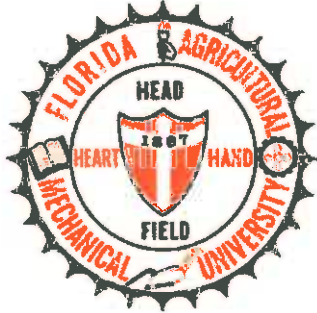


Board of Trustees



Budget & Finance Committee

August 7, 2013

3:00 PM

Grand Ballroom

Florida Agricultural and Mechanical University
Board of Trustees



Budget and Finance Committee
Grand Ballroom
August 7, 2013
Time: 3:00 p.m.

Budget and Finance Committee Members:

Trustee Rufus Montgomery, Chair
Trustee Kelvin Lawson
Kimberley Moore
Trustee Narayan Persaud
Trustee Cleve Warren
Trustee Karl White

Agenda

I. Call to Order Chairman Rufus Montgomery

Action Items

II. Approval of Minutes – April 10, 2013, May 6-7, 2013	Chairman Rufus Montgomery
III. Approval of Amendments – Regulation 3.011 Commercial Solicitation	Mr. Byron Williams
IV. Approval of the Star Metro Contract	Mr. Byron Williams
V. Amendment to Regulation 3.021 – Alcoholic Beverages	Mr. Joseph Bakker
VI. Approval of FY 13-14 Operating Budget	Ms. Ronica Mathis
VII. Approval of FY 13-14 State Bonus Plan	Ms. Sherrye Earst
VIII. Approval of FY 14-15 Legislative Budget Request	Provost Rodner Wright
IX. Approval of the Athletic Department's Budget Deficit Reduction Plan	Mr. Michael Smith

Information Items

X. Updates

a. Dining Services Amendment/RFP	Mr. Byron Williams
b. Suggested BOT Policy Changes	Mr. Joseph Bakker
c. Upcoming Contracts over \$100,000	Ms. Stephany Fall
d. Contracts over \$100,000	Ms. Stephany Fall

**II. Approval of April 10, 2013
and May 6 & 7, 2013
Minutes**

April 10, 2013 Minutes

**FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE
GRAND BALLROOM
SUMMARY MINUTES**

April 10, 2013

Committee Members Present: Trustee Rufus Montgomery (Chair); Trustee William Jennings; Trustee Kelvin Lawson; Trustee Narayan Persaud; Trustee Cleve Warren; and, Trustee Karl White.

Others Attending: Trustee Solomon Badger; Trustee Torey Alston; Trustee Glenton Gilzean, Jr.; Trustee Marjorie Turnbull; Trustee Michael Jefferson; Trustee Spurgeon McWilliams; Interim President Larry Robinson; Provost Rodner Wright; Vice President William Hudson, Jr.; Interim Vice President Ken Redda; Director Derek Horne; Attorney Linda Barge-Miles, Attorney Shira Thomas; Attorney David Self, Chief Information Officer Sharon Saunders; Interim Vice President Joe Bakker; Dr. William Featherstone, University Comptroller; Interim Budget Director Ronica Mathis; Jackye Maxey, Assistant Vice President of Administrative Affairs; Byron Williams, Director of Business and Auxiliary Services; and, Ms. Ora Mukes, Assistant to the President.

Chairman Montgomery called the meeting to order at 10:25 A.M. Ms. Darlene Garcia was recognized to call the roll. A quorum was established.

Action Items

Approval of Minutes – February 6, 2013

Chairman Montgomery asked for approval of the minutes for February 6, 2013. Trustee Lawson made a motion to approve the minutes and it was seconded by Trustee Warren. The motion carried.

Approval of 4-Day Work Week

The Committee heard from Ms. Sherrye Earst, Interim Assistant Vice President for Human Resources who presented the 4-Day Work Week proposal that would begin on Friday, May 10, 2013.

The University requested approval to implement the 4-Day Work Week Schedule for the period beginning Friday, May 10, 2013, through Thursday, August 1, 2013. During this period, employees will work four (4) 10-hour days from Monday through Thursday; Friday through Sunday will be observed as regular days off. The University's daily hours of operation will be from 7:30 a.m. until 6:00 p.m. All offices will be operational during these regular business hours. Departments performing essential services will not be on the 4-day work week schedule.

The 4-day work week was implemented in May 2009. Since that time approximately \$1 million have been saved in utilities and supplies. Additionally, surveys completed by faculty, staff and students show overwhelming support for continuing the 4-day work week during the summer.

Trustee Lawson asked about the period of time the \$1 million savings for utilities and materials covered. Ms. Earst replied that it covered the period from 2009 to 2012.

Trustee Warren made a motion to approve the 4-Day Work Week and it was seconded by Trustee Lawson. The motion carried.

Approval to Amend Policy #2005-4 (Electronic Transfer of Funds)

The Committee heard from Dr. William Featherstone, University Controller who presented the amendment to BOT Policy #2005-04 (Electronic Transfer of Funds).

In its most recent audit report issued February 19, 2013, the Office of the Auditor General, State of Florida, cited the University for being in non-compliance with Section 1010.11, Florida Statutes. The statute requires each University's Board of Trustees to adopt written policies prescribing accounting and control procedures that govern the movement of electronic transactions for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment.

The Office of the Auditor General concluded that the existing policy did not address specific accounting and control procedures that will ensure appropriate accountability of electronic transfers as stipulated in the statutes.

The revised amendment incorporates internal operating procedures into this Policy to conform to the requirements in the Florida Statutes. The amendment has been reviewed and approved by the Office of the General Counsel.

Trustee Jennings made a motion to approve the amendment to BOT Policy #2005-04 (Electronic Transfer of Funds) and it was seconded by Trustee Warren. The motion carried.

Approval to Amend Policy #2006-04 (Purchasing Cards)

The Committee heard from Ms. Stephany Fall, Director of the Purchasing Office, who presented the amendment to BOT Policy #2006-04 (Purchasing Cards).

The University is requesting approval by the Board of Trustees to amend the Purchasing Card Policy. The noteworthy amendments are as follows:

- Amending the Delegation of Authority section to authorize the Vice President of Administrative and Financial Services to establish limits when PCards are approved and removing language requiring the President's or his Designee's approval for PCard purchases greater than \$1,000;
- Removing Laboratory Animals and Third Party Payment/Pay Pal from the "Uses Not Allowed list";
- Requiring cardholders to do monthly reconciliations; and,
- Changing the title of the Purchasing Office to the Office of Procurement Services

These amendments have been reviewed and approved by the Office of the General Counsel.

After a lengthy discussion and many questions, Chairman Montgomery tabled this item stating that this issue would be addressed in the upcoming Budget Retreat in May. The

following questions and concerns were raised and responses requested to be sent to the Committee 10 days prior (by April 22nd) to the Budget Retreat on May 6th and 7th.

- Are the proposed changes consistent with other universities' PCard policies?
- Who ensures the accountability of the cardholder?
- Is the decision subjective for card limits? Is it based on position?
- What constitutes a \$10,000 PCard limit for a Vice President?
- Provide a policy comparison (FAMU vs. Other Universities).
- Are PCard limits tied to the budget?
- How often are PCard limits reviewed?
- Is an annual review often enough?
- Are the 4 bullet points in this presentation addressing the audit findings?
- Are random audits performed to ensure accountability?
- How many times have we suspended PCards?

Mr. Joseph Bakker, Interim Vice President of Administrative and Financial Affairs stated during the discussion that the bullet points in the presentation were not linked to an audit. When there are limit adjustments, supporting documentation will be provided. He also stated that there is a process for each step in assigning a PCard.

Information Items

Report on the University's Financial Health

The Committee heard from Mr. Joseph Bakker on the financial condition of the University. He also noted that the response to questions raised during the February 6, 2013 meeting will be addressed as the Information Items are presented.

Mr. Bakker's comments that:

- The University has solid cash and investment balances and the composite of our financial ratios point to the good financial health of the University.
- The University's Moody's rating has been maintained.
- The University is operating well within its approved operating budget.

Chairman Montgomery continued the Financial Health portion of the meeting by asking Dr. Featherstone, Comptroller of the University, if monthly updates had been provided to the Trustees and stating that it is a requirement, not a request to provide updates on a monthly basis. Dr. Featherstone stated that PeopleSoft does not have the infrastructure to easily disperse monthly reports. A lengthy discussion ensued on reporting timeframes. Questions and concerns from this discussion are as follows:

- Trustee Warren asked if we were balancing the checkbook more frequently than 60-90 days. He also asked what we are doing to ensure maintenance of good financial health and accountability.
- Chairman Montgomery asked Dr. Featherstone to tell the committee today whether he could provide updates on a monthly basis or a quarterly basis. It was agreed that monthly reports will be provided.

- Trustee Turnbull asked if PeopleSoft could be addressed at the Budget Retreat. She also expressed concern about PeopleSoft meeting our needs.
- Trustee Reed-Shannon also expressed concern about PeopleSoft and asked if it is in our plan as we move forward and how often do we review PeopleSoft.
- Chairman Montgomery directed staff to provide background on PeopleSoft prior to Retreat.

May 6th and 7th Budget Retreat

Mr. Joseph Bakker provided the following information about the upcoming Budget Retreat:

- The Budget Retreat will be held on May 6 & 7 on campus;
- A draft agenda will include Operating and Capital Budgets and the future vision for the University;
- The Retreat will be interactive and facilitated; and,
- Trustee input should be sent to Linda Barge-Miles in the Office of the President 10 days prior to the Retreat.

Chairman Montgomery stated that the Budget Retreat meetings are a way for the Trustees to better understand the budget process. All Trustees are invited.

There was a discussion on various items that need to be addressed at the Retreat. The Chairman reiterated that questions/concerns should be sent to Linda Barge-Miles in the President's Office 10 days prior to the Retreat.

At this point, Trustee Badger asked Chairman Montgomery if this would be a good time to break for the Ribbon Cutting Ceremony for the Gore Education Complex.

Chairman Montgomery adjourned the meeting @ 11:10 with a 1:30 p.m. reconvene time.

Chairman Montgomery reconvened the meeting at 1:40 p.m. A quorum was present.

Athletics Department Budget

The Committee heard from Ms. Ronica Mathis, Interim Budget Director who stated that the Athletics' Department had been operating in a deficit for seven (7) years. The following points were presented and discussed.

The deficit for FY 2012-13 is estimated at \$2.2 million. A directive was given by Chairman Montgomery to balance the budget for FY 2013-14.

Mr. V.K. Sharma was tasked to propose solutions to reduce/eliminate the Athletics' deficit for the current fiscal year. Mr. Sharma recommended that the university absorb the deficit by providing scholarships from Agency Investment Earnings. Section 1011.43, F.S. (formerly 240.287, F.S.) authorizes universities to invest available agency and activity funds and to use the earnings from these investments for student scholarships and loans. As of June 30, 2012, there was a balance of approximately \$2 million in the Agency Investment Fund and anticipated earnings in 2013 is expected to be approximately \$300,000.

The following questions were raised:

- President Robinson asked how the enrollment decline affects the budget. Ms. Mathis, Interim Budget Director, responded it reduces the budget.
- Trustee Jefferson asked if the University has looked at increasing student fees. Ms. Mathis stated yes, we are looking at that, but we have to go before the Fee Committee.
- Trustee McWilliams asked where is the \$2 million coming from that is being used to balance the budget. Ms. Mathis stated, it's from the Agency Investment fund.
- Trustee Persuad asked, do we have controls in place for the incoming revenues. Mr. Horne, University Athletic Director, responded that controls are in place.
- Trustee Persuad asked, what controls. President Robinson stated that a copy of the Ernst & Young Audit would be provided to him for more information. Mr. Horne, University Athletic Director, stated that an example of a control that's in place is the separation of duties for handling cash.

Trustee Alston commented that the Audit Committee will be discussing the audit and the corrective actions during their Committee meeting later this afternoon.

Next, Mr. Horne, University Athletic Director, provided an update stating that the issues raised during the February committee meeting have been addressed as follows:

- Responses to the Ernst & Young Audit have been submitted to the Division of Audit and Compliance and the SACS Committee.
- Bragg Memorial Stadium Concerns:
 - University is entering into negotiations with new a food service provider;
 - Will negotiate physical enhancements for the Concession areas.
 - Will make other enhancements such as hawkers, credit card machines, catering for boxes and new menu items;
 - Tickets are currently available for purchase on the west side of Bragg Memorial Stadium and at the Alfred Lawson Jr. Multi-Purpose Center Teaching Gymnasium on game days.

- Opening a ticket booth would cost in excess of \$25,000 (cost includes cashiers and security); and,
- Using an NCAA Dashboard FAMU was compared to other MEAC schools as well as other schools in the NCAA Football Championship Subdivision. FAMU is right in line or above what other institutions are doing.
 - FAMU funding is 50% student fee generated compared to MEAC and other institutions at 79% and 70%.
 - FAMU reliance on football revenue is high.
- Currently the Office of Communications receives the license plate revenue. However effective FY 2013-14 licensing revenues will go to the Athletics Department.

Next Mr. Horne gave a presentation on FAMU as compared to other MEAC and NCAA institutions. He presented comparisons on revenue self-sufficiency, percentage of allocated revenues to total athletics revenue and reliance on football revenue.

Questions for Mr. Horne were as follows:

- Trustee Turnbull asked what other revenue sources of revenue are other schools utilizing. Other schools have higher student fees.
- Trustee Persuad asked how many of these schools are state-funded schools and are other institutions scrutinized as closely as FAMU. Chairman Montgomery stated the some schools have more state support than FAMU. Mr. Horne said there are 10 schools that are state funded and a document is available and can be provided. Trustee McWilliams interjected that FAMU is not supported by the State, some of these other schools are, and some are private so we are in a unique situation.

There were some concerns over the financial impact the loss of the Marching 100 Band performing at half-time last football season. Mr. Horne presented the following statistics on the fiscal impact:

- Home games (\$282,348)
- Florida Classic (\$146,635)
- Atlantic Classic (\$130,285)

Director Horne continued by reiterating that for the upcoming year the plan is to continue to reduce expenses and increase revenues through increased ticket sales, increased alumni and booster support and advertising.

Questions and concerns regarding the Athletic Department Budget that need to be discussed at the May Retreat are as follows:

- What would the options be if there is no band next football season?
- Has the University looked at the alternatives and made an assessment?
- What is the voice of our customers (students/alumni/fans) from last season?
- Methods of sustaining a balanced budget for entire Athletics program.
- Other considerations, fee increases, etc.

Chairman Montgomery stated that he feels confident that the budget plan for next year is achievable. It gets us to a balanced budget in a responsible way. We spend time on Athletics because it is our brand, pride, as well as money and resources. There is a possibility that the department may exceed its budget by \$500,000.

The Chairman asked if it was the will of the Committee to continue receiving a report from the Athletics Department at each meeting. The Trustees responded yes. The Chairman requested that the reports be provided prior to the committee meetings. Trustee Warren asked that they be in a dashboard format.

Governmental Relations Overview

President Robinson stated that Mr. Tola Thompson, Director of Governmental Relations could not be present at the meeting today due to his attendance being required at the Capitol.

Chairman Montgomery directed the Trustees to look at the Governmental Relations reports provided in their packets. The reports are substandard compared to other universities. Legislative concerns need to be addressed in a better manner. If this Committee cannot receive the information needed, at some point the Governmental Relations budget may be eliminated.

A lengthy discussion on Governmental Relations issues ensued and the following questions/concerns were raised and need to be addressed:

- Trustee Persaud stated that a better flow of communication is required;
- Trustee Alston stated that there is no clear direction on how we want Governmental Relations to go forward.
- Trustee Turnbull asked what Legislators do we have contact with and who are our supporters.
- Trustee Turnbull stated that lobbyists can be useful to us in the process; we need a collaborative approach, before, during and after the Legislative Session. How can we give this more attention?
- Trustee McWilliams asked what resources do other schools have and what resources do we need to provide to Governmental Relations to help our internal process.
- Chairman Montgomery stated that branding is important; we need to do better.
- Trustee Warren asked what is our internal investment on outside lobbying. What is our return on that investment?
- Trustee Gilzean asked if it were possible for him to receive the documents on outside lobbying today and President Robinson stated he would get the documents to him.
- Trustee Jennings stated that one of our failures is not following through.
- Trustee Alston stated that a big picture discussion about the University, today vs. 20 years ago, is necessary. We need to have this discussion to provide guidance.

At this point, Chairman Montgomery asked President Robinson about his plan of action for Governmental Relations and mentioned that we need a bigger presence down at the Legislature. President Robinson stated the he would rather not say at this time what his plan of action is, but it does require his attention.

Upcoming Contracts over \$100,000

The Committee heard from Ms. Stephany Fall, Director of the Purchasing Office who gave an overview of upcoming contracts over \$100,000. Ms. Fall stated that there are two (2) contracts over \$100,000 that are in various stages of development.

- **Star Metro (City of Tallahassee) - \$1.44M (est.):** Bus service for FAMU students; current contract expires 6/30/13; new contract will be for new period effective July 1, 2013 for three (3) years.
- **Targeted Assistance Program - \$5M:** In FY 2012-13, the Legislature appropriated \$5 million for the Targeted Assistance Program. These pass-through funds help to guide, motivate and prepare high school students from low performing schools in Florida for future success by assisting them in the completion of their high school studies and placing them on track to pursue advanced education and/or gainful employment.

Chairman Montgomery asked for clarification on how this funding was acquired by the University. Ms. Fall stated that it was appropriated by the Legislature in FY 2012-13.

The Chairman asked for verification that the University did not ask for this funding. Mr. Bakker verified that the Legislature did appropriate the funding in 2012-13 without a request from the University.

Contracts over \$100,000

The Committee heard from Ms. Stephany Fall, Director of the Office of Procurement Services who stated that two (2) contracts have been executed since the last BOT meeting.

- **Professional Opportunities Program (POPS) - \$1,235,000:** In FY 2011-12, the Legislature appropriated \$5 million for the Targeted Student Assistance Program. These funds represent the balance due to the Professional Opportunities Program from the FY 2011-12 appropriations.
- **CedarCrestone - \$826,000:** Upgrade of the Human Capital Management PeopleSoft Application from version 8.9 to 9.1.

There being no further business, the meeting ended at 2:47 P.M.

Rufus Montgomery
Committee Chairman

Transcribed by:

Darlene W. Garcia

May 6, 2013 Minutes

**FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE
BUDGET WORKSHOP
GRAND BALLROOM**

**SUMMARY MINUTES
May 6, 2013**

Committee Members Present: Trustee Rufus Montgomery (Chair); Trustee Kelvin Lawson; Trustee Narayan Persaud; Trustee Cleve Warren; and, Trustee Karl White.

Others Attending: Trustee Torey Alston (via telephone); Trustee Solomon Badger; Trustee Glenton Gilzean, Jr.; Trustee Marjorie Turnbull; Trustee Spurgeon McWilliams; Interim President Larry Robinson; Provost Rodner Wright; Vice President William Hudson, Jr.; Interim Vice President Ken Redda; Vice President Richard Givens; Vice President Thomas J. Haynes, Jr.; Interim Vice President Joe Bakker; Dr. William Featherstone, University Comptroller; Attorney Avery McKnight, General Counsel; Attorney Linda Barge-Miles, Special Assistant to the President; Mr. Michael James, Interim CIO; Athletic Director Derek Horne; Mr. Tola Thompson, Director of Governmental Relations; Interim Budget Director Ronica Mathis; Mr. Byron Williams, Director of Business and Auxiliary Services; Ms. Carmen Cummings, Executive Director of Alumni Affairs; and, Ms. Ora Mukes, Assistant to the President.

Chairman Montgomery called the meeting to order at 9:03 A.M. Attorney Linda Barge-Miles was recognized to call the roll. A quorum was established.

Note: All questions and responses for this meeting are attached as a separate document.

Introductory Remarks & Introduction of Facilitator

Chairman Montgomery welcomed everyone to the meeting and introduced Dr. Fred Seamon of MGT of America, Inc. to begin facilitation of the meeting. Dr. Seamon made his introductory remarks and recognized Dr. Featherstone for an overview of the financial condition of the University.

Update on Monthly Financial Report

The Committee heard from Dr. William Featherstone on the financial condition of the University. Dr. Featherstone stated that the University is in financially sound condition as of March 31, 2013.

This overview will address the financial health of the University, using the Composite Financial Ratio Index (CFI) as of March 31, 2013.

Over the last six (6) years, the University has fared well in respect to its audits. There were no deficiencies of internal control over financial reporting and no instances of non-compliance with generally accepted accounting principles.

The CFI Ratio ranges are as follows:

- Weak financial condition falls between -1 and 3

- Relatively strong financial condition falls between 3 and 6
- Strongest financial condition falls between 6 and 10

Over the last five (5) years the University ranked as high as 4.2. A five (5) year average ranks the University at 3.31 within the relatively strong range. This is an indication that the University has sufficient resources to invest back into the academic enterprise.

The University Cash Balance as of March 31, 2013 is as follows:

- \$37.8 million (cash on hand)
- \$118,228 million in investments (including housing funds, scholarship funds and general cash investments). There is \$40 million for housing, \$6 million transfer from internal funds and \$12 million for a capital lease for various projects that make up the difference between the two years.

A Statement of Financial Condition through March 31, 2013 will be provided at tomorrow's meeting to all members of the Board.

This concluded Dr. Featherstone's presentation.

At this point, Chairman Montgomery briefly covered the Draft Agenda for June. Trustees were directed to send staff any additional items and questions. He also discussed the questions and answers from the previous meeting and asked that the questions from this meeting be answered promptly.

Enterprise Information Technology – PeopleSoft

The Committee heard from Mr. Michael James, Chief Information Officer who presented an overview of the PeopleSoft System.

The University is currently running four (4) enterprise applications of PeopleSoft.

Key points are as follows:

- Financial Management System - functions of the system include Accounts Payable, Accounts Receivable, Asset Management, e-Procurement, Purchasing, Grants, Project Costing, Commitment Control, and Travel and Expense. We are currently running version 9 of the PeopleSoft Financial Management system. We are also working to upgrade Asset Management to full capability. We are currently reviewing proposals to bring on an effort reporting system and developing an application where we can more accurately do reporting for one of our BOG reports.
- Human Capital Management System - Currently upgrading from version 8.9 to version 9.1. Expected Completion – August 2013. The Upgrade will bring on talent acquisition and candidate gateway to allow us to process applications over the web and do electronic W-2 forms.
- Campus Solutions modules (version 9.1) include Student Admissions, Academic Advisement, Student Records/Registration, Financial Aid, Student Financials, and Campus Community.
- Florida State University System Institutions using PeopleSoft include:
 - Florida A&M University (Student, Financials, HR, and Portal)
 - Florida International University (Student, Financials, HR, and Portal)
 - University of Florida (Financials and HR)

- Florida State University (Student, Financials, HR, and Portal)
- University of Central Florida (Student, Financials, HR, and Portal)

In your packet, the University of South Florida should be added as a University using PeopleSoft.

We currently have two consultants we are working with. We have expended around \$200,000 for enhancements for our student and financial management systems. We have also expended approximately \$860,000 with CedarCrestone for the upgrade to version 9.1. We have two contracts with CedarCrestone. They host our applications and we also are working with them to upgrade the Human Capital Management System to the new version.

PeopleSoft is the system the University has decided to purchase to conduct the business of the University. We use the system to power what we do from a technology standpoint for all employees and students of the University. PeopleSoft is capable of providing the information that is requested by the Board. PeopleSoft has been a great improvement over the Legacy system we had previously. PeopleSoft provides much more capability to the students.

Retreat Documents

Next the Committee heard from Ms. Ronica Mathis, Interim Budget Director who walked the Committee through the Retreat documents.

Board of Governors

The Committee heard from Ms. Christie Harris, Budget Director, State University System Board of Governors (BOG), who gave an overview of the legislative budget process.

Legislative Budget Requests (LBRs) are due to the BOG in June. Collaborative budgets are submitted to the BOG in September for review and approval. Once approved by the BOG, the LBR is submitted to the Governor's Office and Legislature with an opportunity to amend the LBR in January.

Questions on this presentation are as follows:

- What happens if you have \$2 million and budget authority for only \$1 million; what happens to the other \$1 million? (Gilzean) The excess carries over to carry forward for the next year. If you need to spend it prior to the next year, you have to go before the Legislative Budget Commission to obtain authority to spend.
- Do we engage you during the process? (Montgomery) Yes I work closely with Ms. Mathis and Mr. Bakker.
- How did FAMU perform with regard to additional projects and dollars? \$1.5 for Crestview; Restoration of the \$19 million that was cut last year is back in budget; budget authority for tuition estimates (authority to spend; not cash); and, funds associated with Health Insurance Retirement costs (flowthrough). The largest amount was the \$19 million back and the \$1.5 for Crestview.

Tim Jones, CFO for the Board of Governors was recognized and gave some examples of funding initiatives that other Universities received and some other funds that may be available to the Universities.

- Would it be accurate to say that FAMU received \$1.5 m and the other 10 universities split \$49 million? Yes.
- Wasn't the \$1.5 million the appropriated last year and it was vetoed last session? (Gilzean) Yes.
- So it was not a new initiative? (Gilzean) Correct.

President Robinson stated that we basically had 3 initiatives for this session:

- \$3.5 million health sciences initiatives
- Restoration of \$1.5M Crestview funds that were vetoed
- \$8 million in Public Education Capital Outlay (PECO) funds for the Pharmacy Building

We were only successful in restoration of the \$1.5 million for Crestview that was vetoed last year.

The Board approved us to move forward with these 3 initiatives and only the \$1.5 was approved.

- What happened to the 3% tuition increase? (Montgomery) It passed; however, the Governor could veto it.
- What is the BOG plan for replacing PECO? (Turnbull) We will discuss this in detail tomorrow. Is part of your public/private partnership, looking at restoring matching programs?
- Can you assist us in providing some of the creative ways that other institutions are advancing in different ways to allow us to maximize our efforts? (Montgomery) Yes. University CFOs and Provosts meet several times each year.
- Is the \$2 million for the SUS designated for lobbying? (Siders) There was \$70 million requested in the budget for capital improvements, but it was not approved.
- Can we get the enrollment numbers for all universities in the SUS? (Turnbull) Yes.
- What do you mean by performing? (Warren) FAMU's performance compared to other Universities;
- What are you attempting to communicate to us with this chart? (Montgomery) It is a reflection of funding based on number of students. FAMU may have a higher funding per student, but may not be performing the same. We have work plans, provided by the universities, based on their performance/metrics. Work plans are being worked on now and will be submitted to the BOG in June. There is a meeting scheduled in June to discuss work plans and performance.
- What happens to the \$20/\$30m? (Lawson) The expectation is that they will be housed at the BOG, if they survive (being vetoed).
- Is the \$30 million included in the \$50 million or is it separate? (President Robinson) Separate.
- Need to have serious dialogue regarding how FAMU can receive more funding. (Siders)

Board of Trustees Policy

The Committee heard from Mr. Joe Bakker, Interim Vice President with an overview of the Board of Trustee policies.

Three BOT policies relating to the operating budget:

- Preparation and Submission of Operating Budgets
- Guiding Principles/Fiscal Affairs Established by Board of Trustees
- Requiring Quarterly Reporting

The Chairman asked for staff suggestions regarding updating policies.

There was a lengthy discussion about training and policies/procedures. Mr. Bakker stated that an Administrative Assistance and Support Department has been established to monitor this situation. They are involved in making sure that there is no disconnect. This Department is working with Audit and Compliance to ensure the proper training is achieved.

Training is mandatory in all fiscal areas before exercising authority. PeopleSoft requires training and certification/testing before permission to use the system is granted. In some areas training is mandatory and some not, depending on what duties are assigned to an individual.

Mr. Bakker stated that policies and procedures are currently being reviewed to see if they need to be updated, deleted, etc. President Robinson reiterated that in January an extensive review of policies and procedures was begun and is currently in progress.

President Robinson stated that he would take an extensive look at the entire training system of the University.

Dr. Seamon stated that there needs to be policies and procedures that are consistently implemented and enforced. You must have structure, operations and systems.

SACS and FY 2013-14 Priorities

The Committee heard from Interim President Larry Robinson who gave an update on the status of response to audit recommendations. Our report on audit findings is due to SACS in August of this year.

A copy of priorities has been provided to the Committee. We are recommending the following as the University priorities:

- Removing SACS probation
- Increase the retention rate of undergraduate students
- Increase the **pass** grade on licenses and re-examinations

Operating Budget

The Committee heard from Ronica Mathis, Interim Budget Director who walked the Trustees through the documents in their packets.

Ms. Mathis covered the Operating Budget in detail and the questions and their responses are attached to this document.

Chairman Montgomery briefly covered the Draft Agenda for June. Trustees were directed to send staff any additional items and questions. He also discussed the questions and answers from the previous meeting and asked that the questions from this meeting be answered promptly.

At this point, Chairman Montgomery asked to have the questions that had been asked so far to be read.

Athletics Department Presentation

The Committee heard from Athletic Director Derek Horne who gave a presentation on the Athletics program.

DSOs

The Committee heard from Vice President Thomas J. Haynes on presentations of the DSO budgets.

Alumni Affairs

The Committee heard from Ms. Carmen Cummings who presented information on Alumni Affairs.

Alumni Affairs hosted recruitment fairs, athletic events, the 2013 President's Road Tour, and FAMU Day at the Capitol to encourage contributions to the University.

Booster contributions are as follows:

- FY 2012-13 Contributions: \$141,689
- FY 2013-14 Projected Contributions: \$150,000

FAMU Foundation contributions are as follows:

- FY 2012-13 Contributions
 - Scholarships - \$2.2 million
 - Athletic Summer Scholarships - \$130,000
 - Athletic Support - \$240,000
 - President's Office - \$674,000

- FY 2013-14 Contributions (Projected)
 - Scholarships - \$3 million
 - Athletic Summer Scholarships - \$175,000
 - Athletic Support - \$300,000
 - President's Office - \$674,000

Other departments made brief presentations at this point which included Boosters (Director Mickey Clayton), FAMU Foundation (Vice President Haynes), Sponsored Research (Vice President Kenn Redda), and Student Affairs (Vice President William Hudson).

Mr. Tola Thompson, Director of Governmental Relations gave a brief overview of the outcome of the Legislative Session.

Dr. Fred Seamon closed the day by suggesting that the Board hold this type of meeting more often...possibly a mini-series. He also thanked everyone for participating.

The Chairman thanked Dr. Seamon for his guidance and thanked everyone for their participation and allowed the Trustees to make remarks.

There being no further business, meeting was adjourned at 4:16 p.m.

Rufus Montgomery
Committee Chairman

Transcribed by:

Darlene W. Garcia

May 7, 2013 Minutes

**FLORIDA A&M UNIVERSITY
BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE
BUDGET WORKSHOP
GRAND BALLROOM**

**SUMMARY MINUTES
May 7, 2013**

Committee Members Present: Trustee Rufus Montgomery (Chair); Trustee Narayan Persaud; and Trustee Cleve Warren.

Others Attending: Trustee Torey Alston (via telephone); Trustee Solomon Badger; Trustee Glenton Gilzean, Jr. (via telephone); Trustee Marjorie Turnbull; Trustee Spurgeon McWilliams; Interim President Larry Robinson; Provost Rodner Wright; Vice President William Hudson, Jr.; Interim Vice President Ken Redda; Vice President Richard Givens; Vice President Thomas J. Haynes, Jr.; Interim Vice President Joe Bakker; Dr. William Featherstone, University Comptroller; Attorney Avery McKnight, General Counsel; Attorney Linda Barge-Miles, Special Assistant to the President; Mr. Michael James, Interim CIO; Athletic Director Derek Horne; Mr. Tola Thompson, Director of Governmental Relations; Interim Budget Director Ronica Mathis; Mr. Byron Williams, Director of Business and Auxiliary Services; Ms. Carmen Cummings, Executive Director of Alumni Affairs; and, Ms. Ora Mukes, Assistant to the President.

Chairman Montgomery called the meeting to order at 9:03 A.M. Interim President Larry Robinson was recognized to call the roll. A quorum was established.

Dr. Fred Seamon made opening comments to begin the session.

The Committee heard from Chris Kinsley, Director of Finance and Facilities for the State University System Board of Governors. He presented a high level view of Capital Outlay funding. Major points of his presentation are as follows:

- **Master Plan** – This is the Blueprint for the University (covers through 2020). It is the future shape and vision of the Institution.
- **Plant Survey** – The survey is the practical application as to how to accomplish your vision. This survey is addressed once every five (5) years. It lists the priority of projects, enrollment based on growth or decline, space, renovations, and demolition of buildings. This is coming up for review in FY 2014-15. The BOG staff and a team made up of volunteers from other institutions will work with University staff on the survey.
- **Capital Improvement Plan** – This deals with cost and is addressed on an annual basis. This should be scheduled very soon (June). The Board will adopt guidelines in June and notify staff of the BOG's priorities for projects. These will include PECO projects and other projects. In July and August the BOG will work with staff to develop a list of projects. The BOG approves the budget in September for submission of the Capital Budget LBR. It must go before the State Board, the Governor and the Legislature. The Capital Budget is weighed not only against other universities' needs, but also K-12.

- Historically, PECO funds have been the source of all capital projects for all sectors of education since the 1960s. In the last few years, PECO appropriations and revenues have come to a halt. This last year we had a Facilities Task Force and we went from zero to a slight rise. Actually, the FY 2013-14 Appropriations was General Revenue funds that were transferred to PECO. There is no dedicated source for PECO. PECO can only be used for educational capital outlay projects. When using General Revenue you are competing with every State entity for dollars.

The State University System (SUS) was appropriated \$113 million in General Revenue (still waiting for the vetoes). This year we received approximately \$45 million for maintenance, compared to \$7 million last year. Each institution will receive a prorated share and FAMU's is a little over \$2 million.

The BOG received \$70 million for the CITF. This is the first appropriation for CITF since 2008.

Comments/Questions/Answers from the BOG presentation are as follows:

Trustee Persaud

With the loss of PECO funding, are you privy to any information as to what direction or any alternatives to PECO funds? **Response – The Facilities Task Force did have several recommendations for alternatives to PECO and the message was that Universities be allowed to leverage their own resources. The Task Force looked at approximately 30 other institutions and most other states do not have a dedicated source for PECO. Universities are allowed to borrow money to fund capital needs. Florida has only done this on a limited basis. The comfort level is not there yet.**

Is there some effort to increase public/private partnerships and are the universities involved? **The P3 legislation did pass this session. This will open up the door for public/private partnerships for many entities. At the end of session Universities were taken out so we will not be able to take advantage of this legislation this year.**

Is the BOG encouraging universities to come up with their own funding and has FAMU responded? **Response - Dr. Robinson was a member of the task force. The BOG did not encourage individual solutions, but encouraged the formation of the Task Force. Input was given by each member. No universities seem to have a magic plan for getting more money. No university received funding for one full building. Some received funding for a planning piece of a project.**

Trustee McWilliams

Is this task force going to look at it, seek modifications, or do everything it can to continue their efforts and solve the problem? **Response – The Task Force officially ended its role when it delivered its report. I would have to discuss this with the Chancellor, but it would be a good idea for it to continue. It is not my decision.**

Trustee Reed-Shannon

Explain the process regarding the schedule for FY 2014-15. **Response – In the Fall of 2014 the survey team will walk the campus and see what projects are needed. In the Spring the team will do a needs assessment presentation. The University will present its Capital Plan. The team will recommend a certain number of projects based on the University Plan, the presentation, walking the campus and a formula (% of need met per student). Once this is done, the team and the BOG staff will agree on projects/numbers. The University will present this item to BOG for Approval and then it goes to the Chancellor for ratification.**

I just want to ensure that there is a standard process in place so the Board of Trustees has ample opportunity to understand and absorb all the information that goes into the recommendation.

Trustee Warren

Describe the composition of the task force. **Response – The task force members are listed on the BOG website. Brief overview of task force and members was given.**

The task force seems to be void of external members with experience in finance. There is a need to marry solution experts with those who have experience in finance. **Response - The advisory panel (which is on the BOG website) has more diversity and many external financial experts.**

Chairman Montgomery

One of our goals is to not be left behind. What are some of the innovative things other institutions are doing with the lack of PECO? **Response - Some states, for example Wisconsin, are doing industry partnerships. Some states are partnering with industry to help universities build facilities. The industries are doing this because they need research or need training for scientists or doctors. For example, if the Pharmacy needs \$10 million to fully equip the labs, you might be able to leverage a grant with additional dollars from an industry partner.**

Trustee Turnbull

This has been helpful. There have been two (2) things historically the Legislature has been concerned about, loss of authority and control over appropriations. The other one is reserves. I am not exactly clear on what a reserve is. We may need a better explanation of reserves.

Response – The BOG has been working this issue. A reserve level has not yet been set. Strive for whatever your goal is. At this point we are leaving that to your discretion.

Chairman Montgomery

What is the current level of reserve amount at this time? **Response (Mr. Bakker) - At the beginning of this year it was \$59m reserved; \$37m is unrestricted. We are expecting \$20-30m unrestricted by the end of this year.**

Please provide these amounts at the next meeting. Bring us a recommendation on what our goal is. We do not want our reserve to get as low as 5%.

Trustee Warren

In the next meeting, talk about your reserve recommendation as it links to the CFI and the threshold. What is our flexibility to enhance our robust activities on campus? As you respond, incorporate into that discussion how our reserve impacts the CFI.

Auxiliaries (Board of Governors)

Auxiliaries include housing and parking. You have to show demand, but it must enhance the core mission of the University. Does it align with the strategic plan?

Trustee Turnbull

What are you anticipating in the event of default? Who is responsible? **Response - The State of Florida is responsible for PECO. Capital Improvement is supported by Student Fees, but we would have to lose 1/3 of enrollment...we would have debt service. We have very strong coverage.**

Trustee Warren

Give some examples of how other universities are using their foundations to form partnerships? Other universities have utilized their foundations to borrow funds, bond projects, to make projects more financially feasible.

The Chairman asked that all Trustees be ready to address the questions/responses from yesterday after the break.

The Committee heard from Mr. Kendall Jones, Interim Associate Vice President for Construction and Facilities Management, who was recognized to discuss the Capital Budget Plan.

Project Selection Process

- Must be in Master Plan
- Must correspond with findings of the Educational Plant Survey commissioned by the Board of Trustees (BOT)
- Must be included in the Capital Improvement Plan (CIP) and approved by the BOT

The number one priority for the University is Deferred Maintenance.

PECO Eligible Projects (FY 2013-14)

1. Utilities/Infrastructure Capital Renewal/Roofs
2. Pharmacy Building Phase II
3. Student Affairs Building
4. FAMU/FSU College of Engineering
5. Dyson Building Remodeling

Other key points from the presentation are as follows:

Educational Plant Survey

- Completed every five (5) years
- Validates the University space inventory
- Assesses the space needs of the University

Recommendations based on the results of the Survey are:

- Remodeling to provide space for under-built categories
- Reduction of space in over-built categories
- New construction

Capital Improvement Trust Fund Projects (CITF)

- Student Union

Request for Non-State Resources, including Debt (Auxiliaries)

- Housing – New and Renovations
- Student Services Center Extension
- Parking Garage
- Stadium and Athletic Fields

In April of 2012, FAMU Plant Operations and Maintenance engaged in a facilities capital planning effort with ISES Corporation, which provides Facilities Consulting Services. ISES was commissioned to conduct facility condition assessments on 40 major Educational and General (E&G) buildings on the main campus. Housing, Athletics, and other auxiliary buildings were excluded.

The Facility Condition Needs Index (FCNI) provides a relative measure for the objective comparison of a building condition. The index is a simple calculation, derived by dividing the total project costs (for the total ten-year window covered by the FCA) by the total Current Replacement Value (CRV). When applying the index as an evaluation tool, the lower the number, the better the facility condition.

Individual Building FCNI Range Condition Description

- 0.00 – 0.10 (\$3.2 million) Excellent condition, typically new construction
- 0.11 – 0.20 (\$21 million) Good condition, renovations occur on schedule

- 0.21 – 0.30 (\$39 million) Fair condition, in need of normal renovation
- 0.31 – 0.50 (\$44 million) Below average condition, major renovation required
- 0.51 – 0.59 (\$3.5 million) Poor condition, total renovation indicated
- 0.60 and above (\$0) Complete facility replacement indicated

Due to lack of PECO funding over the last three (3) years, there needs to be an investment of \$7.7 million annually to maintain the current Facility Construction Needs Index (FCNI).

Questions/Concerns from Capital Budget presentation are as follows:

Trustee Warren

How do our buildings rank? Response - ***Our buildings rank around .23 which is fair condition.***

Chairman Montgomery

Would like to see a list of the 40 buildings and how they are ranked and I would like to see rank .31-.35 and higher and the occupancy of those buildings. Are those buildings occupied? Yes. What about buildings in poor condition? Yes, they are occupied.

Trustee Presaud

I do not understand why it takes so long to get things repaired. Why does it take so long?
Response – In some of your examples like elevators, some elevators are obsolete. As far as other repairs, we have a priority list.

Chairman Montgomery

I would have liked to have known this before now. We need to have some way to bring this to our attention.

Trustee Warren

A report with these buildings and their conditions should be provided to the Facilities Committee or the Budget and Finance Committee at each meeting.

Mr. Jones stated that the study brought out that to stay where we are from a facilities standpoint there needs to be an investment of \$7.7 million on an annual basis to maintain the current FCNI. Without this amount, it will result in the reduction of useable space.

Trustee Turnbull

I believe that we heard from the BOG that our prorated share of the \$45 million appropriation was \$2 million, so you are saying we did not get any money? **Response – No, I am saying that we can tie that to the \$2 million.**

So when we look at the budget, we can see a clear outline of how that money will be used?

Response – Yes.

Chairman Montgomery

Does the \$7.7 million factor in the \$2 million or is a stand-alone number? **Response – It is a stand-alone number.**

What is the solution to this? Are we in a posture to reinvest the actual amount you are requesting? **Response – The BOG asks each University to assess what the deferred maintenance needs are and tie the needs back to the CIP process. This way we would know what the needs of the University and identify a prioritized list of repair and infrastructure needs.**

Trustee Turnbull

So you are saying that we have a \$5.7 million deficit? **Response – Yes.**

Chairman Montgomery

If we need to reinvest \$7.7 a year, are we in a posture to do that? **Response – We are in a posture to request it.**

In absence of approval, what is our solution to maintain the FCI of .23? **Response – That is what we have to bring to the Board.**

I want to make it clear that we do not want to be in a posture of where you came and told us there was a problem, but there wasn't a recommendation and a year later we are in the same posture. We need to know what are the specifics and requests?

Trustee Persaud

Do you consider a broken down elevator as part of your budgetary expenses? **Response – yes we address that with operating dollars and the bigger fix would be capital improvements in terms of upgrading the elevators and we do have a list of priority projects.**

Trustee Turnbull

So we have \$7.7 million needs and we are getting \$2 million from the State and you saying you are going to request the \$7.7 million? Where does the money come from since we do not have a dedicated source of funding? **Response – We are trying to assure the Board that we understand the needs of the University from a Facilities standpoint.**

President Robinson

There is no \$7.7 million. We are coming up with a proposal to get us closer to reducing that \$7.7 million in deferred maintenance.

Trustee McWilliams

The Facilities Committee has known about this for years, but there have been no resources to take care of these projects. We have \$2 million dollars and we need \$7.7 million annually to maintain facilities in their current condition. These problems are continually deferred. We need a plan to address this annually to keep facilities in a useable condition.

President Robinson

I will follow up with the Facilities Committee to ensure we have a plan to cover as much of the \$7.7 million as possible.

Trustee Warren

The Students and Parents are our customers. They are spending their dollars to have their kids in school here. They expect them to be in buildings that are safe. We cannot walk away from this challenge. The creative ways to address this is on us. I would like to see a list of not only what the problems are, but how to address these problems. Where do we find the money?

Chairman Montgomery

Please provide all of this information by the next meeting.

Trustee Persaud

Do we have a report on the buildings, what repairs are needed and how much it costs? Ware-Rainey is one that has constant complaints. Response – Yes and Ware-Rainey is one of the buildings.

Chairman Montgomery

Please provide list in electronic form within the next few days.

Chairman Montgomery stated that he wants to see all of our policies and procedures updated.

Closing remarks and reflections were made by Dr. Seamon.

The Chairman and the Board extended their thanks to Dr. Seamon.

There being no further business, the meeting was adjourned at 11:27 a.m.

Rufus Montgomery
Committee Chairman

Transcribed by:

Darlene W. Garcia

**III. Approval of Amendments
to Regulation 3.011
Commercial Solicitation**



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date: August 8, 2013

Agenda Item _____

Item Origination and Authorization

Policy Resolution ___ Award of Bid ___ Contract ___ Budget Amendment ___ Grant ___ Change Order ___ Other ___X

Action of Board

Approved ___ Approved w/ Conditions ___ Disapproved ___ Continued ___ Withdrawn ___

Subject: Approval to Amend Regulation 3.011 (Commercial Solicitation)

Rationale: The amendment to the Regulation clarifies the current requirements for engaging in solicitation activities on campus. The current language in the Regulation is obsolete.

Below is a summary of the Amendment:

- Provides purpose of the Regulation;
- Provides definitions for common terms;
- Describes the approval process for solicitation on University premises;
- Explains the manner in which solicitation must be conducted at the University;
- Provides information for obtaining permits; and,
- Outlines the course of action for violation of the Regulation.

Recommendation: It is recommended that the Board of Trustees approve Regulation 3.011 for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governor's Regulation Development Procedure dated July 21, 2005.

Supporting Documents Included: A copy of the Notice and the Amended Regulation is attached.

Prepared By: Office of Business & Auxiliary Services and the Office of the General Counsel.

Approved By: Interim Vice President Joseph Bakker

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: August 8, 2013

REGULATION CHAPTER NO.: Chapter 3

REGULATION CHAPTER TITLE: Administration

REGULATION TITLE AND NUMBER: Commercial Solicitation – 3.011

SUMMARY OF REGULATION: The amendment clarifies the current requirements for Solicitors to engage in solicitation activities on the campus and removes outdated language that is no longer applicable.

AUTHORITY FOR REGULATION: Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Mr. Joseph Bakker, Interim CFO & Vice President of Administrative and Financial Services.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Mr. Joseph Bakker, Interim CFO & Vice President of Administrative and Financial Services, 304 Foote-Hilyer, Tallahassee, Florida 32307, (850) 599-3211 (phone), (850) 599-3848 (fax), joseph.bakker@fam.u.edu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of the proposed emergency regulation follows:

Regulation of Florida A&M University



3.011 Commercial Solicitation.

(1) The regulation of commercial activity on the campus is necessary in order to preserve the educational mission of the University, to prevent unnecessary disruption to classes, study periods and administrative functions, to provide for the safety of University students, faculty, and staff members, and to protect the property of students, faculty, staff, and the University. Solicitors are prohibited from entering the campus to conduct solicitation activities except as set forth in this Regulation.

(2) All soliciting done on the premises ~~University~~ of Florida A&M University (University) must be approved in writing, annually, in advance, by the Director of ~~Administrative~~ Business and Auxiliary Services, except for the sale of newspapers in the dormitories or housing areas and certain advertisement of activities sponsored by certified student organizations and “Set Fridays Market Days” that are approved by the Office of Student Activities (OSA), and those activities under contracts allowing solicitation or under the exclusive jurisdiction of other ~~u~~University entities.

(3) Definitions

- (a) Campus is defined to include all properties and facilities under the guidance, supervision, regulation, or control of the University or any of its direct support organizations.
- (b) Solicitation is defined to be any act or event conducted for the purpose of financial or commercial gain to the vendor, individual(s), or organization(s). For purposes of this regulation, solicitation includes:
 - i. The sale, lease, rental, or offer of sale, lease, rental, or distribution of any property, product, merchandise, publication, or service whether for immediate or future delivery;
or
 - ii. The distribution or display of printed material, merchandise, or products that are designed to publicize, advertise, or encourage the purchase, use, or rental of any

property, product, merchandise, publication, or service.

- (c) Solicitor is defined to be any person, individual, vendor, or business that engages or wishes to engage in solicitation.
 - (d) University entities are defined as officially constituted colleges, schools, divisions, departments, agencies, and other corporate organizational units which are a part of or operate on behalf of the University, including but not limited to, direct support organizations, foundations, and alumni organizations officially recognized by the University, and student organizations, other societies, fraternities, and sororities officially certified by the University.
- (4) All approved solicitation must be appropriate for the University community, benefit the students, faculty, and staff, and be conducted in a manner that will not:
- (a) Obstruct vehicular, bicycle, pedestrian, or other traffic;
 - (b) Obstruct entrances or exits to buildings or driveways, or impede entry to or exit from any building or parking lot or vehicular path;
 - (c) Interfere with the educational or administrative activities inside or outside any building;
 - (d) Violate a law, ordinance, regulation, policy, or procedure;
 - (e) Interfere with or disrupt normal university operations;
 - (f) Damage University property, including grass, shrubs, trees, or other landscaping;
 - (g) Harass, embarrass, or intimidate the person or persons being solicited; or
 - (h) Violate an existing University exclusivity obligation or contract.
- (25) University Solicitors' Permit.
- (a) All solicitors must have a University Solicitors' Permit, except those exempted in subsection (2).~~and students representing student organizations.~~
 - (b) All applicants for permits must furnish verifiable personal and company or organization identification for all persons who will be representing their company or organization in the soliciting activity.
 - (c) The University Solicitors' Permit shall contain, but not be limited to, the following information:

1. Name of company or organization;
2. Name(s) of individual or individuals who will solicit for the company or organization on campus;
3. Type or nature of items or services to be offered for sale, lease, use, or rental;
4. Specific parking locations on campus where permit is valid, e.g., all of the campus or specific areas of campus;
5. Dates of issue and expiration of Permit.

(d) Copies of the University Solicitors's Permit are to be in the possession of the individual or individuals who are engaged in the activity while on campus. The original permit will be kept on file in the Director of Administrative Business and Auxiliary Services Office. Solicitors must adhere to all university policies concerning contacts with faculty, staff, and students during instructional or working hours, and admittance to classroom buildings, dormitories, offices and other university buildings.

(6) Obtaining Permits. Permits are to be obtained from the Director of Administrative Business and Auxiliary Services. A charge of one hundred fifty dollars (~~\$100~~\$150) per request~~year~~ shall be imposed uniformly upon all vendors granted a permit pursuant to this ~~rule~~Regulation. Permits, which are valid only for the time, location, and solicitation approved as reflected therein ~~in the parking areas so indicated, shall be issued for one year periods from date of issue. The issuance of the permits shall be governed solely by the benefits to be gained by the University Community. No items shall be sold, offered for sale or advertised by vendors that not covered by the permit or are in competition with the University Bookstore, Food Dining Services or any other operation or organization that has exclusive rights to sell such items, via a contractual agreement with the University. Solicitations shall be limited to those~~ these services or items included in the Permit Application. Copies of the permit are to be carried by each individual whose name appears on the permit and are engaged in the activity, and will be presented to any University official upon request. Any issued permit is subject to cancellation at any time if it is deemed in the best interests of the University to do so. In the event a permit is cancelled, all copies of the permit are to be surrendered to the Director of Administrative Business and Auxiliary Services, and soliciting by the permit holder will cease.

(74) Student Organizations. In recognition of the rights and freedom of student organizations at Florida A&M University, approved student groups are permitted to solicit for support, or sell and distribute items as a project of that organization within the limits and guidelines of the University and OSA, subsections 6C3 2.009(10), (11), F.A.C.

~~(85) The posting or distribution of advertising material will be limited to the permanent official bulletin boards of the University. The University is not responsible for any loss, theft, or damage to a solicitor's equipment or goods. Solicitors are responsible for the security of their property. The posting or distribution of advertising material will be limited to the permanent official bulletin boards of the University.~~

~~(9) By requesting the opportunity for solicitation on University premises, a solicitor warrants that it may lawfully sell or promote its product, service, or idea and that such activity does not violate any law and does not violate any trademark, copyright, or other similar proprietary interest.~~

(10) Printed Materials Distribution and Posting

(a) The University prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements. Additionally, no material of any kind may be placed on automobile windshields.

(b) All persons wishing to post materials in or on a University building must receive prior approval from the person responsible for supervision of the affected building. FAMU students, faculty and staff will be given priority over non-University persons and entities.

(11) Violations

(a) Those violating this Regulation will be instructed to cease and desist immediately and may be asked to leave the property. Additionally, a "No Trespass" warning by the University's Department of Public Safety may be issued to violators.

(b) The failure of certified student organizations or students as defined in University Regulation 2.012, Student Code of Conduct, to comply with this Regulation may result in disciplinary action for the student(s) and student organization(s), including the loss of the privilege to engage in solicitation on University property.

~~120.60, 240.227(1), 240.263, 240.267, F.S. Law Implemented 120.53(1)(a), 102.60, 240.227(1), 240.263, 240.267, F.S. History-New 10-30-83, Formerly 6C3-3.11.~~

Cf. BOR Rules 6C-4.001(5), and FAMU Rule 6C3-3.004, F.A.C. Amended _____.

IV. Approval of the Star Metro Contract



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date August 8, 2013

Agenda Item

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
Resolution _____ Contract X Grant _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Approval to Execute the StarMetro Bus Transit Contract

Rationale:

Background:

The current contract with StarMetro covers the period of July 1, 2009 through June 30, 2012. This contract contains a provision that allowed the University to extend the contract for an additional year. The University executed a Memorandum of Understanding effective July 1, 2012 extending the services through June 30, 2013. The University is executing a Memorandum of Understanding extending services for 60 days from July 1, 2013 at the request of the Board of Trustees.

The University funds this service from the student transportation and access fee. Students are assessed \$65 for the Fall semester, \$65 for the Spring semester and \$33 for the Summer semester.

A detail narrative on this Agreement was provided in the Board packet for the meeting held on February 6-7, 2013. Additionally staff provided summary information on the Agreement during the April meeting.

Effective April 15, 2013, Star Metro expanded the hours of service for the FAMU/FSU College of Engineering. Service hours have been extended to 7:40 PM Monday through Friday, Previously the service ended at 6:11 PM. This expanded service is funded for the next three years from a Department of Transportation federal grant.

This University hired TimHaahs & Associates and the Solstice Transportation Group to review this Agreement and to conduct a study on the Parking Services Department. Their comments on the Star Metro Agreement with responses from StarMetro are attached.

New Agreement

A new three year Agreement has been negotiated with the City of Tallahassee (StarMetro) effective July 1, 2013. Unlike previous agreements, this agreement



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establishes a set amount for annual budgeting for each party. It also reflects FAMU's priority of getting our students to and from campus.

StarMetro staff and University staff have agreed to meet quarterly to discuss the effectiveness of the new Agreement. In the event that the data reflects an increase or decrease in the ridership, an adjustment will be made in the service provided. Additionally both parties will discuss amending the Agreement to increase or decrease the annual payment. Overall, both FAMU and StarMetro staff support the terms of the Agreement and feel the new service will be popular with the student body.

The negotiation team consisted of students and representatives from Parking Services, Purchasing and the Office of the General Counsel.

StarMetro will continue to provide mass transit services for FAMU students that includes the Venom Route and the University-Pass (U-Pass) Program. The Venom route will be an Express route that will transport students from nearby apartment complexes south of the campus with various stops around campus and three stops north of campus in the Old Bainbridge/Tharpe Street Area. It will run on a thirty minute frequency, has limited stops, and should get students to the FAMU campus at least 10 minutes faster than other City routes. The U-Pass Program allows any FAMU student to ride throughout the City of Tallahassee by showing their Rattler ID card.

This Agreement was presented to the City Commission and approved at its meeting on June 26, 2013.

Costs

The new agreement respects the fact that FAMU students are quite dispersed throughout the community and treats all trips equally regardless of whether the student used the Venom route or City routes. Therefore, the payment is the same if the student used the Dogwood Route to get to the College of Engineering or uses the Venom Route to get to campus. The annual payment is based on a set per-trip rate and an estimated ridership for each year of the Agreement (Table 1).

The ridership numbers are based on the average ridership for the last five years plus an annual increase amount of 2%.



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Table 1: Per Trip Rate and Estimated Ridership for 2013-2016 FAMU Service Agreement

Service Year	Payment	Estimated Ridership*	Per Trip Rate
Current Agreement: 2012 – 2013	\$484,064**	739,277	\$0.65
New Agreement: 2013-2014	\$513,783	751,604	\$0.68
New Agreement: 2014-2015	\$537,093	764,137	\$0.70
New Agreement: 2015-2016	\$568,699	776,878	\$0.73

* Includes Ridership on both Venom and City Routes

**Does not include the fuel adjustments

Recommendation: It is recommended that the Board of Trustees authorize the President to execute a three year agreement with the City of Tallahassee (StarMetro) to provide Bus Transit Services effective July 1, 2013.

Supporting Documents Included:

- The proposed Contract Agreement between Florida A&M University and the City of Tallahassee for FY 2014-2016.
- A copy of the Memorandum of Understanding between Florida A&M University and the City of Tallahassee.
- Comments from the Solstice Transportation Group on the Star Metro Agreement with responses from StarMetro.

Prepared By: Office of Business and Auxiliary Services, Office of Procurement Services and the Office of the General Counsel

Approved By: Interim Vice President Joseph Bakker

**FLORIDA AGRICULTURAL AND MECHANICAL
UNIVERSITY
VENOM EXPRESS AGREEMENT**

2013-2016

*AGREEMENT BETWEEN
CITY OF TALLAHASSEE
AND
FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY*

THIS AGREEMENT ("Agreement") is made and entered into as of the ___ day of _____ 2013, by and between The Florida Agricultural & Mechanical University, acting on behalf of the Florida Agricultural and Mechanical University Board of Trustees, a public body corporate of the State of Florida, hereinafter referred to as the "University" and the City of Tallahassee, a Florida municipal corporation, by its duly authorized agents, hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, the City is a corporation duly authorized to provide mass transit in and around the City of Tallahassee in coach-type buses and is currently providing such service through its transit department, hereinafter referred to as "StarMetro"; and

WHEREAS, University is desirous of funding mass transit routes for the benefit of students of the University in order to relieve parking and traffic congestion in and around the University campus;

WHEREAS, City is desirous in providing transit service to the University and is authorized to transverse the campus by University; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

Section 1. TERM OF AGREEMENT

1.1. This Agreement shall be in effect for a three (3) year Term inclusively as follows, unless otherwise terminated as provided herein:

Year 1: July 1, 2013 through June 30, 2014

Year 2: July 1, 2014 through June 30, 2015

Year 3: July 1, 2015 through June 30, 2016

1.2 This Agreement may be extended by written agreement of the parties, for one (1) additional year based under the same terms and conditions, except as otherwise noted, prior to the expiration of the Term, based upon satisfactory performance by City, as determined by the University in its sole discretion.

1.2.1 Both parties acknowledge that certain financial and operating provisions for the extension shall be negotiated and finalized by April 30, 2016, in order to extend the Term, unless mutually agreed otherwise.

- 2.1. **Scope of Service** – This Agreement contains the operational and financial provisions for the operation of the “Venom Express,” an integrated public bus transportation system consisting of one distinct bus route (“Route U1/Venom”) serving the University, also referred to as “On-Campus” service as depicted on Exhibit A.

Under this Agreement, City shall operate all bus service and provide all vehicles, drivers and maintenance required for the agreed upon levels of service, as specified in Attachment A. University shall provide financial support, as specified in Section 6, to purchase “no-fare” transportation for all students enrolled at the University.

In addition to the On-Campus service, City will offer City-wide U-Pass service on all transit fixed routes as published in the most recent StarMetro “Ride Guide.” This service is further described in Section 3 “U-PASS PROGRAM”.

- 2.2. **Passenger Capacity** – Passenger capacity is determined by the size bus used for services identified herein. It shall be agreed that passenger capacity is not guaranteed and will be available on a first come first serve basis. See Section 2.5 for service level changes.

- 2.3 **On-Campus Routing** - During the period of this Agreement, the City agrees to provide the following “no-fare” transit service along Route U1/Venom as defined in Exhibit A. City shall provide such service levels and frequency in accordance with schedules planned by the City and consistent with the academic calendar attached hereto as Attachment A published by the University.

2.3.1 **Fall/Spring Semester Service** – During the Fall and Spring Semesters, identified in Attachment A, Route U1/Venom will operate every thirty (30) minutes between the hours of 7:30 a.m. and 5:30 p.m. From 5:30 p.m. to 10:30 p.m., Route U1/Venom will operate every sixty (60) minutes.

2.3.2 **Summer Service** – During the Summer Semesters, identified in Attachment A, Route U1 will operate every sixty (60) minutes between the hours of 7:00 a.m. and 5:00 p.m.

2.3.3 In the event of detours or obstructions to traffic no notice is required to be given to either party hereto. As regularly as possible, the published schedule and route configuration will be maintained. If detour is to be extended any length of time parties hereto will be notified and Attachment A modified if necessary.

- 2.4 **Transit Stops** - Stops for Route U1/Venom is identified in Exhibit A. No fare or presentation of identification will be required at the identified stops for the purpose of this Agreement.

2.4.1 **Stop Identification** - Transit stop signage design will be agreed upon by both City and University, and must include words “Bus Stop” and a clear StarMetro logo. City will pay the costs associated with signage production and installation.

- 2.5 **Right to Adjust** - The parties, from time to time, may change the routes, hours per day, and days per week along and during which On-Campus transit service, as described herein, is provided when deemed in their best interest to do so. Changes in routes, stop locations and frequency may be made by mutual agreement of the City Manager and the University or their designee. Both parties acknowledge that any increase in hours may be subject to the availability of additional funding from the University and the availability of adequate equipment and personnel by City. Further, the City shall not be required to increase service hours in the absence of additional funding. The University shall not be required to accept a reduction in services in the absence of a reduction in payment. Any such changes, which affect previously published timetables or other public information shall be determined and implemented in such a fashion as to allow sufficient time for dissemination of appropriate public information regarding such

change. Dissemination of public information concerning any such changes shall be a joint effort between the University and the City. The University agrees to provide notification of such changes to the university community, in particular, its students to the greatest extent practical.

Section 3. U-PASS PROGRAM

- 3.1 U-Pass Service – City agrees to provide free transit service to all eligible student users with a valid identification, as indicated herein, on all transit system routes as published in the most recent version of StarMetro’s “Ride Guide.”
 - 3.1.1. Financial Provision – Payment for such service is discussed in Section 6 “Financial Provisions” of this Agreement.
- 3.2 Student Identification – University agrees that its FAMU Student ID card (the “Card”) will be considered to be the appropriate student identification used during the Term of this Agreement. No other form of identification will be required or accepted, except as otherwise provided herein.
 - 3.2.1 Changes - University shall notify City of any changes to the student identification system, that impact the usage of Card with StarMetro, within sixty (60) days prior to any change. Without proper notification of the change, the City may deny service.
 - 3.2.2. Student Information – To the extent permitted by Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. Part 99 (FERPA) and Sections 1006.225 and 1006.52, Florida Statutes , the University agrees to provide City, where possible and necessary, with all student data to ensure effective coordination and use of a single student identification system. City agrees to the extent it maintains records regarding FAMU Students, City agrees to maintain such records in accordance with the requirements of FERPA and state law. Further, the City will not release or re-disclose such information, without the written consent of the student or University or as permitted by FERPA.
- 3.3 U-Pass Stop Locations - U-Pass Stops shall be considered to be all bus stop signs and shelters along identified StarMetro routes identified in the most recent and current “Ride Guide.”

Section 4. RIDERSHIP AND SERVICE DATA COLLECTION

- 4.1 Acceptance of Identification - The Card shall be accepted on a 24/7 basis 363 days a year. Each eligible rider must present the Card prior to boarding of each ride, including a boarding at C. K. Steele Plaza.
 - 4.1.1 Acceptance Policy and Process – Each student must present their valid Card for verification. The following procedure will be applied:
 - 4.1.1.1 Except for Route U1/Venom, a student shall swipe his/her Card through the farebox system to electronically validate.
 - 4.1.1.2 The University shall provide weekly the City a database of the Student ID Card numbers of currently enrolled students. This database will be used by the farebox system to determine if the student is eligible to ride the bus under the U-Pass program.
 - 4.1.1.3 If the Card is not registered or the farebox indicates the Card is unreadable, the bus operator shall inform the student to contact FAMU Parking Services to correct their Card validation issue. The student will be required to pay the half-fare in order to board the bus.

- 4.1.1.4 If farebox indicates the Card remains unreadable after the student works with FAMU Parking Services to try to resolve the issue(s), the University may issue a temporary card with the template approved by the City for use under the U-Pass program. The temporary card must clearly delineate the name of the student and the active dates for the temporary card.
 - 4.1.1.5 For the first ten (10) business days of each semester, each eligible rider may show his or her Card in lieu of swiping it through the farebox system.
- 4.2 Ridership - Ridership counts shall be kept on a per-trip basis for all U-Pass and On-Campus operations, via electronic registering fareboxes installed on each vehicle. City will use its best efforts to provide ridership reports no later than thirty (30) days after month end; however, such reports must be submitted with the invoice as provided in Section 6.2. U-Pass and On-Campus ridership number shall be recorded and reported separately and shall not be combined.

Section 5. VEHICLE USE AND MAINTENANCE

- 5.1 Bus Operators - The City shall require its bus operators to operate the bus when on University property or at a University facility upon designated streets and stops for the purpose of picking up and/or discharging passengers only. The City, at its sole cost, shall provide appropriately screened, qualified courteous drivers, who shall at all times operate the bus in a safe manner. Operators will be fully uniformed, which uniforms shall be kept clean.
- 5.2 Equipment Description - The equipment provided for Route U1/Venom will be air-conditioned, wheelchair equipped buses with a minimum passenger seating capacity of thirty-two (32) plus thirty (30) standees. Except in the case of an emergency, all buses in service will be wheelchair accessible (two positions per bus). Due to the availability of spare buses, a non-FAMU branded bus with advertising may be placed into service. In the event that this happens, City agrees to limit the use of non-FAMU branded buses with advertising and replace them with FAMU branded buses as soon as possible.
- 5.3 Provision of Drivers and Maintenance - City shall provide qualified drivers and all maintenance costs on buses being used and shall pay all costs of service to be provided with the only cost to University being the sum identified on Section 6. The City agrees to furnish all equipment and personnel as herein required to keep in continuous operation the On-Campus and U-Pass service for the University. The City agrees to promptly pay all obligations incurred with the operation of such service and agrees to comply with and abide by all of the provisions contained in this Agreement and the instructions of the University herein authorized to be made as well as all applicable federal, state, and local laws, ordinances and regulations.
- 5.4 On-Campus Shelter Maintenance - University shall be responsible for the general cleaning, trash collection, and daily maintenance of all Route U1/Venom stops as shown in Exhibit A.
- 5.5 Hazardous Waste Incidents - University agrees and understands that in the case of an incident when a FAMU Student passenger may have released bodily fluids on a Route U1/Venom bus, the bus will be immediately removed from service and treated for hazardous waste. University will be notified by the City and required to reimburse the City for the costs of each incident plus ten percent of the cost of cleanup for administrative costs.

Section 6. FINANCIAL PROVISIONS

- 6.1 Payment for Service - Payment for the transit service identified in this Agreement shall be a set annual payment established by this Agreement.
 - 6.1.1 Year 1 Payment - Payment for the transit service is \$513,783 or \$42,815.25 monthly.

6.1.2 Year 2 Payment – Payment for the transit service is \$537,093 or \$44,757.75 monthly.

6.1.3 Year 3 Payment – Payment for the transit service is \$568,699 or \$47,391.58 monthly.

6.2 Invoicing - City shall, for each annual term, submit to University 12 monthly invoices for service identified herein and on Attachment A. City is responsible for submitting invoices in detail sufficient for a proper pre-audit and post-audit. Invoices shall indicate agreed upon payment and any adjustments such as additional service requests or reductions in service. In addition to this requirement, invoicing requirement, Section 215.422, F.S., provides that agencies have twenty (20) working days to inspect and approve goods and services, unless bid specifications or the Purchase Order specifies otherwise. If payment is not available within forty (40) days, measured from the latter of the date and invoice or the goods or services are received, inspected and approved, a separate interest penalty set by the Chief Financial Officer pursuant to Section 55.03, Florida Statutes, will be due and payable in addition to the invoice amount. Invoices returned to City due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the University. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency, may be contacted at (850) 413-7269 or by calling the Department of Financial Services Hotline, 1-800-848-3792 or by calling the University's Purchasing Director at (850) 599-3203.

6.3 Financial Provision for Termination - On any termination of this Agreement, City shall apportion, on a per day basis, the monthly fee due from and including the first day of the month which Agreement is terminated to and including the day on which the notice of termination is received by the City or University, as applicable, or the date specified in the notice, whichever is later. A delay in payment by the University as provided in the University's Prompt Payment Compliance Policy, shall be subject to penalty in accordance with Section 55.03, Florida Statutes.

6.4. Availability of Funding - This Agreement is subject to the availability of funds duly appropriated by the Florida Legislature and budgeted by the University Board of Trustees.

Section 7. INSURANCE, INDEPENDENT CONTRACTORS, LIABILITY AND INDEMNIFICATION

7.1 Insurance - On October 1, 1986, the City qualified to be self-insured by the State of Florida and is in full compliance with all provisions of Section 768.28, Florida Statutes. The City will maintain a reserve account for the sole purpose of providing relief from third party liability claims for which the City may become liable.

7.2 Independent Contractors - It is understood and agreed that the City is an independent contractor and is in no way an agent or employee of the University. The University shall not be liable or responsible for City employees' benefits, insurance or workers compensation claims or assume any liability for any acts or omissions of the City, its agents or its employees. University shall have neither supervision nor control over the City's employees, agents and representatives in the performance of their duties hereunder; such persons shall at all times and in all places be subject to the City's sole direction, supervision and control. Said employees, agents and representatives, however, and any other persons in or about the premises at the request of the City shall conform to all rules established by the University to govern the general conduct of persons in or about said premises. The City shall not have the power or authority to bind the University in any promise, agreement or representation other than as specifically provided for in this Agreement. The City shall not in any manner use the credit, name, logo trademarks and/or copyrights of the University in connection with its business or affairs except as specifically authorized in this Agreement or as approved by the University in writing prior to such use. This does not prohibit the City from referencing the University as a client or placing the University on a client list.

7.3 Indemnification - The City hereby covenants and agrees to hold the University harmless to the extent permitted by Florida law from and against any and all claims and demands of any kind or

nature arising from or in any way connected with the operations of bus transportation system described herein or the exercise of the City, its agents, or employees of any of the rights or responsibilities referred to in this Agreement. The liability of the City, as set forth in this paragraph, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this paragraph shall be deemed to alter said waiver or to extend the liability of the City beyond such limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which the City may be entitled.

- 7.4 **Interruptions** - City shall not be liable to the University, its officers, employees, agents or any third parties for any interruptions of On-Campus service by reason of strikes or acts of God. Brief interruptions of service of no more than one (1) day in duration shall not be cause for abatement or reduction of amounts required to be paid hereunder by the University. Any complete interruptions of service of more than one (1) day in duration shall reduce, prorata, the University's payment obligations under the Financial Provisions section above.

Section 8. TRANSIT ADVERTISING

- 8.1 **Advertising Rights** - The parties retain the right to revisit this issue at a later date to discuss interior/exterior advertising, advertising at bus stops, and advertising on other media. Until a decision is made, the City is allowed to sell interior advertising on the University branded buses in accordance with the contract with the City's Advertising Vendor.

Section 9. CAPITAL INFRASTRUCTURE

- 9.1 **New Bus Shelters** – The City agrees to provide prior notice to, and consult with, the University when assessing customer needs for new bus shelters. City shall be responsible for the costs, development and construction of all new bus shelters for On-Campus services within the University boundary and shall consult with the University prior to placement of such shelters, if any.

Section 10. MISCELLANEOUS

- 10.1 **Parties of Contact** – The parties hereto designate the following persons to be contact persons regarding the performance of this Agreement and for any addition to or modification of the service provided under this Agreement:

University

Byron Williams
Director, Business & Auxiliary Services
FAMU
2400 Wahnish Way, Suite 120
Tallahassee, FL 32307
(850) 599-3090

City

Brian S. Waterman, AICP
Transit Planning Manager
STARMETRO
555 Appleyard Drive
Tallahassee, FL 32304
(850) 891-5564

- 10.2 **Mid-Agreement Service Adjustment** - In the event ridership does not meet or exceeds expectations to the point that service must be adjusted to meet the needs of the students, the Parties shall meet to discuss and adjust the service and costs accordingly by amendment to this Agreement as provided in Section 12.2 below. These meetings shall occur before April 30th of the current Agreement Year.
- 10.3 **Meetings** – Both parties agree to meet quarterly to discuss this Agreement, its specifics and future enhancements. Both parties agree that the frequency may be altered by mutual agreement as appropriate.

10.4 Marketing - City and University will conduct Marketing and promotion of On-Campus and U-Pass services jointly. Joint marketing efforts shall focus on educating and informing University students of City's transit services, On-Campus services and U-Pass program.

10.4.1 Specific City Service Marketing - City agrees to develop and provide University up to 4,500 On-Campus brochures for internal distribution. City will distribute another 1,000 brochures Citywide. Such service brochures will be jointly designed and produced prior to the fall and spring semesters.

10.4.2 Specific University Service Marketing – University agrees to develop and provide for the marketing of U-Pass Program and On-Campus transit services in its annual student planner. It is agreed University will provide a page for a full-page ad and map, at no cost, for U-Pass services. Such student planner ads and inserts will be jointly designed and approved by the parties.

10.4.3 Inclusion of Transit Services – University will use its best efforts to include its On-Campus and U-Pass transit services in appropriate marketing materials related to University's transportation and parking services to the extent feasible.

10.5 Special Promotions – City agrees to provide prior notice to, and consult with, the University when developing special promotions, which affect both On-Campus and U-Pass services.

Section 11. TERMINATION

11.1 Termination for Convenience - Either party may terminate this Agreement or any bus route, service or segment of service hereunder, without regards to payment period by giving ninety (90) days written notice to the other specifying date of termination. The Agreement must be appropriately amended, as provided in Section 12.2, to reflect such partial termination, which shall not be effective until execution of the amendment by both parties. Upon termination, University shall pay City any outstanding revenue for services performed, as applicable, which are due under this Agreement, through the date of termination. If the University has prepaid any amount, City shall refund the unearned portion of any consideration paid by the University in advance.

11.2 Termination for Default - In the event either party shall default or fail to comply with any of the terms and conditions of this Agreement, the non-defaulting party shall give the defaulting party written notice thereof. If the default or failure is not cured within thirty (30) days after receipt of notice, the non-defaulting party may terminate immediately this Agreement. The failure by either party to exercise this right shall not be considered a waiver of such right in the event of any further default or noncompliance of either party. Upon termination, University shall pay City any outstanding revenue for services performed, as applicable, which are due under this Agreement, through the date of termination. The City shall provide the University with a prorated refund of any unearned fees or revenue paid by the University in advance.

11.3 Termination for Violation of Public Records Law - This Agreement is subject to immediate and unilateral cancellation by the University due to failure by the City to provide open access to their records for inspection by authorized representatives. The University has the right to review all records of the City pertaining to this Agreement. This involves public access to all public documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes and made or received by the City in connection with this Agreement.

11.4 Termination for Employment of Unauthorized Person- The employment of unauthorized aliens by City is considered a violation of Section 274(e) of the Immigration and Nationality Act. Such violations shall be cause for unilateral cancellation of this Agreement by the University.

Section 12. STANDARD CLAUSES

- 12.1 Severability – This Agreement and any attachments and exhibits contain all terms, provisions and conditions of this Agreement. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- 12.2 Amendments – This Agreement may be amended at any time by mutual agreement of the City and University. Such amendment must be in writing and signed by both parties and attached to the original of this Agreement.
- 12.3 Lobbying - The City agrees to comply with the provisions of Section 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the Legislature or a state agency.
- 12.4 Public Entity Crimes - As provided in Sections 287.132-287.133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, the City certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof.
- 12.5 Assignment – Neither party may assign or in any way encumber any of its rights or interests under this Agreement without prior written consent of the other party.
- 12.6 Nondiscrimination: The City agrees not to discriminate on the basis of race, religion, color, age, disability, sex, marital status, national origin, or veteran status in its operation, management and employment practices and with respect to availability and accessibility of products and/or product services to the public. The City agrees to comply with the all-applicable laws of Florida and of the United States of America regarding such non-discrimination and equality of opportunity.
- 12.7 Federal Trade Commission (“FTC”): All service providers shall implement and maintain adequate safeguards to comply with FTC rules (16 CFR Part 314) and University policies regarding the safeguarding of customer information.
- 12.8 Governing Law/Venue: This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Florida. Venue for any litigation arising out of or in connection with this Agreement shall be in Leon County, Florida.
- 12.9 Public Notice - City shall provide, and see to the appropriate distribution of, publicity regarding schedules and routes and other appropriate information to keep the public advised of the availability of route service. Nothing in this Agreement, however, will preclude University from promoting cooperatively with City or individually, routes and schedules of the On-Campus and U-Pass services.
- 12.10 Red Flag Rules-City acknowledges that FAMU has adopted an Identity Theft Prevention Program as required under 16 C.F.R. Part 681 for certain covered accounts that may be assessed in accordance with this agreement. Accordingly, City will conduct its activities in accordance with reasonable policies and procedures to detect prevent and mitigate the risk of identity theft.

Section 13. ATTACHMENTS AND EXHIBITS

Attachment A – Academic Calendar

Exhibit A – Venom Express Route

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first written above.

CITY OF TALLAHASSEE

Signature Date

Anita Favors-Thompson, City Manager
Typed Name and Title

ATTEST:

Signature Date

James O. Cooke, IV, City Treasurer-Clerk
Typed Name and Title

APPROVED AS TO FORM:

Signature Date

Lewis E. Shelley, City Attorney
Typed Name and Title

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY

Signature Date

Typed Name and Title (*University President*)

ATTEST:

Signature Date

Typed Name and Title (*Contract Administrator*)

APPROVED AS TO FORM:

Signature Date

Typed Name and Title (*University Counsel*)

ATTACHMENT A

ACADEMIC CALENDAR - STANDARD SERVICE

Daily Peak University Season Service Hours – 26:30

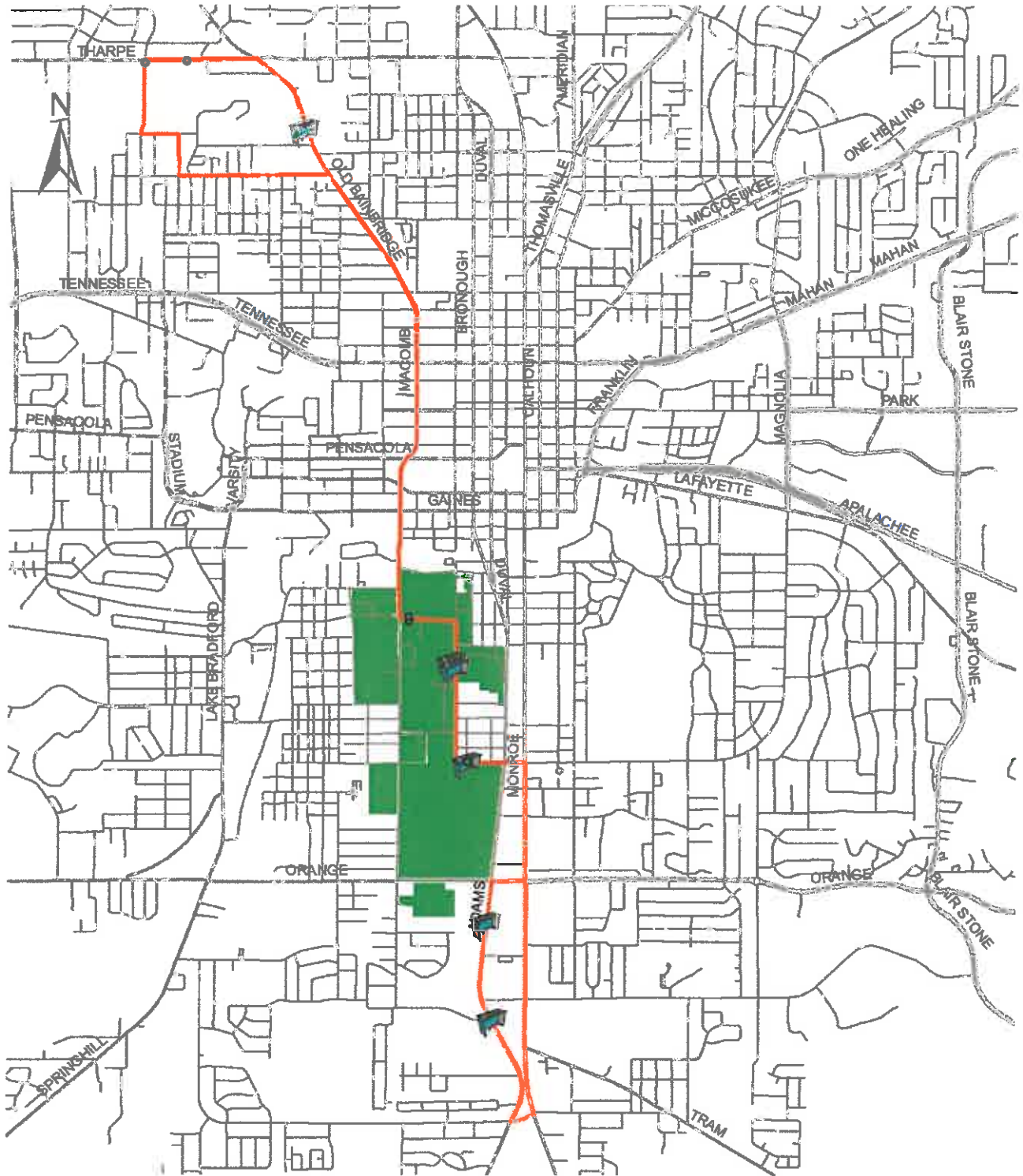
Daily Off-Peak (Summer) University Season Service Hours – 10:30

Total Agreement Term Hours of Service – 4,601:00

MONTH	M	T	W	T	F	# of days	Total Days	Total Hours	MONTH	M	T	W	T	F	# of Total days	Total Days	Total Hours	
Jul-13	M	T	W	T	F				Jan-14	M	T	W	T	F				503:30
	1	2	3	OFF	OFF	3						OFF	OFF	OFF	0			
	8	9	10	11	OFF	4				6	7	8	9	10	5			
	15	16	17	18	OFF	4				13	14	15	16	17	5			
	22	23	24	25	OFF	4				OFF	21	22	23	24	4			
29	30	31			3	18	189:00		27	28	29	30	31	5	19			
Aug-13	M	T	W	T	F				Feb-14	M	T	W	T	F				530:00
				1	OFF	1				3	4	5	6	7	5			
	5	6	7	8	OFF	5				10	11	12	13	14	5			
	OFF	OFF	OFF	OFF	OFF	0				17	18	19	20	21	5			
	OFF	OFF	OFF	OFF	OFF	0				24	25	26	27	28	5	20		
26	27	28	29	30	4	9	143:00											
Sep-13	M	T	W	T	F				Mar-14	M	T	W	T	F				424:00
	OFF	3	4	5	6	4				3	4	5	6	7	5			
	9	10	11	12	13	5				OFF	OFF	OFF	OFF	OFF	0			
	16	17	18	19	20	5				17	18	19	20	21	5			
	23	24	25	26	27	5				24	25	26	27	28	5			
30					1	20	530:00		31					1	16			
Oct-13	M	T	W	T	F				Apr-14	M	T	W	T	F				583:00
		1	2	3	4	4					1	2	3	4	4			
	7	8	9	10	11	5				7	8	9	10	11	5			
	14	15	16	17	18	5				14	15	16	17	18	5			
	21	22	23	24	25	5				21	22	23	24	25	5			
28	29	30	31		4	23	609:30		28	29	30			3	22			
Nov-13	M	T	W	T	F				May-14	M	T	W	T	F				168:30
					1	1							1	2	2			
	4	5	6	7	8	5				OFF	OFF	OFF	OFF	OFF	0			
	OFF	12	13	14	15	4				12	13	14	15	OFF	4			
	18	22	23	21	22	5				19	20	21	22	OFF	4			
25	26	27	OFF	OFF	3	18	477:00		OFF	27	28	29	OFF	4	21			
Dec-13	M	T	W	T	F				Jun-14	M	T	W	T	F				178:30
	2	3	4	5	6	5				2	3	4	5	OFF	4			
	9	10	11	12	13	5				9	10	11	12	OFF	4			
	OFF	OFF	OFF	OFF	OFF	0				16	17	18	19	OFF	4			
	OFF	OFF	OFF	OFF	OFF	0				23	24	25	26	OFF	4			
OFF	OFF				0	10	265:00		30					1	17			

EXHIBIT A

Venom Route with Stops and Shelters



FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

Venom Express Agreement

***BETWEEN
CITY OF TALLAHASSEE
AND
FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY***

THIS FIRST AMENDMENT is made and entered into this ____ day of _____, 2013, by and between the **CITY OF TALLAHASSEE**, a Florida municipal corporation, (“City”) and **FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY** (“FAMU”) acting for and on behalf of the FAMU Board of Trustees, a public corporation of the State of Florida, hereinafter referred to as “University.”

WHEREAS, the parties hereto find it necessary to extend the current terms of the 2009 – 2012 Venom Express Agreement (“Current Agreement”); and,

WHEREAS, on July 1, 2012, the parties entered into a Memorandum of Understanding (“Memo of Understanding”) extending the terms of the Current Agreement until June 30, 2013 while the parties negotiated a new Venom Express Agreement (“New Agreement”); and,

WHEREAS, on June 26, 2013, the City approved the New Agreement; and,

WHEREAS, on July 1, 2013, the University reviewed the New Agreement and decided to readdress the New Agreement in August; and,

WHEREAS, the parties have determined it is in their best interest to honor the terms of the New Agreement until it is approved by the University; and,

WHEREAS, this extension shall remain in effect until August 30, 2013 or until the New Agreement is executed by both parties, whichever shall occur first.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations set forth herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to amend the Agreement as follows:

The term of Memorandum of Understanding shall remain in effect until August 30, 2013 or until the New Agreement is executed by both parties, whichever event occurs first.

All other provisions, sections, or requirements in the Memorandum of Understanding shall remain in full force and effect and the terms of the New Agreement shall be honored by all parties.

IN WITNESS WHEREOF, the parties, through their duly authorized representative, have executed this First Amendment to the Memorandum of Understanding effective the date first written above..

THE FLORIDA AGRICULTURAL AND
MECHANICAL UNIVERSITY

CITY OF TALLAHSSEE, FLORIDA

By: _____
Print Name: _____
Title: _____

By: _____
Ivan Maldonado
StarMetro Executive Director

Date: _____

Date: _____

Approved as to form:

Approved as to form:

By: _____
FAMU Attorney

By: _____
Kristen L. Coons
Assistant City Attorney

Technical Memorandum 1.A.

Evaluation of Florida Agricultural and Mechanical University Venom Express Agreement with City of Tallahassee

July 9, 2013

The agreement is, in general, thorough, and adequately addresses most important service items required for outsourced transit operations. Listed below are several recommendations for consideration to clarify or expand service requirements.

Section 1.2 (P.1)

It is recommended that Florida A&M set a specific date to notify the City of Tallahassee of their desire to extend service for an additional year so that there is no disruption of service. Possibly between 90-180 days prior to end of Year 3 contract term.

StarMetro Response: This comment implies that this is an internal policy change to Florida A & M and not a contract revision. Since the agreement calls for quarterly meetings (Section 10.3), the system performance will be constantly evaluated. Therefore, the desire for a new agreement would be made known during one of these quarterly meetings towards the end of year 2/start of year 3. StarMetro also requested a three-year agreement instead of a longer term agreement to give us a chance to evaluate the impact of the new Florida A&M Campus Master Plan and the possible closure of Wahnish Way to vehicles.

Section 2.3.3 (P.2)

Add the following text to this section. "The City of Tallahassee will make all reasonable efforts to notify Florida A&M of any detours or obstructions that may impact service as soon as practical upon learning of these issues."

StarMetro Response: This is already covered since this is standard operating procedures for StarMetro.

Section 4.1.1.2 (P.3)

The City of Tallahassee shall provide a monthly report listing all Student ID card numbers that were swiped in the fare box, were readable, but were determined not to be authorized users (I.e. expired, graduated, or counterfeit cards).

*This will enable Florida A&M to investigate individuals abusing the U-Pass system.

StarMetro Response: This report can be provided at the request of FAMU. Each daily report, on average is 15 pages, due to the data that is captured in the report. Therefore, a monthly report would comprise over 350 pages. Please note FAMU invalid ridership does not count towards monthly ridership totals. These students would be required to pay a fare until their card is fixed.

Section 5.3 (P.4)

Add text that is similar to the following to help ensure that clean and well maintained vehicles are always used for service:

“All vehicles used in operation shall be in good repair at all times. No vehicles with graffiti, body damage, broken windows or seats, or other mechanical issues shall be used in service. All vehicles used in service will have clean exteriors and interiors. All vehicles will have fully functional heating and air conditioning systems, shall be free of any significant vibration or noise, and shall be able to operate in a safe and legal manner at all times.”

StarMetro Response: The Federal Transit Administration (FTA) recommends the average age of transit fleet to 50% of the service life of the vehicles (12 years for StarMetro). We exceed this recommendation.

Section 6.1 (P.4-5)

The service cost is specified at a monthly rate. We would recommend breaking the cost down to an hourly rate commensurate with the number of service hours to be provided each month. This will help Florida A&M deal with rebates for any missed or late trips and enable them to know the cost of additional service if requested. Also, if scheduled service changes are requested and agreed to, it will be much easier to determine the cost of increased or decreased service levels.

StarMetro Response: The service cost is a lump sum payment based on the projected number of students transported each year. If a trip is missed or late, the number of students transported during that event is not significantly affected since they would use and are encouraged to use another route to get to Florida A&M campus. StarMetro is also moving towards a per trip payment with all of service agreements. Developing a methodology to budget possible service increases or decreases can be addressed during one of the quarterly meetings.

Section 10.3 (P.6)

It is recommend that the contract requires at least one in person (on site) operational meeting per month, and more if requested by Florida A&M.

StarMetro Response: The quarterly meetings, monthly performance & ridership reports, and periodic emails are sufficient to maintain constant communication and evaluate the performance of the agreement.

Section 11.1 (P.7)

It is recommended that the termination for convenience notification change from 60 to 90 days. It would be extremely difficult to find an alternate transportation provider in 60 days should the City of Tallahassee elect to cancel service in the middle of a semester. Florida A&M may also consider requiring that the City of Tallahassee provide a minimum of 90 days notice and cannot end service mid semester, but must wait until the end of final exams even if that is more than 90 days.

StarMetro Response: This change will be made.

**V. Approval of Amendment
to Regulation 3.021 -
Alcoholic Beverages**



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

Meeting Date August 8, 2013

Agenda Item

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: Amendment To Alcohol Policy

Rationale: Pursuant to Section 3(a) of University’s **Alcoholic Beverages Regulation 3.021**, “No alcoholic beverages may be possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’s Box (Bragg Stadium); Alumni House; Faculty Club House; Center for Viticultural Sciences & Small Fruit Research Center for Water Quality; and Alfred Lawson Multipurpose Teaching Gymnasium.”

This item identifies three options for adding FAMU Designated Areas to existing venues.

Option I – Addition of new venues by specific listing in amended Regulation

Amend Regulation 3.021 3(a) to add the following venues to the FAMU Designated Areas:

1. The Grand Ball Room;
2. The Black Archives; and
3. The President’s Club (located at the northern end zone of the stadium during football games and other stadium events.) This facility is used to host and entertain prospective donors and special guests.

Option II – Addition of new venues by specific listing in amended Regulation

Amend Regulation 3.021 3(a) to add the following venues to the FAMU Designated Areas:

1. The Grand Ball Room;
2. The Black Archives; and
3. The President’s Club (located at the northern end zone of the stadium during football games and other stadium events.) This facility is used to host and entertain prospective donors and special guests.
4. Student Union
5. Bragg Stadium

Option III – Addition of new venues by the Presidential discretion

Amend Regulation 3.021 3(a) to authorize the University President to designate, in writing, additional venues (designated areas/locations) where possession, serving, sale, consumption, or distribution of alcoholic beverages may occur. Allowing the President to designate these additional venues/locations, will enable flexibility in hosting various events and activities at venues/locations that are more conducive and/or appropriate for scheduled activities and/or events.



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Recommendation: It is recommended that the Board of Trustees approve amendment (Option ???) to Regulation 3.021 3(a) for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governor's Regulation Development Procedure dated July 21, 2005.

Prepared and Approved By: Interim Vice President Joseph Bakker

**VI. Approval of the
FY 2013-14
Operating Budget**



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date August 8, 2013

Agenda Item _____

Item Origination and Authorization

Policy Resolution _____
Award of Bid _____ Contract _____
Budget Amendment _____ Grant _____
Change Order _____ Other _____

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: Approval of 2013-14 Final Operating Budget

Rationale: Pursuant to Board of Governor’s Regulation 9.007 State University Operating Budgets -

(1) Each university president shall prepare an operating budget for approval by the University Board of Trustees, in accordance with instructions, guidelines, and standard formats provided by the Board of Governors.

(2) Each University Board of Trustees shall adopt an operating budget for the general operation of the university as prescribed by the regulations of the Board of Governors. The University Board of Trustees-ratified operating budget is presented to the Board of Governors for approval. Each university president shall implement the operating budget of the university as prescribed by regulations of the Board of Governors, policies of the University Board of Trustees, provisions of the General Appropriations Act, and data reflected within the Allocation Summary.

The Preliminary Budget (E&G and Non-E&G budgets) was approved by the Board of Trustees at their meeting on June 6, 2013. The final operating budget data file is due to the Board of Governors August 19, 2013. From the data files, budgets will be published and forwarded for approval to the Board of Governors and for informational purposes to the EOG and the House and Senate Appropriations Committees.

Recommendation: It is recommended that the Board of Trustees approves the 2013-14 Final Operating Budget and authorizes the President to forward it to the Board of Governors.

Supporting Documents Included: 2013-14 Final Operating Budget

Approved By: Interim Vice President Joseph Bakker

2013-14 FINAL OPERATING BUDGET

The annual operating budget submission to the Board of Governors includes seven budget entities:

- | | |
|--------------------------|--------------------------------------|
| 1. Education and General | 5. Athletics |
| 2. Auxiliary Enterprises | 6. Concessions (Vending) |
| 3. Contracts and Grants | 7. Financial Aid (Scholarship Funds) |
| 4. Student Activities | |

The allocation of E&G resources have been developed in accordance with the 2013 General Appropriations Act (Senate Bill 1500), Implementing Legislation (Senate Bill 1502), Legislative Appropriation Work Papers and Governor's vetoes. Florida A&M University's E&G budget is 4.9% of the \$4.03 billion total budget for the State University System.

When Fixed Capital Outlay Funds are appropriated for new buildings and remodeling, they are not included in the operating budget. They would be submitted separately to the BOG.

A preliminary budget (E&G and non E&G budget entities) was approved by the Board of Trustees at their meeting on June 6, 2013. The actual operating budget is due to the BOG August 19, 2013, therefore it is being submitted at this board meeting for approval.

LEGISLATIVE HIGHLIGHTS

In the General Appropriations Act, the 2013 Legislature recommended a base undergraduate student tuition increase of three percent (3%). The Student and Other Fees Trust Fund budget authority was established in the GAA using a 3% tuition increase for undergraduate students and a 0% for resident graduate and professional, all out-of-state students, and a 0% tuition differential increase. The Governor vetoed the 3% tuition increase.

This year's state budget restored the budget reductions from fiscal year 2012-13. \$2.02 million was shifted from the General Revenue Fund and shifted to the Education Enhancement Trust Fund (Lottery). The tuition differential budget authority was reduced by 3%, because in 2012-13 the BOT approved a 15% increase, but the BOG only allowed the university to implement a 12% increase.

Funding authorized by the Legislature:

- A salary increase and bonus for employees (Funds for the salary increase will be allocated to the university in late September 2013, and the funds for the bonus will be allocated to the university in late May 2014)
- Non-recurring appropriations for Crestview
- 3% undergraduate tuition increase that was vetoed by the Governor
- No increase to employee share of benefits (the state will pay for the increase in health insurance and retirement)

- 2012-2013 Annualization of PO&M (\$19,086)
- Increase in Risk Management
- The State University Performance Based Funding of \$20 million will be allocated by the BOG for performance funding by December 31, 2013, based on the percentage of graduates employed or enrolled in further education, the average wages of employed graduates, and the average cost per graduate.

CARRY FORWARD

As of January 7, 2003, the effective date of the K-20 school code re-write, the Carry Forward statute is deleted. In its place, universities are to maintain at least a 5% fund balance at year-end. These funds are non-recurring; once you spend them they are not replenished.

Under the BOG guidance the following items are what carry forward can be expended for:

- 5% Statutory Reserve Requirement
- Board Reserve Requirement
- Legislatively Earmarked Funds
- Campus Security Issues
- Information Technology Issues
- Building Maintenance and Repairs
- Utilities Cost Increase
- Faculty/Instructional Cost Requirements
- Tuition Differential
- Equipment Replacements
- non-recurring E&G related expenditures only

Differential Tuition

There are statutory and BOG reporting and spending requirements for these funds. Per Florida Statutes 1009.24: "The revenue generated from the tuition differential must be spent solely for improving the quality of direct undergraduate instruction and support services. Information relating to the annual receipt and expenditure of the proceeds from the assessment of the tuition differential shall be reported by the university in accordance with guidelines established by the Board of Governors."

NON-E&G BUDGET ENTITIES

BOG and Legislative Budget Policies

Beginning in 2002-03, the operating budgets for these units are approved by the FAMU Board of Trustees (BOT). Universities establish budget authority as needed provided they have sufficient revenue to cover projected expenditures. These budgets are not appropriated.

Auxiliary Enterprises

This budget entity includes the Auxiliary Trust Fund, Parking and Housing Trust Funds, and the Debt Service Trust Funds. Revenues in this budget entity are generated primarily from sales to students, faculty and staff, university departments, and others.

Contracts and Grants

Revenues in this budget entity are generated from Federal, State, and Local government contracts and grants. The budget submitted to the BOG is for the budget entity as a whole and does not provide details by department. The Developmental Research School (DRS) is also classified within this budget entity.

Student Activity

This budget entity's primary revenue source is Student Government funds collected via the Activity and Service Fee portion of the per-credit-hour fee. Also included in this budget entity are self-generated revenues earned by areas such as:

Athletics

Revenues are generated primarily from ticket sales, MEAC revenue sharing, game guarantees, and advertising. Most of the revenue is related to football. The students' per-credit-hour athletic fee also goes into this budget entity.

Concessions

The revenue for this budget entity comes from contract commissions from vendors who provide vending machines on campus (primarily Coca-Cola). Expenditures are primarily for items related entertainment and programs in furtherance of university business.

Financial Aid

This budget includes the Scholarship funds and grants.

Notes**Budget**

Per BOG Standard Practice, budget in these entities is requested for current year cash basis activity plus the previous year's ending encumbrances; therefore budgets may include more than one year's activity: last year's encumbrances paid in the current year plus current year cash expenditures.

Expenditures

Expenditures for non-E&G budget entities in the history year schedules are cash basis expenditures.

Operating Budget Categories

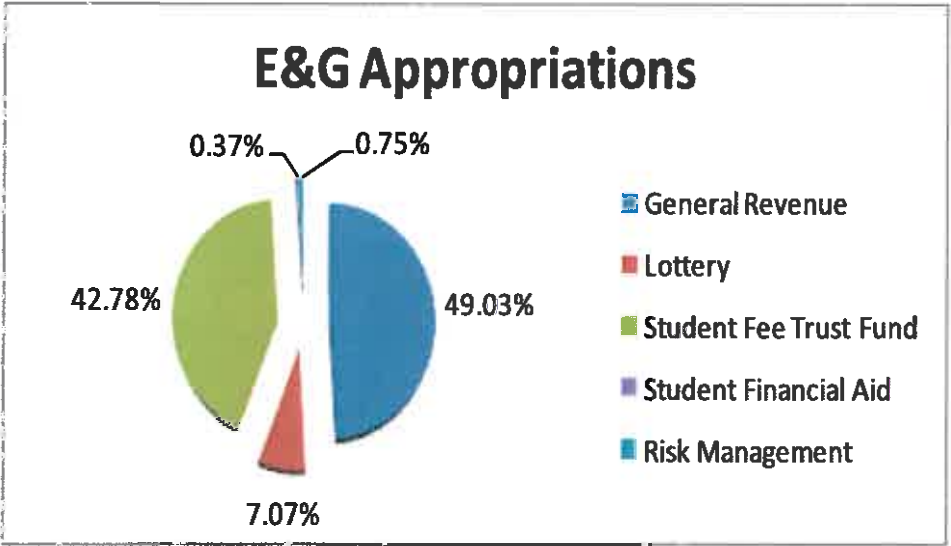
Salaries, OPS, Expense, OCO, Special Categories & Direct Cost(C&G only)

Non-Operating Budget Categories

Debt Service, Transfers Out, Indirect Cost (C&G only)

2013-2014 E&G Appropriations

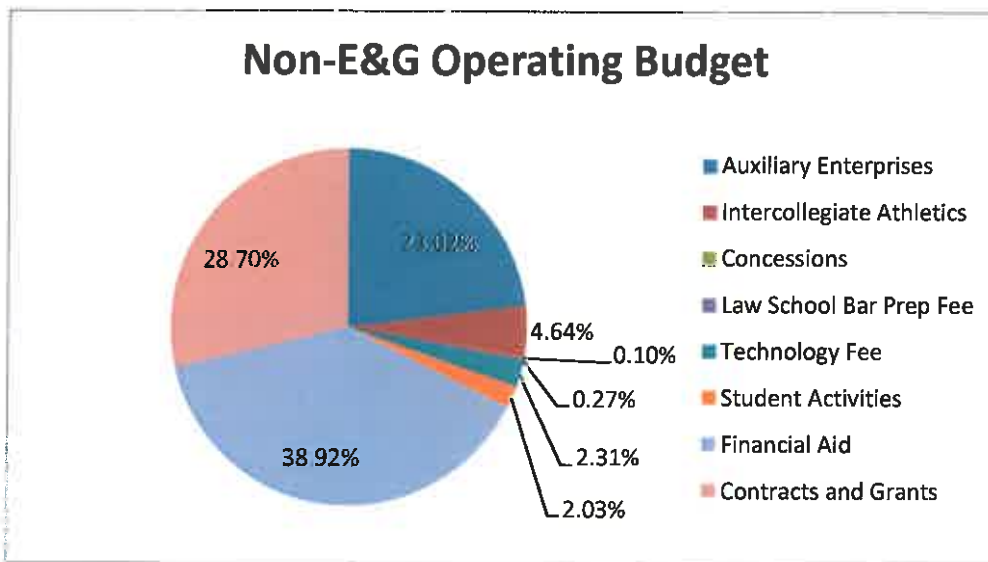
General Revenue	\$82,770,293
Lottery	11,940,834
Student Fee Trust Fund	72,218,894
Student Financial Aid	624,417
Risk Management	<u>1,265,683</u>
Total	\$168,820,121



2013-2014 Non-E&G Operating Budget

Auxiliary Enterprises	41,877,119
Intercollegiate Athletics	8,447,895
Concessions	183,512
Law School Bar Prep Fee	493,381
Technology Fee	4,204,640
Student Activities	3,684,366
Financial Aid	70,787,456
Contracts and Grants	52,200,978

Total **181,879,347**



FLORIDA A&M UNIVERSITY
2013-2014 E&G ALLOCATIONS

Notes	Issues	General Revenue	Lottery	Student Fees	Tuition Differential	Student Financial Assistance	Risk Management Insurance	Conference Total
	2012-2013 FINAL BUDGET	\$65,584,450	\$9,917,968	\$63,513,371	\$8,493,180	\$624,417	\$1,172,091	\$149,305,477
A	2012-13 Adjustment to Health Insurance	\$159,663						\$159,663
B	Restoration of 2012-2013 Budget Reductions	\$19,850,901						\$19,850,901
C	Targeted Student Assistance Program	(\$5,000,000)						(\$5,000,000)
	2013-2014 Recurring Budget	\$80,595,014	\$9,917,968	\$63,513,371	\$8,493,180	\$624,417	\$1,172,091	\$164,316,041
D	2012-2013 Health Insurance Annualization	\$798,315						\$798,315
E	2012-2013 Annualization PO&M	\$19,086						\$19,086
F	2012-2013 Fall Annualization of Fees			\$257,470				\$257,470
	2012-2013 BASE BUDGET - FINAL	\$81,412,415	\$9,917,968	\$63,770,841	\$8,493,180	\$624,417	\$1,172,091	\$165,390,912
G	Educational Enhancement Fund Shift	(\$2,022,866)	\$2,022,866					\$0
H	Estimated Enrollment Alignments			\$542,353				\$542,353
I	Increase in Risk Management						\$93,592	\$93,592
J	Florida Retirement System Adjustment	\$1,877,496						\$1,877,496
J	Normal Costs - Retirement	\$3,248						\$3,248
K	Fall 2012 Tuition Differential Annualization				\$338,814			\$338,814
L	2012-2013 Tuition Differential Adjustment				(\$960,855)			(\$960,855)
M	Florida Prepaid Tuition Adjustment			\$34,561				\$34,561
N	FAMU Crestview Center	\$1,500,000						\$1,500,000
	TOTAL E&G Allocations	\$82,770,293	\$11,940,834	\$64,347,755	\$7,871,139	\$624,417	\$1,265,683	\$168,820,121

NOTES

- A. Health Insurance increase May 1, 2013. There was no impact to employees. This is the university's portion to be paid for all employees for the period May 1-June 30, 2013.
- B. These dollars are being returned to the university. It is the amount of the 2012-2013 non-recurring budget reduction.
- C. This allocation was non-recurring, thus it is being removed from FAMU's base budget.
- D. These dollars added to the dollars in item A will be 12 month funding of the health insurance increase.
- E. In 2012-13 the university received PO&M funding for Crestview, but it was only funded at 91.67%. These dollars will complete the funding, making allocation 100% based on gross square footage.
- F. 2012-13 Fall fees are annualized.
- G. Funding was shifted from General Revenue to Lottery.
- H. Adjustment made based on the FTE data presented in the 2012-2013 university's work plan.
- I. The university's risk management has increased based on the invoice received from the Division of Insurance.
- J. The State retirement had an unfunded actuarial liability. The university's rates for regular class members changed effective July 1, 2013 from 2.02% to 2.19%.
- K. Annualization of the 2012-13 Tuition Differential
- L. Adjust the 2012-2013 Tuition Differential increase from 15% to 12%.
- M. Adjust made for Florida Prepaid Students based on the 3% increase. It was not vetoed, but will be adjusted in the 2014-2015 Legislative Budget Request.
- N. Non-recurring funds for the Crestview Center

**Florida A&M University
Fund 120 (Carry Forward)**

Carry Forward as of 06/30/2013	47,124,708
Less:	
Prior Years School of Engineering	(1,812,873)
Legal and Regulatory	(2,500,000)
Leave Payout	(1,500,000)
University Reserve (Enrollment Decline, Building Repair, Utility Increase, Contingencies)	(14,558,970)
2014 5% Manadatory Reserve	(8,441,006)
2012-2013 School of Engineering	(1,205,632)
Prior Year Encumbrances	
2012-02013 Targeted Assistance	(4,540,000)
Contract Administration Targeted Asst	(170,420)
DRS (Targeted Assistance)	(131,728)
DRS (Targeted Assistance)	(40,548)
Black male (Targeted Assitance)	(33,060)
Black male (Targeted Assitance)	(25,960)
Testing (Targeted Assistance	(75,041)
Testing (Targeted Assistance	(57,762)
Testing (Targeted Assistance	(7,000)
Developmental Studies (Targeted Asst)	(36,600)
Developmental Studies (Targeted Asst)	(10,646)
Developmental Studies (Targeted Asst)	(402,754)
Academic Affairs	(730,343)
Facilities	(140,000)
Office of Communication	(700,000)
Academic Affairs	(394,000)
Bonuses (August 2013)	(2,100,000)
SACS/Probation/Reaffirmation	(100,000)
Student Affairs	(500,000)
EIT Financial Upgrade	(1,500,000)
Storage/Document Management/Image Now	(500,000.00)
University Training	(500,000)
Tuition Differential (70%)	(3,071,109)
Tuition Differential (Need Base)	(389,256)
Contingency	(950,000)

FLORIDA A&M UNIVERSITY
2013-14 Approved Operating Budget
Reconciliation by Budget Entity as of 07/01/2013

Fund	Department Name/Number(s)	Educational and General		
		Approved Budget BOT as of 06/06/13	Budgets Posted in PeopleSoft as of 07/01/2013	Budget Status Over (Under)
		-1-	-2-	-3-
101	General Revenue	84,660,393	84,660,393	0
102	Student Fee Trust Fund	72,218,894	72,218,894	0
104	Educational Enhancement (Lottery)	11,940,834	11,940,834	0
Sub-Total Educational and General		168,820,121	168,820,121	0
Capital Improvement				
108	Capital Improvement Fee Trust Fund	2,250,000	2,250,000	0
Total Capital Improvement		2,250,000	2,250,000	0
119	Certified Forwards	3,103,436	3,103,436	0
120	Carry Forward General Revenue	24,210,757	24,210,757	0
127	Tuition Differential Need Base Aid (30%) Carryforward	389,256	389,256	0
128	Tuition Differential 70% Carry Forward	3,071,109	3,071,109	0
Sub-Total Educational and General		30,774,658	30,774,658	0
Total Educational and General		201,844,679	201,844,679	0
Auxiliary Enterprises				
110	Housing Trust Fund	14,264,114	14,264,114	0
116	Auxiliary Trust Fund	19,483,439	19,483,439	0
602	Athletic Fund -R&R	78,225	78,225	0
603	Auxiliary R&R Fund	1,382,332	1,382,332	0
701	Housing Debt Service	5,912,359	5,912,359	0
702	Aux. Debt Service	756,650	756,650	0
Total Auxiliary Enterprises		41,877,119	41,877,119	0
Intercollegiate Athletics				
115	Intercollegiate Athletics	8,447,895	8,447,895	0
Total Intercollegiate Athletics		8,447,895	8,447,895	0
Concessions				
117	Concessions (450100)	183,512	183,512	0
Total Concessions		183,512	183,512	0
Law School Bar Prep Fee				
117	Law School Bar Prep Fee (482300)	493,381	493,381	0
Law School Bar Prep Fee		493,381	493,381	0
Technology Fee				
117	Technology Fee (482200)	4,204,640	4,204,640	0
Total Technology Fee		4,204,640	4,204,640	0
Student Activities				
117	Late Registration Fee (480910)	273,231	273,231	0
117	Orientation Fee (482000)	325,981	325,981	0
117	Student Activities- Activities and Services Fee (43 Series)	3,085,154	3,085,154	0
Total Student Activities		3,684,366	3,684,366	0
Student Financial Aid				
117	Late Payment Fee Controller (480920)	287,522	287,522	0
117	Administrative Expense Fin. Aid (481210)	293,069	293,069	0
117	Administrative Controller (481220)	244,515	244,515	0
201	Title IV Administrative Expense (410333)	140,480	140,480	0
201	College Work Experience Program (410405)	15,000	15,000	0
201	Federal Work Study Program (410452)	798,797	798,797	0
202	Scholarship Fund	63,848,833	63,848,833	0
	Federal Perkins Loan Program (550100) and other			
301	Fund 301	2,159,240	2,159,240	0
901	Other Tuition Assistance Grant (511700)	3,000,000	3,000,000	0
Total Financial Aid		70,787,466	70,787,466	0
Contracts & Grants				
118	FAMU DRS Trust Fund	3,428,369	3,428,369	0
203	Sponsored Research Trust Fund (402210)	48,772,609	48,772,609	0
Total Contracts and Grants		52,200,978	52,200,978	0
Total BOT Approved Operating Funds		383,724,026	383,724,026	0
PASS THROUGH FUNDING				
902	Federal Direct Student Loan Program	1,500,000	1,500,000	0
902	FFELP Alternative Loan Program (585500)	3,500,000	3,500,000	0
903	Pass thru Funds (Univ. acts as Custodian)	8,377,616	8,377,616	0
904	Direct Loans	150,000,000	150,000,000	0
Grand Total		647,101,642	647,101,642	0

FLORIDA A&M UNIVERSITY
2013-2014 E&G FINAL OPERATING BUDGET

Description	President	Academic Affairs	Admin & Financial	ET	Student Affairs	University Advancement	Legal Affairs	Audit & Compliance	Athletic Title IX	Uncollected Student Fees	2013-2014 Total	2012-13 Operating Budget	Difference
Salaries & Benefits	1,642,253	81,684,716	14,544,766	3,939,750	5,557,853	1,597,318	846,670	638,518	316,563	4,983,196	115,751,603	112,585,728	3,165,875
OPS	173,034	3,521,412	675,581	248,443	261,789		25,752		32,500		4,938,511	3,173,490	1,765,021
Expense & OCO	972,248	10,006,139	4,565,925	5,054,297	871,919	134,311	284,364	53,181	92,177		22,034,561	25,000,375	(2,965,814)
Utilities			8,923,509								8,923,509		8,923,509
Black Male Program		198,000									198,000	198,000	-
Risk Management			1,265,683								1,265,683	1,172,091	93,592
Salary Incentive					14,799						14,799	14,799	-
Out of State Waivers		130,838									130,838	130,838	-
Application Fee					143,887						143,887		
Student Financial Aid					624,417						624,417	624,417	-
Student Financial Aid (E&G)					3,203,572						3,203,572		3,203,572
Library Resources		2,634,844									2,634,844	1,246,421	1,388,423
Tuition Differential		5,565,052			2,385,022						7,950,074	5,000,000	2,950,074
Debt Service			1,005,823								1,005,823	318,981	686,842
	2,787,535	103,741,001	30,981,287	9,242,490	13,063,258	1,731,629	1,156,786	691,699	441,240	4,983,196	168,820,121	149,465,140	19,211,094
Positions													
Exec			1.00	1.00	1.00	1.00	1.00	1.00			6.00		
A&P	12.00	71.00	75.00	40.00	35.00	14.00	8.00	5.00	5.00		265.00		
USPS	4.00	162.00	218.00	6.00	50.00	6.00					446.00		
FACULTY	1.00	641.00									642.00		
TOTAL	17.00	874.00	294.00	47.00	86.00	21.00	9.00	6.00	5.00	-	1,359.00		

President's Division

Description	President	Public Affairs	Media Relations	Publications	Special Events	Government Relations	Auxiliary Learning	Board of Trustees	Total
Salaries & Benefits	783,930	388,842	134,225	69,750	103,421	134,864		27,221	1,642,253
OPS	125,000	33,591					14,443		173,034
Expense & OCO	411,121	259,338	1,620	17,484	1,620	94,787		186,278	972,248
Total	1,320,051	681,771	135,845	87,234	105,041	229,651	14,443	213,499	2,787,535

Positions	Faculty FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
President Office	1.00	218,441	6.00	565,489	-	-	7.00	783,930
Public Affairs			2.00	266,832	2.00	122,010	4.00	388,842
Media Relations			1.00	92,070	1.00	42,155	2.00	134,225
Publications					1.00	69,750	1.00	69,750
Special Events			1.00	103,421			1.00	103,421
Governmental Relations			1.00	134,864			1.00	134,864
Board of Trustees			1.00	27,221			1.00	27,221
Total	1.00	218,441	12.00	1,189,897	4.00	233,915	17.00	1,642,253

There will be a new position added to Governmental Relations.
A position will be transferred from Contracts and Grants to E&G in Public Affairs.

Academic Affairs

Description	Academic Affairs
Salaries & Benefits	81,684,716
OPS	3,521,412
Expense & OCO	10,006,139
Black Male Program	198,000
Out of State Waivers	130,838
Tuition Differential	5,565,052
Library Resources	2,634,844
	103,741,001

Positions	Fac FTE	A&P FTE	USPS FTE	Total FTE
Academic Affairs	26.00	16.00	10.00	52.00
ESI	10.00	1.00	1.00	12.00
Architecture	22.00		2.00	24.00
Liberal Arts	136.00	2.00	9.00	147.00
SBI	48.00	17.00	4.00	69.00
CESTA	30.00	3.00	11.00	44.00
Journalism	20.00	3.00	4.00	27.00
Education	52.00	3.00	9.00	64.00
Nursing	15.00	1.00	2.00	18.00
Pharmacy	76.00	4.00	9.00	89.00
Allied Health	28.00	1.00	4.00	33.00
Science and Technology	70.00		6.00	76.00
Engineering	33.00	10.00	30.00	73.00
Law	58.00	10.00	27.00	95.00
Library	17.00		34.00	51.00
Total	641.00	71.00	162.00	874.00

Administration and Finance Division

Vice President	ASAP	Personnel	Purchasing	Central Receiving	Controller	Post Office	Property	Budget	Organization Development	Total DAFS	PO&M	Total
889,322	749,514	1,291,691	398,249	76,504	2,053,139		284,067	465,534	268,950	6,476,970	8,067,796	14,544,766
47,990	19,326	69,594	20,806	10,000	94,603		68,720	31,468		362,507	323,074	685,581
318,426	20,752	99,971	16,444	3,665	1,171,413	192,191	7,329	32,068	3,778	1,866,037	2,274,040	4,140,077
										-	8,923,509	8,923,509
					1,265,683					1,265,683		1,265,683
										-	1,005,823	1,005,823
1,255,738	789,592	1,461,256	435,499	90,169	4,584,838	192,191	360,116	529,070	272,728	9,971,197	20,594,242	30,565,439

Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
1.00	229,355	3.00	533,934	2.00	126,033	6.00	889,322
		7.00	691,370	2.00	58,144	9.00	749,514
		11.00	859,413	10.00	432,278	21.00	1,291,691
		3.00	252,766	3.00	145,483	6.00	398,249
				2.00	76,504	2.00	76,504
		15.00	1,262,042	20.00	791,097	35.00	2,053,139
		2.00	116,865	4.00	167,202	6.00	284,067
		5.00	419,915	1.00	45,619	6.00	465,534
		4.00	268,950			4.00	268,950
		25.00	1,983,447	174	6,084,349	199.00	8,067,796
1.00	229,355.00	75.00	6,388,702	218.00	7,926,709	294.00	14,544,766

EIT

Description	EIT	Planning & Analysis	Admin Computing	Total
Salaries & Benefits	3,939,750			3,939,750
OPS		248,443		248,443
Expense & OCO	5,054,297			5,054,297
Total	8,994,047	248,443	-	9,242,490

Positions	Exec FTE	Dollars	A&P FTE	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
EIT	1.00	200,458	40.00	3,432,567	6.00	306,725	47.00	3,939,750
Planning & Analysis								
Admin Computing								
Total	1.00	200,458	40.00	3,432,567	6.00	306,725	47.00	3,939,750

Student Affairs

Vice President	Dean Office	Asst VP	President Scholars	Judicial Affairs	Financial Aid	Admissions	Orientation	Comm College/High School	Learning & Dev Center	Enrollment Management	Campus Security	Total
419,689	216,891	121,145	178,465	195,774	980,982	469,827	59,479	59,094	206,874	302,094	2,347,539	5,557,853
80,600	68,014	10,865			3,800		25,000	5,900	19,830		47,780	261,789
405,784				3,359	47,302	44,434	37,794	103,830	48,601		180,815	871,919
											14,799	14,799
						143,887						143,887
					2,385,022							2,385,022
					624,417							624,417
					3,203,572							3,203,572
906,073	284,905	132,010	178,465	199,133	7,245,095	658,148	122,273	168,824	275,305	302,094	2,590,933	13,063,258

Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
1.00	247,200	2.00	172,489			3.00	419,689
		1.00	155,596	1.00	61,295	2.00	216,891
		1.00	121,145			1.00	121,145
		2.00	178,465			2.00	178,465
		2.00	141,445	1.00	54,329	3.00	195,774
		10.00	781,042	8.00	199,940	18.00	980,982
		4.00	268,589	4.00	201,238	8.00	469,827
		1.00	59,479			1.00	59,479
				1.00	59,094	1.00	59,094
		3.00	206,874			3.00	206,874
		5.00	302,094			5.00	302,094
		4.00	362,389	35.00	1,985,150	39.00	2,347,539
1.00	247,200.00	35.00	2,749,607	50.00	2,561,046	86.00	5,557,853

University Development

Description	Development	Assoc VP Univ Develop	Alumni Affairs	VP Development	Placement Center	Total
Salaries & Benefits	732,068	100,462	252,903	204,783	307,102	1,597,318
OPS						-
Expense & OCO	89,074		12,559	32,365	313	134,311
Total	821,142	100,462	265,462	237,148	307,415	1,731,629

Positions	Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
Development	1.00	175,000	4.00	442,223	3.00	114,845	8.00	732,068
Assoc VP Univ Development			1.00	56,696	1.00	43,766	2.00	100,462
Alumni Affairs			3.00	252,903			3.00	252,903
VP Development			2.00	135,838	1.00	68,945	3.00	204,783
Placement Center			4.00	283,022	1.00	24,080	5.00	307,102
Total	1.00	175,000.00	14.00	1,170,682	6.00	251,636	21.00	1,597,318

Legal Affairs

Description	Legal Affairs	Univ Legal Fees	EEO Office	Total
Salaries & Benefits	586,037		244,926	830,963
OPS	42,064			42,064
Expense & OCO	80,116	200,000	3,643	283,759
Total	708,217	200,000	248,569	1,156,786

Positions	Exec FTE	Dollars	A&P Fte	Dollars	Total FTE	Total Dollars
Legal Affairs	1.00	233,432	5.00	352,605	6.00	586,037
EEO Office			3.00	244,926	3.00	244,926
Total	1.00	233,432.00	8.00	597,531	9.00	830,963

Audit and Compliance

Description	
Salaries & Benefits	638,518
OPS	
Expense & OCO	

	53,181
Utilities	
Risk Management	
Debt Service	
Total	691,699

Positions	EXEC FTE	Dollars	A&P FTE	Dollars	Total FTE	Total Dollars
Audit and Compliance	1.00	202,880	5.00	435,638	6.00	638,518

Athletics Title IX

Description	Admin & Gen	Women Volleyball	Women Basketball	Total
Salaries & Benefits	233,096	48,886	34,581	316,563
OPS	32,500			32,500
Expense & OCO	92,177			92,177
Total	357,773	48,886	34,581	441,240

Positions	A&P Fte	Dollars	USPS FTE	Dollars
Administration	3.00	233,096		
Women Volleyball	1.00	48,886		
Women Basketball	1.00	34,581		
Total	5.00	316,563.00	-	-

FLORIDA A&M UNIVERSITY

NON E&G Budget Request FY2013-14

		Revenues					Total Operating Expense						Total Non E&G		
Dept	Fund	Fund Balance	Proposed	Total	Salary Total	OPS	Expense	Mandatory	OCO	Debt Service	Total	Total Non-	Total Non E&G	Ending Fund	
			Revenue	Revenue								Operating	Operating &		Balance
Academic Affairs															
DRS Fund 118	200120	118	121,922	3,421,105	3,543,027	2,745,465	175,000	257,082	250,812	-	-	3,428,369	-	3,428,369	118,658
Late Registration (Fund 117)	480910	117	54,489	150,000	204,489	199,650	31,162	19,898	-	-	250,710	22,521	273,231	(68,742)	
Law School Bar Prep Fee	482300	117	482,682	480,000	962,682	-	-	493,381	-	-	493,381	-	493,381	469,301	
Law School Library Coin Oper	603432	116	30,584	17,000	47,584	-	-	20,000	-	5,000	25,000	2,250	27,250	20,334	
Journalism Lab Fee	611012	116	(4,923)	17,640	12,717	-	-	8,600	-	-	8,600	765	9,365	3,352	
Graphic Arts Lab Fee	611052	116	(63,876)	19,890	(43,986)	-	-	2,976	-	-	2,976	-	2,976	(46,962)	
Nursing Lab Fees	614012	116	19,788	18,225	38,013	-	-	26,249	-	-	26,249	2,250	28,499	9,514	
Nursing ATI Fees	614022	116	29,415	36,810	66,225	-	-	50,348	-	-	50,348	-	50,348	15,877	
FAMU/Leon Cty Pharmacy	615012	116	316,248	313,723	629,971	199,083	45,000	141,361	2,309	5,000	392,753	34,295	427,048	202,923	
Pharmacy Lab Fees	615022	116	54,689	36,900	91,589	-	-	43,612	-	-	43,612	3,600	47,212	44,377	
Allied Health Lab Fees	616012	116	16,599	15,400	31,999	-	-	14,609	-	-	14,609	1,312	15,921	16,078	
Music Lab Fees	617032	116	(1,604)	10,000	8,396	-	-	2,448	-	-	2,448	220	2,668	5,728	
Biology Material Supplies Fee	617062	116	85,140	65,000	150,140	-	-	153,561	-	-	153,561	6,750	160,311	(10,171)	
Chemistry Lab Fee	617072	116	61,476	31,000	92,476	-	-	66,465	2,309	-	68,774	5,850	74,624	17,852	
CIS Lab Fees	617082	116	12,879	31,000	43,879	-	-	22,204	-	-	22,204	1,440	23,644	20,235	
Continuing Education	618070	116	(457,920)	119,420	(338,500)	-	46,850	61,431	3,977	3,977	116,235	9,794	126,029	(464,529)	
Marching 100 Summer Camp	618075	116	13,131	-	13,131	-	-	-	-	-	-	-	-	13,131	
Entomology Field Day	618076	116	42,033	23,690	65,723	-	500	21,184	-	-	21,684	5,460	27,144	38,579	
Edmonds Youth theatre	618079	116	20,863	26,500	47,363	-	12,480	15,794	-	-	28,274	5,881	34,155	13,288	
Office of Inst Tech - Support	618510	116	(5,512)	205,000	199,488	-	115,000	76,598	-	-	191,598	17,100	208,698	(9,210)	
Distance Learning- SBI	618520	116	309,289	587,664	896,953	128,254	268,900	250,864	-	-	648,018	158,044	806,062	90,891	
Distance Learning- Nursing	618530	116	20,677	218,082	238,759	-	70,000	76,681	-	-	146,681	48,050	194,731	44,028	
Distance Learning- Public Health	618540	116	43,189	338,650	381,839	-	160,000	86,515	-	-	246,515	92,050	338,565	43,274	
Pharmacy Seminars	618701	116	132,775	140,000	272,775	-	20,000	29,105	1,000	-	50,105	24,600	74,705	198,070	
Challenger Learning Center	619142	116	264,512	802,000	1,066,512	7,252	248,000	649,141	600	-	990,993	74,984	1,065,977	535	
Univ. Library Copy/Print Services	630010	116	74,871	32,000	106,871	-	-	32,344	-	35,119	67,463	2,004	69,467	37,404	
Transcript Fee	604370	116	30,456	152,402	182,858	144,944	-	594	-	-	145,538	13,094	158,632	24,226	
Orange County	449140		35,418	275,000	310,418	-	16,000	-	-	266,867	-	282,867	-	27,551	

FLORIDA A&M UNIVERSITY

NON E&G Budget Request FY2013-14

Dept	Fund
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Revenues

Total Operating Expense

Administrative & Financial Services

	Dept	Fund	Fund Balance	Proposed Revenue	Total Revenue	Salary Total	OPS	Expense	Mandatory	OCO	Debt Service	Total	Total Non-Operating Expense	E&G Operating & Non-Operating Expense	Ending Fund Balance
Controller's Office															
Surplus Property	445300	116	72,594	35,000	107,594	-	35,000	120	-	-	-	35,120	-	35,120	72,474
Auxiliary Overhead	603130	116	1,664,751	1,650,000	3,314,751	1,008,873	350,000	389,470	3,997	-	-	1,752,340	-	1,752,340	1,562,411
Late Payment Fund 117	480920	117	1,582,972	265,550	1,848,522	43,457	115,759	128,306	-	-	-	287,522	-	287,522	1,561,000
Fin Aid Adm Exp ControllerFund 11	481220	117	1,152,667	225,000	1,377,667	110,000	129,023	5,482	-	-	-	244,515	-	244,515	1,133,152
Investment Earnings	603191	116	8,365,419	1,800,000	10,165,419	-	-	2,000	-	-	-	2,000	500,000	502,000	9,663,419
Business and Aux Services															
Bookstore	603150	116	427,629	320,000	747,629	109,012	-	29,415	1,758	-	131,006	271,191	33,947	305,138	442,491
University Commons	603170	116	3,338,635	775,000	4,113,635	289,056	-	433,772	9,201	-	393,019	1,125,048	307,637	1,432,685	2,680,950
University Parking	603200	116	1,590,022	2,269,375	3,859,397	805,872	-	1,062,402	25,156	36,000	232,625	2,242,855	259,273	2,501,328	1,358,069
Bus & Aux. Services	603400	116	52,665	110,000	162,665	-	52,301	61,488	450	-	-	114,239	-	114,239	48,426
Post Office	603401	116	121,907	279,378	401,285	-	-	270,923	350	-	-	271,273	22,742	294,015	107,270
Procurement Contracts	603405	116	89,680	80,000	169,680	-	26,000	79,721	-	-	-	105,721	6,559	112,280	57,400
Rattler Card	603407	116	234,741	229,700	464,441	126,092	-	90,367	2,847	-	-	219,306	24,671	243,977	220,464
Copy Center	603410	116	84,114	365,981	451,095	219,100	-	105,636	1,973	-	-	326,709	40,401	367,110	83,985
Construction & Facilities Planning															
Building Code	603415	116	58,328	180,000	238,328	94,583	31,848	8,080	1,356	-	-	135,867	12,226	148,093	90,235
Events department	605010	116	153,817	90,000	243,817	-	109,150	24,871	-	-	-	134,021	11,804	145,825	97,992
Events department-Ticket Sales	605011	116	-	50,000	50,000	-	-	50,000	-	-	-	50,000	-	50,000	-

FLORIDA A&M UNIVERSITY

NON E&G Budget Request FY2013-14

			Revenues		Total Operating Expense							Total Non E&G			
	Dept	Fund	Fund Balance	Proposed Revenue	Total Revenue	Salary Total	OPS	Expense	Mandatory	OCD	Debt Service	Total	Operating Expense	Non-Operating Expense	Ending Fund Balance
Student Affairs															
Financial Aid Fee Fund 117	480500	117	795,119	-	795,119	-	-	-	-	-	-	-	-	-	795,119
Fin Aid Adm Exp Fund 117	481210	117	192,808	250,000	442,808	159,609	25,000	98,826	-	9,634	-	293,069	-	293,069	149,739
Orientation Fee (Fund 117)	482000	117	(30,739)	319,080	288,341	126,230	40,000	127,859	5,000	-	-	299,089	26,892	325,981	(37,640)
Rattler Aquatics	603160	116	74,515	53,795	128,310	-	57,200	12,574	-	36,868	-	106,642	10,421	117,063	11,247
Student Union	604140	116	54,319	746,105	800,424	434,392	-	91,285	200,548	11,379	-	728,913	81,542	810,455	(10,081)
Student Union Bowling Alley	604141	116	32,073	10,000	42,073	-	-	10,380	-	-	-	10,380	900	11,280	30,793
Rattler Express	604145	116	-	143,226	143,226	-	-	89,989	-	-	116,400	206,389	11,826	217,215	(73,989)
Campus Recreation	631100	116	-	543,578	543,578	351,089	81,913	18,123	33,045	-	-	484,170	59,407	543,577	1
Famuan Fund 117	430100	117	(149,506)	162,052	12,546	50,587	65,844	31,421	3,465	-	-	151,317	13,590	164,907	(152,361)
FAMU OPS Alarm Monitor	604170	116	33,599	18,774	52,373	-	8,000	6,000	-	-	-	14,000	1,260	15,260	37,313
FAMU Child Care Center	604480	116	358,441	668,584	1,027,025	474,396	120,000	137,571	4,063	-	-	736,030	84,895	820,925	206,100
Hosp O&M Student Hlth	604790	116	2,446,926	2,002,934	4,449,860	988,568	150,000	577,057	20,587	20,000	-	1,756,212	658,839	2,415,051	2,034,809
Counseling Services	604795	116	49,673	330,388	380,061	314,570	16,500	15,487	-	-	-	346,557	31,042	377,599	2,462
Student Hlth Ctr Pharmacy	604800	116	50,628	268,000	318,628	112,959	10,425	62,802	1,522	-	-	187,708	16,868	204,576	114,052
LifeScan Finger Printing	603210	116	40,514	30,000	70,514	-	-	31,286	-	-	-	31,286	2,430	33,716	36,798
Title IV Admin Expense	410333	201	225,781	155,000	380,781	140,480	-	-	-	-	-	140,480	-	140,480	240,301
Florida CCNEP-On Campus	410405	201	823	15,000	15,823	-	15,000	-	-	-	-	15,000	-	15,000	823
Housing Fund 110	Various	110	6,069,950	12,997,614	19,067,564	2,587,604	789,642	5,746,880	88,554	161,009	4,580,497	13,874,186	389,928	14,264,114	4,803,450
ABS Fees	Various	117	1,133,430	2,681,032	3,814,462	192,311	134,913	798,331	40,449	-	-	1,166,004	1,781,602	2,947,606	866,856
Scholarship Fund 901		901	275,841	3,000,000	3,275,841	-	-	3,000,000	-	-	-	3,000,000	-	3,000,000	275,841
Loan Fund 301		301	3,799,677	2,100,000	5,899,677	-	-	2,159,240	-	-	-	2,159,240	-	2,159,240	3,740,437
Loan Agency Fund 902		902	(2,093,747)	3,508,000	1,406,253	-	-	-	-	-	-	-	-	-	1,406,253

FLORIDA A&M UNIVERSITY

NON E&G Budget Request FY2013-14

			Revenues			Total Operating Expense							E&G Operating & Non-Operating		Ending Fund Balance
	Dept	Fund	Fund Balance	Proposed Revenue	Total Revenue	Salary Total	OPS	Expense	Mandatory	OCO	Debt Service	Total	Total Non-Operating Expense	Non-Operating Expense	
E.I.T															
Technology Fee	482200	117	2,950,712	1,969,913	4,920,625	349,143	200,000	3,281,955		50,000	-	3,881,098	323,542	4,204,640	715,985
Telecommunications	603406	116	(468,397)	1,577,884	1,509,487	310,662	40,000	1,480,408		-	-	1,831,070	104,895	1,935,965	(426,478)
Sponsored Research															
Sponsored Research		203	-	48,772,809	48,772,609	18,572,557	6,588,527	21,956,863		1,673,662	-	48,772,609	-	48,772,609	-
President															
Athletics	Various	115	(7,899,016)	8,396,550	497,534	3,822,952	700,000	3,122,972	277,450	125,000	-	8,048,374	239,712	8,288,086	(7,790,552)
Concessions	450100	117	182,404	180,630	363,034	-	-	183,512		-	-	183,512	-	183,512	179,522

**VII. Approval of the
FY 2013-14
State Bonus Plan**



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

Meeting Date August 7, 2013

Agenda Item _____

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: Legislature's Employee Bonus Plan

Rationale: The 2013 Florida Legislature appropriated funding to provide discretionary one-time lump sum bonuses of \$600 to eligible permanent University employees. The bonuses are limited to 35% of the employees. To implement and distribute the bonuses, the Board of Trustees is charged with adopting a Bonus Plan that is consistent with the statutory requirements in section 110.1245, Florida Statutes. The Plan must then be submitted to the Board of Governors for review. The bonuses, which are scheduled for dissemination in June 2014, will be implemented as summarized below.

The Bonus Plan consists of a set of Eligibility Criteria consistent with the referenced statutory requirements, as well as two primary components, the Annual Employee Appraisal Component and the Peer Review Component. Both components require individual scoring/ranking to produce a final score for each. The two final scores are then combined to yield an overall rating for the employee. Employees who are ranked highest in the overall rating process within the respective division or organizational unit will be given first consideration in the distribution of bonus payments.

Recommendation: It is recommended that the Board of Trustees approves Regulation 3.011 for notice and adoption after the expiration of the thirty (30) day notice period, provided there are no public comments, in accordance with the Florida Board of Governor's Regulation Development Procedure dated July 21, 2005.

Supporting Documents Included: A copy of the "Employee Bonus Plan" and section 110.1245, Florida Statutes are attached.

Prepared By: Office of Human Resources.

Approved By: Interim Vice President Joseph Bakker

FLORIDA A&M UNIVERSITY

EMPLOYEE BONUS PLAN

Provided herein is the Florida A&M University plan for employee bonus payments authorized by the Florida Legislature. This plan has been developed in accordance with the provisions of Florida Statute 110.1245, and stipulates that employee bonus payments are subject to specific appropriation by the Florida Legislature. The Bonus Plan consists of two primary components, the Annual Employee Appraisal component and the Peer Review component. Each component shall require individual scoring/ranking to produce a final score for both the appraisal component and the peer review rating. The two scores are then combined to yield an overall rating for the employee. Employees ranked/rated highest in the final process within the respective organizational unit shall be given first consideration in the distribution of bonus payments.

ANNUAL PERFORMANCE APPRAISAL COMPONENT

The University's employee appraisal process provides for annual assessments of employee performance. The annual assessment shall exceed normal job expectations and shall be considered a primary factor in determining distribution of bonuses. Eligible Administrative and Professional (A&P) employees will include those receiving an annual appraisal of Superior or Excellent. An annual appraisal of Exceeds or Greatly Exceeds will be required for University Support Personnel System (USPS) employees.

PEER REVIEW COMPONENT

In accordance with current personnel guidelines, and for purposes of this plan, peers are defined as: an employee's co-workers or individuals other than the employee's supervisor who are familiar with the employee's performance, work products and/or services. Peers do not include relatives as defined in Chapter 112, Florida Statutes. Peer input/reviews (assessments of employee performance by non-supervisors) may be obtained from persons throughout the University Community.

In the Peer Review process employees will rate fellow co-workers based upon a uniform set of criteria utilized University-wide. Such criteria shall be consistent with the provisions of Florida Statute 110.1245(2)(d) and the Eligibility Criteria listed herein. Eligible employees must have a final score on the Peer Review Rating of eight (8) or more. Peer Reviews will comprise one component of the overall process for determining the final distribution of bonuses.

BONUS DISTRIBUTION

As provided by Florida Statute, funding for legislatively appropriated bonuses shall be limited to 35% of the University's authorized positions. Therefore, bonus funding shall be allocated to organizational units within the University based upon current employee populations and available funds.

ELIGIBILITY CRITERIA

Eligible employees include those who meet or exceed the following criteria:

- A. Must have been employed with the University prior to July 1 of the respective Fiscal Year and remained continuously employed through the date of distribution.
- B. Must not have been on leave without pay consecutively for more than six months during the fiscal year.
- C. Must have no sustained disciplinary action during the period beginning July 1 of the respective Fiscal Year through the date of distribution. Disciplinary actions include written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with a disciplinary action.
- D. Must have demonstrated commitment to continuous improvement, increased productivity, the University's mission and values and have demonstrated initiative as well as exceeded performance standards/expectations.



ANNUAL PEER PERFORMANCE REVIEW

Employee Being Evaluated: _____
 Position Title: _____
 Department: _____
 Date: _____
 Evaluator's Name: _____

Performance Criteria

In the Peer Assessment Sections, please rate the extent to which the employee demonstrated the stated values when interacting with co-workers, supervisors, and customers; when contributing to work assignments and projects; and when representing the University. The employee must have exhibited these qualities, characteristics and values consistently in all areas to exceed the criteria.

Performance Criterion #1						
<u>Customer Service</u>						
<i>Renders quality customer service to students, faculty, staff and external customers including principal stakeholders and constituents such as donors, partners and alumni.</i>						
2 – Consistently below expectations	2, 4, 6, 8, or 10 must be checked below for this Criterion.					
4 – Sometimes meets expectations but needs improvement	Peer Assessment					
4 – Consistently achieves expectations	10	8	6	4	2	
8 – Often exceeds expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 – Far exceeds expectations						

Performance Criterion #2						
<u>Teamwork/Collegiality</u>						
<i>Works very well with co-workers/peers, subordinates, supervisors and other stakeholders.</i>						
2 – Consistently below expectations	2, 4, 6, 8, or 10 must be checked below for this Criterion.					
4 – Sometimes meets expectations but needs improvement	Peer Assessment					
4 – Consistently achieves expectations	10	8	6	4	2	
8 – Often exceeds expectations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
10 – Far exceeds expectations						

Performance Criterion #3					
<u>Values</u>					
<i>Demonstrates Honesty, Integrity and Care of University's resources.</i>					
2 – Consistently below expectations	2, 4, 6, 8, or 10 must be checked below for this Criterion.				
4 – Sometimes meets expectations but needs improvement					
4 – Consistently achieves expectations	Peer Assessment				
8 – Often exceeds expectations	10	8	6	4	2
10 – Far exceeds expectations	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Adding the score from each performance criteria and dividing the sum by the number of criteria assessed will provide the employee's annual peer rating.

Calculate as follows:

Total of all scores _____ divided by number of Criteria scored _____ = _____ (Annual Peer Review Rating)

Annual Peer Review Rating: _____

Select Year:

The 2012 Florida Statutes

Title X

Chapter 110

[View Entire Chapter](#)

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS STATE EMPLOYMENT

110.1245 Savings sharing program; bonus payments; other awards.—

(1)(a) The Department of Management Services shall adopt rules that prescribe procedures and promote a savings sharing program for an individual or group of employees who propose procedures or ideas that are adopted and that result in eliminating or reducing state expenditures, if such proposals are placed in effect and may be implemented under current statutory authority.

(b) Each agency head shall recommend employees individually or by group to be awarded an amount of money, which amount shall be directly related to the cost savings realized. Each proposed award and amount of money must be approved by the Legislative Budget Commission.

(c) Each state agency, unless otherwise provided by law, may participate in the program. The Chief Justice shall have the authority to establish a savings sharing program for employees of the judicial branch within the parameters established in this section. The program shall apply to all employees within the Career Service, the Selected Exempt Service, and comparable employees within the judicial branch.

(d) The department and the judicial branch shall submit annually to the President of the Senate and the Speaker of the House of Representatives information that outlines each agency's level of participation in the savings sharing program. The information shall include, but is not limited to:

1. The number of proposals made.
2. The number of dollars and awards made to employees or groups for adopted proposals.
3. The actual cost savings realized as a result of implementing employee or group proposals.

(2) In June of each year, bonuses shall be paid to employees from funds authorized by the Legislature in an appropriation specifically for bonuses. Each agency shall develop a plan for awarding lump-sum bonuses, which plan shall be submitted no later than September 15 of each year and approved by the Office of Policy and Budget in the Executive Office of the Governor. Such plan shall include, at a minimum, but is not limited to:

(a) A statement that bonuses are subject to specific appropriation by the Legislature.

(b) Eligibility criteria as follows:

1. The employee must have been employed prior to July 1 of that fiscal year and have been continuously employed through the date of distribution.

2. The employee must not have been on leave without pay consecutively for more than 6 months during the fiscal year.

3. The employee must have had no sustained disciplinary action during the period beginning July 1 through the date the bonus checks are distributed. Disciplinary actions include written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with a disciplinary action.

4. The employee must have demonstrated a commitment to the agency mission by reducing the burden on those served, continually improving the way business is conducted, producing results in the form of increased outputs, and working to improve processes.

5. The employee must have demonstrated initiative in work and have exceeded normal job expectations.

6. The employee must have modeled the way for others by displaying agency values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

(c) A periodic evaluation process of the employee's performance.

(d) A process for peer input that is fair, respectful of employees, and affects the outcome of the bonus distribution.

(e) A division of the agency by work unit for purposes of peer input and bonus distribution.

(f) A limitation on bonus distributions equal to 35 percent of the agency's total authorized positions.

This requirement may be waived by the Office of Policy and Budget in the Executive Office of the Governor upon a showing of exceptional circumstances.

(3) Each department head is authorized to incur expenditures to award suitable framed certificates, pins, and other tokens of recognition to retiring state employees whose service with the state has been satisfactory, in appreciation and recognition of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.

(4) Each department head is authorized to incur expenditures to award suitable framed certificates, pins, or other tokens of recognition to state employees who demonstrate satisfactory service in the agency or to the state, in appreciation and recognition of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.

(5) Each department head is authorized to incur expenditures not to exceed \$100 each plus applicable taxes for suitable framed certificates, plaques, or other tokens of recognition to any appointed member of a state board or commission whose service to the state has been satisfactory, in appreciation and recognition of such service upon the expiration of such board or commission member's final term in such position.

History.—s. 3, ch. 83-72; s. 4, ch. 85-68; s. 1, ch. 87-68; s. 1, ch. 88-191; s. 85, ch. 92-142; s. 22, ch. 92-279; s. 55, ch. 92-326; s. 7, ch. 96-399; s. 4, ch. 99-399; s. 8, ch. 2001-43; s. 5, ch. 2003-138; s. 6, ch. 2005-152; s. 25, ch. 2007-73; s. 1, ch. 2009-20.

**VIII. Approval of the
FY 2014-15
Legislative Budget Request
(not available at this time)**

**IX. Approval of the
Athletic Department's
Budget Deficit Reduction Plan
(not available at this time)**

X. Information Items

**X. (a) Dining Services
Amendment/RFP**



Florida Agricultural and Mechanical University Board of Trustees Information Item

Meeting Date: August 8, 2013

Agenda Item

Subject: Dining Services Amendment/Request for Proposal (RFP) Update

Information Only: The University and Sodexo agreed to extend Sodexo's dining/catering services contract from July 1, 2013 through December 13, 2013.

The University hired two consultants - to assist in the development of the RFP. We worked with Tom Britten Services, LLC and the Rochelle Group, LTD (RGL).

Prior to developing the RFP, both companies evaluated our dining facilities on the main campus, the College of Law in Orlando and the FAMU/FSU College of Engineering. They also reviewed and analyzed the contracts, amendments, and discussed the prior ITN process.

Tom Britten has extensive experience in all aspects of food service, vending and distribution. He has held several executive positions in the food service and vending industry. Britten formed Britten Management Services, LLC in 2003. He has worked with the University of Central Florida, Florida State and the University of North Florida as well as several state colleges.

RGL comprises experienced and dedicated experts with more than 25 years of successful managerial and consulting experience at all levels of operation in the food service industry. Their client list includes Boston College, Columbia University, Cornell University, Harvard University and North Carolina A&T University.

In addition to helping us develop the RFP; RGL prequalified Food Service Management Companies for the RFP process and assisted with responding to questions. They will also be involved with reviewing the proposals and the contract development process.

When the contract has been fully executed, RGL will help us monitor the performance of the food service contract. Their Quality Assurance Evaluation Program identifies areas that need improvement and implements an Action Plan with specific goals to bring about a lasting solution.

The RFP was advertised on June 25th and emailed to (7) seven companies: **AVI Fresh, Sodexo, Aramark, Gourmet, Thompson Hospitality, Metz Culinary Management, and Perkins Management Services**. The RFP advertisement is on the Office of Procurement Services' webpage and on the Department of Management Services' Vendor Bid System. The Evaluation Team is composed of faculty, staff and students.

Dining Facility walk-throughs were conducted at the Main Campus and FAMU/FSU College of Engineering on July 9th and at the College of Law on July 11th. Questions were received from (5) five vendors and responses were provided in Addendum #1 on July 17, 2013.

Proposals are due August 7th at 2:00 PM.

Below is the Calendar of Events for the RFP:



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Date/Time	Action
06/25/2013	Request for Proposal Advertised/Released Electronically
07/09/2013	Proposers' Conference and Dining Facilities walkthrough (Main Campus and FAMU-FSU College of Engineering)
07/10/2013	Evaluation Committee Mandatory Training
07/11/2013	Dining Facility walkthrough – College of Law: Orlando
07/15/2013	Deadline for submitting questions and/or inquiries in writing only; preferably by email to Purchasing@fam.u.edu
07/17/2013	Responses to inquiries & addenda, if any, Posted on FAMU Website: http://www.fam.u.edu/index.cfm?Purchasing&Solicitations
08/07/2013	Deadline for Proposal submission at 2:00PM (RFP Opening)
08/09/2013	Evaluation Committee will begin their independent evaluations
08/19-20/2013	Presentations, if any
08/30/2013	Evaluation Committee completes independent evaluations
On or before 09/09/2013	Posting of the Intent to Award (or other Notice(s) as Appropriate)
09/12/2013	End of 72-hour Protest Period

We expect to request the Board to authorize the Interim President to execute a dining services contract at the Board meeting on October 3, 2013.

Prepared By: Office of Business & Auxiliary Services

Approved By: Interim Vice President Joseph Bakker

X. (b) Suggested BOT Policy Changes



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: August 8, 2013

Agenda Item

AMENDMENTS FOR DISCUSSION

(The amendments remove the requirement for the submittal two voluminous reports that staff feels would not allow for meaningful discussion with the Board. The reports would be available upon request. The amendments also provide clarification of the type of reports to be submitted. The proposed changes are shown below.)

Board of Trustees Policy Number: 2005-02

Date of Adoption/Revision: February 25, 2005

Subject: FINANCIAL/BUDGET ADMINISTRATION POLICY

Authority: Chapter 1010 and Section 1001.74, Florida Statutes

I. Policy Statement and Purpose

The Board of Trustees is charged with maintaining the financial health of the University and with safeguarding the financial integrity of the University. This policy is to ensure the Board of Trustees receives timely and pertinent information of the overall financial health of the University and financial policies; to ensure the reliability of the University's internal and external reporting; to examine the effectiveness and efficiency of the University's operations and use of resources; and to minimize the risks that affect the University's reputation.

II. Submission of Quarterly Financial Report

A. Commencing with the next regularly scheduled meeting of the Board of Trustees, the Vice President of Administrative and Financial Services shall prepare a quarterly report for presentation to the Board of Trustees during its regular meeting. The quarterly report shall consist of, but not be limited to:

~~1. University Account Detail—The detail of all transactions which were recorded in the University accounts for the quarter.~~

1. Statement of Net Position (Balance Sheet) and Statement Revenues, Expenses, and Changes in Net Position

~~2. University Account Summary—Summary of activities for the quarter and year-to-date totals by object of expenditure.~~

2. Budget Status Report by Division showing salaries and other expenditure activities for the quarter and year-to-date totals by object of expenditure

~~3. Outstanding Encumbrances—A detailed list of all encumbrances outstanding as of the end of the quarter.~~

4. Report of the investment and reinvestment cash balances of University funds.



Florida Agricultural and Mechanical University Board of Trustees Information Item

III. Preparation of Other Reports

The Vice President of Administrative and Financial Services shall make such official reports and furnish such other information as may be requested from time to time by the Board concerning University finances, investments, business or property.

III. Establishment of Other Procedures

The University President shall establish procedures as appropriate to ensure this policy is carried out.

**X. (c) Upcoming Contracts
over \$100,000**



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: August 8, 2013

Agenda Item: _____

Committee
Budget and Finance

Subject: Upcoming Contracts over \$100,000

Short Summary: Image API, Inc. - \$138,413: Image API, Inc. will provide document conversion and content management for the University's Registrar. There are approximately 100,000 folders and 120 rolls of microfilm documents to be converted to electronic data.

Short Summary: CedarCrestone - Planning for the iRattler Financial Management System Upgrade to v9.2 - \$1,200,000: The Office of Enterprise Information Technology is in the process of working on a contract with CedarCrestone to upgrade the Financial Management System (FMS) PeopleSoft application from version 9.0 to version 9.2. The contract is valued at approximately \$1,200,000.00. The implementation period is nine months.

**X. (d) Contracts over \$100,000
(none at this time)**