



Budget, Finance and Facilities Committee Meeting
December 2, 2021
Presided by Trustee Kimberly Moore

ACTION ITEM:

September 15, 2021 Minutes

Trustee Kimberly Moore

ACTION ITEM:

**SGA Carryforward for Activities
and Service Fees**

Mrs. Rebecca Brown

SGA Carryforward for Activities and Service Fees

Rationale / Background:

This action is submitted for approval for additional budget authority for SGA Carryforward for Activities and Service Fees in accordance with Florida Statute 1009.24.

Recommendation:

It is recommended that the Board of Trustees approves the \$200,000 in budget authority for SGA Carryforward for Activities and Service Fees for FY2021-2022.

ACTION ITEM:

Amendment to Regulation 3.020, Waiver of Tuition and Fees

Mrs. Rebecca Brown

Amendment to Regulation 3.020, Waiver of Tuition and Fees

Rationale / Background:

The amendment is due to the passage of House Bill 1261 that incorporates new student waivers:

- **Online Free Seat Program** (applies to online baccalaureate degree program)
 - Waive tuition and fees for 1 online course
 - Provide discounted tuition and tuition differential for all courses for eligible resident students
- **Programs of Strategic Emphasis Waiver**
 - Waive tuition and fees for an equivalent course for eligible FL resident students
- **Waiver for Resident Grandparent**
 - Waive out-of-state tuition fees for students with grandparents that are FL residents

The regulation amendment also incorporates the Board of Governors fee waivers for veterans, active duty members, spouses and dependents as outlined in the materials packet.

Recommendation:

It is recommended that the Board of Trustees approves the amendment to Regulation 3.020- Waiver of Tuition and Fees for notice and adoption in accordance with the Board of Governors Regulation Development Procedure after the 30-day notice period, provided there are no public comments.

ACTION ITEM:

Bragg Memorial Stadium Phase II Repairs / Renovation Budget

Mrs. Rebecca Brown

Bragg Memorial Stadium Phase 2A Repairs / Renovation Budget

Rationale / Background:

This agenda item proposes to amend the current budget spending authority approval for Bragg Memorial Stadium Phase 2A Repairs / Renovation Project:

- Original approved budget of \$6,000,000
- Amend spending authority up to \$2,000,000
- Total approved amended spending authority becomes \$8,000,000

Recommendation:

It is recommended that the Board of Trustees approves the amended budget spending authority needed for the Bragg Memorial Stadium Phase 2A Repairs / Renovation Project and authorizes the President to execute the necessary contracts and agreements. This contract will be executed after the Board approval and review and comments by Office of General Counsel.

ACTION ITEM:

CASS Building New Parking Lot Addition Project

Mrs. Rebecca Brown

CASS Building New Parking Lot Addition Project

Rationale / Background:

This agenda item relates to signature authority approval for the CASS Building's New Parking Lot Addition for a total sum of \$1,664,950.45.

- The new facility reduces available parking and increase demand for parking in this area of campus.
- Will allow the university to provide an additional 148 parking spaces
- Will allow for 6 ADA/HC parking spaces.
- Provide safe pedestrian travels to and from the CASS building

Recommendation:

It is recommended that the Board of Trustees approves and authorizes the President to execute the necessary contract and agreement. This contract will be executed after the Board approval and review and comments by Office of General Counsel.

ACTION ITEM:

FAMU School of Nursing Simulation Lab Project

Mrs. Rebecca Brown

FAMU School of Nursing Simulation Lab Project

Rationale / Background:

This agenda item relates to signature authority approval for the FAMU School of Nursing Simulation Lab Project for a total sum of \$1,524,665.40.

The design includes:

- Four (4) simulation lab spaces that can be converted into preconference/debrief rooms with low sound transmission operable partitions.
- Simulated hospital entry sequence with camera/audio incorporation into the lobby.
- Simulated standard doctor's office and a medication/IV room.
- Elevated control rooms for instructors.
- Debriefing room
- Remediation space (basement level)

Recommendation:

It is recommended that the Board of Trustees approves and authorizes the President to execute the necessary contract and agreement. This contract will be executed after the Board approval and review and comments by Office of General Counsel.

Information Item

Financial Status Report / Quarterly Budget Review

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

FLORIDA A&M UNIVERSITY
Financial Status FY21-22 Quarter 1

FLORIDA A&M UNIVERSITY
Financial Status FY20-21 Quarter 1

Fund Name	Approved	Encumbrances and	Budget Status	Percent of		FY2019-20	Expenditures and	Budget Status	Percent of
	Budget	Expenditures	(Over) Under	Budget Expended		Approved Budget	Encumbrances	(Over) Under	Budget Expended
	-1-	PeopleSoft as of 09/30/21	-3-	%		-1-	PeopleSoft as of 09/30/20	-3-	%
		-2-		-4-			-2-		-4-
Total Educational and General	\$ 191,616,232	\$ 142,398,207	\$ 49,218,025	74%		\$ 190,877,843	\$ 144,520,081	\$ 46,357,762	76%
Total Auxiliary Enterprises	\$ 51,673,858	\$ 19,847,535	\$ 31,826,323	38%		\$ 45,899,159	\$ 23,623,330	\$ 22,275,829	51%
Total Intercollegiate Athletics	\$ 9,500,808	\$ 7,100,512	\$ 2,400,296	75%		\$ 6,503,487	\$ 5,309,655	\$ 1,193,832	82%
Total Concessions	\$ 67,670	\$ 20,068	\$ 47,602	30%		\$ 71,790	\$ 14,043	\$ 57,747	20%
Total Technology Fee	\$ 1,200,000	\$ 207,613	\$ 992,387	17%		\$ 1,840,117	\$ 1,338,091	\$ 502,026	73%
Total Student Activities	\$ 3,041,786	\$ 2,058,246	\$ 983,540	68%		\$ 3,437,533	\$ 444,223	\$ 2,993,310	13%
Total Financial Aid	\$ 47,274,234	\$ 14,823,240	\$ 32,450,994	31%		\$ 38,024,529	\$ 20,325,611	\$ 17,698,918	53%
Total Contracts and Grants	\$ 143,492,740	\$ 64,090,788	\$ 79,401,952	45%		\$ 87,528,225	\$ 59,981,750	\$ 27,546,475	69%
Grand Total	\$ 447,867,328	\$ 250,546,209	\$ 197,321,119	56%		\$ 374,182,683	\$ 255,556,784	\$ 118,625,899	68%

***KEY ASSUMPTIONS**

*Salaries are encumbered for 12 months

*View of Expenditures across all categories related to FY21-22 Operating Budget

Information Item

Report on MWBE

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

FAMU MWBE Report

Fiscal Year 2020-2021

FAMU MBE CERTIFIED MINORITY BUSINESS EXPENDITURE REPORT Fiscal Year 2020-2021

CLASSIFICATIONS	Total spend	Percentage of Spend
AFRICAN AMERICAN	\$ 991,952.77	
HISPANIC	\$ 21,608.61	
ASIAN-HAWAIIAN	\$ 7,526.32	
NATIVE AMERICAN	\$.00	
AMERICAN WOMEN	\$ 573,268.15	
CERTIFIED MBE SUBTOTAL:	\$ 1,594,268.15	9% (CMBE/GTOTAL)
NON-MBE SUBTOTAL:	\$ 15,818,799.05	91% (NON-MBE/GTOTAL)
GRAND TOTAL:	\$ 17,413,154.90	

Minority Business Enterprise (MBE) Tracker

Fiscal Year 2020-2021

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

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

Efforts / Initiatives for Increased Supplier Engagement and Promotion

Current efforts for increased engagement and promotion of access and opportunity for all supplier groups include:

- ❑ Cultivation of Relationships through Networking Opportunities
- ❑ Encouragement for University departments to Utilize MWBEs
- ❑ Collaboration with SBDC to Address Economic and Business Development Needs of MWBEs

INFORMATION ITEM

Project Updates-University Construction/Operations

Bragg Memorial Stadium

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

Phase 2a - Bragg Memorial Stadium

Project Status Report:		Budget: \$6,000,000		Date: 12/1/2021	
Project #:	Project Name:	University Project Manager:	Project Status:		
BRFM 346	Bragg Stadium Renovation	Bodie Young / David Rosenfeld			
Design Status (% Complete):	Designer:	Substantial Completion Date:			
100%	Clemons Rutherford & Associates	-			
Construction Status (% Complete):	Contractor:	Occupancy Date:			
10%	Allstate Construction, Inc.	-			
<p>Timely Completion Risk: Severe weather, material delays, COVID Mitigation Strategy: Identifying critical path materials that could impact the schedule</p>					
Project Contracts:	Expenses:	Encumbrances:	Remaining:		
\$446,118	\$21,626.10	\$446,118	\$5,532,255.90		

FAMU Bragg Stadium Phase 2a - Executive Pricing Summary Conceptual Level

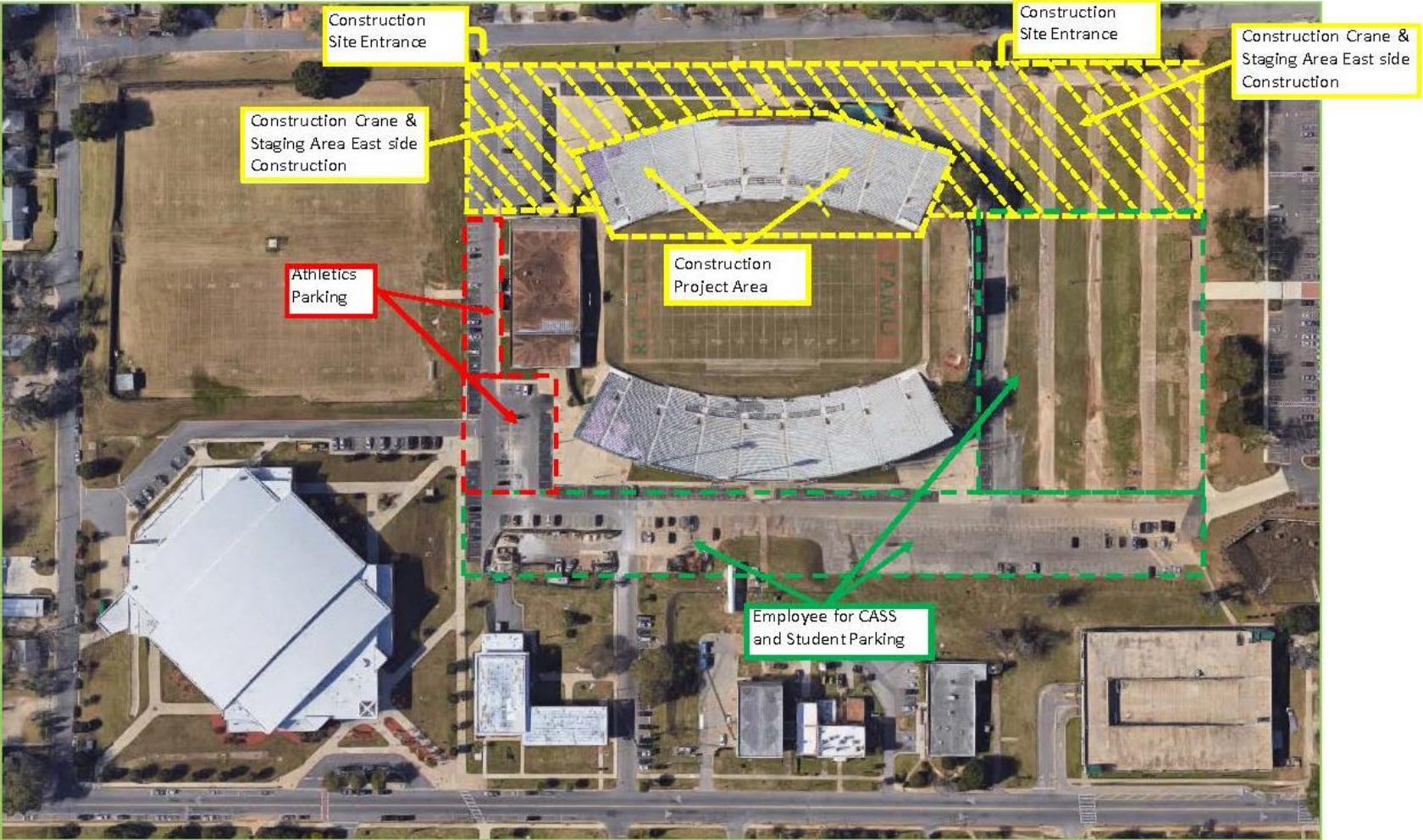
Available Construction Budget: \$5,000,000	Estimated Value Eng. Price as Presented 9/30/21	Estimated Price of Additional Items
Bleachers & Seating - West Side	\$3,662,504	\$0
Includes Contingency	\$162,049	\$0
Press box (Added Price for the President's Box)	\$1,062,113	\$1,009,103*
Includes Contingency	\$46,830	\$0
Replace Existing Elevator & Shaft	\$198,992	\$383,301*
Includes Contingency	\$9,134	\$0
General Conditions (base on 9 month duration)	\$455,272	\$0
Includes Contingency	\$20,043	\$0
Accepted Options	\$0	\$0
Adjusted Current Construction Pricing	\$5,378,881	\$0
Available Construction Budget	\$5,000,000	\$0
Variance Under/ (Over) Construction Budget	-\$378,881	\$378,881
Total Estimated Revised Shortfall		\$1,771,285

* New items added to the scope.

FAMU Bragg Stadium Phase 2a

Construction Site Laydown Area

Conceptual Level



FAMU Bragg Stadium Phase 2a




Information Item

University's Master Plan Update

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

University's Master Plan Timeline

Anticipated Completion:
October 2022

		FAMU Master Plan Update 2020-2030																							
		Tentative Schedule																							
		2021												2022											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	
Begin Services for FAMU Master Plan Update				X																					
TASKS	Phase I: Evaluation and Appraisal Report																								
	Phase II: Inventory and Analysis																								
	Phase III: Conceptual Master Plan																								
	Phase IV: Preliminary Master Plan																								
	Phase V: Draft Final Master Plan																								
	Phase VI: Final Master Plan*																								
	Phase VII: Adoption of Campus Development Agreement**																								
MEETINGS	<i>Master Plan Steering Committee Meetings</i>																								
	<i>Stakeholder Input Meetings</i>																								
	<i>Design Charettes</i>																								
	<i>FAMU BOT Meetings**</i>																								
	<i>City Commission Meetings**</i>																								
	<i>Tallahassee-Leon County Planning Department Meeting</i>																								
Project Completion																									
<i>Prepared: 21.05.10. Updated: 21.11.2</i>		*Includes 90 Days for Agency Review and Comment Period **Includes 1 st and 2 nd Public Hearings for Campus Master Plan Adoption and Public Hearings for Campus Development Agreement ***Contingent on all stakeholder engagement being completed																							

University's Master Plan Timeline

Next Steps

- Kimberly-Horn will start designing the Conceptual Master Plan layout for the University Leadership team to review.
- Kimberly-Horn will continue to work with the University Housing Department to include the updated Comprehensive Student Housing Study in the Master Plan.

(The Master Plan is in line with the University's Strategic Plan. An update will be provided as an Informational Item at future Budget, Finance and Facilities Committee Meetings)

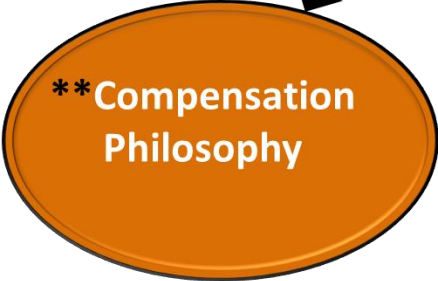
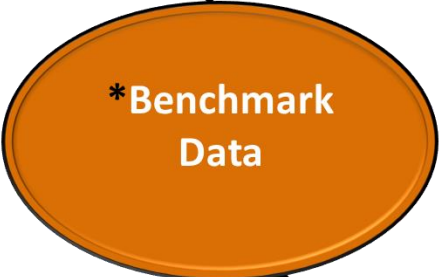
Information Item

Compensation Study Update

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

COMPENSATION STUDY DIAGRAM

Administration



Academics



Work performed by:
*HelioCampus
**TBD
***Academic Affairs

Compensation Study Update

- *HelioCampus Projects - The University has two projects with HelioCampus
 - **Benchmarking Data** – Estimated time frame for completion is November 2021; **Next step** – HelioCampus will schedule an Insights meeting to review benchmarking data with University leadership and discuss how the data should be used.
 - **Academic Performance Management (APM)** – Estimated time frame for completion is December 2021; **Current activity** – HelioCampus is working with FAMU staff to build and configure data validation workbooks and APM dashboards. In addition, an internal work group has been formed to benchmark faculty salaries. **Next step** – HelioCampus will schedule an Analysis & Insights Meeting to review data with University leadership and discuss how the data should be used.
- Benchmarked SUS – FSU, UF, UCF and NCF have hired compensation consultants to develop or enhance their respective total compensation rewards program.
- **Next Steps** – Engage a compensation consulting firm.

Information Item

COVID 19 Expenditure Report to Date

Dr. Erick Akins

Summary of Expenditures for CARES and CRRSAA Funding

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CARES ACT	HBCU	212	16,856,753.00	16,009,367.87	847,385.13	16,856,753.00	100.00%	0.00
CARES ACT	HBGI	213	9,452,578.00	9,418,751.14	33,826.86	9,452,578.00	100.00%	0.00
			26,309,331.00	25,428,119.01	881,211.99	26,309,331.00	100.00%	0.00

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CRRSAA	HBCU	212	28,955,924.00	16,627,484.64	3,082,682.65	19,710,167.29	68.07%	9,245,756.71
CRRSAA	HBGI	213	7,011,900.00	3,486,397.17	1,144,790.33	4,631,187.50	66.05%	2,380,712.50
	Total		35,967,824.00	20,113,881.81	4,227,472.98	24,341,354.79	67.68%	11,626,469.21

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
ARP	HBCU	212	20,275,000.00	15,798,703.67	0.00	15,798,703.67	77.92%	4,476,296.33
ARP	HBGI	213	11,720,302.00	2,868,125.00	0.00	2,868,125.00	24.47%	8,852,177.00
	Total		31,995,302.00	18,666,828.67	0.00	18,666,828.67	58.34%	13,328,473.33



FLORIDA A&M UNIVERSITY

Founded in 1887 as the State Normal College for Colored Students, Florida Agricultural and Mechanical University (FAMU) is the only historically state supported educational facility for African Americans in Florida. It has always been co-educational. In 1890, the second Morrill Act was passed. This enabled the school to become the Black Land Grant College for the State of Florida. In 1891, the college was moved from its original location west of town to its present location which was once the site of "Highwood," Territorial Governor W.P. Duval's slave plantation. The site is one of the highest hills in Tallahassee. The school was known as Florida A&M College from 1909 until 1953 when it attained university status.