
Hosp O&M St Hlth Cl Total	\$ 54,582.87
Housing Office Total	\$ 13,456.43
Lab Fee - Chemistry Total	\$ 105.00
Library Books Total	\$ 2,274.95
Material & Supply Fee - Comput Total	\$ 75.00
Material & Supply Fee - Journa Total	\$ 105.00
McGuinn Hall Total	\$ 2,612.00
Orientation Fee Total	\$ 1,535.00
Other -Conversion from Legacy Total	\$ 259,204.80
Paddyfote Complex Total	\$ 12,824.25
Palmetto Street - Phase 3 Total	\$ 44,458.24
Palmetto Street Apts.-North Total	\$ 18,826.26
Palmetto Street Apts.-South Total	\$ 43,316.77
Polkinghorn Village Apts Total	\$ 300.00
Postal Service Total	\$ 1,151.00
Reimburse for Duplicate Checks Total	\$ 887.00
Returned Checks/Accounts Recei Total	\$ 520.00
Sampson Hall Total	\$ 9,814.32
Student Disciplinary Fines Total	\$ 600.00
Student Fee Trust Fund Total	\$ 942,282.35
Supply Fee - Graphic Arts Total	\$ 60.00
Technology Fee Total	\$ 11,943.28
Transcript Fee Total	\$ 120.00
Truth Hall Total	\$ 1,373.31
University Bookstore Total	\$ 147.90
University Commons Total	\$ 143,698.74
University Gardens Lease Pro Total	\$ 31,887.14
University Parking Services Total	\$ 27,547.35
University Rattler Card Total	\$ 2,729.46
Wheatley Hall Total	\$ 3,409.00
Young Hall Total	\$ 4,588.44
Total	\$ 1,887,695.61



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

OFFICE OF THE CONTROLLER
FINANCE AND ADMINISTRATION
201 FHAC

TELEPHONE: (850) 561-2273
FAX: (850) 561-2461

To: Dr. Larry Robinson, University President

Thru: W. Rebecca Brown, Interim CFO & VP, Finance and Administration

From: Tonya Jackson, University Controller & AVP

RE: **Request Approval for Write-off of Student Accounts**

Date: February 16, 2022

Pursuant to Florida Statutes 1010.03 and Board of Trustees Regulation 3.019, approval is requested to write-off the following uncollectible accounts. Uncollectible Accounts Receivables include accounts received that were placed with collection agencies and returned as uncollectible. The total of the uncollectible account receivables include the write-offs for the 2021-2022 year.

Uncollectible Accounts Receivable	\$ 1,887,695.61
Total Write-Offs	\$ 1,887,695.61

Upon your approval, we will place permanent "Holds" on the records of these students. The Holds will prevent release of University records (transcripts, diplomas, etc.) and/or subsequent registration efforts until the debt is paid in full.

Approved: _____ Date _____
CFO

Approved: _____ Date _____
University President

Attachment

Cc: D'Andrea Cotton, Associate Controller
Danyell Conner, Assistant Controller
Natasha Ray, Assistant Controller

Information Item:

Vice President for Finance and Administration's Report

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Budget, Finance and Facilities Committee

Wednesday, February 16, 2022

Agenda Item:

Subject: Vice President for Finance and Administration's Report

Background Information and Summary:

Mrs. Rebecca Brown, Interim Vice President for Finance and Administration / CFO will provide information on the following items:

- a. Financial Status Report / Quarterly Budget Review
- b. Report on MWBE
- c. Project Updates – University Construction / Operations
 - i. Bragg Memorial Stadium
- d. Master Plan Update / Housing Study Update
- e. Compensation Study Update
- f. Division of Finance & Administration – Department Spotlight

Information Item:

Vice President for Finance and Administration's Report

- a) Financial Status Report / Quarterly Budget Review

FLORIDA A&M UNIVERSITY
Financial Status FY21-22 Quarter 2

FLORIDA A&M UNIVERSITY
Financial Status FY20-21 Quarter 2 16

Fund Name	Approved Budget	Encumbrances and Expenditures	Budget Status	Percent of Budget Expended	FY2020-21 Approved Budget	Expenditures and Encumbrances	Budget Status	Percent of Budget Expended	
	-1-	PeopleSoft as of 12/31/21 -2-	(Over) Under -3-	% -4-		PeopleSoft as of 12/31/20 -2-	(Over) Under -3-	% -4-	
Education and General					Education and General				
101 General Revenue	\$ 96,905,897	\$ 122,688,742	\$ (25,782,845)		\$ 100,412,258	\$ 114,270,171	\$ (13,857,913)		
102 Tuition and Student Fees	67,801,614	27,677,373	40,124,241		67,801,614	30,939,676	36,861,938		
104 Educational Enhancement (Lottery)	26,908,721	-	26,908,721		22,663,971	0	22,663,971		
Total Educational and General	\$ 191,616,232	\$ 150,366,115	\$ 41,250,117	78%	\$ 190,877,843	\$ 145,209,847	\$ 45,667,996	76%	
Auxiliary Enterprises					Auxiliary Enterprises				
110 Housing Trust Fund	21,042,350	10,339,597	10,702,753		\$ 15,575,659	\$ 10,114,171	\$ 5,461,488		
116 Auxiliary Trust Fund	27,398,321	11,691,050	15,707,271		26,299,530	14,357,267	11,942,263		
603 Auxiliary R&R Fund	3,233,187	1,934,806	1,298,381		3,671,349	181,986	3,489,363		
701 Housing Debt Service	-	-	-		381,000	2,646,076	(2,265,076)		
Total Auxiliary Enterprises	\$ 51,673,858	\$ 23,965,453	\$ 27,708,405	46%	\$ 45,927,538	\$ 27,299,500	\$ 18,628,038	59%	
Total Intercollegiate Athletics	\$ 9,500,808	\$ 8,218,123	\$ 1,282,685	86%	\$ 6,503,487	\$ 5,596,579	\$ 906,908	86%	
Total Concessions	\$ 67,670	\$ 20,068	\$ 47,602	30%	\$ 71,790	\$ 17,043	\$ 54,747	24%	
Total Technology Fee	\$ 1,200,000	\$ 242,412	\$ 957,588	20%	\$ 1,840,117	\$ 1,466,060	\$ 374,057	80%	
Student Activities					Student Activities				
117 Late Registration Fee (480910)	122,500	75,660	46,840		\$ 53,566	\$ 25,135	28,431		
117 Orientation Fee (482000)	124,123	111,692	12,431		247,408	106,470	140,938		
Student Activities- Activities and Services Fee (43 Series)	2,815,163	2,293,843	521,320		3,136,559	1,961,347	1,175,212		
Total Student Activities	\$ 3,061,786	\$ 2,481,195	\$ 580,591	81%	\$ 3,437,533	\$ 2,092,952	\$ 1,344,581	61%	
Student Financial Aid					Student Financial Aid				
117 Late Payment Fee Controller (480920)	301,848	107,358	194,490		\$ 349,387	180,363	169,024		
117 Administrative Expense Fin. Aid (481210)	187,960	85,746	102,214		161,317	99,500	61,817		
117 Administrative Controller (481220)	207,609	92,774	114,835		243,223	56,460	186,763		
201 Title IV Administrative Expense (410333)	119,382	117,783	1,599		115,382	115,235	147		
201 College Work Experience Program (410405)	28,397	0	28,397		22,200	1,418	20,782		
201 Federal Work Study Program (410452)	779,038	58,194	720,844		825,000	130,170	694,830		
202 Scholarship Fund	42,000,000	16,019,222	25,980,778		33,636,548	17,116,757	16,519,791		
Federal Perkins Loan Program (550100) and other Fund 301	400,000	(90,548)	490,548		130,000	60,100	69,900		
901 Other Tuition Assistance Grant (511700)	3,250,000	2,259,638	990,362		2,641,472	1,506,209	1,135,263		
Total Financial Aid	\$ 47,274,234	\$ 18,650,167	\$ 28,624,067	39%	\$ 38,124,529	\$ 19,266,212	\$ 18,858,317	51%	
Contracts & Grants					Contracts & Grants				
118 FAMU DRS Trust Fund	5,380,990	4,770,405	610,585		\$ 5,215,030	\$ 4,285,619	\$ 929,411		
203 Sponsored Research Trust Fund (402210)	138,111,750	127,472,863	10,638,887		82,313,195	76,657,375	5,655,820		
Total Contracts and Grants	\$ 143,492,740	\$ 132,243,268	\$ 11,249,472	92%	\$ 87,528,225	\$ 80,942,994	\$ 6,585,231	92%	
Grand Total	\$ 447,887,328	\$ 336,186,801	\$ 111,700,527	75%	\$ 374,311,062	\$ 281,891,187	\$ 92,419,875	75%	

NOTES

- Salaries are encumbered for 12 months
- View of Expenditures across all categories related to FY21-22 Operating Budget
Financial Status Quarter 2 FY21-22 vs. FY20-21.xls
2/1/2022 12:53 PM

Information Item:

Vice President for Finance and Administration's Report

- b) Report on MWBE

Minority Business Enterprise (MBE) Tracker

Fiscal Year 2020-2021

FAMU Facilities Planning and Construction MBE/WBE Tracker Fiscal Year 2020-2021

	Total Minor Proj. Budget of \$4,660,262.17	Project Budget	Percentage of Work
MBE/WMBE Vendors			
305 BROTHERS ALL IN ONE, LLC		\$20,950.00	1%
DATA SET READY		\$570,244.50	12%
FLORIDA DEVELOPERS, INC. OF TALLAHASSEE		\$82,732.78	2%
PYRAMID CONSTRUCTION & DESIGN, INC		\$25,694.00	1%
SEVEN HILLS COMMERCIAL CLEANING & PAINTING		\$97,725.00	2%
WUH SERVICES LLC		\$69,500.00	1%
Ace Contracting		\$13,412.17	1%
Total Value of Work	\$4,660,262.17	\$847,096.28	20%
	Total Construction Budget \$3,200,000	Project Scope of work Budget	Percentage of Work
Phase I Bragg Memorial Stadium Project MBE/WBE Allocation			
Jackson Cook WBE		\$41,000.00	1%
Empire Fencing		\$30,000.00	1%
			0%
Total MBE/WBE	\$3,200,000.00	\$71,000.00	2%

Information Item:

Vice President for Finance and Administration's Report

- c) Project Updates – University Construction / Operations
 - i. Bragg Memorial Stadium

Phase 2a - Bragg Memorial Stadium

Project Status Report:		Budget: \$8,000,000		Date: 2/16/2022	
Project #:	Project Name:	University Project Manager:	Project Status:		
BRFM 346	Bragg Stadium Renovation	Bodie Young / David Rosenfeld			
Design Status (% Complete):	Designer:	Substantial Completion Date:			
100%	Clemons Rutherford & Associates	August 31, 2022			
Construction Status (% Complete):	Contractor:	Occupancy Date:			
20%	Allstate Construction, Inc.	September 9, 2022			
<p>Design</p>					
<p>Timely Completion Risk: Severe weather, material delays, COVID Mitigation Strategy: Identifying critical path materials that could impact the schedule</p>					
Project Contracts:	Expenses:	Encumbrances:	Remaining:		
65%	0.26%	65%	35%		

FAMU Bragg Stadium Phase 2a – Construction Activities 2 Month Look Ahead

Seating / Pans / Skybox Demolition

- South Seating Demolition  January 24th – 25th, 2022
- South Seating Demolition  January 26th – 28th, 2022
- Existing Skyboxes Demolition  January 31st – February 9th, 2022
- Center Seating to Skybox Demolition  February 10th - February 11th, 2022
- North Seating Demolition  February 14th - February 16th, 2022
- North Seating Demolition  February 16th - February 18th, 2022

Support Beam & Structural Support

- Support Beam & Column Demolition & Modification  February 1st - April 7th, 2022
- All Existing Grandstand Steel Cleaning, Preparation and Painting Start  March 29th - April 29th, 2022

FAMU Bragg Stadium Phase 2a – Construction Activities

23

- Allstate Construction Inc. has begun operations to renovate the west side of Bragg Memorial Stadium.



Information Item:

Vice President for Finance and Administration's Report

- d) Master Plan Update / Housing Study Update

FAMU Footprint (Inventory of locations - Owned)

- **FAMU Main Campus (Site 1)**

- Total Buildings: 163
- Total Sq. Ft.: 3,939,645 sq. ft.
- Total Acreage: Approximately 423 Acres

- **FAMU Center for Plasma Science and Technology (CePaST), Centennial Building Innovation Park Campus (Site 2)**

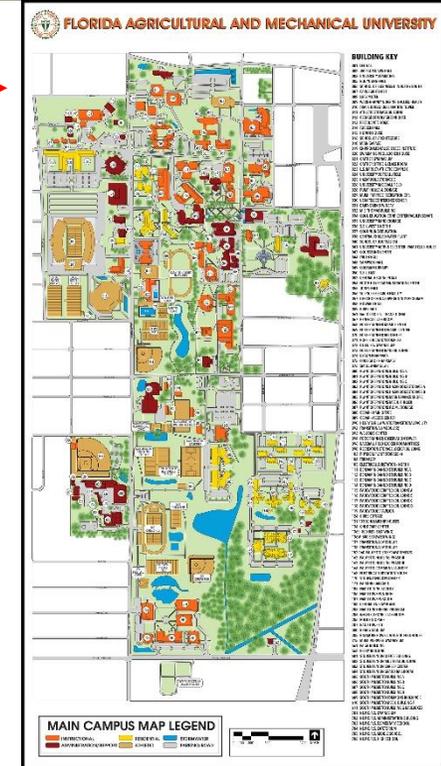
- Total Buildings: 1
- Total Sq. Ft.: 34,376 sq. ft.
- Total Acreage: Approximately 3.94 Acres

- **Quincy Farms Campus in Quincy, Florida (Site 3)**

- Total Buildings: 14
- Total Sq. Ft.: 39,801 sq. ft.
- Total Acreage: Approximately 260 Acres

- **Lafayette Vineyards Center Viticulture Sciences Campus in Tallahassee, Florida (Site 5)**

- Total Buildings: 12
- Total Sq. Ft.: 38,301 sq. ft.
- Total Acreage: Approximately 277 Acres



FAMU Footprint (Inventory of locations - Owned)

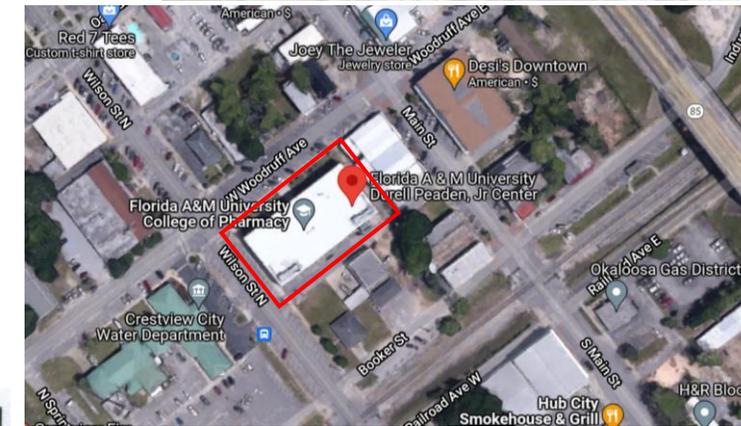
- **FAMU College of Law Campus (Site 10)** →

- Total Buildings: 1
- Total Sq. Ft.: 160,385 sq. ft.
- Total Acreage: Approximately 2.75 Acres



- **Durrell Peaden Jr. Rural Pharmacy Education Campus (Crestview, Florida) (Site 11)** →

- Total Buildings: 1
- Total Sq. Ft.: 40,000 sq. ft.
- Total Acreage: Approximately 0.64 Acres



- **FAMU Brooksville Campus (Site 12)** →

- Total Buildings: 35
- Total Sq. Ft.: 74,104 sq. ft.
- Total Acreage: Approximately 3,845.5 Acres



FAMU Footprint (Inventory of locations - Leased)

- **Midtown Centre #C-0271-20 (Pharmacy – Jacksonville, FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 7,328 sq. ft.
- **Scarborough Land #C-7409 (Pharmacy – Davie FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 5,514 sq. ft.
- **East Bourne (Pharmacy – Tampa, FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 2,327 sq. ft.

Deferred Maintenance within the State University System

University	Original List (11/4/21)		Revised List, as of 12/5/21					Total 10-year Projected Capital Needs	(\$) Avg. / Year
	# of Projects	Defrd Maintenance	# of Projects	Revised Defrd Maint. & Defrd Capital Replacement	Items submitted to Gov Office in Aug.	Total (\$) (%)			
FAMU	95	\$87,899,700	95	\$87,899,700	\$11,785,000	\$99,684,700	5.9%	\$283,802,569	\$28,380,257
FAU	90	\$95,622,000	90	\$95,622,000	\$16,966,990	\$112,588,990	6.7%	\$123,344,000	\$12,334,400
FGCU	5	\$4,595,700	5	\$4,595,700	\$1,100,000	\$5,695,700	0.3%	\$8,848,820	\$884,882
FIU	512	\$142,734,572	512	\$142,734,572	\$21,063,496	\$163,798,068	9.8%	\$265,500,000	\$26,550,000
FSU	13	\$132,750,000	67	\$285,400,000	\$74,475,000	\$359,875,000	21.4%	\$382,274,060	\$38,227,406
NCF	21	\$17,042,783	21	\$17,042,783	\$7,620,997	\$24,663,780	1.5%	\$11,993,694	\$1,199,369
UCF	71	\$64,688,151	71	\$68,200,000	\$47,930,000	\$116,130,000	6.9%	\$282,200,000	\$28,220,000
UF	1,137	\$974,822,837	375	\$479,785,875	\$111,600,000	\$591,385,875	35.2%	\$486,786,963	\$48,678,696
UNF	23	\$11,275,000	23	\$11,275,000	\$11,300,000	\$22,575,000	1.3%	\$122,400,000	\$12,240,000
USF	184	\$295,587,000	184	\$100,443,777	\$21,280,000	\$121,723,777	7.3%	\$194,855,011	\$19,485,501
UWF	18	\$54,718,280	18	\$54,718,280	\$5,883,000	\$60,601,280	3.6%	\$92,000,000	\$9,200,000
FPU*	--	--	--	--	--	--	--	\$4,500,000	\$450,000
SUS Total	2,169	\$1,881,736,022	1,461	\$1,347,717,686	\$331,004,483	\$1,678,722,169	100%	\$2,254,005,117	\$225,400,512

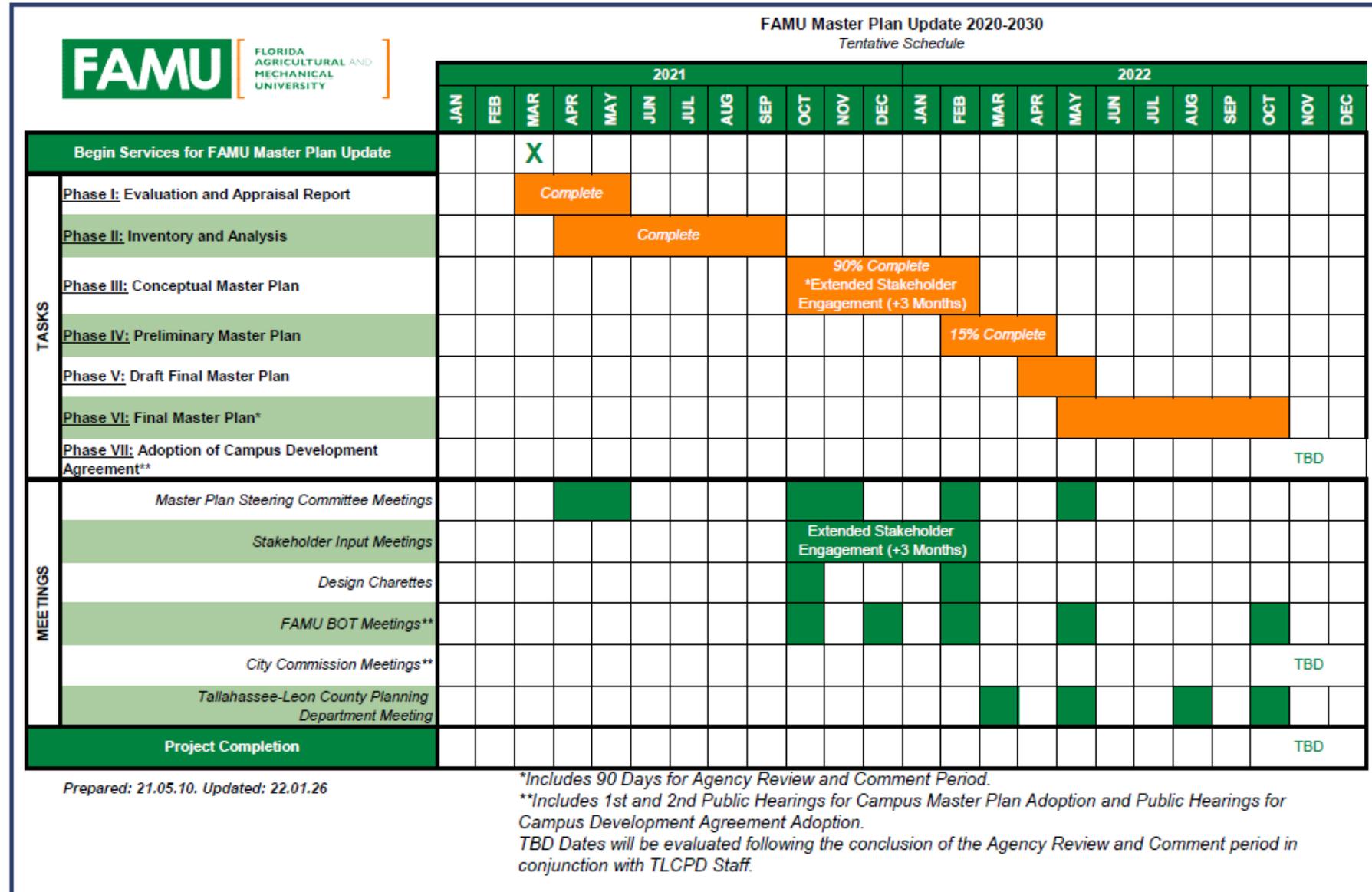
* Florida Poly is not reporting any deferred maintenance at this juncture, but provided 10-yr Projection of Capital Needs.

Source: Florida Board of Governors

- Stakeholder Engagement:
 - Completed 17 interviews
 - Compiled and evaluating summary
 - Issued questionnaire to BOT
 - Engagement evaluation will be completed at the end of February
- Development of Physical Master Plan (*March-April 2022*)
 - Report back to BOT at June 2022 Meeting
- Transmit to state / local agencies for review and comment (*May – July/August 2022*)
 - Statute provides 90 days for review
- Following state / agency review:
 - Hold one informational meeting, noticed to the public (*August / September 2022*)
 - Two public hearings, notice to the public (*October 2022 and TBD*)
- Following meeting and hearings initiate negotiation of the Campus Development Agreement (*TBD*)

FAMU Campus Master Plan Update 2020-2030

Updated Schedule (extended stakeholder input)



Budget, Finance and Facilities Committee Meeting
Wednesday, February 16, 2022, 8:30 a.m.
Location: Grand Ballroom

Housing Update

Comprehensive Housing Study- Tara Rial, Manager, Novogradac Consulting, LLP.

- Feedback from students, faculty, and staff
- Desired amenities
- Building configuration
- Gibbs Hall

Information Item:

Vice President for Finance and Administration's Report

- e) Compensation Study Update

Compensation Study Overview

ADMINISTRATION



Framework for competitive, fair and equitable compensation for faculty, staff & administrators



Benchmark Data
(HelioCampus)



Compensation
Philosophy



Funding Strategies

ACADEMICS



Model for assessing, prioritizing & optimizing academic programs



Academic Program
prioritization
(Academic Affairs)



Academic
performance
management
(HelioCampus)

Information Item:

- Draft proposal and plan will be submitted to the University the first week in February 2022.
- Contract execution is anticipated by the end of current fiscal year.
- Compensation Study completion is anticipated at the end of fiscal year 2023/2024.
- Collaborate with consultant to identify short-term strategies related to compensation-related matters.

Information Item:

Vice President for Finance and Administration's Report

- f) Division of Finance and Administration –
Department Spotlight

Division of Finance and Administration Department Spotlight

F&A Department Name:	Business and Auxiliary Services
Campus Office Location:	Main Campus at the corner of Wahnish Way and Robert and Trudie Perkins Way
Number of Employees:	FAMU – 13; Contracted Employees – approximately 300
General Responsibilities / Areas of Oversight:	Provide student life services and facilities to enhance the living and education experience, while increasing resources to the University through innovative business opportunities and promote fair and open competition in support of the University's mission. Areas of oversight include Dining, Bookstore, Laundry, Beverages and Snack Vending, Meal Plans, the Rattler Card, Postal/Copy Services and Commercial Solicitation.
Featured Project / Activity:	Dining Hall Renovations at the Student Service Center

Featured Project / Activity Summary:

In keeping with our strategic priorities, the renovation of the Residence Dining Hall became necessary for several reasons which includes:

1. Maintaining our commitment to remain relevant and to satisfy the ever-changing needs and expectations of our guests.
2. Upgrades to our mechanical and electrical wiring to bring up to current codes.
3. Cosmetic changes to align with the culture of our customers.
4. To make décor and functionality improvements comparable to the look and feel of The Hub, our newest dining hall on the south end of campus.

In the presentation of this information item, F&A Department Spotlight, Interim Assistant Vice President for Business and Auxiliary Services (BAS), Michael Smith will present a video highlighting the renovations at the Student Service Center.

The renovation of the upstairs dining facility features a completely new high-energy look which includes:

- 1) State-of-the-art LED lighting fixtures;
- 2) Elegant seating packages;
- 3) An upgraded signature deli and salad bar; and
- 4) A new Mongolian Grill station surrounded by a high-top counter which is perfect for cooking demonstrations.

Information Item:
Stimulus Funding Expenditure Report to Date

FLORIDA **A&M** UNIVERSITY
 Board of Trustees
 INFORMATION ITEM

Budget, Finance and Facilities Committee
 Wednesday, February 16, 2022
 Agenda Item: VI

Subject: Stimulus Funding Expenditure Report to Date

Background Information and Summary:

Florida A&M University was awarded a total of \$195,000,000 under stimulus funding awarded by the Department of Education under the following award notices:

Award Number	Area	Award Amount	Drawdowns in G5
P425J200003	HBCU/HBGI	\$125,000,000	\$67,145,192.79
P425F200295	Institutional	\$39,118,076	\$18,466,970.98
P425E200135	Student Aid	\$31,323,840	\$13,051,326.00

Funds allocated under Coronavirus Aid, Relief, and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and American Rescue Plan (ARP) were allocated to FAMU to address COVID-19. Congress passed this bill that allotted \$2.2 trillion to provide fast and direct economic aid to the American people negatively impacted by the COVID-19 pandemic. Of the monies allocated during the first three allocations, \$14 billion was given to the Office of Postsecondary Education as the Higher Education Emergency Relief Fund, or HEERF. Of the funds allocated, Florida A&M is currently receiving a total of \$195,448,168 in CARES/CRRSAA/ARP funding. Funds received were distributed under the following categories: Academic Affairs; Student Services; Facilities, Information Technology, Lost Revenue, and Program Coordination. The attached spreadsheet summarizes expenditures, encumbrances, and pre-encumbrances of dollars received.

Attachments: Yes

1. Summary of Expenditures for CARES/CRRSAA/ARP Funding spreadsheet

CARES/CRRSAA/ARP EXPENDITURE SUMMARY

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CARES ACT	HBCU	212	16,856,753.00	16,058,877.44	797,541.76	16,856,419.20	100.00%	333.80
CARES ACT	HBGI	213	9,452,578.00	9,418,751.14	33,826.86	9,452,578.00	100.00%	0.00
			26,309,331.00	25,477,628.58	831,368.62	26,308,997.20	100.00%	333.80

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CRRSAA	HBCU	212	28,955,924.00	21,596,326.12	2,451,253.33	24,047,579.45	83.05%	4,908,344.55
CRRSAA	HBGI	213	7,011,900.00	4,327,975.26	1,023,860.61	5,351,835.87	76.33%	1,660,064.13
	Total		35,967,824.00	25,924,301.38	3,475,113.94	29,399,415.32	81.74%	6,568,408.68

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
ARP	HBCU	212	24,916,211.00	16,735,217.93	0.00	20,007,745.48	80.30%	4,908,465.52
ARP	HBGI	213	11,720,302.00	3,013,861.80	0.00	3,013,861.80	25.71%	8,706,440.20
	Total		36,636,513.00	19,749,079.73	0.00	23,021,607.28	62.84%	13,614,905.72

FUNDS	Source	Fund	Budget	Expenses	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
ARP	HEERF -Student Aid	214	\$18,270,274.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,270,274.00
ARP	HEERF-Institutional	215	\$26,222,920.00	\$5,140,313.45	\$3,313,601.58	\$8,453,915.03	32.24%	\$17,769,004.97

OVERALL EXPENDITURE SUMMARY				
Awards	Allocation	Expenditures and Obligations	% Spent	Remaining Balance
HBCU/HBGI	\$ 125,006,252.00	\$ 78,730,019.80	62.98%	\$ 46,276,232.20
Institutional	\$ 39,118,076.00	\$ 27,169,584.02	69.46%	\$ 11,948,491.98
Student Aid	\$ 31,323,840.00	\$ 18,272,514.00	58.33%	\$ 13,051,326.00
Grand Total	\$ 195,448,168.00	\$ 124,172,117.82	63.53%	\$ 71,276,050.18

SOURCE: BUDGET OVERVIEWS @ 1.21.22

Information Item:
Annual Budget Workshop

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Budget, Finance and Facilities Committee
Wednesday, February 16, 2022
Agenda Item: VII

Subject: Annual Budget Workshop

Summary:

Trustee Kimberly Moore will address the committee about plans for the Annual Budget Workshop. The proposed workshop date is April 20, 2022.

Attachments: No

Supplemental Document

List of Contracts > \$100,000

Contracts over \$100,000 for November 2021 – January 2022

1. Contractor: Anixter (Piggyback)

Contract #: C-0272-22

Contract Start Date: December 15, 2022

Contract Expiration Date: August 31, 2025

Contract Amount: This amount will not exceed \$500,000 over the term of the contract.

This contractor will provide surveillance systems for FAMU, including wearable body cameras, vehicular video, security and detection systems, physical access control systems, total solution support products for Facilities Management systems in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

2. Contractor: Barnes and Nobel (Piggyback)

Contract #: C-0230-22

Contract Start Date: November 11, 2021

Contract Expiration Date: January 31, 2022

Contract Amount: This amount will not exceed \$587,000.00 over the term of the contract.

This contractor will provide Bookstore Services for FAMU, in accordance with the referenced contract.

Funding: Business and Auxiliary Services, Mr. Micheal Smith

3. Contractor: Brabender (RFQ 0004-2022)

Contract #: C-0204-22

Contract Start Date: November 3, 2021

Contract Expiration Date: November 3, 2022

Contract Amount: This amount will not exceed \$183,907.70 over the term of the contract.

This contractor will provide Extruder TwinLab F 20/40 a stand-alone twin screw extruder in hygienic design for extruding small quantities of material and additives in laboratory scale for FAMU, in accordance with the referenced contract.

Funding: Research, Ms. Sandra Chin

4. Contractor: Garland DBS Inc. (Piggyback)

Contract #: C-0206-22

Contract Start Date: November 9, 2021

Contract Expiration Date: October 14, 2024

Contract Amount: This amount will not exceed \$995,000.00 over the term of the contract.

This contractor will provide roofing supplies, waterproofing, products and services for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

5. Contractor: iHeart Radio (RFP 0002-2022)

Contract #: C-0210-22

Contract Start Date: November 1, 2022

Contract Expiration Date: November 30, 2024

Contract Amount: This amount will not exceed \$3,406,864.00 over the term of the contract.

This contractor will provide Media Advertising and Consulting Services for Statewide Education Campaign for FAMU Medical Marijuana Education and Research Initiative (MMERI), in accordance with the referenced contract.

Funding: Medical Marijuana Education and Research Initiative (MMERI) Professor of Educational Leadership, Dr. Patricia Green-Powell

6. Contractor: Lang Environmental, Inc. (Piggyback)

Contract #: C-0264-22

Contract Start Date: December 15, 2021

Contract Expiration Date: December 15, 2024

Contract Amount: This amount will not exceed \$250,000.00 over the term of the contract.

This contractor will provide asbestos, lead, mold and other hazardous contaminants and debris abatement Services for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Mr. David Rosenfeld

7. Contractor: Rico's Lawn Care Landscaping (RFP 0003-2022)

Contract #: C-0202-22

Contract Start Date: November 9, 2021

Contract Expiration Date: October 31, 2024

Contract Amount: This amount will not exceed \$450,000.00 over the term of the contract.

This contractor will provide lawn care services to FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Mr. Harold Parker

8. Contractor: Salter Mitchell (RFP 0002-2022)

Contract #: C-0214-22

Contract Start Date: December 1, 2021

Contract Expiration November 30, 2024

Contract Amount: This amount will not exceed \$299,784.00 over the term of the contract.

This contractor will assist FAMU's MMERI program with targeted education and outreach to successfully achieve Medical Marijuana Education and Research Initiative (MMERI) program objectives across the state of Florida, in accordance with the referenced contract.

Funding: Medical Marijuana Education and Research Initiative (MMERI) Professor of Educational Leadership, Dr. Patricia Green-Powell

9. Contractor: WGU Labs (Piggyback)

Contract #: C-0178-22

Contract Start Date: November 1, 2021

Contract Expiration Date: November, 2022

Contract Amount: This amount will not exceed \$103,400.00 over the term of the contract.

This contractor will provide eLearning Development services Assessment and Design Course Modules to FAMU, in accordance with the referenced contract.

Funding: School Nursing, Ms. Shelley Johnson

10. Contractor: SVI Learner Mobile LLC. (RFP 0002-2022)

Contract #: C-0296-22

Contract Start Date: January 10, 2022

Contract Expiration June 30, 2022

Contract Amount: This amount will not exceed \$114,999.96 over the term of the contract.

This contractor will assist FAMU's MMERI program with targeted education and outreach to successfully achieve Medical Marijuana Education and Research Initiative (MMERI) program objectives across the state of Florida, in accordance with the referenced contract.

Funding: Medical Marijuana Education and Research Initiative (MMERI) Professor of Educational Leadership, Dr. Patricia Green-Powell

11. Contractor: Upscale Events by Mosaic, Inc. (RFP 0002-2022)

Contract #: C-0297-22

Contract Start Date: January 10, 2022

Contract Expiration June 30, 2022

Contract Amount: This amount will not exceed \$81,624.99 over the term of the contract.

This contractor will assist FAMU's MMERI program with targeted education and outreach to successfully achieve Medical Marijuana Education and Research Initiative (MMERI) program objectives across the state of Florida, in accordance with the referenced contract.

Funding: Medical Marijuana Education and Research Initiative (MMERI) Professor of Educational Leadership, Dr. Patricia Green-Powell

12. Contractor: DriveSafely, Inc.

Contract #: C-0263-22

Contract Start Date: October 26, 2021

Contract Expiration October 26, 2022

Contract Amount: This amount will not exceed \$130,000 over the term of the contract.

This contractor will provide FAMU's School of Engineering with software for a car simulator, in accordance with the referenced contract.

Funding: FAMU's School of Engineering, Millie Poulos

13. Contractor: Evans Sure Cut Landscaping (RFP 0003-2022)

Contract #: C-0201-22

Contract Start Date: October 22, 2022

Contract Expiration October 30, 2024

Contract Amount: This amount will not exceed \$450,000 over the term of the contract.

This contractor will provide FAMU's with lawn care services, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Mr. Harold Parker

14. Contractor: Dynamic Ceramic (Piggyback)

Contract #: C-0163-22

Contract Start Date: October 12, 2021

Contract Expiration Date: October 11, 2023

Contract Amount: This amount will not exceed \$500,000.00 over the term of the contract.

This contractor will provide flooring materials with related supplies, products and services for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

15. Contractor: Gartner Inc. IT 21-23 (Piggyback)

Contract #: C-0234-22

Contract Start Date: December 1, 2021

Contract Expiration Date: February 23, 2023

Contract Amount: This amount will not exceed \$106,030.00 over the term of the contract.

This contractor will provide roofing supplies, waterproofing, products and services for FAMU, in accordance with the referenced contract.

Funding: ITS, Mr. Robert Seniors