

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



**Budget, Finance, and Facilities Committee Meeting**

**Date: June 6, 2018**

**Time: 8:30 a.m.**

**Location: Florida A&M University, Grand Ballroom**

**Committee Members:** Kimberly Moore, Chair  
Matthew Carter, Kelvin Lawson, Harold Mills, Belvin Perry, Craig Reed

**AGENDA**

- |     |               |               |
|-----|---------------|---------------|
| I.  | Call to Order | Trustee Moore |
| II. | Roll Call     | Mrs. Turner   |

**CONSENT ITEM**

- |      |                                    |               |
|------|------------------------------------|---------------|
| III. | Approval of Minutes: March 7, 2018 | Trustee Moore |
|------|------------------------------------|---------------|

**ACTION ITEMS**

- |       |  |                                       |
|-------|--|---------------------------------------|
| IV.   | Approval of Capital Improvement Program (2019-2024)  | AVP Kapileshwari                      |
| V.    | Approval of Center for Access and Student Success (CASS) Amendment #3  | AVP Kapileshwari                      |
| VI.   | Approval of Energy Savings Performance Contract Vendor Selection /<br>Authorization to Proceed with Negotiations | AVP Kapileshwari                      |
| VII.  | Approval of Housing Project Plan - Phase 1a  | AVP Kapileshwari /<br>AVP Bouie       |
| VIII. | Approval of Preliminary 2018-19 Budget   | Director Mathis                       |
| IX.   | Approval to Amend FAMU Regulation 6, Procurement   | AVP Bouie /<br>Interim Director Smith |
| X.    | Approval to Amend BOT Regulation 3.017, Schedule of Tuition and Fees   | AVP Holmes                            |

**INFORMATION ITEMS**

- |       |  |  |
|-------|--|--|
| XI.   | Financial Status Report  | AVP Holmes   |
| XII.  | Cost Savings (Quarterly Update)  | Interim VP Ford  |
| XIII. | Project Updates <ul style="list-style-type: none"> <li>a) University Construction/Operations (at-a-glance)               <ul style="list-style-type: none"> <li>• Utility Savings (Central Plant)</li> <li>• CASS Project Update/Timeline</li> </ul> </li> <li>b) Housing Facilities Update</li> </ul> | AVP Kapileshwari<br>Director Talton<br>Director Wilder |
| XIV.  | Adjournment  | Trustee Moore  |

**Supplemental Document:** List of Contracts Over \$100,000

Florida Agricultural and Mechanical University  
Board of Trustees



III.  
Minutes  
March 7, 2018

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



**Budget, Finance and Facilities Committee Minutes  
Trustee Kimberly Moore, Chair**

**Date: March 7, 2018**

**Time: 1:00 PM**

**Location: Florida A&M University**

**MINUTES**

**Committee Members Present:** Kimberly Moore, Chair  
Mathew Carter, Kelvin Lawson, Harold Mills, Belvin Perry

**Call to Order / Roll Call**

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

**CONSENT ITEMS**

**Approval of Minutes – November 29, 2017**

There were no revisions to the minutes.

*The motion to approve the consent item was made by Trustee Moore. The motion carried.*

**ACTION ITEMS**

**Approval of CASS Amendment #2 for Civil Package**

AVP Kapileshwari stated that this is the second phase that will take us through the civil-related construction work. The amendment is for the amount of \$2,170,395, so far the construction manager contract is \$1.5 million and after the amendment is approved the total contract (AJAX) will be \$3.7 million. We already received funding for this, but wish to continue seamlessly from the underground utility work to the civil related work.

*The motion to approve this agenda item was carried.*

**Approval of Draft Masterplan Update**

AVP Kapileshwari indicated that the Masterplan is to be updated every five years. However with administration changes, we have received approval for extension of the update through December 2018. We have completed multiple visioning sessions with all stakeholders. An Open House for community members is upcoming. Consultant Shawn Kalbli from Wood and Partners presented several slides related to the Masterplan Update. All projects on the Capital Improvement projects list are reflected on the plan.

## Florida Agricultural and Mechanical University Board of Trustees



### Questions/Comments re: Approval of Draft Masterplan

- Trustee Perry asked if the School of Law was included in the Master Plan. Concern about what could potentially impact the areas around the School of Law in the near and distant future. *Response: No the School of Law has not been included because it is not required for inclusion by statute. That is not to say that we could not include it.*
- Trustee Lawson asked how are we going to address parking; what were the future plans for parking? *Response: Consultant Shawn Kalbli explained that there is proposed vertical parking south of Palmetto, 2 parking garages on Adams Street and proposed surface lots around multi-purpose housing as well.*

*The motion to approve this agenda item was carried.*

### **Approval of Housing Project Plan Phase 1a**

Director Talton stated that the approval of the predevelopment agreement allows the department to continue to move forward with the partners in order to meet the fall 2020 deadline. They are currently going through schematic designs for the project. Ten intern students have been involved in the design process to meet not only the university's needs, but student needs as well.

### Questions/Comments re: Approval of Housing Project Plan Phase 1a

After discussion and questions, the following contingencies related to the pre-development were determined for approval of this action item:

- Further consideration and discussion with the vendor regarding assuming shared risk between contractor and FAMU
- Built-in flexibility in the language on timelines and costs due to unforeseen and uncontrollable delays
- Submission of monthly expenditure reports (required language in the agreement); and
- Review and negotiation regarding the proposed line item budget and possible removal of items from the deliverables list.

*The motion to approve this agenda items with the stated contingencies was carried.*

### **Approval of Food Service Vendor Next Steps Recommendation**

AVP Brown introduced Consultant Anne Roebuck of Envision Strategies. The scope of work for the consultant included three analyses: 1) a marketing analysis of the 5 year Metz contract extension, 2) a comparative analysis of the contract extension with three other universities, and 3) an analysis of the responses received from the request for information (RFI). Ms. Roebuck explained various consulting work Envision Strategies has done for other colleges and universities. For the first task, marketing analysis of the 5-year Metz contract, the program

## Florida Agricultural and Mechanical University Board of Trustees



revenue of three universities was compared and it was found that the contract extension return being proposed for FAMU was very good. For the second task, a comparative analysis, three Florida public universities and four of their contracts were included. The metrics for the contracts were scaled for FAMU. It was found that FAMU's proposed contract extension is in good value compared to the other universities. The last task was an RFI analysis of the three vendors that responded. From the RFI analysis, it was found that the three vendors that replied to the RFI were all qualified to handle FAMU's account. Several presentation slides were presented to support the process and findings.

It was recommended that the BOT authorize the president to execute the 5-year contract renewal for Metz Culinary Management. This would extend the agreement to June 30, 2024.

### Questions/Comments re: Approval of Food Service Vendor Next Steps Recommendation

- Trustee Lawson asked if FSU has a mandatory meal plan, do we have one? *Response: Anne Roebuck explained that FSU does have a mandatory meal plan for those enrolled full time (12 credit hours or more), it is a way to bring in more money into dining services and create more value. AVP Brown: Our standard is that any resident that does not have a cooking facility is required to have a meal plan.*
- Trustee Lawson stated that FSU just finished theirs for 10 years with 1000 more students and a 53% return, can you tell us why? *Response: Roebuck explained that we don't have details from their contract.*
- Lawson: We requested 5 years, in your opinion, if we reversed and went after 10 with a 5 year renewable, how do you see our financials changing? *Response: Roebuck explained that usually longer contracts call for longer capital investments, so if that's what you desire, go for it, but there is a cost.*
- Trustee Lawson asked are the terms and conditions for the second 5 years the same as the first 5 years? *Response: AVP Brown stated that there is a slight difference, because there is an increase in capital investment.*

*The motion to give authorization to Dr. Robinson to execute the Metz Culinary contract 5-year renewal was carried.*

### **Approval to Amend FAMU Regulation: 10.106; Non-reappointment and Separation of Administrative & Professional (A&P) Employees**

AVP Ingram stated that per BOT Regulation 10.106 the president or president's designee may choose not to renew the appointment of an A&P employee including those in the executive services category. The purpose of the amendment is to ensure clarification of 60 calendar days, not work days, and ensure consistency in the application going forward.

### Questions/Comments re: Approval of Non-reappointment and Separation of Administrative & Professional (A&P) Employees

## Florida Agricultural and Mechanical University Board of Trustees



- Trustee Mills asked a related question about the review of leave balance payouts. Response: *Interim VP Ford stated that a team led by AVP Ingram is currently meeting to review the procedures and develop recommendations regarding the current procedure.*

*The motion to approve this agenda items was carried.*

### INFORMATION ITEMS

*NOTE: Information Items, Legislative Updates and Project Updates, were not presented because the latter was fully discussed in the earlier workshop and Ms. Pippin will discuss legislative updates at the full-board meeting.*

#### **Financial Status Report**

AVP Holmes first reported that FAMU's Audit was released in January 2018 and it was another clean audit! AVP Holmes continued with the presentation of slides. Based on the financial status report as of December, the projection for June 30 will be a net \$9 million.

#### **Performance Funding (Preliminary Feedback)**

VP Edington stated that the BOG staff is working to finalize the numbers. We have a general sense of how we will perform and we are trending in the right direction that is improving on our score from the past year. Particularly with regard to graduation rates. We hesitate to speak specifics until final numbers are determined by the BOG.

#### **Budget Strategies**

##### **a.) Quality Enhancement Plan**

FAMU is required to implement a Quality Enhancement Plan (QEP) as part of the SACS Reaffirmation process. VP Edington stated more details related to the QEP will be presented at the Academic Affairs committee meeting. In brief, the QEP is a 5-year plan with a financial commitment of \$800,000 per year for our plan. The plan will not be implemented until summer and fall. One of the key components of QEP is staffing and dollars have been allocated from existing funds from a vacant line. The budget council has made a commitment for supporting the budget request of \$800,000 for year 1. The administration will identify other strategies to identify additional funds through the budgeting process.

##### **b.) Law Enforcement/Safety and Mental Health Counselors**

VP Hudson stated that they were tasked with coming up with a legislative budget request for funding the needs for mental health services. A 3-year proposed budget was developed. Slides were presented on the items.

## Florida Agricultural and Mechanical University Board of Trustees



Trustee Dortch emphasized the importance of mental health services. We should consider the ratio of the professionals providing services with the number of students we serve. He understands being fiscally responsible but we cannot cut corners on being prepared to deal with mental health challenges. We need to have a balance.

Trustee Perry asked for information regarding safety and security at the Law School.

### Requested Follow-up re: Information Item – Budget Strategies

Based on discussion and questions regarding the two item above, it was determined that the items listed below would be for follow-up:

- For the Mental Health Initiative, re-calculate to show cumulative costs for positions listed in three-year budget plan.
- Coordinate with Student Affairs/Campus Police in exploring the current open Energy Savings Request for Proposals (RFP) to address lighting issues.

### **Cost Savings (Quarterly Update)**

Interim VP Ford stated that there are several cost savings strategies that were implemented resulting in approximately \$800,000 in savings or avoidances. Over \$600,000 in savings was as a result of the university's participation in the SUS shared initiatives. The SUS shared initiatives program allows the SUS to leverage collective procurement power to establish shared contracts. The IT department implemented cost saving strategies by buying IT equipment in bulk. The controller's office implemented a virtual payables process. Other strategies will be implemented to curtail and avoid unnecessary expenditure. We will be hiring a new AVP who will develop and lead a university-wide cost savings initiatives and expense reductions plan.

### **Athletic Taskforce (implementation and Oversight)**

Interim VP Ford stated that fiscal year 2017-18 brought about change and transition that heavily impacted the current budget. Since July 2017, 11 athletic employees separated resulting in approximately \$400,000 in annual leave payout. With this example and other unbudgeted expenses have presented a significant gap. The athletic director is committed to increasing revenue and tightening internal controls (including staff training, development of a strategic plan, top-down accountability). The Athletics Oversight Task Force, chaired by VP Edington, will develop the Athletic Strategic Plan, oversee financial oversight, provide compliance monitoring, and review contracts and agreements. Trustee Lawson added that he will be presenting at the March BOG meeting to address the athletics deficit.

### **Update on Succession Planning**

AVP Ingram stated that they have implemented and successfully completed the comprehensive career development and talent review process through the HR pilot. A review of talent within HR was conducted and included discussion of a development plan for each regular fulltime employee and placement in succession planning pipeline. Lastly, a training

## Florida Agricultural and Mechanical University Board of Trustees



guide for managers was developed and posted on the HR website. Met with the leadership in Academic Affairs to discuss applicability of use in development of non-faculty employees throughout the division. The next steps include no additional pilots; and education and training in career development with each division. Implementation is expected in the spring.

*The meeting was adjourned.*



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



**IV.  
Approval of Capital Improvement Program  
(2019-2024)**



# Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date June 6, 2018

Agenda Item: IV

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u>X</u> _____	Contract _____	Grant _____	Other _____	

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

**Subject:** Approval of Five-Year Capital Improvement Plan (CIP).

**Rationale:** Every year the Board of Governors (BOG) provides the legislature with a recommended budget for additional academic and academic support facilities that are needed for the state Universities in the upcoming five-year period. In support of this effort the BOG requires each University to submit a Fixed Capital Outlay (FCO) legislative budget request and an updated five-year Capital Improvement Plan (CIP).

An Educational Plant Survey, which evaluated existing academic facilities and recommended future capital projects for the University, was completed in March 2015. The University has prepared its FCO legislative budget request for academic facilities and the corresponding CIP section consistent with the findings of the 2015 Educational Plant Survey and the University’s Master Plan.

**Budget Summary:**

There are 16 PECO-Eligible Project Requests. The recommended budget for each of the 5 years is listed below:

- FY 2019-20 - \$84,131,817
- FY 2020-21 - \$105,544,744
- FY 2021-22 - \$230,943,752,
- FY 2022-23 - \$52,106,180
- FY 2023-24 - \$1,433,893

The recommended budget for CITF project requests are:

- FY 2019-20 - \$2,200,000
- FY 2020-21 - \$23,800,000
- FY 2021-22 - \$3,100,000

There are no requests from other State sources at this time.

The recommended budget from Non-State Sources, including debt is:

- FY 2019-20 - \$60,598,851
- FY 2020-21 - \$93,148,233
- FY 2021-22 - \$60,579,991
- FY 2022-23 - \$22,580,547
- FY 2023-24 - \$0

**Attachments:** Five-year Capital Improvement Plan and 2019–2024.

**Recommendation:** Board of Trustees approve the Five-Year Capital Improvement Plan 2019–2024 and authorizes the President to forward the Board approved plan to the BOG.

Florida Agricultural and Mechanical University  
Board of Trustees



V.

Approval of Center for Access and Student Success  
(CASS) Amendment #3



# Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date June 6, 2018

Agenda Item: V

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

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

**Subject:**

**Amendment #3** to the agreement between Owner and Construction Manager for the Center for Access and Student Success Building. **This cost is included in the total estimated project cost of \$40,728,149.**

**Rationale and Benefit:**

The FAMU Center for Access and Student Success (CASS) is designed to be a multipurpose building serving as a one-stop shop for programs like recruitment, admissions, financial aid and enrollment management. This building will also house registrar, scholarship office, counselling services, and the Center for Disability Access and Resources.

This project will contribute towards improving the retention and graduation rates for students, by expanding outreach and recruitment, increasing counselling services, and improving the overall customer service for students, parents, and alumni.

Total funds requested for this project is \$40,728,149 (based on current estimate), of which \$16,155,000 has been received.

To date, University has procured and selected A/E services (JRA) and preconstruction services (Ajax). University has also contracted with Carr, Riggs, and Ingram for construction audit services.

The project team has completed the conceptual and advanced schematic design, site utility analyses, design development, early site package design phase and the full building design. To continue the progress with the funding received to date, the project team has adopted a phased design and construction approach. Accordingly,

- The first phase will focus on the utility work (**Amendment #1**),
- The second phase will focus on civil related work (**Amendment #2**),
- The third phase will address building foundation, electrical and plumbing stub outs, vertical structure and steel and a roof with the available funding (**Amendment #3**), and
- The future phase(s) will address the balance of the building construction and build out.

With funding appropriated to date, the University will complete the first three phases of the project by spring 2019.



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

Current Construction Manager Contract - \$3,756,359

**Requesting Amendment #3** for Construction Manager - **\$9,442,497** (*current request*)

New contract amount - **\$13,198,856**

**Amendment #3** will incorporate provision of a building foundation, plumbing and electrical stub outs, vertical steel and structural package and a roof with shingles, as include in the design package issued by the project architect (JRA). The completion of this phase will be scheduled around June 2019.

The current project status update and the look ahead schedule of activities for this project is included as an informational item.

**Recommendation:** Authorize the President to execute **Amendment #3** in the amount of **\$9,442,497** to the existing agreement with Ajax, subject to the review and approval of the Office of the General Counsel. **This cost is included in the total estimated project cost of \$40,728,149.**

Florida Agricultural and Mechanical University  
Board of Trustees



VI.

Approval of Energy Savings Performance Contract  
Vendor Selection / Authorization to Proceed with  
Negotiations



# Florida Agricultural and Mechanical University Board of Trustees Information Item

Meeting Date June 6, 2018

Agenda Item: VI

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u>X</u>	Contract _____	Grant _____	Other _____	

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

**Subject: Approval of Guaranteed Energy Performance Savings Recommendation**

**Rationale:**

On December 22, 2017, Plant Operations and Maintenance advertised an Energy Savings Performance solicitation (0004-2018) in the form of an Invitation to Negotiate (ITN) to continue the University’s energy savings initiatives.

The intent and purpose of this ITN was to select an energy savings contractor through an evaluation process to enter into a guaranteed energy, water, and wastewater performance savings contract which will reduce energy or water consumption, wastewater production, and/or energy-related operating cost for the University. An Energy Savings Project is the measured reduction in the cost of fuel, energy, or water consumption, wastewater production, and stipulated operation and maintenance created from the implementations of one or more energy, water, or wastewater efficiency or improvement measures, when compared with an established baseline for the previous cost of fuel, energy, or water consumption, wastewater production, and stipulated operation and maintenance.

In accordance with Section 1013.23, Florida Statutes, Honeywell Building Technologies is being recommended by the University to begin the negotiation process. Honeywell Building Technologies will recommend to the University one or more energy Facility Improvement Measures (FIMs) which would generate sufficient energy cost savings to pay for the investment and that Honeywell Building Technologies would guarantee the energy cost savings.

**Recommendation:**

That the Board of Trustees (BOT):

- (a) Authorizes the University staff to commence negotiations with the Honeywell Building Technologies Company for energy performance contracting with the University.
- (b) Authorize the President to execute such documents as may be necessary and appropriate and reviewed and approved by the Office of General Counsel to facilitate the energy performance contracting for the University.



## Florida Agricultural and Mechanical University Board of Trustees Information Item

(c) Bring negotiated contract back to the BOT for final approval.

The University will contract the professional services of an independent engineering firm to verify Honeywell Building Technologies, company's calculations of the energy savings to be accrued from the energy savings measures.

- Honeywell Building Technologies Company will institute energy savings measures such as water conservation, exterior lighting efficiency, boiler replacement with energy efficient equipment, upgrades and controls, fume hood controls, and chiller replacement with energy efficient equipment, etc.
- The investment required to implement the energy savings measures will be fully paid for by the energy cost savings generated each year, not to exceed 20 years.
- FAMU would assume responsibility for the financing of the project.

The financing recommendation for the energy savings measures with investment grade energy audit report will come back to the BOT for final approval.



Florida Agricultural and Mechanical University  
Board of Trustees



VII.

Approval of Housing Project Plan – Phase 1a



# Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date June 6, 2018

Agenda Item: VII

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u>X</u>	Contract _____	Grant _____	Other _____	

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

**Subject:** Student Housing Project – Phase 1A.

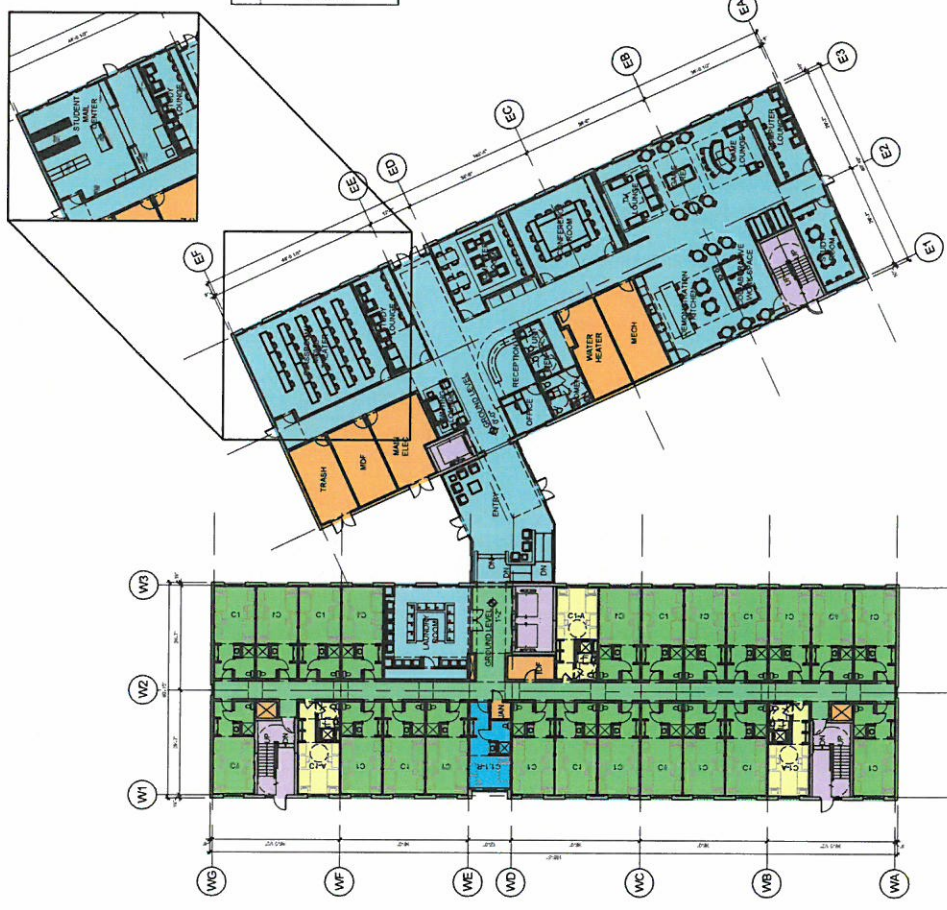
**Rationale:**

In support of the FAMU Strategic Priority 1 of Exceptional Student Experience, FAMU envisions a phased development to strategically enhance campus residence and resolve critical housing issues and aesthetic concerns.

**Phase 1A:** The project will have a dual focus; refinancing and restructuring of the existing debt, and the development and construction of a new 700-bed student housing and dining facility. Also of note, this phase will be a replacement for the proposed decommissioning of Paddyfote, Truth Hall, and Palmetto North. Phase 1A will replace the lost 500 beds due to the aforementioned decommissioning and also provide the University with 200 net new beds. This agenda item is seeking approval of the project plan for Phase 1A.

**Recommendation:** Approval of the project plan for phase 1A based on State University System of Florida Debt Management guidelines.

**Attachment:** Project Plan and debt management checklist for phase 1A.



**FAMU BUILDING H - C5**  
Based on Interlock Drawings - 2018-04-26  
BUILDING AREA CALCULATIONS

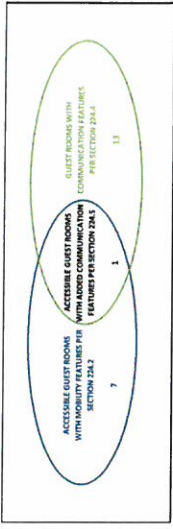
WHERE FLOOR (FT)	FLOOR TO FLOOR (FT)	APARTMENT (RENTABLE)	BOH	AMENITY SPACE	CIRCULATION	VERTICAL CIRCULATION	APARTMENT BUILDING (GFI)	BUILDING FOOTPRINT (GFI)
LEVEL 4	11.08	17,276	548	1,322	1,133	2,718	27,997	27,998
LEVEL 3	11.08	16,842	548	1,562	1,133	2,712	22,818	22,818
LEVEL 2	11.08	17,276	548	1,227	1,133	2,712	22,918	22,918
LEVEL 1	15.00	80,132	8,137	24,850	4,422	8,725	116,266	116,266
<b>TOTAL</b>								

**FAMU BUILDING H - C5**  
Based on Interlock Drawings - 2018-04-26  
UNIT AREA CALCULATIONS

UNIT CLAS	UNIT CLAS	UNIT CLAS	TOTAL UNITS	TOTAL BEDS
(2007/18A)	(2007/18A)	(2007/18A)		
COL	334	288		
LEVEL 4	48	2	50	802
LEVEL 3	48	2	50	802
LEVEL 2	48	2	50	802
LEVEL 1	27	3	30	51
<b>SUBTOTAL UNIT</b>	<b>185</b>	<b>9</b>	<b>194</b>	<b>205</b>
<b>TOTAL TYPE</b>	<b>185</b>	<b>9</b>	<b>194</b>	<b>205</b>
UNIT %	91.55%	4.59%	2.87%	100.00%
UNIT TYPE %	20.00%			100.00%

**FAMU BUILDING H - C5**  
Based on Interlock Drawings - 2018-04-26  
ACCESSIBILITY

CODE SECTION	# OF UNITS	DESCRIPTION	PER TABLES	TOTAL COUNT
ACCESSIBLE GUEST ROOMS WITH MOBILITY FEATURES PER SECTION 204.2	181	ACCESSIBLE GUEST ROOMS WITH POLE IN SHOWER	2	8
ACCESSIBLE GUEST ROOMS WITH MOBILITY FEATURES PER SECTION 204.2	59	ACCESSIBLE GUEST ROOMS WITHOUT ROLL-IN SHOWERS	6	354
ACCESSIBLE GUEST ROOMS WITH MOBILITY FEATURES PER SECTION 204.2	59	REQUIRED MINOR REQUIRED	8.1	477
ACCESSIBLE GUEST ROOMS WITH MOBILITY FEATURES PER SECTION 204.2	59	ACCESSIBLE GUEST ROOMS	14	858



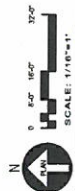
**BUILDING H - LEVEL 1 FLOOR PLAN**

**FAMU HOUSING**  
TALLAHASSEE, FLORIDA | A101.0  
2018-04-26

Kimley»Horn  
SKS STUDIO

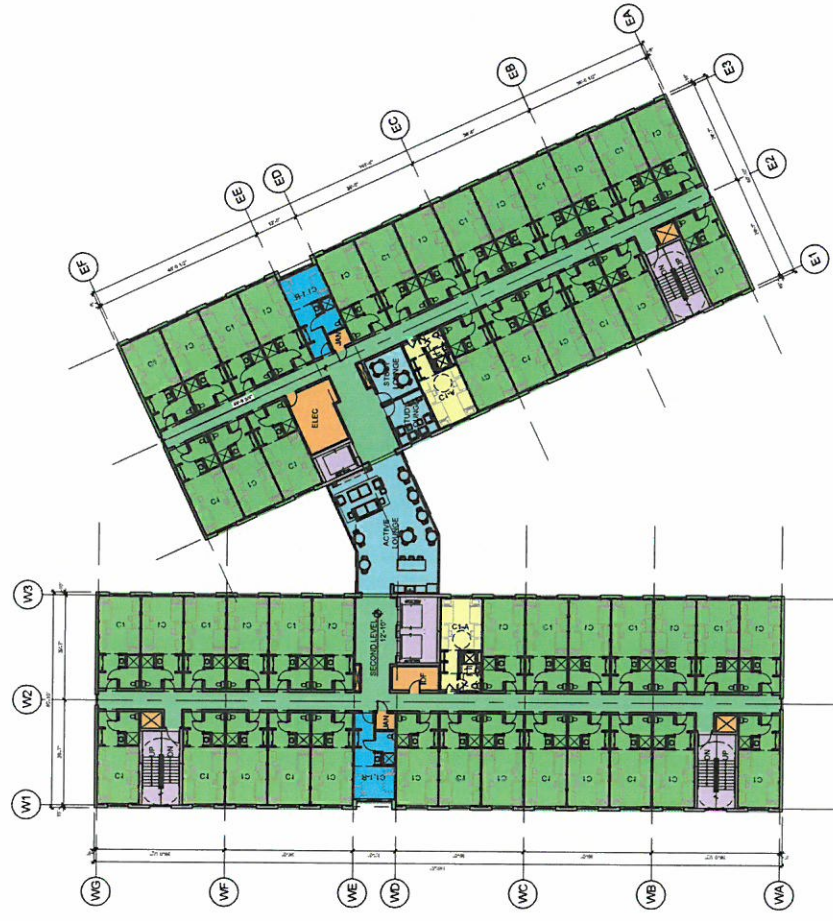
MANICA  
architecture

FINFROCK  
FINFROCK DESIGN, INC.



BUILDING H - LEVEL 2 FLOOR PLAN

FAMU HOUSING  
TALLAHASSEE, FLORIDA | A102.0  
2018-04-26



**FINFROCK**  
FINFROCK DESIGN, INC.

**MANICA**  
architecture

**CONCEPT 8**  
SKS STUDIO

ALL TRADE WORK SHOWN SHALL BE INSTALLED OR REINSTALLED IN ACCORDANCE WITH THE 2018 FLORIDA BUILDING CODE AND ALL OTHER APPLICABLE CODES AND REGULATIONS. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING AS SHOWN ON THESE PLANS. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY OTHER WORK SHOWN ON THESE PLANS. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY OTHER WORK SHOWN ON THESE PLANS. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF ANY OTHER WORK SHOWN ON THESE PLANS.

BUILDING H - LEVEL 3 FLOOR PLAN

**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A103.0  
 2018-04-26



ALL SCALE DIMENSIONS AND FINISHES ARE SHOWN ON THIS PLAN. ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS ARE SHOWN TO THE CENTERLINE UNLESS OTHERWISE NOTED. DIMENSIONS TO THE CENTERLINE OF THE WALLS ARE SHOWN TO THE CENTERLINE OF THE WALLS. DIMENSIONS TO THE CENTERLINE OF THE WALLS ARE SHOWN TO THE CENTERLINE OF THE WALLS. DIMENSIONS TO THE CENTERLINE OF THE WALLS ARE SHOWN TO THE CENTERLINE OF THE WALLS.



**MANICA**  
 architecture

**CONCEPT 6**  
 S.K.S. STUDIO

**FINFROCK**  
 FINFROCK DESIGN, INC.



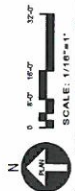
BUILDING H - LEVEL 4 FLOOR PLAN

**FAMU HOUSING**  
TALLAHASSEE, FLORIDA  
2018-04-26

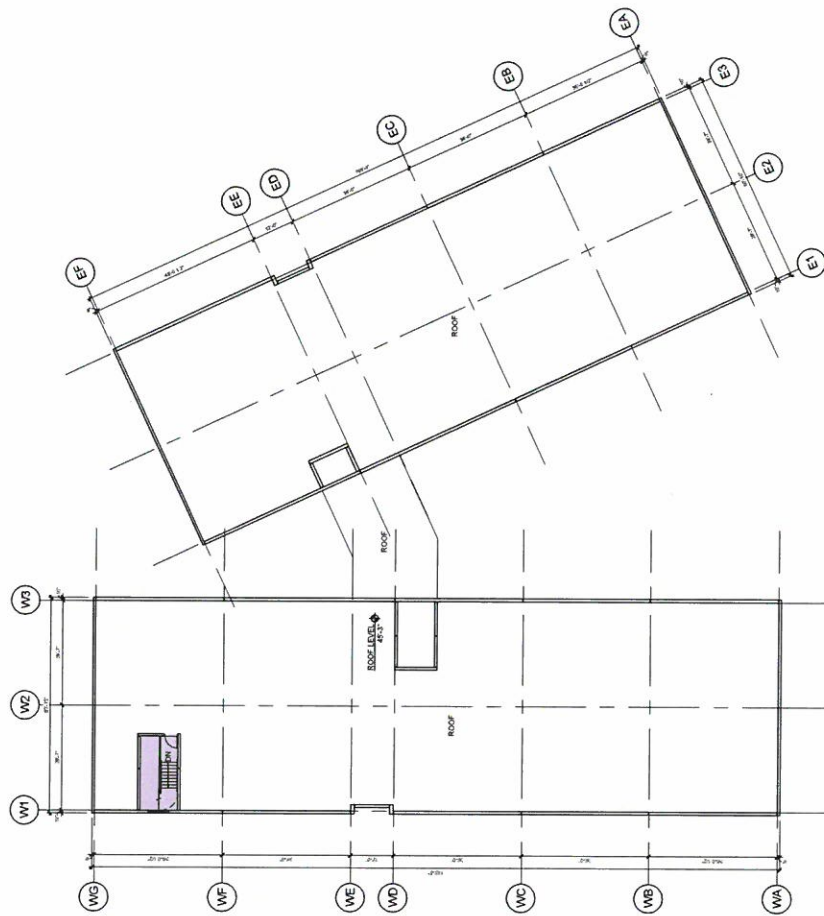
**KinleyHorn**  
**CONCEPT 8**  
SKS STUDIO

**MANICA**  
architecture

**FINFROCK**  
FINFROCK DESIGN, INC.



ALL EXISTING CONDITIONS AND RECORD INFORMATION IS TO BE SHOWN AND THE PRIORITY OF FINFROCK AND HIS CONSULTANTS IS TO BE SHOWN AND THE PRIORITY OF FINFROCK AND HIS CONSULTANTS IS TO BE SHOWN. FINFROCK AND HIS CONSULTANTS SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. FINFROCK AND HIS CONSULTANTS SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. FINFROCK AND HIS CONSULTANTS SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON.



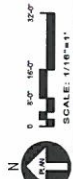
**BUILDING H - LEVEL 5 FLOOR PLAN**

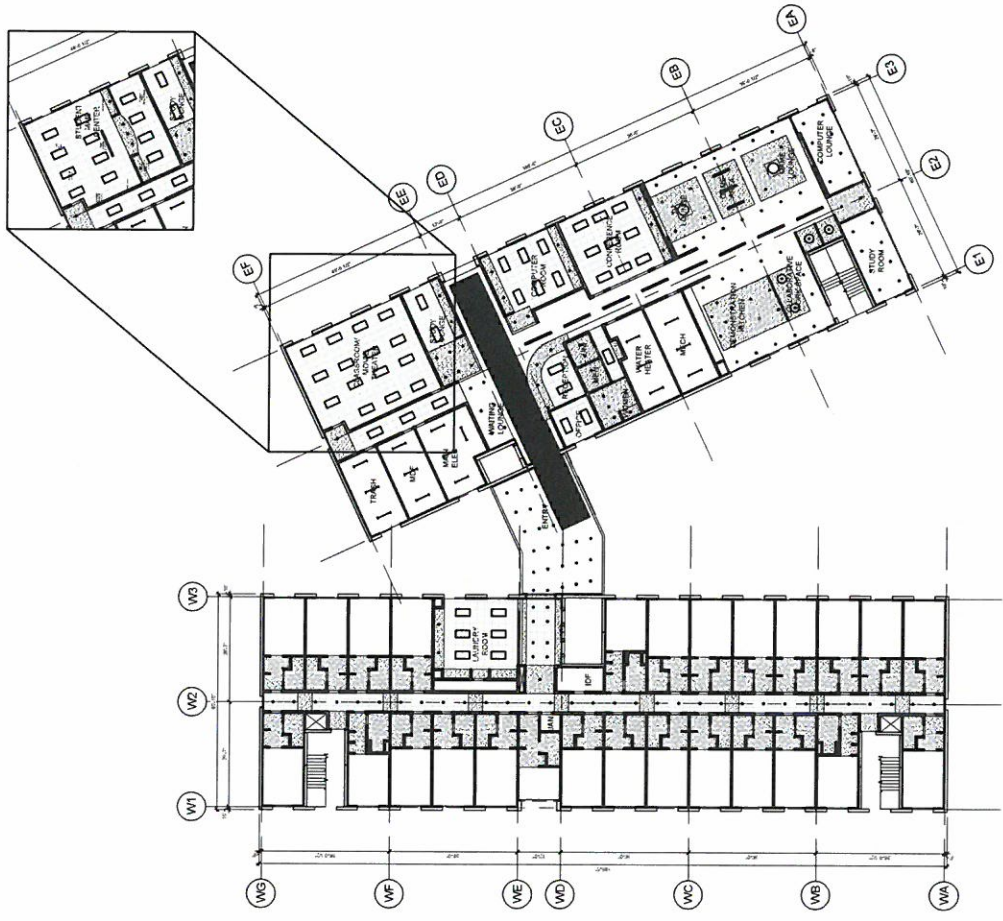
**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A105.0  
 2018-04-26

**CONCEPT**  
 SKS STUDIO

**MANICA**  
 architecture

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BUILDING H - LEVEL 1 CEILING PLAN

**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A201.0  
 2018-04-26

**Kimley»Horn**  
 SKS STUDIO

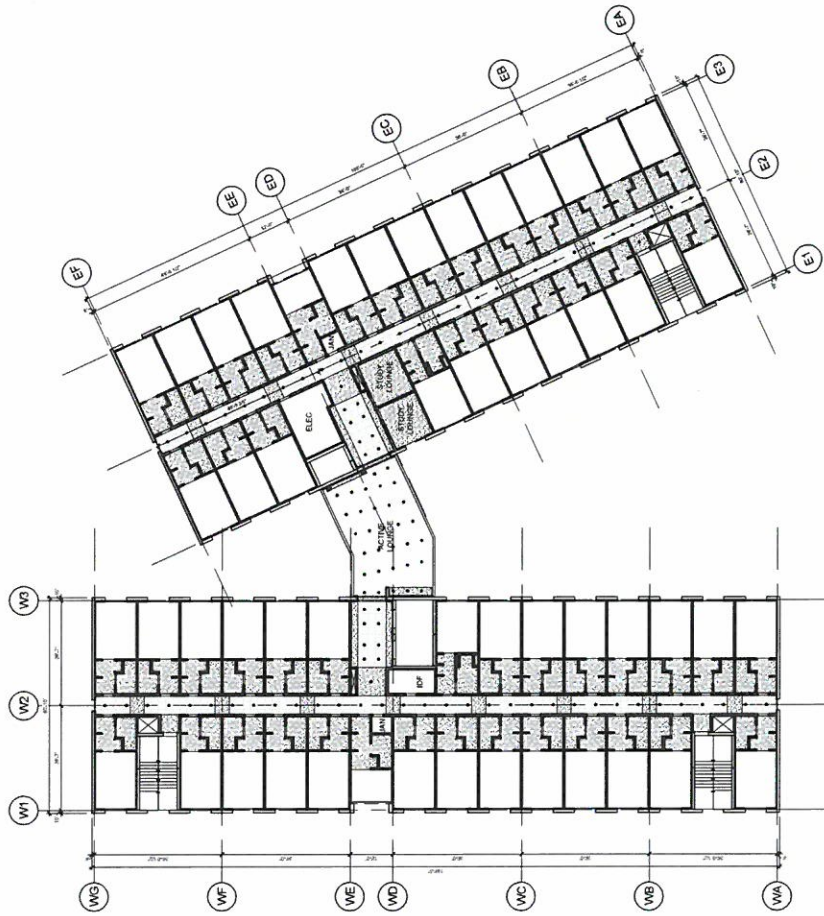
**MANICA**  
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NOT FOR CONSTRUCTION

BUILDING H - LEVEL 2 CEILING PLAN

**FAMU HOUSING**  
TALLAHASSEE, FLORIDA | A202.0  
2018-04-26

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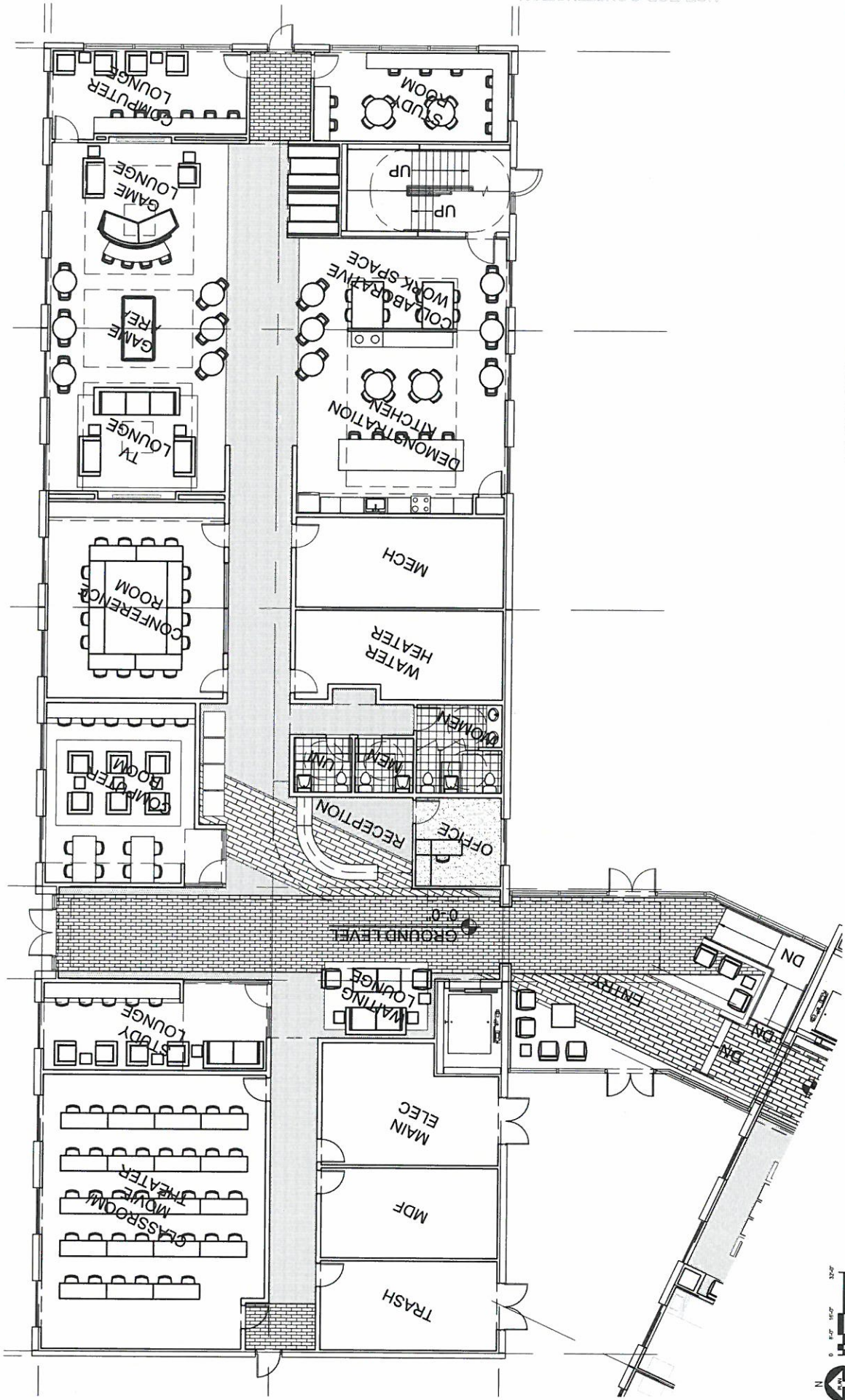


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ALL TRADES SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED IN THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED IN THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED IN THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED IN THIS PLAN.







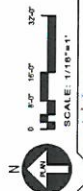
BUILDING H - LEVEL 1 AMENITY FLOOR PLAN

**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A301.0  
 2018-04-26

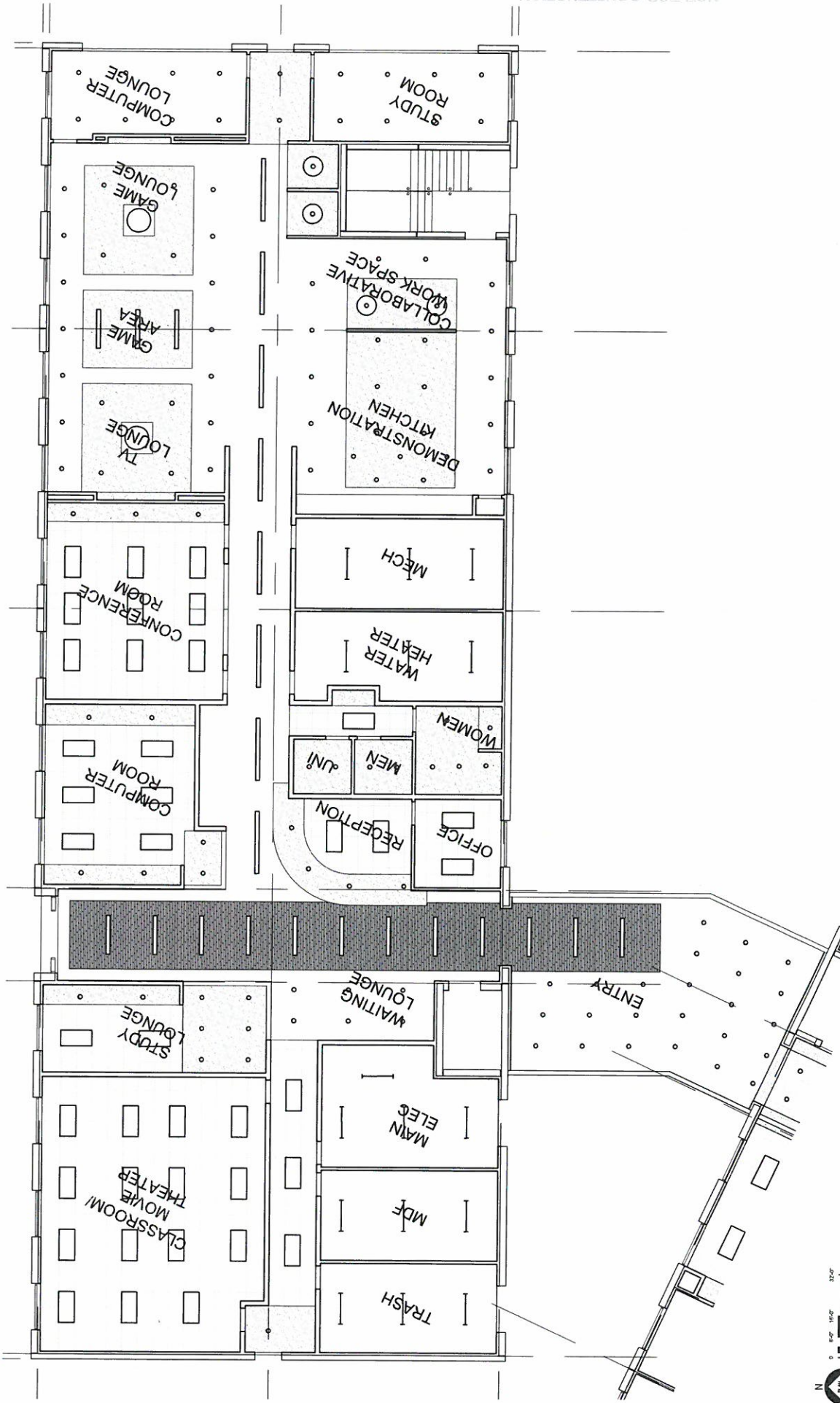
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 SKS STUDIO

**MANICA**  
 architecture

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ALL TRADES SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AUTHORITIES.



BUILDING H - LEVEL 1 AMENITY CEILING PLAN

**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A302.0  
 2018-04-26

**Kimley»Horn**  
 SKS STUDIO

**MANICA**  
 architecture

**FINFROCK**  
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ALL TRADES AND MATERIALS TO BE INSTALLED BY THE CONTRACTOR SHALL BE SUBJECT TO THE APPROVAL OF THE ARCHITECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE CEILING SYSTEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF THE CEILING SYSTEM. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE CEILING SYSTEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF THE CEILING SYSTEM.





# BUILDING H - LEVEL 2 FLOOR PLAN

**FAMU HOUSING**  
 TALLAHASSEE, FLORIDA | A102.0  
 2018-04-26

**CONCEPT 6**  
 SKS STUDIO

**MANICA**  
 architecture

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See  
**Housing Plan Phase 1A Debt Management Package**  
in  
Supplemental Materials Section



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



**VIII.**

**Approval of Preliminary 2018-19 Budget**



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

**Budget & Finance Committee**

June 6, 2018

Agenda Item: VIII

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

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

**Subject: Approval of Fiscal Year 2018-19 Preliminary Operating Budget**

**Rationale:** Pursuant to Board of Governor's Regulation 9.007 state University Operating Budgets, the FY 2018-19 preliminary operating budget must be approved by the University Board of Trustees (BOT) prior to submission to the Board of governors. The preliminary budget is due to the Board of Governors by June 23, 2018. The Board of Governors must submit the approved budgets to the State Comptroller's Office before June 29, 2018 to have cash releases processed from the State Treasury for the university operations.

The University's Budget Council is currently working to complete the final operating budget. The final operating budget will be presented to the BOT for approval in August 2018.

**Attachments: 2018-19 Preliminary Operating Budget**

**Recommendation:** It is recommended that the Board of Trustees approve the 2018-19 Preliminary Operating Budget.

**Prepared by:** Budget Office

**Approved by:** Interim Vice President Wanda Ford

FLORIDA A&M UNIVERSITY  
STATE UNIVERSITY SYSTEM OF FLORIDA  
2018-2019 OPERATING BUDGET  
SUMMARY SCHEDULE I

	Education & General <sup>1</sup>	Contracts & Grants <sup>2</sup>	Auxiliaries <sup>3</sup>	Local Funds <sup>4</sup>				Board - Approved Fees	Faculty Practice Plan <sup>5</sup>	Summary Totals
				Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics			
1 Beginning Fund Balance :	\$ 35,000,000	\$ (5,366,654)	\$ 23,145,507	\$ 808,982	\$ 5,400,290	\$ 258,813	\$ -	\$ -	\$ -	\$ 60,172,196
2 Receipts/Revenues										
3 General Revenue	\$ 93,391,754									\$ 93,391,754
4 Lottery	\$ 15,911,082									\$ 15,911,082
5 Student Tuition	\$ 67,801,614									\$ 67,801,614
6 Phosphate Research										
7 Other U.S. Grants		\$ 50,782,250			\$ 43,390,000					\$ 94,172,250
8 City or County Grants										\$ 335,000
9 State Grants		\$ 4,981,860	\$ 335,000							\$ 4,981,860
10 Other Grants and Donations										\$ 3,800,000
11 Donations / Contrib. Given to the State										\$ 3,800,000
12 Sales of Goods / Services										\$ 3,800,000
13 Sales of Data Processing Services			\$ 22,751,424			\$ 127,629	\$ 1,941,000			\$ 24,820,053
14 Fees										\$ -
15 Miscellaneous Receipts			\$ 24,924,673	\$ 3,130,895	\$ 670,000		\$ 1,892,080			\$ 34,537,648
16 Rent										\$ 3,023,000
17 Concessions										\$ 100,000
18 Assessments / Services										\$ -
19 Other Receipts / Revenues <sup>6</sup>										\$ -
20 Subtotal:	\$ 177,104,450	\$ 55,764,110	\$ 48,011,297	\$ 3,130,895	\$ 47,860,000	\$ 127,629	\$ 1,892,080	\$ -	\$ -	\$ 342,874,461
21 Total - Receipts / Revenues:	\$ 177,104,450	\$ 55,764,110	\$ 48,011,297	\$ 3,130,895	\$ 47,860,000	\$ 227,629	\$ 1,892,080	\$ -	\$ -	\$ 1,089,653
22 Operating Expenditures										
23 Salaries and Benefits	\$ 125,048,284	\$ 22,327,473	\$ 5,363,223	\$ 264,155	\$ 514,429	\$ 4,002,409				\$ 157,519,973
24 Other Personal Services	\$ 10,206,389	\$ 7,122,864	\$ 2,543,779	\$ 330,700	\$ 619,000	\$ 258,731				\$ 21,081,563
25 Expenses	\$ 36,608,513	\$ 21,477,010	\$ 14,932,832	\$ 1,291,257	\$ 46,690,000	\$ 224,763	\$ 2,108,734			\$ 128,845,622
26 Operating Capital Outlay	\$ 565,351	\$ 1,020,970	\$ 322,144				\$ 150,000			\$ 2,058,465
27 Risk Management	\$ 1,410,483									\$ 1,410,483
28 Financial Aid	\$ 624,417									\$ 624,417
29 Scholarships										\$ -
30 Waivers	\$ 130,838									\$ 130,838
31 Finance Expense										\$ -
32 Debt Service	\$ 1,514,846	\$ 5,923,807								\$ 7,438,653
33 Salary Incentive Payments	\$ 14,799									\$ 14,799
34 Law Enforcement Incentive Payments										\$ -
35 Library Resources	\$ 782,530									\$ 782,530
36 Institute of Government										\$ -
37 Regional Data Centers - SUS										\$ -
38 Black Male Explorers Program										\$ -
39 Phosphate Research	\$ 198,000									\$ 198,000
40 Other Operating Category (Provide Details)										\$ -
41 Total Operating Expenditures :	\$ 177,104,450	\$ 51,948,417	\$ 29,085,795	\$ 1,886,112	\$ 47,623,829	\$ 224,763	\$ 2,258,734	\$ -	\$ -	\$ 320,105,343

FLORIDA A&M UNIVERSITY  
STATE UNIVERSITY SYSTEM OF FLORIDA  
2018-2019 OPERATING BUDGET  
SUMMARY SCHEDULE I

	Local Funds										Summary Totals	
	Education & General <sup>1</sup>	Contracts & Grants <sup>2</sup>	Auxiliaries <sup>3</sup>	Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees		Faculty Practice Plan <sup>4</sup>
47 Non-Operating Expenditures												
48 Transfers	\$	4,253,098	\$	12,032,846	\$	1,433,765	\$	300,000	\$	135,524	\$	18,155,233
49 Fixed Capital Outlay												
50 Carryforward (from Prior Period Funds)												
51 Other <sup>5</sup>												
52 Total Non-Operating Expenditures :	\$	4,253,098	\$	12,032,846	\$	1,433,765	\$	300,000	\$	135,524	\$	18,155,233
53	\$	35,000,000	\$	5,806,059	\$	30,038,173	\$	620,000	\$	261,679	\$	425,082
54 Ending Fund Balance :	\$	35,000,000	\$	5,806,059	\$	30,038,173	\$	620,000	\$	261,679	\$	425,082
55	\$	35,000,000	\$	5,806,059	\$	30,038,173	\$	620,000	\$	261,679	\$	425,082
56 Fund Balance Increase / Decrease :	\$	(437,405)	\$	6,892,666	\$	(188,982)	\$	(63,429)	\$	2,866	\$	(502,178)
57 Fund Balance Percentage Change :	0	8.15%	29.78%	-23.36%	-1.17%	1.11%	-54.16%					9.48%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.40(2) F.S. on maintaining a 5% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
  - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
  - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
  - c. Concessions - These resources are generated from various vending machines located on the university campuses.
  - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
  - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
  - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
  - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.

FLORIDA A&M UNIVERSITY  
2018-19 E&G PRELIMINARY OPERATING BUDGET

ADMINISTRATION	2017-18 BASE BUDGET	2017-18 NONRECURRING	5% BUDGET REDUCTIONS	2018-19 BASE BUDGET	WORLD CLASS FACULTY & SCHOLAR PROG	PROFESSIONAL/ GRAD DEGREE PROGRAM	OPERATIONAL SUPPORT	2017-18 E&G BUDGET	2017-18 TITLE III BUDGET	TOTAL 2017-18 BUDGET
PRESIDENT	1,724,884		(96,490)	1,628,394				1,628,394	555,517	2,183,911
CONTRACTS AND GRANTS	401,388		(18,669)	382,719				382,719		382,719
COMMUNICATIONS	1,181,788		(65,100)	1,116,688				1,116,688		1,116,688
VP ADMINISTRATION	8,772,641		(306,643)	8,465,998				8,465,998	350,000	8,815,998
VP DEVELOPMENT	1,371,905		(58,067)	1,313,838				1,313,838	330,000	1,643,838
VP AUDIT AND COMPLIANCE	944,114		(34,398)	909,716				909,716		909,716
VP LEGAL AFFAIRS	1,588,960		(65,855)	1,523,105				1,523,105		1,523,105
ITS	8,782,720		(421,780)	8,360,940				8,360,940	571,368	8,932,308
VP STRATEGIC PLANNING	1,809,321		(4,931)	1,804,390				1,804,390	850,000	2,654,390
UNIVERSITY RESERVES			7,000,235	7,000,235			6,000,000	13,000,235		13,000,235
CAMPUS SECURITY	2,919,971			2,919,971				2,919,971		2,919,971
<b>TOTAL ADMINISTRATION</b>	<b>29,497,692</b>	<b>0</b>	<b>5,928,302</b>	<b>35,425,994</b>		<b>0</b>	<b>6,000,000</b>	<b>41,425,994</b>	<b>2,656,885</b>	<b>44,082,879</b>
<b>PLANT OPERATIONS &amp; MAINTENANCE</b>										
PHYSICAL PLANT	19,066,366		(980,564)	18,085,802				18,085,802		18,085,802
FACILITIES PLANNING	1,195,884			1,195,884				1,195,884		1,195,884
ENVIRONMENTAL SAFETY	891,776			891,776				891,776		891,776
<b>TOTAL PO&amp;M</b>	<b>21,154,026</b>	<b>0</b>	<b>(980,564)</b>	<b>20,173,462</b>		<b>0</b>	<b>0</b>	<b>20,173,462</b>		<b>20,173,462</b>
<b>LIBRARIES</b>	<b>4,429,002</b>		<b>(234,496)</b>	<b>4,194,506</b>				<b>4,429,002</b>	<b>486,789</b>	<b>4,915,791</b>
<b>STUDENT SERVICES</b>										
VP STUDENT AFFAIRS	9,735,673		(259,814)	9,475,859				9,475,859		9,475,859
TUITION Differential NEED BASE	2,100,000			2,100,000				2,100,000		2,100,000
WOMEN ATHLETICS	734,790		(35,362)	699,428				699,428		699,428
<b>TOTAL STUDENT SERVICES</b>	<b>12,570,463</b>	<b>0</b>	<b>(295,176)</b>	<b>12,570,463</b>		<b>0</b>	<b>0</b>	<b>12,275,287</b>		<b>12,275,287</b>
<b>TOTAL NON I&amp;R</b>	<b>67,651,183</b>	<b>0</b>	<b>4,418,066</b>	<b>67,651,183</b>		<b>0</b>	<b>6,000,000</b>	<b>78,303,745</b>	<b>3,143,674</b>	<b>81,447,419</b>
<b>INSTRUCTIONS AND RESEARCH</b>										
VP ACADEMIC AFFAIRS	8,898,105	(1,000,000)	(4,418,066)	3,480,039				3,480,039	3,429,600	6,909,639
ESI	1,708,736			1,708,736				1,708,736		1,708,736
ARCHITECTURE	3,490,061			3,490,061				3,490,061		3,490,061
SOCIAL SCIENCES	13,387,018			13,387,018				13,387,018		13,387,018
SBI	7,521,476			7,521,476				7,521,476	115,433	7,636,909
CAFS and BROOKSVILLE	5,295,725			5,295,725				5,295,725	200,000	5,495,725
JOURNALISM	2,680,742			2,680,742				2,680,742		2,680,742
EDUCATION	6,399,878			6,399,878				6,399,878	158,372	6,558,250
NURSING	2,318,915			2,318,915				2,318,915	120,000	2,438,915
PHARMACY	12,321,187			12,321,187				12,321,187		12,321,187
ALLIED HEALTH	3,976,464			3,976,464				3,976,464	620,707	4,597,171
SCIENCE AND TECHNOLOGY	8,336,655			8,336,655				8,336,655	354,090	8,690,745
GRADUATE STUDIES	479,951			479,951				479,951		479,951
QEP	525,728			525,728				525,728		525,728
WORLD CLASS FACULTY/SCHOLAR PROGRAM	1,748,715			1,748,715	512,131			2,260,846		2,260,846
PROFESSIONAL/GRAD DEGREE PROGRAM	1,959,484			1,959,484		312,679		2,272,163		2,272,163
LAW SCHOOL	12,172,630			12,172,630				12,172,630		12,172,630
TUITION DIFFERENTIAL	4,900,000			4,900,000				4,900,000		4,900,000
<b>TOTAL I&amp;R</b>	<b>98,121,470</b>	<b>(1,000,000)</b>	<b>(4,418,066)</b>	<b>97,121,470</b>	<b>512,131</b>	<b>312,679</b>	<b>0</b>	<b>93,528,214</b>	<b>4,998,202</b>	<b>98,526,416</b>
<b>TOTAL ALLOCATED BUDGET</b>	<b>165,772,653</b>	<b>(1,000,000)</b>	<b>0</b>	<b>164,772,653</b>	<b>512,131</b>	<b>312,679</b>	<b>6,000,000</b>	<b>171,831,959</b>	<b>8,141,876</b>	<b>179,973,835</b>
<b>UNALLOCATED STUDENT FEE BUDGET AUTHORITY</b>	<b>5,272,491</b>			<b>5,272,491</b>	<b>0</b>			<b>5,272,491</b>		<b>5,272,491</b>
<b>GRAND TOTAL ALLOCATIONS</b>	<b>171,045,144</b>	<b>(1,000,000)</b>	<b>0</b>	<b>170,045,144</b>	<b>512,131</b>	<b>312,679</b>	<b>6,000,000</b>	<b>177,104,450</b>	<b>8,141,876</b>	<b>185,246,326</b>

Florida Agricultural and Mechanical University  
Board of Trustees



IX.  
Approval to Amend FAMU Regulation 6,  
Procurement



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

**Budget, Finance and Facilities Committee**

**Date: June 6, 2018**

**Agenda Item: Approval to Amend FAMU Regulation 6, Procurement**

Item Origination and Authorization			
Policy <input checked="" type="checkbox"/> _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Resolution _____	Contract _____	Grant _____	Other _____

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

**Subject:** FAMU Regulation 6, Procurement - Amended

**Rationale:**

The Board of Governors (BOG) has amended its Board's Regulation, 18.001, "Procurement Regulation". The amendments are based on findings from a 2016 audit of the BOG's "Purchasing Regulation" by the Auditor General's Office which questions the justification for certain instances where 18.001 differs from state agency requirements.

The BOG requires each university Board of Trustees to adopt regulations establishing basic criteria related to procurement, including procedures and practices to be used in acquiring commodities and contractual services in accordance with BOG Regulation 18.001. Therefore, FAMU Regulation 6, has been edited. At a minimum, edits to the FAMU Regulation change the title of the regulation from "Purchasing" to "Procurement" to encompass the broader range of activities that are regulated. Therefore, the amended FAMU Regulation 6 will become FAMU Regulation 6, Procurement.

Below is a summary of the modifications:

- Provide authority for contract extensions and renewals with time limitations which did not exist in the old regulation.
- Clarify the "advertisement" exemption to remove the purchase of media placement as an exempt service. The direct placement of an advertisement toward a targeted audience should be exempt since these cannot be competed, but media placement service are more general and can be competitively placed.
- The removal of auditing and accounting services.
- Update of the protest section.

**Attachments:**

- Markup of current FAMU Regulation 6.004, Duties of Purchasing Department
- Markup of current FAMU Regulation 6.005, Purchase of Commodities and Contractual Services

**Recommendation:**

Adopt the Amended FAMU Regulation 6

**Regulations of  
Florida A&M University**



**6.004 Duties of the ~~Purchasing Department~~Procurement Department.**

- (1) Canvass sources of supply and contracting for the purchase or lease of all commodities and contractual services for the University, in any manner, including purchase by installment or lease-purchase contracts. Installment or lease-purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.
- (2) Remove any contractor from the University's competitive vendor list that fails to fulfill any of its duties specified in a contract with the University or governmental entity, ~~that fails to respond to two (2) or more invitations~~, that attempts to unlawfully influence an award or other pertinent factor, bankruptcy and that is charged or convicted before a court of competent jurisdiction with committing fraud, misdemeanor or felony in connection with the business' commercial enterprise and to reinstate any such contractor when satisfied that further instances of default will not occur. A "No Bid" submission or similar response is considered a response under this section.
- (3) Plan and coordinating purchases in volume and negotiating and executing agreements and contracts for commodities and contractual services under which the University may make purchases.
- (4) Develop an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities or services that are frequently purchased and are available from a single source.
- (5) Evaluate contracts for commodities or services entered into by other governmental or educational entities (including the Federal Government, other state governments, political subdivisions, or any public or private university or educational cooperative or educational consortium) as a result of competitive solicitation. Approve the University's use of such contracts (in lieu of issuing a competitive solicitation) for the procurement of the same commodities and services, when it is determined to be cost effective and in the best interest of the University to do so.



(6) Elect as an alternative to any protest to proceed with a solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University. After the award of contract resulting from a competitive solicitation in which a timely protest was received and in which the University did not prevail, the contract will be canceled and re-awarded to the prevailing party unless the final order or settlement between the parties provides otherwise.

(7) Award contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or ~~multiple~~-state university-wide basis and the contracts may be for multiple years.

(8) Reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.

(9) Right to Waive Minor Irregularities for Commodities/Contractual Services. The University shall reserve the right to waive minor irregularities in an otherwise valid response.

(10) In consultation with the University Controller, authorize the payment of deposits or advance payments for a commodity or contractual service when the University Controller and Director of ~~Purchasing-Procurement~~ determine that it is in the best interest of the University.

(11) Develop administrative ~~purchasing—procurement~~ policies and procedures in furtherance of this regulation.

(12) ~~Purchasing-Procurement~~ shall prepare, issue, revise, maintain and monitor the use of specifications for supplies, services and construction required by the University.

(13) Approve and execute contracts for goods, equipment and services to be rendered to the University as otherwise provided herein, provided such contracts are: for the implementation of approved programs of the University, in conformance with policies of the University Board of Trustees and compliant with applicable laws and regulations.

(14) Extend contracts entered into as a result of a competitive solicitation for up to twelve (12) months or until completion of the competitive solicitation and award or protest, whichever is longer.

(13)(15) Renew contract entered into as a result of a competitive solicitation for a period that may not exceed 5 years or twice the term of the original contract, whichever is longer. This provision is not intended to apply retroactively; existing contracts entered into

prior to January 1, 2017, including any specified renewal period(s) may continue in accordance with the existing contract terms.

*Specific Authority- Board of Governors Regulation Development Procedure dated July 21, 2005; Law Implemented Article IX, Florida Constitution, Board of Governors Resolution Adopted January 7, 2003, History – New 12-07-06; Amended 8-25-08; Amended - -18.*

**Regulations of  
Florida A&M University**



**6.005 Purchase of Commodities and Contractual Services.**

(1) Purchases with a value of up to \$5,000 shall be carried out using good purchasing practices. Purchases with a value of \$5,000.01 up to \$10,000 shall be carried out using good purchasing practices which shall include but not be limited to two (2) or more written quotations or written records of verbal quotations. Purchases with a value of \$10,000.01 but less than \$75,000 shall be made by securing at least three (3) written quotations. If verbal quotations are received, the company name and company contact person, date and address of company and amount quoted shall be a part of the written documentation. All purchases with value which exceed \$75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein. If the University determines that commodities/contractual services are available only from a single source or that conditions warrant negotiation on the best terms and conditions, the University may proceed with the procurement. The University shall document the conditions and circumstances used to determine the procurement method.

(2) *Purchase of Private Attorney Services.* Written approval from the General Counsel of the University is required for private attorney services acquired by the University.

(3) *Purchase of Insurance.* The University has the authority to purchase insurance as deemed necessary and appropriate for the operation and educational mission of the University. Examples of insurance coverage that may be acquired by the University include:

- (a) Physical damage on vehicles and boats;
- (b) Inland marine on property owned, leased, or loaned to or by the University;
- (c) Building and property damage;
- (d) Equipment losses due to theft;
- (e) Equipment subject to transportation;
- (f) Loss of rental income;
- (g) Commercial general liability insurance for scientific equipment;

- (h) Excess general liability coverage;
  - (i) Camps insurance.
- (4) *Purchase of Printing.* Printing shall be purchased in accordance with Chapter 283, F.S.
- (5) *Purchases from Minority Business Enterprises.* The University is an equal opportunity institution which encourages and promotes procurement participation and contracting with minority business enterprises (“MBEs”). MBEs should have a fair and equal opportunity to compete for dollars spent by the University to procure commodities and services. Competition ensures that prices are competitive and that a broad vendor base is available. The University will use good faith efforts to ensure that MBE vendors are aware of procurement and contract opportunities.
- (6) *Purchases from Contractors Convicted of Public Entity Crimes.* The University shall not accept a competitive solicitation from, or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.
- (7) *Purchases for Personal Convenience Prohibited.* Items requested that are of a personal nature or for personal convenience of employees shall not be purchased. Examples are: fans, heaters, coffee pots, mugs, refrigerators, microwaves, picture frames, wall hangings, smoke/air filters and various decorative items.
- (8) *Cooperative Purchasing.* The University may participate in, sponsor, conduct or administer cooperative purchasing agreements for the procurement of any supplies, service or construction with one or more University in that State University System, the Board of Governors or other governmental agencies/entities. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between Universities and open-ended procurement with contract which are made available to other state entities.
- (9) *Competitive Solicitation.*
- (a) *Purchases Exceeding \$75,000.* All contracts for the purchase of commodities or contractual services exceeding \$75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein. The purchase of commodities and contractual services shall not be divided to avoid the

requirement of competitive solicitation. The opportunity to respond to a competitive solicitation is a privilege, not a right.

- (b) *Advertisement.* Competitive solicitations for purchases in excess of \$75,000 shall be electronically posted on the Purchasing-Procurement Department's website designed by the University and electronically posted on Florida Communities Network and may be advertised in a newspaper of general circulation or in the Florida Administrative Weekly. The Director of Purchasing-Procurement shall have the authority to waive the advertisement requirement when determines in writing to be in the best interest of the University. The Director of Purchasing-Procurement shall waive the advertisement requirement when the number of potential bidders or proposers is limited and can be solicited, when the availability of funding so requires, or where delivery is urgent.
- (c) *Receipt of Responses.* Competitive solicitation responses shall be delivered, as directed in the competitive solicitation to the Purchasing-Procurement Department or as otherwise directed, at or prior to the date and time specified in the competitive solicitation. Responses that are not delivered to the specific location, no matter what the reason, shall not be considered. It is the offeror's responsibility to assure that their response is delivered at the proper time and place.
1. Prior to the time a competitive solicitation is opened, the Director of Purchasing-Procurement or designee, may change or correct the terms, conditions, or specifications by posting or issuing an addendum to all known recipients of the competitive solicitation.
  2. An offeror to a competitive solicitation may withdraw or correct a response prior to the time that the competitive solicitation is opened. Any alteration or correction to a response must be in writing and signed by the authorized representative who signed the original response.
- (d) When only one response is received to a competitive solicitation for commodities or contractual services exceeding \$75,000, the University will

review the solicitation response and circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not serve a useful purpose, the University will proceed with the acquisition after written justification prepared by the Director of Purchasing-Procurement and approved by the Vice President for Fiscal Affairs prior to the acquisition.

- (e) When multiple responses that are equal in all respects are received to a competitive sealed solicitation, the University will give preference to responses that include commodities manufactured in the State of Florida, Florida businesses, businesses with a drug-free workplace program, or foreign manufacturers located in the state, to determine the contract award. If these conditions do not exist or are the equivalent between two or more responses, the toss of the coin shall be used to award the contract.
- (f) Late responses to a competitive solicitation shall remain sealed and shall not be evaluated.
- (g) In the case of extension errors in a response to a competitive solicitation, the unit price will prevail.
- (h) *Withdrawal of Response.* A vendor may withdraw their competitive solicitation in writing within 72 hours of the competitive solicitation opening, if the competitive solicitation is clearly erroneous and the error can be independently verified, it may be withdrawn prior to final award or purchase order being issued or thereafter with written consent of the President or designee when the interest of the University will not be adversely affected by the withdrawal.
- (i) *Evaluation Committee.* The President or President's designee shall appoint at least three persons to evaluate proposals and replies who collectively have experience and knowledge in the program areas and service requirements for which commodities or contractual services are sought. And, at least three persons to conduct negotiations during a competitive solicitation who collectively have experience and knowledge in negotiating contracts, contract procurement, and the program areas and service requirements of which

commodities or contractual services are sought. The President or President's designee may bring in an outside consultant(s) to assist in the decision.

- (j) *Posting of Award.* The intended award shall be electronically posted on the Purchasing Department website designated by the University ~~or~~ and may also be publicly posted by the Office which issues the competitive solicitation for 72 hours which is interpreted as three working days excepting Saturdays, Sundays, or State holidays. The notice shall contain the following statement: "Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings."
- (k) *Protest.* The procedures set forth in Board of Governors Regulation 18.002 shall apply to protests that arise from all university contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations, and shall be the exclusive set of procedures applicable to all such protest. ~~Any qualified offeror who is adversely affected by the university's decision may file a written notice of intent to protest within 72 hours after university posting of award or intent to award notice. The protesting firm must reduce its complaint to written petition and file it with the president within ten (10) calendar days from registration of the original complaint. If the competitive solicitation documents require the posting of a bond with the protest, the bond shall be included with the protest.~~

~~(1) Failure to file a notice of protest or the written petition, including posting of the required protest bond, shall constitute a waiver of the right to protest proceedings.~~

~~(2) Upon receipt of the formal written petition filed in accordance with this regulation, the president or designee shall delay the execution of the contract until the protest is resolved by mutual agreement between the parties or by final presidential action, unless the president shall make a finding and declares that such delay would cause serious danger to the public health, safety or welfare.~~

~~(3) Petitions involving disputed issues of material fact shall be referred for a quasi-judicial hearing. The president shall designate an administrative law judge to conduct a hearing in the accordance with university procedures. At the conclusion of the hearing, the administrative law judge shall submit a written recommendation order to the president. The president shall then issue a preliminary order for final action and notify the firm of such order. The preliminary order of the president shall be final, unless the firm under consideration takes exception to such order. At the end of the period for filing exceptions, the president will review the preliminary order and any exceptions that have been filed, and will render the final order. The decision of the president is final. Appellate review of the final order shall be in accordance with the requirements of Rule 9.190(b)(3), Florida Rules of Appellate Procedures.~~

(10) *Purchasing actions that are not subject to the competitive solicitation process include:*

- (a) *Emergency Purchases.* When the President or Vice President for Fiscal Affairs certifies in writing, that a condition exists that threatens the health, welfare, or safety of person(s) or animal(s) or the preservation or protection of property, the continuance of a vital University function, or when the delay incident to such procurement may be detrimental to the interest of the University, the University will proceed with an emergency purchase without a competitive solicitation, provided that such emergency procurement is made with such competition as is practical under the circumstances. The certification shall be received within thirty (30) days of the declaration of the emergency. The written certification shall be included in the Purchasing Department file.
- (b) *Sole Source Purchases.* Upon receipt of justification from the user department, school, college or division and the proposed single source, the ~~Director of Purchasing~~Director of Procurement or designee may select a single source without competitive solicitation if, after conducting a search for available sources, the ~~Director of Purchasing~~Director of Procurement or designee certifies in writing that only a single source is practicable or for other reasons a single source selection is in the University's best interest. Upon Purchasing Director's



written approval of a sole source selection, contract negotiations shall commence with the single source. The Purchasing Department shall maintain a record of the sole source procurement. The sole source document shall be publicly posted by the Purchasing Office for three working days. The President or Vice President for Fiscal Affairs may approve and execute an annual certification list for those commodities and services purchased on a regular basis and proved to be available from a single source.

- (c) *Other Governmental or University Contracts.* Purchases from competitively solicited Contracts and Negotiated Annual Price Agreements established by the State, other governmental entities, university in the state of Florida, other public or private educational institutions, and educational cooperatives and educational consortiums are not subject to further competitive solicitation.
- (d) *Construction Direct Purchase Program.* Commodities to be incorporated into any public work (as that term is defined in 12A-1.094, F.A.C.) which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.

(11) *Commodities and Contractual Services that are not subject to the competitive solicitation process include:*

- (a) Academic Reviews;
- (b) ~~Accounting Services;~~
- (c) ~~Auditing services;~~
- (d) Advertising; [except for media placement services;](#)
- (e) Artistic Services;
- (f) Family placement services;
- (g) Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assistive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, esthetics, and wheelchairs, provided the devices are purchased on

the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client;

- (h) Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the date of delivery to the Medicaid recipient and shall not be renewed;
- (i) Services provided to persons with mental or physical disabilities by not-for-profit corporations organized under the provisions of s. 501(c)(3) of the Internal Revenue Code or services governed by the provisions of the Office of Management and Budget Circular A-122;
- (j) Lectures;
- (k) Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services;
- (l) Payment of membership dues pursuant to Section 216.345, F.S.;
- (m) Programs, conferences, workshops or continuing education events that are offered to the general public for which fees have been collected to pay all expenses associated with the program or event or that are required by a grant to be purchased, attended held or organized;
- (n) Purchases from firms or individuals that are prescribed by state or federal law or specified by a granting agency;
- (o) Purchases from the Annual Certification List developed by the University;
- (p) ~~Purchases for resale;~~
- (q) Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations and faculty practice plans;
- (r) Implementation/programming/training services available from owner of copyrighted software or its contracted vendor;
- (s) ~~Extension of an existing contract;~~
- (t) ~~Renewal of an existing contract if the terms of the contract specify renewal option(s);~~

- (u) Regulated utilities and government-franchised services, Regulated public communications, Long distance telecommunications;
- (v) Purchases of materials, supplies, equipment, or services for research purposes when the Vice President for Research or designee certifies in writing that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project, in accordance with Regulation 6.007; and
- (w) Training and education services.

(12) *Participants in Contract Awards Not Subject to Competitive Solicitations.*

- (a) No individual, firm or contractor/vendor who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, or develops a program for future implementation shall be eligible to contract with the University dealing with the specific subject matter.
- (b) All persons taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of and have no conflict of interest in the entities evaluated and awarded the contract. Such persons shall follow all relevant portions of the State of Florida Code of Ethics for Public Employees, Chapter 112, Part 3, Florida Statutes and the Universities regulations and University Board of Trustees policies governing conflicts of interest.

(13) *Bonding Requirements.*

- (a) Solicitations Security. A certified, cashier's or treasurer's check, bank draft, bank official check or bid bond may be required as a condition for participation in a competitive solicitation.
- (b) Payment and Performance bonds.
- (1) Any contractor contracting with the university to provide commodities, services or commodities which include installation, may be required to furnish a payment

and performance bond, with good and sufficient securities, to the university prior to the issuance of the contract.

- (2) The bond or security must be in an amount equal to 100% of the response submitted to the competitive solicitation.
- (c) Solicitation Protest Bond. Any entity filing an action protesting a decision or intended decision pertaining to a competitive solicitation shall, at the time of filing of the formal protest, post with the university a bond payable to the ~~u~~University in the amount equal to: 10% of the estimated value of the protestor's ~~bond~~bid or proposal; 10% of the estimated expenditure during the contract term: \$10,000; or whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the entity filing the protest action. In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond. Failure of the protesting entity to file the required bond, cashier's check, bank official check or money order at the time of filing the formal protest shall result in the denial of the protest.

(14) *Contracts.*

- (a) Contracts for commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the ~~Director~~Purchasing Director of Procurement, University President or University President's designee, in accordance with the requirements herein, prior to goods or services being rendered by the contractor or within thirty (30) days of the goods and services being rendered in the case of a valid emergency as certified by the President or Vice President for Fiscal Affairs. Such purchase orders and bilateral agreements shall contain the following provisions:
1. A provision providing dates of service.
  2. A provision detailing price and payment terms.

3. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
4. A provision that bills for any travel expenses be submitted in accordance with section 112.061, Florida Statutes. The university may establish rates lower than the maximum provided in section 112.061, F. S.
5. A provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings and drafts, that must be received and accepted in writing by the contract manager prior to payment.
6. A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.
7. A provision specifying that the contract may be renewed for a period that may not exceed 53 years or the term of the original contract, whichever period is longer, specifying the renewal price for the contractual services purchased by competitive solicitation which shall be set forth in the competitive solicitation, specifying that costs for the renewal may not be changed, and specifying that renewals shall be contingent upon satisfactory performance evaluations by the University and are subject to the availability of funds.
8. A provision allowing unilateral cancellation by the University for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless records are exempt from section 24(a) of Art. I, of the State Constitution and section 119.07 (1), F. S.
9. Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."

10. Extension of a contract, entered into as a result of a competitive solicitation, –shall be for a period not to exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the initial contract and any amendments thereto. ~~There shall be only one extension of a contract.~~
  11. A Public Records, Chapter 119, F.S., provision.
  12. A provision stating the University does not indemnify or hold harmless any party or entity.
  13. A provision prohibiting contingency fees termination clause
- (b) The President or President’s designee is authorized to enter into deferred payment agreements when it is financially advantageous to the University. The University may utilize the State of Florida Department of Financial Services Consolidated Equipment Financing Program if it is deemed financially advantageous. When the Consolidated Equipment Financing Program is used, the University will submit the contract to the State of Florida Chief Financial Officer for the purpose of pre-audit review and approval prior to acceptance by the University. No agreement shall establish a debt of the State or shall be a pledge to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.
- (c) In order to promote cost effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a contractor/vendor consistent with Section 672.719, F.S. and consistent with the lawful limits of sovereign immunity.
- (d) The total value of the contract shall be the purchase price for the initial term plus all renewal costs.
- (e) The ~~Director of Purchasing~~Director of Procurement shall approve contracts and contract amendments up to \$25,000. The President or President’s designee shall approve contracts and contract amendments from \$25,000 to \$75,000. All

contracts and contract amendments from \$75,000 to \$ 1,000,000 shall be approved by the University President, unless otherwise delegated by the University President or the University Board of Trustees. All contracts which exceed \$1,000,000 shall be approved by the University Board of Trustees. The authority to execute contracts may be further delegated by the University Board of Trustees or the University President.

- (f) All contracts must be approved by the University Attorney as to form and legal sufficiency, except form contracts issued by the General Counsel, which have not been amended.

*Specific Authority- Board of Governors Regulation Development Procedure dated July 21, 2005; Law Implemented- Article IX, Florida Constitution, Board of Governors Resolution Adopted January 7, 2003, 672.719, , 1004.22(7), F.S. History – New 12-07-06; Amended 10-26- 07; Amended 8-25-08, [Amended - - 18](#).*

Florida Agricultural and Mechanical University  
Board of Trustees



X.

Approval to Amend BOT Regulation 3.017,  
Schedule of Tuition and Fees





Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM

Budget, Finance & Finance Committee

Date: June 6, 2018

Agenda Item: X

Table with 2 rows and 4 columns under the heading 'Item Origination and Authorization'. Row 1: Policy \_\_\_\_, Award of Bid \_\_\_\_, Budget Amendment \_\_\_\_, Change Order \_\_\_\_. Row 2: Resolution \_\_\_\_, Contract \_\_\_\_, Grant \_\_\_\_, Other\_X\_\_

Table with 1 row and 5 columns under the heading 'Action of Board'. Row 1: Approved \_\_\_\_, Approved w/ Conditions \_\_\_\_, Disapproved \_\_\_\_, Continued \_\_\_\_, Withdrawn \_\_

Subject: Approval of Amendments to Regulation 3.017 – Schedule of Tuition and Fees

Rationale: An amendment is required to reflect the BOG-determined Repeat Course Fee of \$190.84 for 2018-19. This represents a \$9.72 increase from the 2017-18 rate.

Attachments: Regulation 3.017 – Schedule of Tuition and Fees

Recommendation: Approval of the amendment to Regulation 3.017 – Schedule of Tuition and Fees to include the BOG-determined repeat course fee for fiscal year 2018-2019.

**Regulations of  
Florida A&M University**



**3.017 Schedule of Tuition and Fees.**

- (1) Tuition shall be defined as the basic fee charged to a student for instruction provided by the University. A charge for any other purpose shall not be included within this fee.
- (a) Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who qualifies as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:
1. Matriculation Fee;
  2. Student Financial Aid Fee;
  3. Capital Improvement Trust Fund Fee;
  4. Health Fee;
  5. Transportation Access Fee;
  6. Athletic Fee;
  7. Activity and Service Fee;
  8. Technology Fee; and
  9. Tuition Differential.
- (b) Non-Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who does not qualify as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:
1. Matriculation Fee;
  2. Non-Resident Fee;
  3. Student Financial Aid Fee;
  4. Non-Resident Student Financial Aid Fee;
  5. Capital Improvement Trust Fund Fee;
  6. Health Fee;

7. Transportation Access Fee;
  8. Athletic Fee;
  9. Activity and Fee;
  10. Technology Fee; and
  11. Tuition Differential.
- (2) Registration shall be defined as consisting of two components:
- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
  - (b) Tuition and fee payment, partial or otherwise, or other appropriate arrangements for tuition and fee payment (deferment or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period.
- (3) Tuition and fee liability shall be defined as the liability for the payment of tuition and fees incurred at the point at which the student has completed registration, as defined above.
- (4) The following tuition and fees shall be levied and collected effective fall semester 2018 for each student regularly enrolled, unless provided otherwise by law or in this chapter.
- (a) Students shall be assessed the following fees per credit hour:

Fees	Under-		
	Graduate	Graduate	Law
	\$	\$	\$
Resident Tuition	105.07	334.13	379.76
Tuition Waiver	-1.75		
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	6.76	6.76	6.76
Athletic Fee	13.97	13.97	13.97
Activity and Service Fee	10.50	10.50	10.50
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
<b>Total Resident Tuition and Fees</b>	<b>151.78</b>	<b>405.67</b>	<b>455.86</b>

Fees	Under-	Graduate	Law
	\$	\$	\$
Non-Resident Tuition	105.07	334.13	379.76
Tuition Waiver	-1.75		
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	6.76	6.76	6.76
Athletic Fee	13.97	13.97	13.97
Activity and Service Fee	10.50	10.50	10.50
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Non-Resident Fee	379.07	587.02	611.46
Non-Resident Financial Aid Fee	18.95	29.35	30.57
<b>Total Non-Resident Tuition and Fees</b>	<b>549.80</b>	<b>1,022.04</b>	<b>1,097.89</b>

(b) Students shall be assessed the following other fees:

1. **Material and Supplies Fees** – Students shall be assessed a range of \$15.00 to \$300.00 per course for certain courses.
2. **Orientation Fee** – Students who are enrolled for the first time shall be assessed a \$35.00 orientation fee.
3. **Late Registration Fee** – Students who fail to finalize registration during the regular registration period shall be assessed a late registration fee of \$100.00.
4. **Late Payment Fee** – Students who fail to pay tuition or make appropriate arrangements for payment (deferment or third-party billing) by the deadline set by the University shall be assessed a late payment fee of \$100.00.
5. **I.D. Card** – Students shall be assessed a \$5.00 identification card fee per semester, excluding the summer semester.
6. **Repeat Course Fee** – Students shall be assessed an additional charge of \$190.84 for regular courses taken more than twice.

7. **Transportation and Access Fee** - Students shall be assessed a transportation and access fee of \$65.00 for the fall semester, \$65.00 for the spring semester, and \$33.00 for the summer semester.
  8. **Tuition Differential** - Undergraduate students whose date of enrollment was on or after July 1, 2007 will be assessed an additional tuition differential of \$36.38 per credit hour. Students enrolled prior to July 1, 2007, and who fail to maintain continuous enrollment will also be assessed this tuition differential. Students having prepaid contracts which were in effect on July 1, 2007, and which remain in effect, are exempt from this additional tuition differential.
- (c) The health fee will be expended in accordance with FAMU Regulation 2.008, unless provided otherwise by law.
  - (d) The transportation access fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to providing traffic and parking services to the University community unless provided otherwise by law.
  - (e) The athletic fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to the University's Intercollegiate Athletics program unless provided otherwise by law.
  - (f) The activity and service fee will be allocated and expended in accordance with section 1009.24 (10), Florida Statutes.

*Specific Authority: Board of Governors Regulation Development Procedure Dated July 21, 2005.  
Law Implemented: General Appropriations Act FY 2013-2014, Board of Governors Regulations 1.001 and 7.005, 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, FS. History-Amended 6-29-06, 7-11-07, 12-04-07, 10-28-08, 5-26-09, 6-24-09, 07-1-10, 08-08-11, 08-01-12, 08-08-13, 7-23-15 .*

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



**Supplemental Documents**

## Contracts over \$100,000 as of May 22, 2018

### 1. Contractor: 305 BROTHERS ALL IN ONE, LLC

Contract #: C-ITB 0006-2018

Contract Start Date: 5-04-18

Contract Expiration Date: 05-03-2019

Contract Amount: \$ 250,000

This contractor will provide painting services to the FAMU Housing Department to include painting and preparation services for FAMU Village and Palmetto South. The services will be provided during the summer of 2018.

### 2. Contractor: LexisNexis

Contract #: C-0126-18

Contract Start Date: 04-30-18

Contract Expiration Date: 1-31-2021

Contract Amount: \$ 103,164.84

The LexisNexis agreement is for the purchase of a book subscription service for the FAMU Law library.

Florida A&M University  
Financial Status Report, as of 3/31/2018

Revenues

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD (A)	Year End est
<b>E&amp;G</b>														
(Inc. GR, Lottery, Tuition & TD)	8,542,292	34,169,168	8,542,292	8,542,292	8,542,292	8,542,292	34,169,168	8,542,292	8,542,292	11,104,980	20,501,501	11,104,980	128,134,381	170,845,842
	7,801,983	37,473,471	8,250,334	7,175,961	7,039,961	7,286,741	34,344,238	7,356,265	10,955,925	10,671,647	13,737,695	13,997,714	127,684,460	166,091,516
	91%	110%	97%	84%	82%	85%	101%	86%	128%	96%	67%	126%	100%	97%
<b>Contracts &amp; Grants</b>														
	3,332,512	5,995,065	5,662,822	5,662,822	5,818,814	6,162,828	6,162,828	6,162,828	6,162,828	5,162,828	5,162,828	5,162,828	51,123,347	66,611,831
	1,364,517	5,091,218	3,260,508	6,018,246	3,372,877	3,697,312	3,577,315	2,392,570	4,294,111	3,800,780	3,800,780	3,800,780	33,068,674	44,471,014
	41%	85%	58%	106%	58%	60%	58%	38%	70%	74%	74%	74%	74%	65%
<b>Housing</b>														
	471,839	7,549,425	0	0	0	0	7,392,145	0	0	0	314,559	0	15,413,410	15,727,969
	371,194	7,517,732	(71,880)	(32,171)	(486)	(1,533)	7,538,269	3,089	(24,887)	0	339,222	0	15,299,327	15,638,549
	79%	100%	0%	0%	0%	0%	102%	0%	0%	0%	108%	0%	99%	99%
<b>Athletics</b>														
	198,750	2,096,773	319,150	707,650	941,900	110,500	1,980,111	259,500	658,000	257,500	1,695,766	575,000	7,272,334	9,800,600
	137,476	2,191,078	172,561	609,662	627,313	1,017,130	2,285,663	525,320	28,372	1,075,649	1,075,649	1,075,649	7,594,575	10,821,522
	69%	104%	54%	86%	67%	920%	115%	202%	4%	418%	63%	187%	104%	110%
<b>Auxiliaries</b>														
	178,000	4,093,991	2,313,995	1,067,998	889,998	355,999	6,407,986	355,999	534,000	711,998	889,998	0	16,197,966	17,799,962
	228,997	4,951,011	1,126,353	526,667	942,225	337,990	4,831,856	401,615	615,158	456,458	587,933	587,933	13,961,872	15,594,195
	129%	121%	49%	49%	106%	95%	75%	113%	115%	64%	66%	0%	86%	88%
<b>Other Fee Revenue</b>														
(inc A&S, Tech Fees)	52,464	2,048,564	52,464	367,713	52,464	52,464	1,841,172	252,321	52,464	52,464	421,857	0	4,772,090	5,246,411
	195,529	2,340,254	72,895	18,986	386,904	15,849	2,214,355	176,976	26,785	0	553,589	95,000	5,452,533	6,101,122
	373%	114%	139%	5%	737%	30%	120%	70%	51%	0%	131%	0%	114%	116%
<b>Financial Aid/Grant Revenue</b>														
(inc Fed, State, Fin Aid Fee, Foundation)	2,913,900	5,827,800	11,055,600	5,827,800	2,428,250	5,827,800	10,341,700	2,399,550	485,650	485,650	485,650	485,650	47,108,050	48,565,000
	2,133,404	3,801,120	9,361,134	2,137,043	1,333,688	1,239,895	10,339,422	4,148,441	1,309,256	1,150,000	668,209	1,368,209	35,803,403	38,989,821
	73%	65%	85%	37%	55%	21%	100%	173%	270%	237%	138%	282%	76%	80%
<b>Total Revenue</b>														
Budget	15,689,757	61,780,787	27,946,323	22,176,275	18,673,718	21,051,883	68,295,111	17,972,490	16,435,234	17,775,420	29,472,160	17,328,458	270,021,577	334,597,615
Actual/ Forecast	12,233,101	63,369,884	22,171,905	16,454,394	13,702,063	13,593,384	65,131,118	15,004,276	17,204,720	17,154,534	20,763,077	20,925,285	238,864,844	297,707,740
	78%	103%	79%	74%	73%	65%	95%	83%	105%	97%	70%	121%	88%	89%
<b>Operating Expenses</b>														
<b>Salaries, Benefits &amp; OPS</b>														
	5,493,968	12,819,258	20,144,549	14,650,581	14,650,581	14,650,581	12,819,258	14,650,581	23,807,194	14,650,581	14,650,581	20,144,549	133,686,551	183,132,261
	4,962,193	11,568,268	18,715,305	13,362,867	13,894,771	12,902,013	12,989,657	14,031,200	20,170,976	13,435,874	10,556,758	23,992,633	122,597,250	170,582,515
	90%	90%	93%	91%	95%	88%	101%	96%	85%	92%	72%	119%	92%	93%
<b>Risk Mgmt &amp; Other Insurance</b>														
	1,465,682	251,463	2,072	65,000	15,000	0	251,463	212,486	251,463	251,463	251,463	0	2,514,629	3,017,555
	1,880,972	79,277	522,996	15,327	133,155	352	605,103	107	134,167	100,044	100,044	100,044	3,371,456	3,671,588
	128%	32%	25241%	24%	888%	0%	241%	0%	53%	40%	40%	0%	134%	122%
<b>Scholarships</b>														
*incl waivers	1,043,223	1,043,223	18,256,399	5,737,725	1,043,223	1,043,223	18,256,399	2,086,446	1,043,223	521,611	1,043,223	1,043,223	49,553,083	52,161,140
	1,467,930	1,110,140	20,454,159	3,759,823	1,889,449	856,903	20,367,062	3,898,527	1,339,603	900,000	1,100,000	350,000	55,143,596	57,493,596
	141%	106%	112%	66%	181%	82%	112%	187%	128%	173%	105%	34%	111%	110%
<b>Consolidated-Budget Expenses</b>														
Utilities & Telephone	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	6,542,619	58,883,575	78,511,433
	310,260	1,077,939	726,187	1,424,360	105,305	1,436,110	308,638	597,276	786,126	899,881	899,881	899,881	6,772,201	9,471,944



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD (A)	Year End est
<b>Travel</b>	286,336	501,384	448,187	561,525	605,667	189,244	432,361	476,746	583,987	453,937	453,937	453,937	4,085,437	5,447,248
Actual/ Forecast														
<b>Repairs &amp; Maintenance</b>	402,784	532,337	986,776	526,220	447,325	378,523	361,646	464,678	293,613	545,652	545,652	545,652	4,393,852	6,030,809
Actual/ Forecast														
<b>Materials &amp; Supplies</b>	716,117	912,755	523,907	769,282	347,726	265,802	792,962	652,661	588,431	588,431	588,431	588,431	5,432,702	7,197,996
Actual/ Forecast														
<b>IT Services</b>	174,567	194,525	200,359	235,053	127,135	1,053,835	252,812	536,606	889,036	406,770	406,770	406,770	3,660,927	4,881,237
Actual/ Forecast														
<b>Research Grant Subrecipients</b>	827,203	308,288	88,283	900,160	488,524	239,471	939,171	417,536	257,678	475,322	475,322	475,322	4,466,314	5,892,279
Actual/ Forecast														
<b>Other Contractual Services</b>	639,903	1,295,341	1,146,627	1,309,462	754,929	596,480	931,017	884,351	989,410	957,124	957,124	957,124	8,547,520	11,418,891
Actual/ Forecast														
<b>Furniture, Equip &amp; Library Res</b>	451,250	959,039	313,897	724,999	341,660	196,282	416,179	237,030	1,009,247	497,855	497,855	497,855	4,649,583	6,143,147
Actual/ Forecast														
<b>Other Operating Expense</b>	448,894	611,010	199,097	256,141	293,040	321,761	260,399	239,464	317,068	317,068	317,068	317,068	2,853,610	3,804,814
Actual/ Forecast														
<b>Subtotal</b>	4,257,313	6,389,618	4,633,270	6,707,202	3,506,311	4,677,508	4,695,185	4,310,177	5,685,562	5,142,040	5,142,040	5,142,040	44,862,146	60,288,265
Actual/ Forecast														
<b>Total Expenses</b>	14,545,492	20,656,563	44,945,639	26,995,926	22,251,423	22,236,423	37,869,740	23,492,132	31,644,499	21,966,275	22,487,886	27,730,391	244,637,837	316,822,389
Actual/ Forecast														
<b>Revenues over Expenses</b>	12,568,408	19,147,303	44,325,730	23,845,219	19,423,686	18,436,776	36,657,007	22,240,011	27,330,308	19,577,958	16,898,842	29,584,716	225,974,448	292,035,964
Actual/ Forecast														
<b>Other</b>	1,144,265	41,124,223	(16,999,316)	(4,819,651)	(3,577,705)	(1,184,540)	30,425,372	(5,519,642)	(15,209,265)	(4,190,855)	6,984,273	(10,401,933)	25,383,740	17,775,226
Actual/ Forecast														
<b>Sources (Uses) of Cash</b>	(335,308)	44,222,581	(22,153,825)	(7,390,825)	(5,721,623)	(4,843,392)	26,474,111	(7,235,735)	(10,125,588)	(2,423,424)	3,864,235	(8,659,431)	12,890,396	5,671,775
Actual/ Forecast														
<b>Capex &amp; Debt Service</b>	746,421	595,790	304,478	1,700,450	457,080	394,294	813,668	712,159	494,679	699,752	699,752	699,752	6,219,019	8,418,475
Actual/ Forecast														
<b>PTCCO Draws/R&amp;R Transfers</b>	746,421	595,790	304,478	1,700,450	457,080	394,294	813,668	712,159	494,679	699,752	699,752	699,752	6,219,019	8,318,275
Actual/ Forecast														
<b>Carry Forward/Certified Forward</b>	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	4,870,404	6,493,875
Actual/ Forecast														
<b>Debt Service</b>	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	541,156	4,870,404	6,493,875
Actual/ Forecast														
<b>Capital Expenditures</b>	(171,710)	(92,272)	(168,809)	(171,710)	(2,163,401)	(89,064)	(89,064)	(3,208)	(254,664)	(1,540,034)	(1,540,034)	(1,540,034)	(3,203,902)	(7,824,004)
Actual/ Forecast														
<b>Net</b>	172,052	443,037	(1,988,095)	417,062	380,713	(1,687,641)	170,296	410,213	(1,454,074)	299,584	299,584	(1,618,397)	(1,682,363)	(4,155,666)
Actual/ Forecast														
<b>Net Balance</b>	1,316,317	41,567,260	(18,987,411)	(4,402,589)	(3,196,992)	(2,872,181)	30,595,668	(5,109,429)	(16,663,339)	(3,891,271)	7,283,857	(12,020,330)	22,247,304	13,619,560
Actual/ Forecast														

# Budget Plan

	Year 1	Year 2	Year 3	TOTAL
<b>Positions requested (Salary and Fringe)</b>	1 Licensed Psychologists (\$93,300) Funded Vacant Line	1 Licensed Psychologist (\$93,300) 2018/2019 Budget Request (BR)	2 Licensed Mental health Counselors or Licensed Clinical Social Workers (\$144,100) (2019/2020 BR)	\$330,700
<b>Additional Requests Non-recurring</b>	1 color copier (\$3,289) 2 Laptops (\$1,400) Funded Student Affairs	2 Laptops (\$1,400) Funded Student Affairs	1 Laptop (\$700) Funded Student Affairs	\$6,789
<b>Additional request Recurring</b>	On-call Telephonic Services (\$16,500 + 2,500 one-time set-up) Funded Student Health	Interactive Self-Help Program (\$5,500) On-call Telephonic Services \$16,500 2018/2019 BR	Interactive Self-Help Program (\$5,500) On-call Telephonic Services \$16,500 (2019/2020 BR)	\$63,000
<b>TOTAL</b>	\$116,989	\$116,700	\$166,800	\$400,489

# Mental Health Initiative

	2018-2019	2019-2020	2020-2021	TOTAL
<b>Positions requested (Salary and Fringe)</b>	1 Licensed Psychologists (\$93,300) <b>Funded Vacant Line</b>	1 Licensed Psychologist (\$186,600) <b>2018/2019 Budget Request (BR)</b>	2 Licensed Mental health Counselors or Licensed Clinical Social Workers (\$330,700) <b>2019/2020 BR</b>	\$330,700
<b>Additional Requests Non-recurring</b>	1 color copier (\$3,289) 2 Laptops (\$1,400) <b>Funded Student Affairs</b>	2 Laptops (\$1,400) <b>Funded Student Affairs</b>	1 Laptop (\$700) <b>Funded Student Affairs</b>	\$6,789
<b>Additional request Recurring</b>	On-call Telephonic Services (\$16,500 + 2,500 one-time set-up) <b>Funded Student Health</b>	Interactive Self-Help Program (\$5,500) On-call Telephonic Services \$16,500 <b>2018/2019 BR</b>	Interactive Self-Help Program (\$5,500) On-call Telephonic Services \$16,500 <b>2019/2020 BR</b>	\$63,000
<b>TOTAL</b>	\$116,989	\$116,700	\$166,800	\$400,489