

Budget, Finance, and Facilities Committee Meeting

Thursday, December 4, 2025
Time: 8:30 a.m.
Location: Grand Ballroom

Committee Members: Craig Reed, Chair

Jamal Brown, Zayla Bryant, Emery Gainey, Nicole Washington, and Michael

White

ACTION ITEMS

I. Amendment to BOT Regulation 8.001,

Motor Pool and Vehicle Use Kendall Jones

II. Amendment to BOT Policy 2006-05,

Motor Pool and Vehicle Use Kendall Jones

INFORMATION ITEMS

I. Quarterly Financial Report – Budget to Actuals
 II. Deferred Maintenance/Capital Renewal Update
 Nichole Murry
 Kendall Jones

III. Adjournment

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



Budget, Finance, and Facilities Report Thursday, December 4, 2025 Agenda Item: TBD

Subject: Amendment to BOT Regulation 8.001, Motor Pool and Vehicle Use

Proposed Board Action:

The Board of Trustees is requested to approve the amendment of Regulation 8.001 Motor Pool and Vehicle Use, as presented in the attached document. The proposed changes outline the Motor Pool's functions and duties, update the legal authority, and consolidate sections 8.001–8.006 for clarity and continuity.

Attachments: Yes.

- 1. Notice of Proposed Amended Regulation
- 2. Amended Regulation BOT Regulations 8.001 Motor Pool and Vehicle Use

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: October 31, 2025

REGULATION CHAPTER NO.: Chapter 8

REGULATION CHAPTER TITLE: Miscellaneous

REGULATION TITLE AND NO.: Motor Pool and Vehicle Use

SUMMARY OF REGULATION: This amended regulation is for the purpose of outlining the Motor Pool functions and duties, updating legal authority, and consolidating sections 8.001 – 8.006 for clarity and continuity.

AUTHORITY FOR REGULATION: Article IX, Section 7, Florida Constitution, Section 1001.706, Florida Statutes, Board of Governors Regulation 1.001.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Nichole Murry, Acting Senior Vice President for Finance and Administration/CFO.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Kendall Jones, Associate Vice President of Facilities, Planning, Construction and Safety, Plant Operation Building A, 2400 Althea Gibson Way, Suite 102-B, Tallahassee, Florida 32307, (850) 599-8042 (Telephone), kendall.jones@famu.edu.

FULL TEXT OF THE PROPOSED AMENDED REGULATION: The full text of this amended regulation follows:

Florida A&M University Regulation



Regulation 8.001 Motor Pool and Vehicle Use

(1) Policy Statement and Purpose

This chapter implements the authority of Florida Agricultural and Mechanical University on Motor Pool functions and duties in accordance with Sections 1001.70674 and 1001.75, Florida Statutes (F.S) and Board of Governors Regulation 1.001.

(2) Approval

The University shall not acquire any motor vehicles through lease, lease purchase, installment-purchase, loan or transfer from another agency without the express written permission of the President of the University or President's designee. This section shall not apply to the temporary lease (less than 30 days) of a vehicle for the use in the conduct of normal University business.

(3) Acquisition and Disposal of Motor Vehicles

- (a) The term "motor vehicles" includes any automobile, golf cart, utility cart, watercraft, aircraft, truck or other vehicles designed for transportation of persons, and construction vehicles or farm equipment.
- (b) All motor vehicles shall be approved by the Office of Facilities Planning, Construction, and Safety and procured through the University's Procurement Department in accordance with University regulations, policies, and procedures. Acquisition may be by purchase, lease, installment-purchase, loan, or by any other legal means and may include a trade-in. All motor vehicles purchased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University.
- (c) The University has the authority to:
 - 1. Obtain the most effective and efficient motor vehicles for University purposes;
 - <u>2.Establish standard classes of motor vehicles to be leased, purchased, or used by University personnel;</u>
 - 3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control, and regulation of University-owned motor vehicles:
- (d) Disposal of surplus motor vehicles will be executed in accordance with Florida A&M University Regulation Chapter 9, Surplus Property.

(4) Assignment and Use

- (a) Motor vehicles owned, leased or operated by the University shall be available for official University business only as authorized by the President or President's designee.
- (b) Special assignment vehicles shall be assigned for use upon certification of the President or President's designee.

(5) Maintenance

- (a) At the option of the President or President's designee, motor vehicle maintenance may be performed by the University or by contract for specialized maintenance services.
- (b) This section does not preclude the emergency repair of a motor vehicle when operating away from the normal geographical use area.

(6) Aircraft

- (a) The acquisition of any aircraft to conduct University business or the acquisition of any aircraft using University funds shall require prior approval of the Florida Agricultural and Mechanical University Board of Trustees.
- (b) This section does not preclude the use of commercial airlines or state air pool for the normal conduct of University business nor the procurement of special charter services for the transport of groups of University personnel or sports teams or student groups.

Specific Authority: <u>1001.706</u>, <u>Florida Statutes</u>; <u>1001.74(4)</u> <u>FS_-</u>. <u>Law Implemented 1001.74(5)</u>, <u>1001.75(5)</u>, <u>(19)</u> <u>FS_: BOG Regulation 1.001</u>. History: New 2-17-81, Formerly 6C3-8.01, Amended 8-16-04; <u>Amended xx-xx-25</u>.

Florida A&M University Regulation



Regulation 8.001 Motor Pool and Vehicle Use

(1) Policy Statement and Purpose

This chapter implements the authority of Florida Agricultural and Mechanical University on Motor Pool functions and duties in accordance with Board of Governors Regulation 1.001 and FAMU Regulation 1.021.

(2) Approval

The University shall not acquire any motor vehicles through lease, lease purchase, purchase, installment-purchase, loan or transfer from another agency without the express written permission of the President of the University or President's designee. This section shall not apply to the temporary lease (less than 30 days) of a vehicle for the use in the conduct of normal University business.

(3) Acquisition and Disposal of Motor Vehicles

- (a) The term "motor vehicles" includes any automobile, golf cart, utility cart, watercraft, aircraft, truck or other vehicles designed for transportation of persons, and construction vehicles or farm equipment.
- (b) All motor vehicles shall be approved by the Office of Facilities Planning, Construction, and Safety and procured through the University's Procurement Department in accordance with University regulations, policies, and procedures. Acquisition may be by purchase, lease, installment-purchase, loan, or by any other legal means and may include a trade-in. All motor vehicles purchased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University.
- (c) The University has the authority to:
 - 1. Obtain the most effective and efficient motor vehicles for University purposes;
 - 2. Establish standard classes of motor vehicles to be leased, purchased, or used by University personnel;
 - 3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control, and regulation of University-owned motor vehicles;
- (d) Disposal of surplus motor vehicles will be executed in accordance with Florida A&M University Regulation Chapter 9, Surplus Property.

(4) Assignment and Use

(a) Motor vehicles owned, leased or operated by the University shall be available for official University business only as authorized by the President or President's designee.

(b) Special assignment vehicles shall be assigned for use upon certification of the President or President's designee.

(5) Maintenance

- (a)At the option of the President or President's designee, motor vehicle maintenance may be performed by the University or by contract for specialized maintenance services.
- (b) This section does not preclude the emergency repair of a motor vehicle when operating away from the normal geographical use area.

(6) Aircraft

- (a) The acquisition of any aircraft to conduct University business or the acquisition of any aircraft using University funds shall require prior approval of the Florida Agricultural and Mechanical University Board of Trustees.
- (b) This section does not preclude the use of commercial airlines or state air pool for the normal conduct of University business nor the procurement of special charter services for the transport of groups of University personnel or sports teams or student groups.

Specific Authority: 1001.706, Florida Statutes; -; BOG Regulation 1.001. History: New 2-17-81, Formerly 6C3-8.01, Amended 8-16-04; Amended xx-xx-25.



Budget, Finance, and Facilities Report Thursday, December 4, 2025 Agenda Item: TBD

Subject: Amendment to BOT Policy 2006-05, Motor Pool and Vehicle Use

Proposed Board Action:

The Board of Trustees is requested to approve the amended Policy BOTP-2006-05 Motor Pool and Vehicle Use, as presented in the attached document.

The revised policy expands and clarifies procedures and responsibilities related to the acquisition, use, and maintenance of University-owned or leased vehicles, including golf carts and utility vehicles. Notable changes include stricter requirements for authorized drivers (including license class and endorsements), mandatory EH&S safety training, clearer rules on use limitations (e.g., no personal use, no unauthorized passengers), enhanced documentation and monthly maintenance reporting obligations, and more robust accident reporting protocols. The update also formalizes departmental responsibilities, introduces a classification system for vehicle assignments (Motor Pool, Limited, and Special Assignment), and incorporates compliance requirements for vehicles purchased with grant funds or used in federally funded projects. Additionally, enforcement language has been strengthened to include disciplinary consequences and reimbursement liabilities for violations.

Attachments: Yes.

1. Amended BOT Policy BOTP-2006-05 Motor Pool and Vehicle Use (red line version)



Board of Trustees Policy

BOT Policy No.: BOTP-2006-05		BOT Policy Name: Motor Pool and Vehicle Use		
		Policy		
Initial Adoption Date: December	er 7, 2008	Revision Date(s): September 23, 2010,		
_		December xx, 2025		
Responsible Unit: Office of the	f the Executive Vice President and Responsible Executive: Associate VP for			
Chief Operating Officer		Facilities, Planning, Construction, and Safety		
Authority	Sections 1001.74 and 100	01.75 Florida Statutes; Board of Governors		
	Regulation 1.001; University	y Regulations <u>1.012 and 8.001</u>		
Applicability	This pPolicy pertains applie	s to all Florida A&M University (FAMU or		
	University) owned, leased,	and or operated vehicles, golf carts and utility		
	vehicles, and all University employees operating such University owned			
	leased, orand operated vehicle	les.		

I. Policy Statement and Purpose

This <u>pP</u>olicy provides the <u>basic general</u> guidelines regarding the acquisition, ownership, and use of <u>University ownedUniversity-owned or leased</u> and operated vehicles, golf carts, and utility vehicles. The proper utilization of University vehicles minimizes University transportation costs, liability, and helps ensure the safeguarding of University personnel and resources. This <u>pP</u>olicy seeks to provide for the safe operation of University vehicles as well as their appropriate stewardship.

II. Definitions

- A. Administrative Head the appropriate Vice President, Associate Vice President, Assistant Vice President, Director, Dean, Chair or Manager.
- B. *Department* any College, School, dDpartment, or equivalent unit.
- C. Motor *Vehicle/University Vehicle any automobile, watercraft, truck, golf cart, utility vehicle, other vehicles designed for transportation of persons, construction vehicles or farm equipment owned or leased by the University.
- D. Authorized University Official all University faculty, USPS, A&P, and OPS employees who have been authorized to drive a University vehicle for University related business and activities.
- E. Authorized drivers (or operators) a trustee, officer, employee, agent, or volunteer authorized by the University Risk Manager to drive a University automobile. Use of the vehicle must be in the course and scope of assigned duties, providing direct benefit to the University.

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III. Procedures, Approvals/Responsibilities

- A. No University department shall purchase, lease or otherwise acquire any motor vehicle without prior written approval of the University President or the President's designee. This shall not apply to the temporary lease (less than 30 days) of a vehicle for the use of an employee to conduct normal official University business, where the cost does not require the use of formal competitive solicitation. If a vehicle is to be purchased with grant funds in accordance with the terms and conditions of the underlying grant, the approval of the Vice President for Research shall also be obtained. Approval by the President or the President's designee does not relieve the department of the responsibility for complying with the University purchasing rules or other laws regarding the acquisition or retention of motor vehicles.
- B. The Vice President for Research must approve any vehicle purchased with grant funds in accordance with the terms and conditions of the underlying grant. Motor vehicles purchased with grant funds—federal, state, or private—must be used primarily for the project for which they were acquired. When allowed by sponsor terms and when not interfering with the original project, vehicles may be used on other sponsored projects.
- B.C.All University-owned or leased motor vehicles shall beare part of the University Motor Pool. Such motor vehicles include, but are not limited to: vehicles purchased with education and general (E&G), contracts and grants (C&G), auxiliary (AUX), or activities and service (A & S) funds, and vehicles that are donated to the University.
- D. All authorized operators of University-owned, leased, or rented motor vehicles shall carry a current, valid and appropriate driver's license.
- C.E. Each—University-owned or leased motor vehicles, excluding golf carts and utility vehicles, shall carry an official state of Florida license plate which that is issued for each individual motor vehicle. The University logo or insignia shall be appropriately displayed on each vehicle.
- F. University-owned, leased, or rented motor vehicles shall be used only in connection with official University business and activities which officially promote the mission of the University—(and comply with any applicable grant terms). These motor vehicles shall be driven only by State of Florida—licensed drivers who are designated University Faculty, USPS, A&P, Executive Service and OPS employees. Personal use and transport of peopleindividuals not affiliated with University business in University motor vehicles is prohibited. For federally funded vehicles, secondary use must prioritize projects funded by the same federal agency, then by other federal agencies. Limited institutional use is permitted only when it does not conflict with the vehicle's primary grant purpose. All shared use and related costs must follow sponsor requirements and cost-allocation rules. Departments must coordinate with the Office of Sponsored Programs, Grants Accounting, and Property Management to ensure proper authorization, documentation, and tracking of vehicle use.
- D. All authorized operators of University owned, leased, or rented motor vehicles shall carry a current, valid and appropriate driver's license.

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- G. All authorized operators of University-owned, leased, or rented motor vehicles designed to transport passengers shall carry a current, valid and appropriate commercial driver's license (CDL) if required and attend mandatory the EH&S Distracted Driver and Defensive Driver safety trainings prior to operating a vehicle on campus.
- E.H.—Only University faculty, staff, and OPS employees with a valid Class A, B, or C driver's license with ENDORSEMENT 'P', can operate or transport personnel in vans designed to seat sixteen (16) or more passengers.
- F.I. Parents and guardians of minors must be informed in advance if their minor will be transported in a University vehicle in connection with a University-sponsored activity. Parents and guardians must provide prior written permission for all such transportation. For more information regarding minors, please refer to the Minors on Campus Policy.

G.

- H.J.All operators shall ensure that all golf carts and operators within their units comply with the requirements of the University Golf Cart and Utility Vehicle Use Standard Operating Procedure. All golf carts/utility vehicles will be registered with Environmental Health and Safety (EH&S), prior to use. Golf carts will display the standardized assigned registration number and FAMU logo conspicuously labeled on the front of the golf cart.
- K. A copy of the University's automobile liability certificate and the "Know Before You Go" pamphlet is required by law to be kept in each vehicle, excluding golf carts and utility vehicles.
- <u>H.L.</u> The <u>University Risk Manager shall maintain a list of operators with appropriate license class and endorsements for the specific type of vehicle shall be obtained from the University Risk Manager.</u>
- M. All occupants of a University vehicle must wear seat belts whenever the vehicle is in motion.

 Passengers must be seated in manufacturer-installed passenger seats; passengers are prohibited from riding in the bed of a truck or other non-passenger area of a vehicle during operation. When leaving a vehicle unattended, keys should be removed from the vehicle.
- N. All vehicles must be secured and locked after daily operation.
- O. Operators are prohibited from texting while driving, and must follow State of Florida (or other applicable state) regulations regarding mobile device use while operating a University vehicle.
- P. The use of tobacco products in University-owned/leased vehicles is prohibited. This also extends to electronic cigarettes and any vapor-emitting devices.
- Q. Operators must strictly adhere to the University Drug-Free Workplace Policy and No Smoking and Tobacco Use Regulation. The use of alcoholic beverages, drugs (which could impair driving ability), tobacco products, electronic cigarettes and/or vapor-emitting devices are not permitted in University vehicles. Driving on University business and/or driving a

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University vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is prohibited and may result in University disciplinary procedures.

- R. All University owned vehicles are required to be serviced and repaired by the Vehicle Services third partyUniversity-owned or leased vehicles are required to be serviced and repaired by thea Vehicle Services third-party provider. A list of approved vendors may be obtained from the Deepartment of Facilities, Planning, Construction, and Safety. Departments that own/lease or operate University vVehicles must assign a designated fFleet liaison for the department. The Fleet liaison is responsible for adhering Fleet liaison is responsible to adhere to the set maintenance schedule for each vehicle as posted on the Facilities, Planning, Construction, a and Safety's Vehicle Services' website. Vehicle rRepairs, & mMaintenance, cCosts, as well as ALL expenses associated with operation of the University vVehicle (i.e., fuel, tolls, maintenance, repairs, insurance, graphics, license tag registration, etc.) will be covered paid by the individual department to which it has been assigneds. Each department must maintain accurate vehicle maintenance records for each vehicle it has been assigned every vehicle assigned to it. The department must submit a Vehicle Maintenance Log/Repair Checklist to Facilities, Planning, Construction, and Safety by email at pomaccounting@famu.edu must keep accurate records of vehicle maintenance for every vehicle assigned to a department by the 5thth of each month.
- S. All fines and penalties resulting from the failure to comply with federal, state, and local laws, administrative rules and ordinances by an operator of a University vehicle are the personal responsibility of the vehicle operator. The operator must immediately report same to their Administrative Head. The University will assume no financial responsibility for such fines or penalties. Failure to comply with such regulations shall be considered improper use of the vehicle and could subject the operator to disciplinary action, up to and including termination. If the notice of violation is sent to the department, the notice will be given to the operator of the vehicle. The operator must pay the fine by the due date and provide proof of payment to the department. Any fees or other applicable charges because of late payment or nonpayment must be paid by the operator.
- J.T.Individuals who fail to comply with this Policy may be subject to disciplinary measures, up to and including dismissal. Departments may be required to reimburse the University for any fees (including legal and/or court fees) associated with defective vehicles or vehicles whose maintenance is not properly recorded as required in this Policy.
- **K.**<u>U.</u>Failure to report an accident involving a University Vehicle as set forth herein shall be considered improper use of the vehicle and could subject the <u>employee operator</u> to disciplinary action, up to and including termination.
- V. State Vehicle Liability Iinsurance is provided through the State Risk Management Trust Fund. Coverage is provided for any employee, agent, or volunteer of the University properly operating the vehicle in accordance with their employment or relationship with the University. A copy of the University's automobile liability certificate is required by law to be kept in each vehicle, excluding golf carts and utility vehicles. It is the assigned department's responsibility to ensure the updateds certificates is placed in the motor vehicle by July 1st* when state liability insurance coverage renews.

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H. Definitions

- A. Administrative Head the appropriate Vice President, Associate Vice President, Associate Vice President, Associate Vice President, Director, Dean, Chair or Manager.
- B. Department any College, School, department, or equivalent unit.
- C. Motor vehicle any automobile, watercraft, truck, golf-cart, utility vehicle, other vehicles designed for transportation of persons, construction vehicles or farm equipment.
- Authorized University Official all University faculty, USPS, A&P, and OPS employees who have been authorized to drive a University vehicle for University related business and activities.
- D. <u>Authorized drivers</u> a trustee, officer, employee, agent, contractor, or volunteer authorized by the University to drive a University automobile. Use of the vehicle must be in the course and scope of assigned duties, providing direct benefit to the University.

III. Procedures, Approvals/Responsibilities

W. University Responsibilities:

- a. **University President/President's Designee** provides written approval for the acquisition of all University owned or leased motor vehicles; makes temporary exceptions to vehicle assignments in the case of extraordinary circumstances; and provides written authorization for persons agents or volunteers who are not other than University officials, and employees to travel in or use University-owned, leased or rented vehicles.
- b. Plant Operations and Maintenance Facilities, Planning, Construction and Safety

 processes and maintains all titles, license plates and vehicle numbers for University-owned and leased vehicles; maintains the Special Assignment Vehicle Certification list; collects and maintains records of Vehicle Maintenance Logs/Repair Checklist for each University vehicle owned and operated by the University; ensures the inspection, service and report of all University-owned and leased vehicles; receives reports of all unsafe vehicle's conditions; determines whether a vehicle's use must be discontinued due to disrepair; and manages and assigns all University-owned and leased vehicles in accordance with the following:

i. Motor Pool Assignment (Class A)

1. All University-owned or leased motor vehicles not otherwise assigned shall be considered Motor Pool vehicles. These vehicles shall be centrally controlled by the Office of Facilities, Planning, Construction, and Safety and made available for specific trips and returned to the Motor Pool upon completion. Motor Pool vehicles may not be driven to an employee's home,

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unless the employee is departing or returning from an official trip away from his/hertheir headquarters under circumstances which make it impractical to use other means of transportation or when the employee needs the use of the vehicle after completion of the regular workday to conduct University business on the same day or before normal working hours on the next day.

ii. Limited Assignment (Class B)

1. The Associate Vice President for Facilities, Planning, Construction, and Safety or designee may assign a University-owned, leased, or rented vehicle to a college or department which requires that an employee(s) have full-time use of a vehicle during regular working hours for 15 or more workdays per month. The vehicle will remain parked at the assigned office overnight when not in use.

iii. Special Assignment (Class C)

- 1. With express written approval from the President or President's designee, the Associate Vice President for Facilities, Planning, Construction and Safety may assign University-owned, leased, or rented vehicles which may be driven to and from an employee's home when used for the purpose or under the conditions stated below:
- 2. Perquisite-An employee is entitled to the use of a vehicle by virtue of his/hertheir position and such is approved and authorized, in writing, as a perquisite by the President or President's designee.
- 3. Law Enforcement An employee is subject to special emergency calls from his/hertheir residence for law enforcement.
- 4. Emergency Service -An employee is subject to emergency calls from his/hertheir home for the protection of life or property.
- <u>c.</u> Administrative Head <u>determines that use of the vehicle is for official business,</u> properly operate, use and maintain vehicles assigned to the specific department; provides a list of authorized operators to Facilities, Planning, Construction, and Safety and (EH&S Environmental Health and Safety by June 10th, for the upcoming fiscal year; obtains necessary approvals to acquire vehicles, including submission of the Vehicle Purchase Authorization Fform to Facilities, Planning Construction, and Safety with two quotes from vehicle dealers; confirms delivery and specification(s) compliance with the University Purchasing Department; verifiesy that title and registration are appropriately processed by Facilities, Planning, Construction, and Safety; obtains appropriate vehicle assignment from the Department of Facilities, Planning, Construction, and Safety; maintains vehicle use maintenance logs/Repair checklist including updated photos of the vehicle; submits current vehicle information; reports unsafe conditions to Facilities, Planning, Construction, and Safety for necessary repairs and for recordkeeping purposes and to determine whether vehicles use should be discontinued based on vehicle condition; ensures vehicle is not placed in service until vehicle is inspected, registered, appropriately marked with logos and approved by Facilities, Planning, Construction, and Safety,

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and distributes this Policy to all authorized operators within his/hertheir department.

- <u>d. University PurchasingProcurement Office</u> acquires motor vehicles in accordance with applicable University regulations, policies and procedures; ensures that purchased vehicles are registered under Florida A&M University <u>Board of Trustees</u> DMV customer# 206712357, upon delivery of motor vehicles, inspects, in coordination with the respective department, vehicles for compliance with specifications, and damage; ensures that all required documents are provided to Facilities, Planning, Construction, and Safety for processing of tag and title.
- <u>c.e. University University Property Office</u> properly tags and records vehicles in the University property records; conducts annual physical inventory of all University owned motor vehicles; <u>provide assistanceaids</u> with the disposal of vehicles as surplus property in accordance with Chapter 273, Florida Statutes; and removes motor vehicles from the University property records.
- d.f. University Risk Manager maintains the official list of designated operators of University-owned, leased or rented motor vehicles with a copy of their respective driver's license; after the initial receipt of information, obtains verification of the validity of driver's licenses and special license restrictions from the Florida Department of Highway Safety and Motor Vehicles; and conducts verifications of driver's licenses and special license restrictions periodically during each fiscal year; and maintains all documents, photographs, and other records related to accidents involving University vehicles.
- e.g. Authorized University Official The driver or operator of the University vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. The driver or operator must:
 - i. Have a valid driver's license.
 - ii. Notify their his or her administrator/supervisor of any change in license status.
 - iii. Obtain the necessary approvals to be an Authorized University Official and complete all necessary paperwork for the use of the University Vehicle.
 - iv. Complete all driving safety courses upon initial hire and as needed thereafter as determined by the EH&S/Risk Management Ooffice.
 - v. Use University vehicles for official <u>universityUniversity</u> business and activities only.
 - vi. Operate a <u>Uuniversity</u> vehicle in accordance with <u>universityUniversity</u> regulations and applicable state laws.
 - vii. Assume responsibility for any and all fines or traffic violations associated with use of a University vehicle.
 - viii. Never release control of a <u>U</u>university vehicle to family members, friends or others.
 - ix. Immediately report, no later than one (1) business day, to FAMU Department of Campus Safety and Security and the FAMU University Risk Manager all accidents or vehicle damage incurred while operating an Uuniversity vehicle.

IV. Vehicle Forms

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- A. Vehicle Mileage Log (Attachment A); Vehicle Maintenance Log/Repair Checklist
- B. Vehicle Purchase Authorization Form
- C. Special Assignment Vehicle Certification List.

- A.D.Golf Cart and Utility Vehicle Use GuideStandard Operating ProcedureP/Acknowledgment Form-(Attachment B).
- Operator Maintenance/Repair Checklist (Attachment C).
- B.E.Special Assignment Vehicle Certification List. Driver's License Verification

V. Accidents Involving University Vehicles

- A. Accidents on Campus If anyone driving a <u>university University</u> vehicle is involved in an accident on the University's campus, <u>the Administrative Head must a report must be made</u> immediately <u>report the accident</u> to the University Department of Campus <u>Safety and Security and FAMU-University Risk Manager. Operators must submit all accident related documents and photographs to the University Risk Manager within two (2) business days.</u>
- B. Accidents off Campus If a <u>U</u>university vehicle, including a rented vehicle, is involved in an accident off <u>universityUniversity</u> property, the report of the accident must be made at once to the local police, sheriff, highway patrol or other jurisdictional division in accordance with <u>the</u> law. The driver or operator shall inform <u>theirhis or her</u> supervisor and the Risk Manager of the accident <u>immediately.</u>, as soon as practicable <u>no later than threeone (13) business days after the accident</u>.
- C. Rented Vehicles The use of rented vehicles in connection with official <u>universityUniversity</u> business or activities is subject to the same procedures that apply to <u>universityUniversity</u>-owned vehicles <u>if there is an accident</u>. <u>Please see the sState of Florida Department of Management Services (DMS) motor vehicle rental contract for reference</u>. <u>Note: Physical damage and liability coverage for rental vehicles are only provided for rentals utilizing the DMS motor vehicle contract</u>. <u>-If renting a motor vehicle outside of the DMS contract</u>, the purchase of physical damage coverage and supplemental liability is highly recommended.

VI. Related Procedures

The Associate Vice President for Facilities, Planning, Construction and Safety will create procedures in furtherance of this <u>P</u>policy to govern motor pool and vehicle use activities. The <u>following aforementioned</u> procedures are to be followed for <u>apply to all University</u> vehicles, <u>golf earts and utility vehicles:</u>

Golf Cart and Utility Vehicle Guidelines (Attachment C or D)
Drivers License Verification

Attachment(s)	Golf Cart Usage Guide; Vehicle Mileage Maintenance Log/Repair Checklist; Vehicle
	Purchase Authorization Form; Special Assignment Vehicle Certification List; Golf Cart
	Usage Guide; Golf and Utility Cart Use Standard Operating Procedure and Guide
	Acknowledgment Form; Driver's License Verification Form
Related Resource(s)	



Budget, Finance and Facilities Committee Thursday, December 4, 2025 Agenda Item: TBD

Quarterly Financial Report – Budget to Actuals

Report / Update as of	11/28/25	Date of Previous Update: <u>9/8/2025</u>
Update:		

FLORIDA A&M UNIVERSITY Financial Status FY25-26 Quarter 1					Г		FLORIDA A&M UN Financial Status FY24		
Fund Name	FY2025-26	Encumbrances and Expenditures PeopleSoft as of 09/30/2025	Budget Status (Over) Under	Percent of Budget Expended %		FY2024-25 Approved Budget	Expenditures and Encumbrances PeopleSoft as of 09/30/2024	Budget Status (Over) Under	Percent of Budget Expended
	-1-	-2-	-3-	-4-	Г	-1-	-2-	-3-	-4-
Educational and General	\$ 230,669,275	\$ 144,282,558	\$ 86,386,717	63%		\$ 223,968,795	\$ 143,880,345	\$ 80,088,450	64%
Auxiliary Enterprises	\$ 58,381,259	\$ 16,379,645	\$ 42,001,614	28%	E	\$ 75,424,409	\$ 19,801,618	\$ 55,622,791	26%
Intercollegiate Athletics	\$ 13,729,000	\$ 3,867,672	\$ 9,861,328	28%	E	\$ 11,363,454	\$ 6,421,811	\$ 4,941,643	57%
Concessions	\$ 207,372	\$ 85,618	\$ 121,754	41%	E	\$ 424,749	\$ 60,455	\$ 364,294	14%
Technology Fee	\$ 1,295,000	\$ 457,987	\$ 837,013	35%	E	\$ 1,483,009	\$ 440,864	\$ 1,042,145	30%
Student Activities	\$ 3,792,000	\$ 1,184,456	\$ 2,607,544	31%	E	\$ 4,104,457	\$ 580,912	\$ 3,523,545	14%
Financial Aid	\$ 61,111,100	\$ 22,624,400	\$ 38,486,700	37%	E	\$ 55,288,716	\$ 13,821,483	\$ 41,467,233	25%
Contracts and Grants	\$ 101,266,837	\$ 3,715,865	\$ 97,550,972	4%	E	\$ 96,528,148	\$ 3,346,177	\$ 93,181,971	3%
Grand Total	\$ 470,451,843	\$ 192,598,201	\$ 277,853,642	41%		\$ 468,585,737	\$ 188,353,665	\$ 280,232,072	40%

Responsible Parties:

FAMU Areas of Representation: Budget Office

NOTES

• Salaries are encumbered for 12 months

View of Expenditures across all categories related to FY25-26 Operating Budget



Budget, Finance, and Facilities Committee Thursday, December 4, 2025 Agenda Item:

Report / Update as of 12-4-2025	Date of Previous Update: N/A	
		_
Update:		
Educational and General (E&G) Deferred M	aintenance & Capital Renewal: \$85 Million	
Housing Deferred Maintenance & Capital R	enewal: \$7.7 Million	

Deferred Maintenance/Capital Renewal

During the period from 2020 through the current fiscal year 2025, the facilities team made significant progress in addressing the deferred maintenance and capital renewal needs of the University. In 2020, the estimated deferred maintenance and capital renewal backlog was \$120 million for E&G Facilities and \$21 million for Housing Facilities, based on the Facility Condition Assessments conducted every five to six years, which staff updates annually.

Over the last five years, over \$47 million for E&G Facilities and \$9.5 million for Housing Facilities have been expended to address the continuously increasing deferred maintenance and capital renewal backlog of the University. This effort has been funded by multiple sources, including Carryforward, PECO, and the recently completed energy savings performance project. Regarding housing deferred maintenance and capital renewal, a combination of Housing reserves and operating expense funds has been utilized to address the backlog of deferred maintenance and capital renewal in the residence halls. In 2023, Gibbs Hall was demolished, which further reduced the overall Housing deferred maintenance and capital renewal by \$7.9 million.

During the 2022-2023 Legislative Session, Florida A&M University was allocated \$26.9 million to address E&G deferred maintenance and capital renewal issues. The projects associated with this allocation are expected to be completed by the end of 2026.

The current outstanding deferred maintenance/capital renewal needs are estimated at \$85 million for E&G and \$7.7 million for the Housing residence halls. During this fiscal year (2025-2026), twelve percent or \$6.9 million of the University's carryforward is dedicated to addressing the E&G deferred maintenance and capital renewal needs. These funds will help address both existing and new deferred maintenance and capital renewal needs throughout the campus.



&G Deferred N	∕laintenance/Capita	al Renewal Summary				
scal Years 202	0 through 2025					
	Outstanding	Funding Sources for A	Addressing Deferre	ed Maintenance		Remaining
	Deferred/				Annual	Deferred Maintenance
	Capital Renewal			Energy	Expenditure	Capital Renewal
Fiscal Year	Accumulated	Carryforward	PECO	Performance Contract	Totals	Backlog
2020	\$120,000,000			2020 Facilit	y Condition Assessment:	\$120,000,00
2020-2021		\$2,304,676			\$2,304,676	\$117,695,32
2021-2022		\$5,004,800		\$2,000,000	\$7,004,800	\$110,690,52
2022-2023		\$6,245,965			\$6,245,965	\$104,444,55
2023-2024		\$7,407,953	\$6,554,372		\$13,962,325	\$90,482,23
2024-2025		\$3,570,000	\$9,672,589		\$13,242,589	\$77,239,64
2025-2026		\$945,057	\$3,551,195		\$4,496,252	\$72,743,39
2020-2025	\$12,000,000			2025 Facilit	y Condition Assessment:	\$12,000,00
Total:	+ · = 000 000	\$25,478,451	\$19,778,156		,	
* First Quarte	er					

ousing Deferr	ed Maintenance/C	apital Renewal Summary			
scal Years 2020	0 through 2025				
		Funding Sources for Addressing Deferred Maintenance			
	Outstanding				Remaining
	Deferred/			Annual	Deferred Maintenance/
	Capital Renewal	Operating Expense/	Gibbs Hall Demolished	Expenditure	Capital Renewal
Fiscal Year	Accumulated	Housing Reserve		Totals	Backlog
2020	\$21,354,151		2020 Facility	Condition Assessment:	\$21,354,151
2020-2021		\$3,906,025		\$3,906,025	\$17,448,126
2021-2022		\$240,000		\$240,000	\$17,208,126
2022-2023		\$1,605,309	\$7,996,678	\$9,601,987	\$7,606,139
2023-2024		\$2,413,993		\$2,413,993	\$5,192,146
2024-2025		\$1,399,792		\$1,399,792	\$3,792,354
2025-2026				\$0	\$3,792,354
2020-2025	\$4,000,000		2025 Facility	Condition Assessment:	\$4,000,000
Total:		\$9,565,119		\$9,565,119	\$7,792,354

Responsible Parties:

FAMU Areas of Representation: Facilities, Planning, Construction, and Safety

External Collaborators (if applicable): Various Architects, Engineers, and Contractors

Contracts over \$100,000 for September 1 – November 14, 2025

1. Teams Works

Contract #: S-0451-25

Contract Start Date: July 30, 2025 Contract Expiration Date: July 1, 2028

Contract Amount: This amount will not exceed \$123,528.00 over the term of the contract.

This contract will provide compliance and recruiting assistance, eligibility, and degree progression.

Funding: Athletics - Fanorris Hayes (Contract Manager)

2. Workday (Change Order)

Contract #: C-0734-24

Contract Start Date: July 8, 2025

Contract Expiration Date: April 1, 2030 Contract Amount: \$ 11,176,022.92

This contract will provide ERP System Implementation

Funding: ITS- Chandrashekhar Nandineni (Contract Manager)

3. Modern Campus)

Contract #: S-0009-26

Contract Start Date: July 7, 2025

Contract Expiration Date: June 30,2028

Contract Amount: \$182,191.25

This contractor will provide Software and support.

Funding: ITS – Gregory Speights (Contract Manager)

4. Winner's Circle

Contract #: S-0063-26

Contract Start Date: October 15, 2025 Contract Expiration Date: October 30, 2025

Contract Amount: \$300,000.00

This contractor will provide homecoming entertainment services. Funding: Student Affairs – Ronnie Mackey (Contract Manager)

5. Gray Robinson

Contract #: S-0124-26

Contract Start Date: August 20, 2025 Contract Expiration Date: June 30, 2026

Contract Amount: \$150,000.00

This contract will provide legal services.

Funding: General Counsel – Avery McKnight (Contract Manager)

6. Mitchell Titus

Contract #: S-0161-26

Contract Start Date: September 8, 2025 Contract Expiration Date: April 21, 2026

Contract Amount: \$823,000.00

This contract will provide consulting services.

Funding: Finance & Administration – Nicole Schloss (Contract Manager)

7. Players Jets

Contract #: S-0280-26

Contract Start Date: November 28, 2025 Contract Expiration Date: November 29, 2025

Contract Amount: \$109,500.00

This contractor will provide air-travel services.

Funding: Athletics, Fanorris Hayes (Contract Manager)