

Florida Agricultural and Mechanical University
Board of Trustees



Budget and Finance Committee
Grand Ballroom
April 10, 2013
Time: 10: 00 a.m.

Budget and Finance Committee Members:

Trustee Rufus Montgomery, Chair
Trustee Kelvin Lawson
Trustee William Jennings
Trustee Narayan Persuad
Trustee Cleve Warren
Trustee Karl White

Agenda

I. Call to Order

Chairman Rufus Montgomery

Action Items

- II. Approval of Minutes – February 6, 2013
- III. Approval of the 4- Day Work Week
- IV. Approval to Amend Policy # 2005-04
(Electronic Transfer of Funds)
- V. Approval to Amend Policy # 2006-04
(Purchasing Cards)
- VI. Approval to Execute the Dining/Catering
Services Contract

Chairman Rufus Montgomery
Ms. Sherry Earst
Dr. William Featherstone

Ms. Stephany Fall
Mr. Joseph Bakker

Information Items

VII. Updates

- a. Report on the University's Financial Health
- b. Athletics Department Budget
- c. Governmental Relations
- d. Upcoming Contracts over \$100,000
- e. Contracts over \$100,000

Dr. William Featherstone/Ms. Ronica Mathis

Athletic Director Derek Horne
Mr. Tola Thompson
Ms. Stephany Fall
Ms. Stephany Fall

**II. Approval of Minutes
February 6, 2013**

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

February 6, 2013

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

Others Attending: Trustee Solomon Badger; Trustee Torey Alston; Trustee Charles Langston; Trustee Marjorie Turnbull, Trustee Marissa West; Trustee Spurgeon McWilliams, Interim President Larry Robinson; Provost Rodner Wright, Vice President Richard Givens; Vice President Thomas Haynes; Vice President William Hudson, Jr.; Interim Vice President Ken Redda, Director Derek Horne; Director Tola Thompson; Attorney Linda Barge-Miles, Attorney Shira Thomas; Attorney David Self, Chief Information Officer Sharon Saunders; Acting Vice President Joe Bakker; Assistant Vice President William Featherstone, Interim Budget Director Ronica Mathis, Jackye Maxey, Assistant Vice President of Administrative Affairs, Director Byron Williams and Ms. Ora Mukes, Assistant to the President.

Chairman Montgomery called the meeting to order at 1:43 P.M. Ms. Darlene Garcia was recognized to call the roll. A quorum was established.

Afterwards Chairman Montgomery welcomed everyone to the meeting and announced that he intended to take up the Information Items before moving onto the Action Items because sometimes the Information Items have a fiscal impact.

Information Items

Governmental Relations Overview

The Committee heard from Director Tola Thompson who presented an overview on Governmental Relations.

Mr. Thompson gave the following overview of the 2012 Legislative Session:

- There was a \$1.8 billion revenue shortfall resulting in a \$300 million cut to the State University System.
- The Governor vetoed \$1.5 million in operating funds for the Crestview Center and \$1.6 million for the Health Science Education Program that was appropriated for FAMU.

The University has implemented a two-pronged approach to federal relations (working directly with federal agencies and using an outside lobby firm).

This new advocacy approach played a huge supporting role in helping the University to secure the \$14.9 million NOAA grant and resulted in a \$20 million increase (to \$140,937 million) in the HBCU/MSI account of the National Defense Authorization Act. This increase could pay huge dividends for the University in the months ahead, as the

Department of Defense is one of the major funders of FAMU research.

Mr. Thompson stated that he is working with the other SUS governmental affairs teams to pursue the system-wide goals: (1) holding the line on further budget cuts and (2) getting \$118 million in new performance-based funding in lieu of tuition increases. He is also working to recover the funding that was vetoed last year.

Trustee Alston had the following comments and questions:

- How does Governmental Relations determine who to select when the University is seeking a contract?
- How do you proceed if there is an issue that needs specific expertise?
- Other universities have used policy think tanks and other such tools to make a determination, have we done or considered this?
- Is it a different process for different projects?

Director Thompson responded that the Competitive Bid Process is used to select vendors. The University also uses persons/groups with the most information when a specific expertise is required. We often use MWW Group. They have been used to protect Pell Grant funding. The process may vary depending upon the project.

President Robinson noted that he and some of the other SUS Presidents are working with the Legislature to restore the \$300 million that was cut last session. If those funds are not restored, the Board of Trustees will have to take drastic measures to establish an operating budget for next fiscal year. He also reminded the Board that the University must maintain a mandatory 5% budget reserve. This equates to between \$7 and \$8 million.

Next Chairman Montgomery asked Director Thompson the following questions:

- How much are we paying for lobbying services at the State level?
- Do you lobby for the Board of Governors?
- Did anyone talk to the Governor about the two (2) vetoed items?
- Do you know how many Legislators and members of Congress are FAMU graduates?
- When is FAMU Day?
- Is the Governmental Relations Office adequately funded?

Director Thompson responded that he did not know what the State level funding is for lobbying services. He does not lobby the Board of Governors. Governmental Relations has been working with the Governor's Office on the 2 vetoed items. He was not aware of how many legislators/members of Congress are FAMU graduates. FAMU Day will be held on April 11th. He also stated that Governmental Relations is not adequately funded. He is in need of assistant position and additional resources.

The Chairman stated that he needs to effectively communicate the need for additional resources and we need to ensure that we are communicating with all who can share our story.

Chairman Montgomery instructed Director Thompson provide the following information to the Committee in writing:

- State level contract lobbying funding for the last three (3) years
- Find out if the Legislature plans to convene a special committee to discuss FAMU
- Governmental Relations funding requests

Trustee Turnbull asked Mr. Thompson if he were meeting with Legislative staff and the Black Caucus. She also asked if it would be helpful for the Committee to provide Governmental Relations with contacts. Director Thompson responded yes to all of her questions. The Chairman agreed.

Director Thompson summarized by stating that his priority for the upcoming session was the restoration of the funding for the two items that were vetoed by the Governor: \$1.5 million for the Crestview Center and \$1.6 million for the Health Science Education Program.

Athletics Overview

The Committee heard from Director Derek Horne who gave an overview of the revenues and expenditures to date. The Athletics Department is in the process of collecting outstanding revenue (athletic fees, Florida Classic, Guarantee games, advertising sales, NCAA revenues, etc.).

Chairman Montgomery asked what the budget situation was year-to-date, up or down. Director Horne stated that it is estimated that the revenue collections as of February 1st are short by approximately \$1.5 million. He expects that there will be a \$2.3 million deficit this year due to the following reasons:

- Decreased enrollment
- Guarantee Games revenue down
- Florida Classics ticket sales down
- Decreased ticket sales for home games

He also discussed that he is working closely with the Office of Audit and Compliance to address audit findings.

Chairman Montgomery asked if all the audit findings had been addressed. Director Horne reported that the findings had been addressed with a few remaining in progress. The Chairman and Trustee Persuad expressed concern about audits.

Trustee McWilliams made comments about the following and the need for these issues to be addressed:

- Condition of the stadium concession area
- Concessions need to be sold in the stands to accommodate the elderly patrons
- Football tickets need to be available at the stadium on game day

Trustees White and Langston would like to see some consistency and expectations based on real assumptions. It was also requested that we take a look at what other universities are doing that are in the same situation.

The fiscal impact of not having the band perform at games was discussed. The Trustees agreed that there is a need to look at the fiscal impact of having the band perform, as well as the impact of not having the band perform at games.

Trustee White asked who received the revenues from the collegiate licensing fees. Director Horne stated that the Office of Communications received the revenue. Trustee White asked why and stated that this needs to be addressed.

Chairman Badger asked if the football schedule had been released and Director Horne stated not yet, but soon.

Chairman Montgomery requested Director Horne to provide a plan by the end of next week (February 15, 2013) to address the concerns of the Trustees.

Invitation to Negotiate (ITN) for Dining Services

The Committee heard from Mr. Byron Williams, Director of Business and Auxiliary Services, who gave an update on the status of the ITN for dining services. Mr. Williams stated that the Negotiation Team made the following site visits:

- On Wednesday, January 9th, the team visited the campus of Alabama State University in Montgomery, Alabama to see Gourmet Services' food service operations.
- On Thursday, January 10th, the team visited the campus of Troy University in Troy, Alabama to see Sodexo's food service operations.
- On Friday, January 25th, the team visited the campus of Florida State University to see Aramark's food service operations.

Oral presentations from the three (3) firms were heard on January 31st and February 1st.

One or more firms will be asked to submit their best and final offers; the Negotiation Team will review the final offers and make a recommendation to the Interim Vice President for Administrative and Financial Services, who will make a recommendation to the President. The recommended firm will be posted on our website for 72 hours. Afterwards, the President will seek authority from the Board of Trustees to enter into a contract with the top ranked firm no later than March 1st.

Chairman Montgomery asked what type of student input was obtained. Mr. Williams responded that there was a Student Government Association representative on the negotiation team and internal and external student focus groups were utilized.

Upcoming Contracts over \$100,000

The Committee heard from Ms. Jackye Maxey, Assistant Vice President for Administrative Affairs who gave an overview of upcoming contracts over \$100,000. Ms. Maxey stated that there are three (3) contracts over \$100,000 that is in various stages of development.

CedarCrestone - \$870,000 (estimated): The Office of Enterprise Information Technology is in the process of working on a contract with CedarCrestone to upgrade the Human Capital Management (HCM) PeopleSoft application from version 8.9 to version 9.1. The contract is valued at approximately \$870,000; funding is being provided by Title III Programs and the implementation period is eight (8) months.

Star Metro (City of Tallahassee) - \$1.44 million (estimated): Parking Services is in the process of negotiating a new three year contract with StarMetro (City of Tallahassee) effective July 1, 2013. Discussions include the following areas: *costs, routes, and marketing services.*

StarMetro provides mass transit services for FAMU students that includes two (2) Venom Routes and the University-Pass (U-Pass) Program. The Venom Routes transport students from nearby apartment complexes through various stops around campus. The U-Pass Program allows any FAMU student to ride throughout the City of Tallahassee by showing their Rattler ID card.

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.

The current contract with StarMetro covers the period of July 1, 2009 through June 30, 2012. The 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.

Professional Opportunities Program (POPS) - \$1,235,000: The Legislature appropriated \$5 million for the Targeted Assistance Program in FY 2011-12. 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.

Contracts over \$100,000

The Committee heard from Ms. Jackye Maxey, Assistant Vice President for Administrative Affairs who stated that four (4) contracts have been executed since the last BOT meeting.

- Jackson State University - \$177,245
- University of Texas at Brownsville - \$186,314
- Delaware State University - \$212,265.57
- Professional Opportunities Program (POPS) – \$900,000

The first three (3) contracts are cost reimbursement contracts with the Environmental Cooperative Science Center. FAMU serves as the lead institution in partnership with Texas A&M University@ Corpus Christi, Delaware State, Jackson State University, University of Texas @ Brownsville, Creighton University and three National Estuarine Research Reserves. The mission of ECSC is to educate and train a new generation of scientists, with emphasis on minority groups entering the NOAA related workforce.

The last contract is for the Professional Opportunities Program (POPS). POPS is a non-profit community based organization that works with disadvantaged students in low performing schools in Orange, Osceola, Polk, Duval, Leon, Palm Beach, Broward and Pinellas Counties. The program provides educational workshops, college and secondary educational tours, community service projects mentoring and internships.

Overview of the FY 2013-14 Governor's Recommendations

The Committee heard from Ms. Ronica Mathis, Interim Budget Director who gave an overview of the Governor's Recommendations. Below is a summary of the State University System major issues that was provided in the BOT materials:

- An overall increase of 2.5% for the State University System
- No undergraduate tuition increase
- Restoration of the \$300 M that was cut from university base-funding last year to be allocated as follows:
 - \$15 M for year 2 of the I.T. Performance Funding Pilot
 - \$118 M allocated to the university's base budget
 - \$167 M for performance funding to be allocated based on three metrics: average cost per graduate, average wages of employed graduates, and percentage of graduates employed or enrolled in further education

Specific Recommendations for FAMU:

• General Revenue	\$ 70,937,391
• Student Fee TF	\$ 71,845,519
• Student Financial Aid	\$ 624,417
• Risk Management	\$ 1,172,091
• Educational Enhancement (Lottery)	\$ 9,917,968
Total E&G	\$ 154,497,386

FY 2012-13 Operating Budget Update

The Committee heard from Ms. Ronica Mathis, Interim Budget Director who presented an update on revenue and enrollment. During the October Budget & Finance meeting, staff noted that the enrollment decline would have an adverse impact on the total fee revenue. The University anticipated a reduction of approximately \$6 million in student fee revenue.

Our initial revenue projection for the collection of student fees was \$72 million. This was based on an estimated enrollment of 13,000 students for the Fall 2012 semester. However, the enrollment for the Fall 2012 semester was down by 1,000 students. Currently we have collected \$65.3 million in Student Fee revenues.

It appears that the enrollment for the Spring 2013 semester is also lower than anticipated by 345 students. Enrollment was anticipated to be 11,090.

To assist with maintaining efficient and effective daily operations, the BOT approved the use of Carry Forward Funds to supplement the revenue shortfall in the Student Fee Trust Fund at the November 1, 2012 meeting. This has been done.

College of Law Bar Review Preparation Fee

There were a couple of questions that were raised at the last Budget and Finance Committee meeting about the College of Law Bar Review Preparation course: How much does the course cost? Does the fee that the student pays cover the entire cost?

Ms. Ronica Mathis Revenue provided the following response. The College of Law Bar Review Preparation fee is generated from the \$2,400 that is charged during the students' final year of Law School. This fee went into effect the Fall 2012 semester.

This fee is used to support student enrollment in one of two courses (**BARBRI or Kaplan**) that focuses on substantive preparation for the Florida Bar. The majority of the law students opt to take the BARBRI preparation course.

BARBRI – The cost for this bar exam preparation course is \$2,550 for this academic year. The fee assessed by the College of Law covers all but \$150; the balance is paid by the student.

Kaplan – The cost for this bar exam preparation course is \$2,400 for this academic year. The College of Law Bar Review Fee covers 100% of the cost.

\$480,000 has been budgeted for the College of Law Bar Review Preparation Fee and to date \$432,000 has been collected.

Auxiliary Trust Fund Balances

During the last Budget and Finance Committee meeting Trustee Warren requested the fund balance for the auxiliaries within the Auxiliary Trust Fund. The Committee heard from Dr. William Featherstone, Controller who stated that the Auxiliary Trust Fund Balances as of December 31, 2012 is \$21,549,085.

• Housing Trust Fund	\$4.2 M
• Athletic Trust Fund	(\$9.3) M
• Auxiliary Trust Fund *	\$26.6 M
Total	\$21.5 M

*** Includes parking, dining, bookstore, etc.**

Action Items

Approval of Minutes – October 31, 2012

Chairman Montgomery asked for approval of the minutes for October 31, 2012. Trustee Warren made a motion to approve the minutes and it was seconded by Trustee White. The motion carried.

Approval of Fee Increase for the Child Care Center

The Committee heard from Dr. William Hudson, Vice President for Student Affairs who presented the request to increase fees for the Child Care Center. Prior to presenting this agenda item Dr. Hudson introduced Dr. Reba Myers, Administrator of the Child Care Center to the Committee.

The Child Care Center is requesting to increase the monthly fee for the Child Care Center by \$25 for children of currently enrolled FAMU students and \$50 for children enrolled in the Voluntary Pre-Kindergarten program whose parents are not currently enrolled at FAMU.

Trustee Turnbull asked Dr. Myers if she knew who the parents were and how the increase would affect them. Dr. Myers responded that there was assistance through grant funds so the impact to the parents would be minimal.

Trustee Langston asked what other institutions were charging. Where is the comparison? Dr. Myers stated that there was a market survey and the Trustees were directed to the backup materials in their packet.

Chairman Montgomery remarked that he was not in favor of this fee increase.

Trustee White made a motion to approve the Child Care Center increase and it was seconded by Trustee Persuad. Chairman Montgomery called for a voice vote and the Child Care Center fee increase passed by a vote of 4 to 1.

Approval of Amendments to the FY 2012-2013 Operating Budget

The Committee heard from Ms. Ronica Mathis who presented three (3) amendments to the operating budget.

- The first amendment is to provide budget authority to transfer the Capital Improvement Fee of \$1,985,000 to the Department of Education. This authority was inadvertently omitted from the Budget approved in June 2012.
- The second amendment is to provide budget authority of \$4,126,741 to pay the debt service for the University's revenue bonds. This authority was similarly omitted from the June 2012 budget.
- The third amendment is for \$115,000 to provide for emergency repairs that had to be done to the Tennis Courts, and Softball and Baseball Fields.

Chairman Montgomery requested assurance that there would be no omissions in the future and was assured by Ms. Mathis that there were be no further omissions.

Trustee Jennings made the motion to approve the amendments to the operating budget and it was seconded by Trustee Warren. The motion carried.

Approval of University Auxiliary Facilities Operating Budgets with Revenue Bonds

The Committee heard from Ms. Ronica Mathis who presented this item for approval. Our last action item is the approval of the Income and Expenditure Statements for Auxiliary Facilities with Revenue Bonds.

Pursuant to Board of Governors Regulation 9.008, each auxiliary facility with a revenue bond covenant is required to submit an Income and Expenditure Statement to the Board of Governors. These statements must be approved by the University Board of Trustees prior to submission to the Board of Governors for final approval.

FAMU is required to submit Income and Expenditure Statements for Housing, Parking, and the Student Service Center.

Trustee Warren requested help in understanding and asked Ms. Mathis to "walk through" one of the Statements. Ms. Mathis directed Trustee Warren and the other Trustees to the Income and Revenue Statements in their packets and proceeded with the explanation.

Trustee Warren made the motion to approve the University Auxiliary Facilities Operating Budgets with Revenue Bonds and it was seconded by Trustee White. The motion carried.

Chairman Montgomery asked for further questions and comments prior to adjourning the meeting.

Trustee Warren stated that he would like to see a Statement of Financial condition on a monthly basis. He needs to understand where the University is on a cash basis. He would like to see a current and accurate picture of the cash flow each month. Other Trustees agreed.

Chairman Montgomery requested Mr. Joseph Bakker, Acting Vice President of Business and Financial Affairs to provide this at the next committee meeting. He also asked Mr. Bakker to provide Trustee Warren with the information in March. Mr. Bakker replied in the affirmative.

There being no further business, the meeting ended at 3:23 P.M.

Rufus Montgomery
Committee Chairman

Transcribed by:

Darlene W. Garcia

III. Approval of the 4-Day Work Week



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

Meeting Date April 11, 2013

Agenda Item _____

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

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

Subject: Approval of 4-Day Work Week Schedule – Friday, May 10, 2013 through Thursday, August 1, 2013

Rationale: The University is requesting approval by the Board of Trustees to implement a 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 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.

Within the standard hours of operation, a flexible 10-hour schedule may be used, i.e., 7:30 a.m. through 5:30 p.m. or 8:00 a.m. through 6:00 p.m., both with a 30-minute paid lunch break.

Supervisors and/or managers will have flexibility in adjusting the work schedules or granting annual or compensatory leave or leave without pay for those employees who will require such due to childcare, second jobs, or other personal obligations.

Exceptions to the 4-Day Work Schedule will include areas with 24-hour operations such as the Police Department, Heating Plant and buildings with research activities occurring in Research Laboratories, University Housing, Student Health Clinic, and New Beginnings Childcare which provide external services to the local areas outside the University.

Recommendation: It is recommended that the Board of Trustees approve the 4-Day Work Week schedule during the requested period of **Friday, May 10, 2013, through Thursday, August 1, 2013**.

Supporting Documents Included: None

Prepared By: The Office of Human Resources

Approved By: Interim Vice President Joseph Bakker

**IV. Approval to Amend Policy # 2005-04
Electronic Transfer of Funds**



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

Meeting Date April 11, 2013

Agenda Item

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

Action of Board				
Approved <u> </u>	Approved w/ Conditions <u> </u>	Disapproved <u> </u>	Continued <u> </u>	Withdrawn <u> </u>

Subject: Approval to Amend Policy # 2005-04 (Electronic Transfer of Funds)

Rationale: 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 noncompliance with section 1010.11, Florida Statutes. The statutes require each university board of trustees to adopt written polices 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 Board of Trustees of Florida A&M University adopted Board Policy 2005-04 to satisfy this mandate. However, the Office of the Auditor General concluded the policy did not address specific accounting and control procedures that will ensure appropriate accountability of electronic transfers as stipulated in the statutes. A similar recommendation was proposed at several universities within the State University System of Florida.

Recommendation: It is recommended that the Board of Trustees approve the amendments to Policy # 2005-04 (Electronic Transfer of Funds).

Supporting Documents Included: A copy of the amended policy and section 1010.11, Florida Statutes is attached.

Prepared By: Dr. William Featherstone

Approved By: Interim Vice President Joseph Bakker



**Florida Agricultural & Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number:
2005-04

Date of Adoption/Revision: February 25,
2005; April 11, 2013

Subject	Electronic Transfer of Funds
Authority	Section 1010.11, Florida Statutes

I. Policy Statement

This policy sets forth guidelines which apply to all financial transactions performed using an electronic medium, which results in a transfer of ownership of funds from one depositor to another, as required by Section 1010.11, F.S. Any such transaction is termed "Electronic Funds Transfer" (EFT), and is performed for purposes including direct deposit, wire transfer, withdrawal, investment or payment. EFTs can be made via Automated Clearing House (ACH) or wire transfer. Procedures are designed to protect the assets of the University and the integrity of the data.

II. Establishment of Necessary Controls and Standards to Govern Electronic Transfers

The following procedures have been established to ensure the appropriate accountability of EFTs:

- A. Accounting practices for electronic transfers adhere to appropriate accounting standards.
- B. Financial information being transmitted electronically is sent using an appropriate level of security.
 - 1. The University will provide to the disbursing bank a list of the names and titles of persons authorized by the University to perform EFT transactions. All ACH transmissions will be confirmed by the bank through a confirmation email upon receipt of the file.
 - 2. EFT requests made to the bank will be regulated by the use of Personal Identification Numbers (PINS) and a designated security administrator.
- C. Sensitive data, including passwords and any other similar data whose compromise would have a material negative impact, is stored in a secure format.
- D. All electronic transactions shall be uniquely serialized and journaled to provide a conclusive audit.
 - 1. Banking reports are to be reviewed by the Office of the Controller for

unauthorized ACH transactions on an ongoing basis.

2. Reconciliation of all EFTs will be completed by using banking and general ledger analysis. Research and resolution of any reconciling item will occur on a monthly basis.

- E. All electronic transactions or applications occur on limited access systems.
- F. Electronic transfers of University funds occur only for lawful purposes in accordance with Board policy and state laws.
 - 1. Requests for EFTs require approval by an authorized representative who is independent from the disbursing department. There will be no such case when one individual will be able to initiate, approve and record an EFT.
- G. Ensure employees designated to engage in electronic transfers are knowledgeable about this policy and any procedures established in accordance with this policy.

III. Designation of University Employees

The President or the President's designee will elect such University employees who shall be responsible for moving University funds using an electronic medium for the purposes of direct deposit, wire transfer, withdrawal, or investment.

Select Year:

The 2012 Florida Statutes

[Title XLVIII](#)[Chapter 1010](#)[View Entire Chapter](#)

K-20 EDUCATION CODE

FINANCIAL MATTERS

1010.11 Electronic transfer of funds.—Pursuant to the provisions of s. [215.85](#), each district school board, Florida College System institution board of trustees, and university board of trustees shall adopt written policies prescribing the accounting and control procedures under which any funds under their control are allowed to be moved by electronic transaction for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment. Electronic transactions shall comply with the provisions of chapter 668.

History.—s. 535, ch. 2002-387; s. 24, ch. 2009-59; s. 157, ch. 2011-5.

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**V. Approval to Amend Policy # 2006-04
Purchasing Cards**



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

Meeting Date April 11, 2013

Agenda Item _____

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

Action of Board				
Approved <u> </u>	Approved w/ Conditions <u> </u>	Disapproved <u> </u>	Continued <u> </u>	Withdrawn <u> </u>

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

Rationale: The University is requesting approval by the Board of Trustees to amend the Purchasing Card policy.

Below is a summary of the amendments:

- adds language for President's designee;
- amends Delegation of Authority to remove language requiring President's approval for Pcard purchases greater than \$1,000;
- authorizes the Vice President of Administrative and Financial Affairs to establish limits when PCards are approved;
- removes Laboratory Animals and Third Party Payment/Pay Pal from Uses Not Allowed list;
- adds reconciliation to monthly statement language as a cardholder responsibility; and
- changes the title of Purchasing Office to Office of Procurement Services.

Recommendation: It is recommended that the Board of Trustees approve the amendments to Policy #2006-04 (Purchasing Cards).

Supporting Documents Included: A copy of the amended Policy.

Prepared By: Office of Procurement Services

Approved By: Interim Vice President Joseph Bakker



**Florida Agricultural & Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number:
2006-04

Date of Adoption: December 7, 2006;
April 11, 2013

Date of Revision: April 22, 2010; April 11, 2013

Subject	Purchasing Cards
Authority	Section 7(d), Art. IX, Fla. Const.; Board of Governors Resolution 1-7-03; Board of Governors Regulation 1.001 and 18.001
Applicability	Any purchases made for University related business through the use of Purchasing Cards; any employees granted authorization for use of a Purchasing Card.

I. Policy Statement

Florida A&M University (University) sponsors a Purchasing Card (PCard) program to enable authorized employees to make business-related purchases of goods, supplies and standard (not professional) services paid for directly by the University. The Purchasing-Card provides employees with a cost-effective and convenient method of purchasing, thereby reducing the volume of individual payments processed by the University to vendors; streamlining the purchase process; reducing the payment processing time and expense; and providing an alternative to personal reimbursement. Thus, the program provides the University with a cost effective, convenient and decentralized method for certain University purchases to occur.

Since the University is liable to the financial institution issuing the Purchasing-Card for the charges and remits payments directly to the financial institution, all purchases made through the Purchasing-Card Program must comply with:

- University regulations, policies and procedures and all applicable governmental laws and regulations.
- Any special requirements of projects supported by sponsored funds, if the purchase relates to sponsored funds.
- Any administrative policies and procedures implemented by the Vice President of Administrative and Financial Services.

II. Authority to Purchase

A. Delegation of Authority – An delegated authorized University official is hereby authorized to purchase order goods and/or services, except for transactions noted in Section II.B. below directly from vendors, subject to the limitations contained in this policy. Authorizations for purchasing cards in an amount greater than \$1,000 shall be approved by the President or President's designee. PCard limits are established at the time of approval by the Vice President of Administrative and

Financial Services.

- B. Responsibility** – With this delegation of authority comes the responsibility for departments to observe all University regulations, policies and procedures related to purchases ~~to~~ and ~~observe~~ applicable governmental laws and regulations that apply to the commercial transactions ~~place~~-via the PurchasingCard.
- C. Audit** – All University transactions, including those using this procedure, are subject to review by the Controller's Office as well as internal and external auditors for compliance with sound business practices, University regulations, policies and procedures, and all ~~any~~ applicable governmental laws and regulations.

III. Criteria for Use

- A. Basic Criteria** – Authorized University officials are eligible to obtain a PurchasingCard provided that they:
- Receive approval from the appropriate Vice President and the Vice President of Administrative and Financial Services;
 - ~~They~~ Complete a training session;
 - ~~They~~ Sign the necessary agreement; and
 - Adhere to this policy and other University PurchasingCard Policies and Procedures as implemented by the Vice President of Administrative and Financial Services.
- B. Uses Not Allowed** – The PurchasingCard shall not be used to make purchases ~~via the internet or~~ in the following circumstances:
- Personal Expenses: Personal expenses are purchases that are not made on behalf of the University or for use by the University.
 - Hazardous Materials.
 - Cash Advances or cash.
 - ~~Laboratory animals.~~
 - Cash for returned merchandise.
 - ~~Third Party Payment, Pay Pal.~~
 - Gifts.
 - Gift Cards.
 - ~~Any purchase over \$1000, unless specifically authorized by the President or President's designee.~~ A cardholder shall not split the cost of one single item (whether goods, supplies or services) into multiple payments in order to circumvent the dollar threshold.
 - Other ~~Uses~~ as determined by the Vice President of Administrative and Financial Services.

IV. Responsibilities

- A. Cardholder Responsibilities** – An individual who is assigned a

PurchasingCard has been granted the privilege to spend the University's funds for business-related expenses without a pre-transaction review. This privilege requires a signed agreement by the cardholder attesting to his/her commitment and responsibility to comply with the terms and conditions of this policy, as the cardholder acts as a purchasing agent for the University and is issued a PurchasingCard associated with his or her official University duties.

The PurchasingCard cardholder is responsible for:

1. Within seven (7) calendar days of the transaction, providing sufficient documentation ~~documentary evidence~~ including original receipts and explanation of the business purpose of the purchase, in terms easily understood by an internal or external reviewer.
2. Ensuring that any expense paid by the PurchasingCard is not otherwise submitted for reimbursement or used for any inappropriate purpose.
3. Keeping his or her PurchasingCard confidential; lending or sharing the PurchasingCard is not allowed.
4. Verifying ~~their transactions and are accountable~~ for all purchases made on the PurchasingCard are correctly shown on monthly statement/invoice.
5. Adhering to all University policies and procedures governing the PurchasingCard.
6. Use of A-PurchasingCard must be for business purposes only and in full compliance with the University regulations, policies and procedures and all applicable governmental laws and regulations.

B. Controller's Office Responsibilities – To supplement, but not replace, the Cardholder's basic review responsibility, the Controller's Office reviews PurchasingCards each billing period. If incorrect or improper charges are found, the Controller's Office shall direct the person(s) responsible for the expenditures to correct the error. If excessive or repeated errors occur, additional training may be required or the PurchasingCard may be revoked.

C. Office of Procurement Services Purchasing Office – Serves as the PCard Administration Office and administers the program including issuance, suspension and revocation of PurchasingCards, ~~and facilitating download of transaction from the bank to the iRattler PCard module.~~ Review, on a sample basis, purchases to determine compliance with the University regulations, policies and procedures and all applicable governmental laws and regulations.

V. Penalties for Misuse of the PCard

Cardholders are subject to penalties for misuse of the PurchasingCard and/or failure to comply with University regulations, policies and procedures and all applicable governmental laws and regulations. Use of the PurchasingCard is a privilege based on trust. When the Cardholder signs the Cardholder Agreement,

BOT POLICY: Purchasing Cards	POLICY NO: 2006- 04	PAGE: 4 of 4
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he/she acknowledges an understanding of the benefits of this privilege and an understanding of the penalties for misuse of the PurchasingCard. The failure to use the PurchasingCard in compliance with this policy, or the failure to provide sufficient documentation ~~ary evidence~~ can result in the suspension or revocation of the PurchasingCard and possible disciplinary action including, but not limited to, employee termination, as well as the filing of criminal charges.

VI. Related Procedures

The Vice President of Administrative and Financial Services shall create administrative procedures to implement this policy.

VI. Approval to Execute the Dining Services Contract



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

Meeting Date April 11, 2013

Agenda Item

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

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

Subject: Approval to Execute the Dining/Catering Services Contract

Rationale:

On September 19, 2012, the University issued an Invitation to Negotiate (ITN) to manage and operate the University's dining/catering services. Responses were received from the following three (3) companies: **Aramark, Gourmet Services and Sodexo**. Evaluation and negotiation teams were convened to review the ITN responses and Best and Final Offers.

Based upon the financial and operational information in the Best and Final Offers, the negotiation team members unanimously recommended that the dining/catering services proposal from Aramark is in the best interest of the University.

Aramark's proposal offers the following advantages:

- a. Student Meal Plan prices **will not** increase next year based on the proposed rate structure.
- b. Healthier and more varied meal options.
- c. All Access Meal Plans include continuous dining from 7:00 AM to 9:00 PM. These meal plans offer unlimited meals per week in the main café. This will eliminate the limitations of our current Meal Plan structure.
- d. A Student Manager Program that offers a student worker higher pay, job security during academic year breaks and resumé building with the probability of a management opportunity with Aramark post-graduation.
- e. An annual Facility Enhancement Fund provides for updates to Dining Services Concepts as needed.



Florida Agricultural and Mechanical University
Board of Trustees Action Item

The contract would be effective July 1, 2013 for a period of five (5) years with an option to renew for an additional five (5) years. This contract is estimated at \$40 to \$45 million.

Recommendation: It is recommended that the Board of Trustees authorize the President to continue contract negotiations and execute an agreement with Aramark to manage and operate the University's Dining/Catering Services.

Supporting Documents Included: None

Prepared By: Byron Williams, Director of Auxiliary Services
Stephany Fall, Director of Procurement Services

Approved By: Interim Vice President Joseph Bakker

Information Items

**VII. (a) Report on the University's
Financial Health**



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: April 11, 2013

Agenda Item: _____

Committee
Budget and Finance

Subject: Statement of Financial Condition

Short Summary: During the last Budget and Finance meeting Trustee Warren requested a "Statement of Financial Condition" for the University. Trustee Montgomery instructed the staff to submit the information to Trustee Warren in March and submit the same to all board members at the next board meeting.

A copy of the notes to the Financial Statement information will be submitted at a later date.

FLORIDA A&M UNIVERSITY
STATEMENT OF NET ASSETS
AS OF DECEMBER 31, 2012 AND JUNE 30, 2012

	UNAUDITED As Of December 31, 2012	AUDITED As Of June 30, 2012
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 18,424,860	\$ 40,241,171
Investments	74,788,836	66,095,729
Accounts Receivable, Net	24,252,994	20,188,324
Loans and Notes Receivable, Net	57,908	28,259
Due From State	37,144,239	44,655,154
Due from Component Unit	2,183,346	885,121
Inventories	481,457	481,457
Other Current Assets	-	-
	<hr/>	<hr/>
Total Current Assets	157,333,639	172,575,215
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	17,316,498	21,412,823
Restricted Investments	43,976,870	2,558,075
Loans and Notes Receivable, Net	2,175,296	2,121,328
Depreciable Capital Assets, Net	455,915,090	461,938,995
Nondepreciable Capital Assets	38,349,354	31,083,772
Other Noncurrent Assets	-	-
	<hr/>	<hr/>
Total Noncurrent Assets	557,733,107	519,114,993
	<hr/>	<hr/>
TOTAL ASSETS	715,066,747	691,690,208
LIABILITIES		
Current Liabilities:		
Accounts Payable	5,159,162	4,524,649
Construction Contracts Payable	-	4,566,389
Accrued Salaries and Wages Payable	2,187,016	2,141,174
Deposits Payable	4,120,698	3,868,100
Due to State	118,188	118,187
Deferred Revenue	-	5,273,241
Other Current Liabilities	-	-
Long-Term Liabilities - Current Portion:		
Capital Improvement Debt Payable	303,729	1,791,000
Loan and Notes Payable	-	83,333
Capital Leases Payable	54,946	320,538
Compensated Absences Payable	1,410,762	1,410,763
	<hr/>	<hr/>
Total Current Liabilities	13,354,501	24,097,374
Noncurrent Liabilities:		
Capital Improvement Debt Payable	71,043,353	27,264,326
Loans and Notes Payable	83,334	83,334
Capital Leases Payable	14,714,014	14,714,014
Compensated Absences Payable	18,237,741	18,237,741
Postemployment Health Care Benefits Payable	7,231,000	7,231,000
Other Noncurrent Liabilities	2,260,668	2,260,668
	<hr/>	<hr/>
Total Noncurrent Liabilities	113,570,110	69,791,083
	<hr/>	<hr/>
TOTAL LIABILITIES	126,924,611	93,888,457

**FLORIDA A&M UNIVERSITY
STATEMENT OF NET ASSETS
AS OF DECEMBER 31, 2012 AND JUNE 30, 2012**

	UNAUDITED As Of December 31, 2012	AUDITED As Of June 30, 2012
NET ASSETS		
Invested in Capital Assets, Net of Related Debt	478,439,361	461,288,025
Restricted:		
Expendable:		
Debt Service	1,202,406	1,202,406
Loans	2,142,444	2,129,189
Capital Projects	25,752,464	49,098,289
Other	354,446	624,859
Unrestricted	80,251,014	83,458,983
Total Net Assets	588,142,135	597,801,751
TOTAL LIABILITIES AND NET ASSETS	\$ 715,066,746	\$ 691,690,208

FLORIDA A&M UNIVERSITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED DECEMBER 31, 2012 AND JUNE 30, 2012

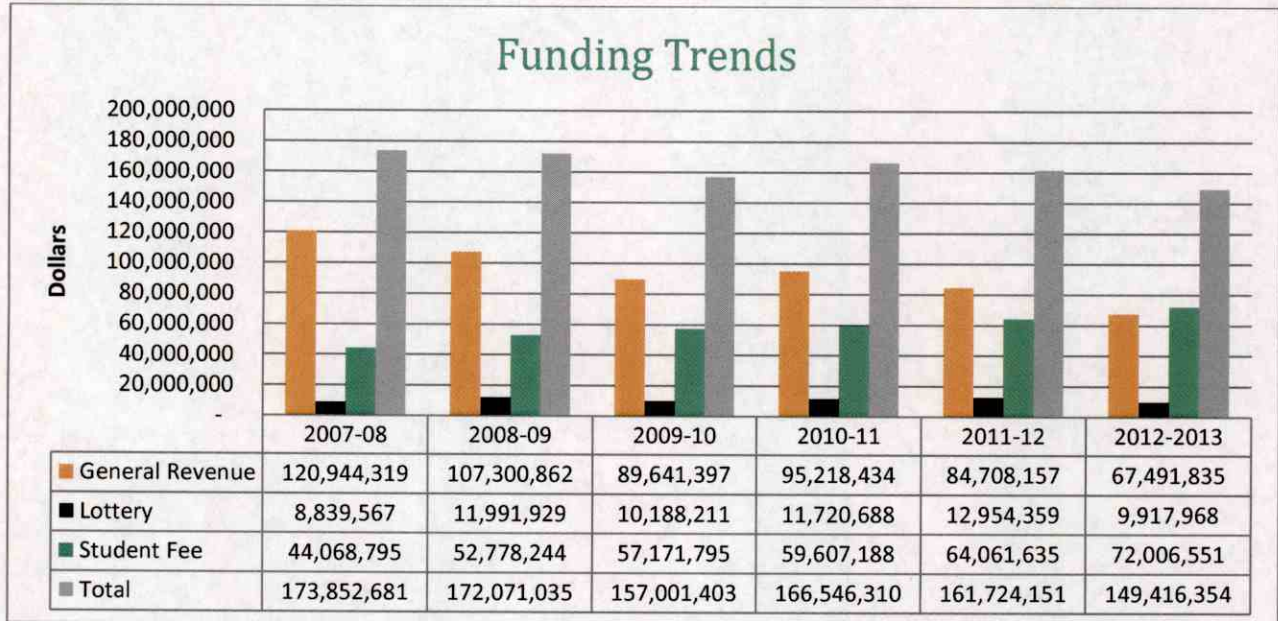
	UNAUDITED	AUDITED
	For the Period	For the Period
	December 31, 2012	June 30, 2012
OPERATING REVENUES		
Student Tuition and Fees	\$ 45,771,269	\$ 95,850,814
Less: Scholarship Allowances	(16,398,355)	(32,796,710)
Student Tuition and Fees, Net of Scholarship Allowances	<u>29,372,914</u>	<u>63,054,104</u>
Federal Grants and Contracts	17,969,315	40,663,482
State and Local Grants and Contracts	2,486,320	5,969,890
Nongovernmental Grants and Contracts	3,042,903	1,429,933
Sales and Services of Auxiliary Enterprises	11,117,246	22,511,282
Interest on Loans and Notes Receivable	33,570	74,771
Other Operating Revenues	<u>2,814,378</u>	<u>7,952,835</u>
Total Operating Revenues	<u>66,836,646</u>	<u>141,656,297</u>
OPERATING EXPENSES		
Compensation and Employee Benefits	77,937,074	161,391,300
Services and Supplies	25,204,312	49,849,086
Utilities and Communications	6,778,000	12,843,486
Scholarships, Fellowships and Waivers, Net	13,592,743	34,441,632
Depreciation	<u>8,732,543</u>	<u>17,465,086</u>
Total Operating Expenses	<u>132,244,671</u>	<u>275,990,590</u>
Operating (Loss)	<u>(65,408,025)</u>	<u>(134,334,293)</u>
NONOPERATING REVENUES (EXPENSES)		
State Appropriations	34,338,827	97,822,294
Federal and State Student Financial Aid	20,841,120	45,069,465
Investment Income, Net	1,061,913	1,770,066
Net Increase (Decrease) in Fair Value of Investments	-	240,194
Loss on Disposal of Capital Assets	-	(227,097)
Loss on Change in Capitalization Threshold	-	(7,361,333)
Interest on Capital Asset-Related Debt	(758,844)	(1,713,357)
Other Nonoperating Revenues (Expenses)	<u>87,671</u>	<u>253,136</u>
Net Nonoperating Revenues (Expenses)	<u>55,570,687</u>	<u>135,853,368</u>
Income (Loss) Before Other Revenues, Expenses, Gains or Losses	<u>(9,837,338)</u>	<u>1,519,075</u>
Capital Appropriations	-	1,130,325
Capital Grants, Contracts Donations and Student Fees	<u>177,722</u>	<u>1,168,391</u>
Total Other Revenues, Expenses, Gains, or Losses	<u>177,722</u>	<u>2,298,716</u>
Increase (Decrease) in Net Assets	<u>(9,659,616)</u>	<u>3,817,791</u>
Net Assets, Beginning of Period	<u>597,801,751</u>	<u>593,983,960</u>
Net Assets, End of Period	<u>\$ 588,142,135</u>	<u>\$ 597,801,751</u>

FLORIDA A&M UNIVERSITY
2012-2013 E&G OPERATING BUDGET
STATUS OF ALL EXPENSE CATEGORIES
As of FEBRUARY 28, 2013

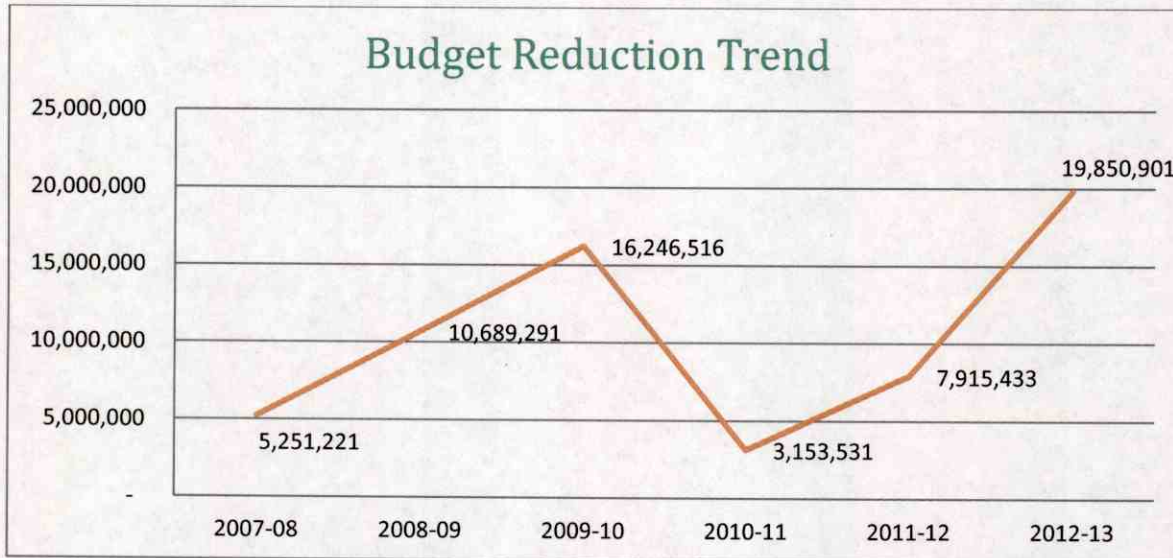
ADMINISTRATION	BUDGET	ENCUMB	EXPEND	TOTAL EXPEND/ COMMITTED	%EXPENDED/ COMMITTED
PRESIDENT	2,687,734	719,343	1,388,600	2,107,943	78.43%
VP ADMINISTRATION	9,113,223	2,350,680	5,765,906	8,116,586	89.06%
VP DEVELOPMENT	1,678,662	580,380	1,028,810	1,609,190	95.86%
VP AUDIT AND COMPLIANCE	576,461	134,942	281,139	416,081	72.18%
VP LEGAL AFFAIRS	1,097,544	331,134	724,824	1,055,958	96.21%
EIT	3,951,252	1,445,404	2,234,501	3,679,905	93.13%
CAMPUS SECURITY	2,562,756	815,132	1,764,698	2,579,830	100.67%
TOTAL ADDS	21,667,632	6,377,015	13,188,478	19,565,493	90.30%
PLANT OPERATIONS & MAINTENANCE					
PHYSICAL PLANT	9,434,588	2,907,415	5,408,309	8,315,724	88.14%
FACILITIES PLANNING	1,174,785	347,141	646,374	993,515	84.57%
ENVIRONMENTAL SAFETY	355,076	117,318	213,307	330,625	93.11%
TOTAL PO&M	10,964,449	3,371,874	6,267,990	9,639,864	87.92%
LIBRARIES	2,632,866	854,418	1,492,125	2,346,543	89.13%
STUDENT SERVICES					
VP STUDENT AFFAIRS	7,078,450	1,311,525	4,440,191	5,751,716	81.26%
WOMEN ATHLETICS	352,414	128,769	191,279	320,048	90.82%
TOTAL STUDENT SERVICES	7,430,864	1,440,294	4,631,470	6,071,764	81.71%
TOTAL NON I&R	42,695,811	12,043,601	25,580,063	37,623,664	88.12%
INSTRUCTIONS AND RESEARCH					
VP ACADEMIC AFFAIRS	6,757,233	1,297,017	4,093,926	5,390,943	79.78%
ESI	1,538,530	315,426	775,143	1,090,569	70.88%
ARCHITECTURE	3,624,536	1,104,200	2,208,456	3,312,656	91.40%
SOCIAL SCIENCES	12,432,419	3,469,305	8,559,842	12,029,147	96.76%
SBI	7,205,333	2,238,705	4,641,712	6,880,417	95.49%
CESTA	4,411,946	1,454,007	2,721,937	4,175,944	94.65%
JOURNALISM	2,604,414	873,033	1,821,059	2,694,092	103.44%
EDUCATION	5,802,700	1,685,699	3,537,952	5,223,651	90.02%
NURSING	1,621,350	523,984	1,087,783	1,611,767	99.41%
PHARMACY	9,992,922	2,471,448	4,990,017	7,461,465	74.67%
ALLIED HEALTH	3,335,155	1,202,769	1,999,158	3,201,927	96.01%
SCIENCE AND TECHNOLOGY	7,696,452	2,409,483	5,312,107	7,721,590	100.33%
GRADUATE STUDIES	1,730,838	175,807	1,004,668	1,180,475	68.20%
ENGINEERING	10,899,276	1,286,214	6,106,102	7,392,316	67.82%
LAW SCHOOL	11,356,127	3,533,804	7,462,751	10,996,555	96.83%
TUITION DIFFERENTIAL	5,357,893	1,282,007	2,580,869	3,862,876	72.10%
TOTAL I&R	96,367,124	25,322,908	58,903,482	84,226,390	87.40%
TOTAL ALLOCATED E&G	139,062,935	37,366,509	84,483,545	121,850,054	87.62%
TARGETED STUDENT ASSIST PROG	5,000,000	0	0	0 ***	0.00%
UNCOLLECTED STUDENT FEES	5,242,542	0	0	0 **	0.00%
TOTAL UNALLOCATED E&G	10,242,542	0	0	0	
TOTAL E&G	149,305,477	37,366,509	84,483,545	121,850,054	81.61%

** TUITION NOT COLLECTED BECAUSE OF DECREASE IN ENROLLMENT.

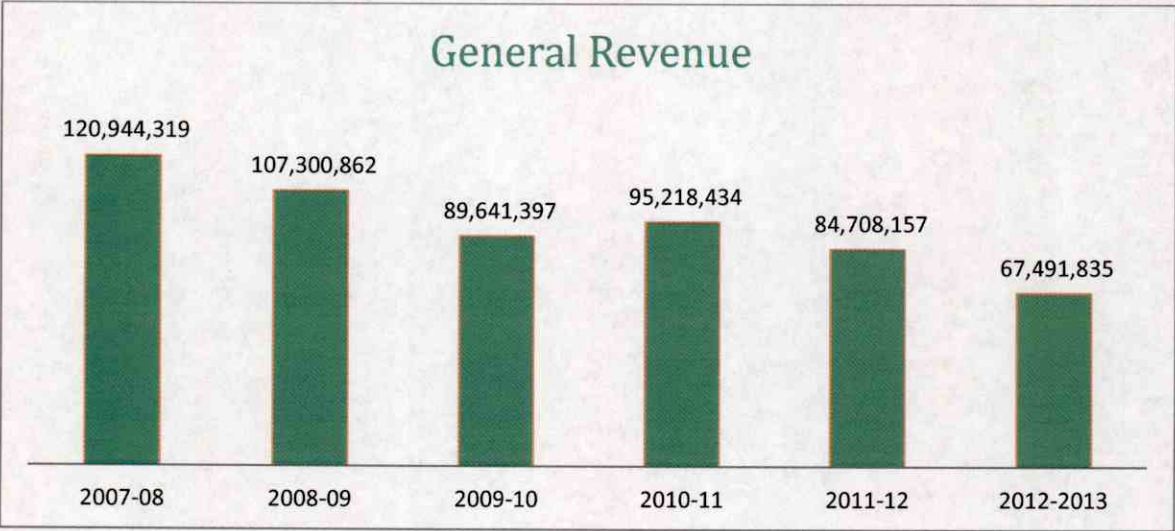
*Florida A&M University
Educational and General Appropriations
Fiscal Year 2008 to 2013*



*Florida A&M University
General Revenue Budget Reductions
Fiscal Year 2008 to 2013*



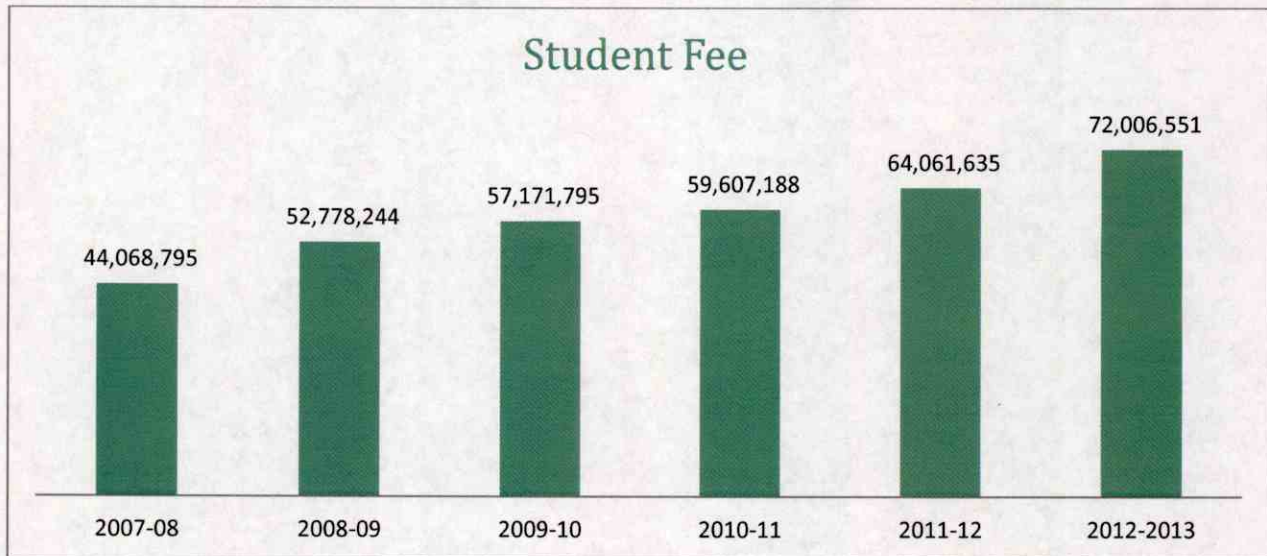
*Florida A&M University
General Revenue
Fiscal Year 2008 to 2013*



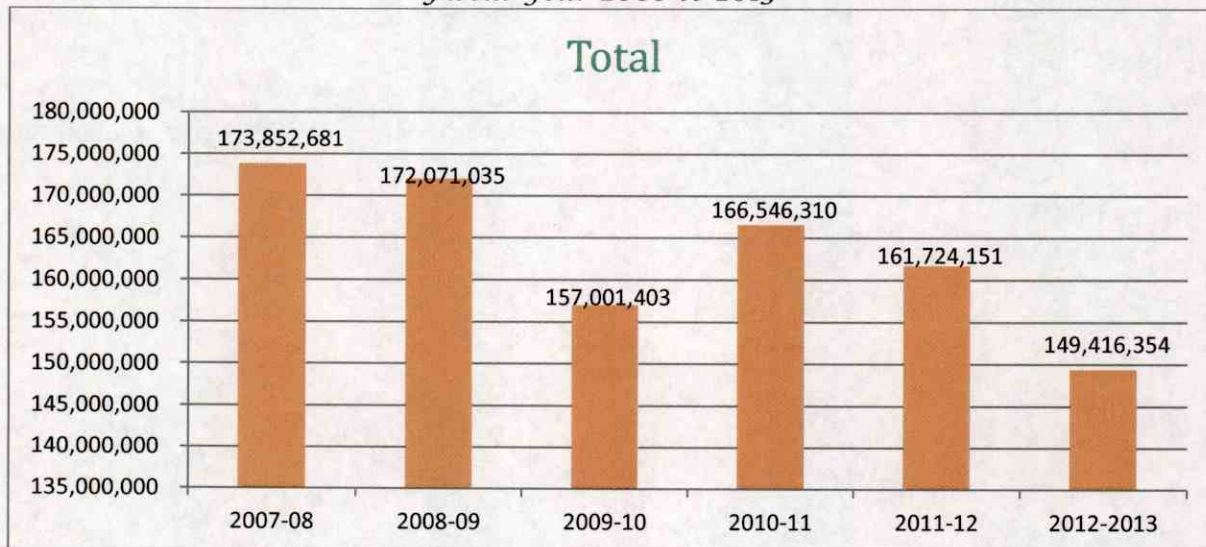
*Florida A&M University
Educational Enhancement
Fiscal Year 2008 to 2013*



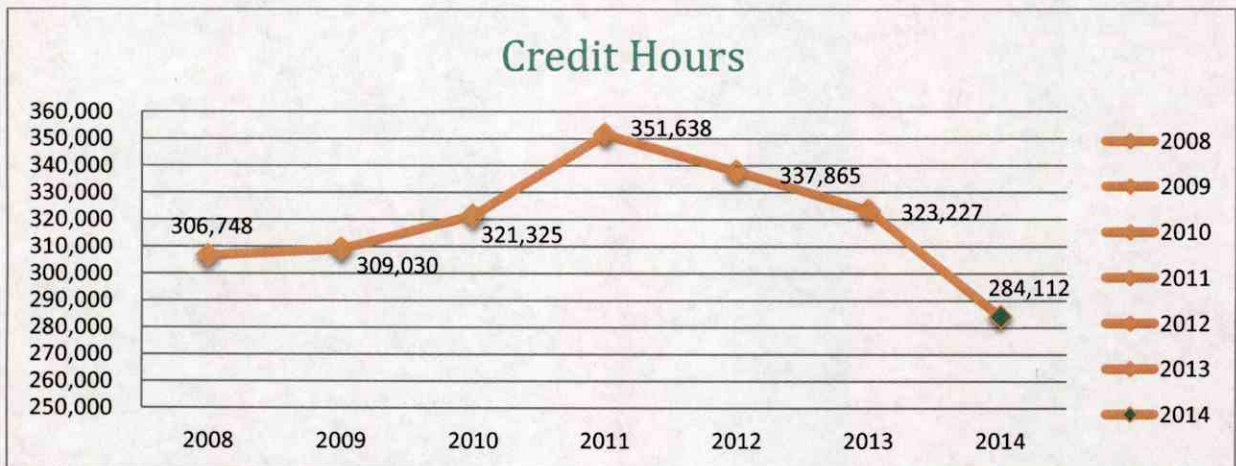
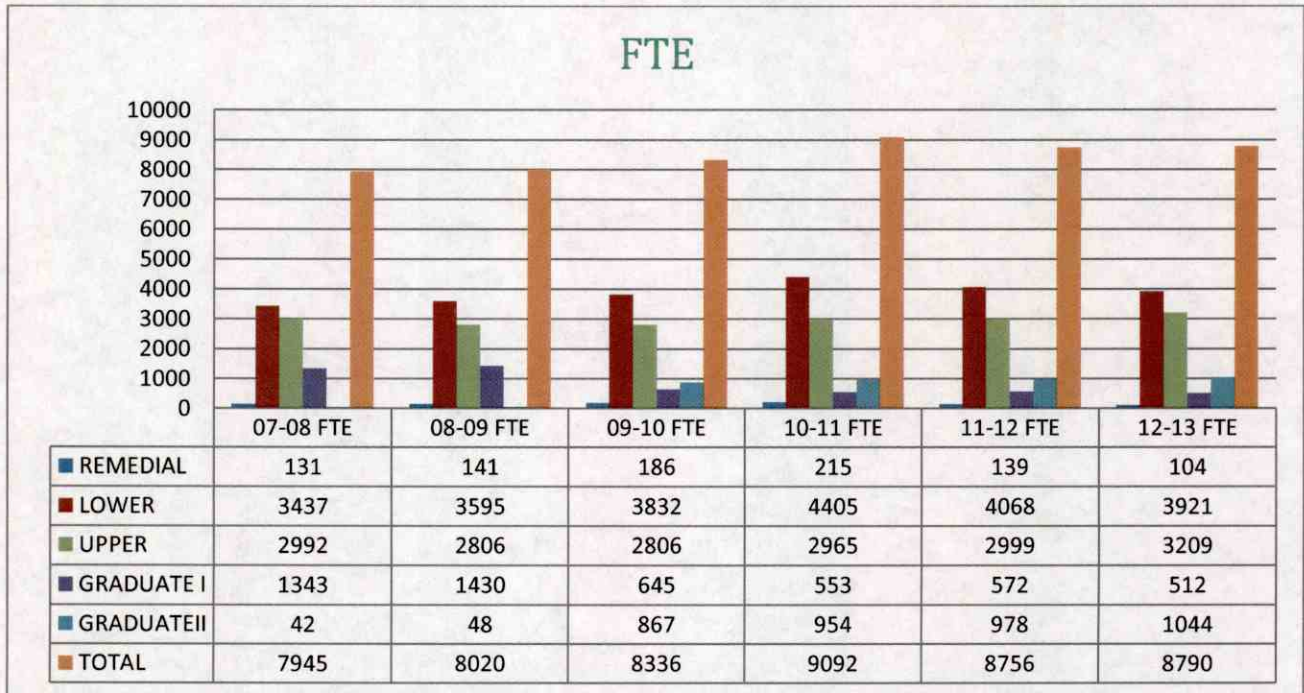
*Florida A&M University
Student Fee Trust Fund
Fiscal Year 2008 to 2013*



*Florida A&M University
Educational and General Totals
Fiscal Year 2008 to 2013*

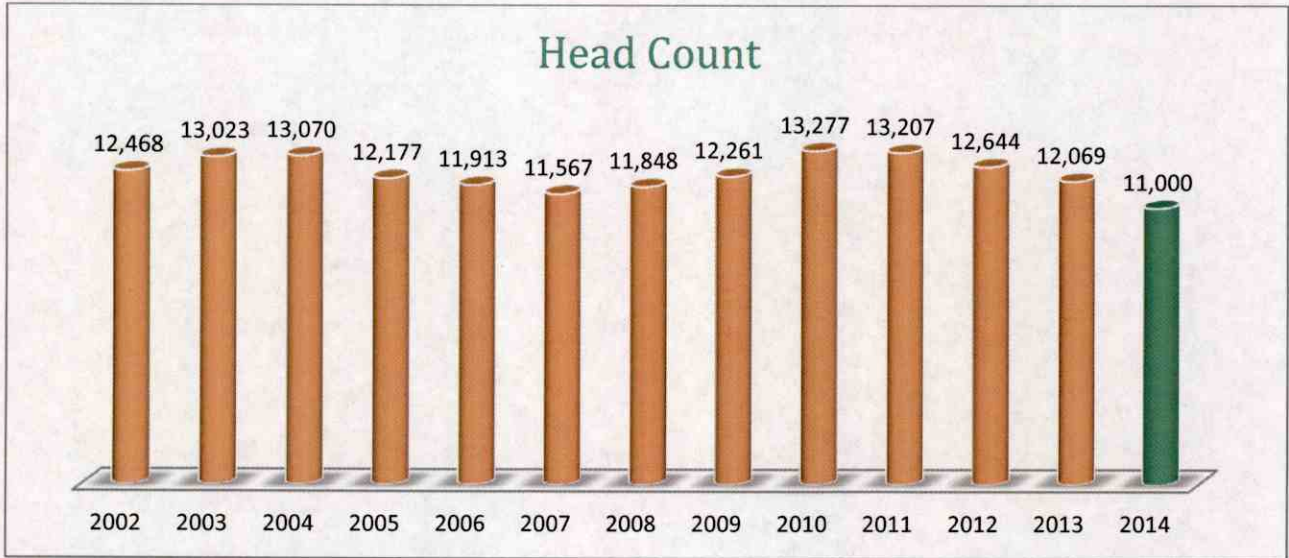


Florida A&M University Enrollment Trends



*Please note the 2014 is a projection

Florida A&M University
University Headcount
FY2002-2014



***Please note the 2014 is a projection**

VII. (b) Athletics Department Budget



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date April 11, 2013

Agenda Item

Committee
Budget and Finance

Subject: Athletics Department Budget

Short Summary: Athletic Director Horne will give an update on Athletics' operating budget.

VII. (c) Governmental Relations



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date April 11, 2013

Agenda Item

Committee
Budget and Finance

Subject: Governmental Relations Overview

Short Summary: Director Tola Thompson will provide an update on the 2013 Legislative Session.

VII. (d) Upcoming Contracts over \$100,000



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: April 11, 2013

Agenda Item: _____

Committee
Budget and Finance

Subject: Upcoming Contracts over \$100,000

Short Summary: Targeted Assistance Program - \$5,000,000: 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.

The University issued an Invitation to Negotiate to award these funds. Five (5) responses have been received. The Evaluation Team is in the process of reviewing the responses.

VII. (e) Contracts over \$100,000



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: April 11, 2013

Agenda Item: _____

Committee
Budget and Finance

Subject: Contracts over \$100,000

Short Summary: One (1) contract has 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 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.

The University issued an Invitation to Negotiate to award these funds. Below is a summary of the allocation of the \$5 million that was appropriated in FY 2011-12.

Programs	Amount
POPS	\$2,945,000
Florida Endowment Foundation	\$855,000
FAMU Departments (TBD)	\$950,000
FAMU administrative overhead (5%)	\$250,000
Total FY 2011-12	\$5,000,000