

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



Budget, Finance and Facilities Committee

**Meeting Materials
February 15, 2023**

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance and Facilities Committee Meeting

Wednesday, February 15, 2023

8:30 a.m.

Location: Grand Ballroom

Committee Members: Kimberly Moore, Chair
Otis Cliatt, Thomas Dortch, Kelvin Lawson, Belvin Perry, Craig Reed and Kenny Stone

AGENDA

- | | | |
|------|--|--------------------|
| I. | Call to Order | Trustee Moore |
| II. | Roll Call | Dr. Lynn B. Turner |
| III. | Status of Follow-up Items (from previous meetings) | Trustee Moore |

ACTION ITEMS

- | | | |
|-------|--|--------------------|
| IV. | Minutes from the December 7, 2022 Committee Meeting | Trustee Moore |
| V. | Bragg Memorial Stadium Parking Lot Construction Contract | Mrs. Rebecca Brown |
| VI. | Demolition of Gibbs Residence Hall Vendor Contract | Mrs. Brown |
| VII. | Sierra-Cedar Contract | Mrs. Brown |
| VIII. | John Wiley & Sons, Inc. Agreement Amendment | Mrs. Brown |
| IX. | Medical Marijuana Education and Research Initiative Vendor Contracts | Mrs. Brown |
| | a. iHeartMedia | |
| | b. SVI - Learner Mobile LLC | |
| X. | Campus-wide Utility Infrastructure Project Architect/Engineer Contract | Mrs. Brown |
| XI. | Deferred Maintenance/Renovation Projects – Continuing Service Contracts > \$1M | Mrs. Brown |
| XII. | Accounts Receivables Write-offs | Mrs. Brown |
| XIII. | Surplus Property Write-offs | Mrs. Brown |
| XIV. | Banking Resolution | Dr. Denise Wallace |

INFORMATION ITEMS

- | | | |
|-------|--|-----------------|
| XV. | Vice President for Finance and Administration's Report | Mrs. Brown |
| | a. Quarterly Financial Report - Budget to Actuals | |
| | b. Quarterly Spend Report on Selected IT-related Vendors (R. Seniors) | |
| | c. Compensation Study Update (E. Kiselyuk) | |
| | d. Master Plan Update (C. Hessel, C. Talton, S. Kalbli) | |
| | e. Project Updates - University Facilities Planning, Construction and Operations | |
| | 1) Property – Acquisitions, Construction, and Demolition (C. Talton, D. Self) | |
| | 2) Deferred Maintenance / Utilities Infrastructure (C. Hessel, K. Jones) | |
| | 3) Videoboard Construction / Acquisition (C. Hessel, M. Smith, R. Seniors) | |
| | f. MWBE Update (M. Hood) | |
| XVI. | Stimulus Funding Expenditure Report to Date | Dr. Erick Akins |
| XVII. | Adjournment | Trustee Moore |

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

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



Action Item:
Minutes
December 7, 2022

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee
Wednesday, February 15, 2023
Agenda Item: III

Subject: Minutes from the December 7, 2022 Committee Meeting

Rationale/Summary:

In accordance with the Florida Statutes, a governing body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Recommendation: Staff recommends approval of the December 7, 2022 minutes.

Attachment: Yes

1. Budget, Finance and Facilities Committee Meeting Minutes (December 7, 2022)

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance and Facilities Committee Meeting

Trustee Kimberly Moore, Committee Chair

Wednesday, December 7, 2022 Location: FAMU Grand Ballroom

MINUTES

Committee Members Present: Kimberly Moore, Otis Cliatt, Kelvin Lawson, Belvin Perry, and Kenny Stone

Call to Order/Roll Call

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

ACTION ITEMS

Approval of Minutes – October 5, 2022.

There were no revisions to the minutes.

The motion to approve this action item was carried.

Medical Marijuana Education and Research Initiative Education

Dr. Weatherford, VP of Research requested board approval of two multi-year contracts for MMERI. The first contract approval is for the continuation of the Mosaic Group. The Mosaic Group's contract is for \$2,775,000. The second contract approval is for the continuation of Salter Mitchell PR for \$1,083,117. Both contracts exceed the \$1 million authorization of the University president.

The motion to approve this action item was carried.

Trane Contract

Dr. Gloria J. Walker, VP for Finance and Administration/CFO requested board approval for the master agreement with Trane U.S. General Services Administration (GSA) Federal Supply Service for repairs and upgrades related to campus-wide deferred maintenance and utility infrastructure needs. The staff seeks approval of the agreement not to exceed \$19,998,000 and for specific identified projects that exceed the \$1 million presidential authority.

Questions/Comments re: Trane Contract

- Trustee Washington asked if the total dollars had to be encumbered by December. *Response:* Dr. Walker responded that by December 2025 total needed to be encumbered and then spent by December 2026. With the supply-chain issues we are trying to get ahead.
- Trustee Dubose wanted Dr. Walker to share with the board what action was taken by the team with regard to cost inflationary issues. *Response:* Dr. Walker shared that when preparing the list that was sent to the State, we hedged our dollars by 20-30% to account for inflation.

The motion to approve this action item was carried.

Videoboard Package Acquisition

Dr. Walker requested board approval for the President to enter into an agreement with a vendor who provides the lowest and responsive proposal for construction and installation of the videoboard and associated systems at Bragg Memorial Stadium for a cost not to exceed \$3.6 million.

Questions/Comments re: Trane Contract

FLORIDA **A&M** UNIVERSITY
Board of Trustees

- Trustee Dubose requested assurance that insurance would be added for fixed property acquisitions such as the videoboard. *Response: As a follow-up action item, staff will provide assurance at the next meeting.*
- Trustee Dubose wanted Dr. Walker to share with the board what action was taken by the team with regard to cost inflationary issues. *Response: Dr. Walker shared that when preparing the list that was sent to the State, we hedged our dollars by 20-30% to account for inflation.*

The motion to approve this action item was carried.

Property Acquisition

Dr. Gloria J. Walker requested board approval to enter into an agreement to purchase the Citivue Apartments for a price not to exceed \$13 million or the appraisal property value and to the extent that the application for the funding source through the US Department of Education funding (HEERF) is approved (before that funding source expires in May 2023). Additionally, the agreement is subject to the University's inspection of property and other contractual due diligence.

The motion to approve this action item was carried.

INFORMATION ITEMS

Vice President for Finance and Administration's Report

a. Student Housing Construction Plan Progress

Mr. Craig Talton presented an update on student housing construction. He reported that RFQs for architectural design were solicited and the deadline for response submissions was November 29, 2022. Once the recommended vendors are selected, the results will be presented to Dr. Robinson for review and will be brought to the board at the February meeting. Mr. Talton reassured the board that concerns about keeping the historic look when embarking on new construction on campus are considered.

b. Compensation Study Update

Ms. Ella Kiselyuk reported on the timeline of the compensation study and provided information on the six phases of the study. The study was executed on November 15, 2022. The main goal is to focus on successful implementation, best practices, and sustainability for recruiting, retaining, and developing employees.

Questions/Comments re: Compensation Study Update

- Trustee Cavazos stated that she was thankful the staff started the execution on November 15 but was concerned that the study had just started then as it had been discussed since 2019. *Response: Dr. Edington clarified that the study was a two-pronged approach. The first approach was the allocation of resources and the second was a long-term approach. He reminded that \$11 million dollars had been invested in one-time bonuses.*
- Trustee Reed asked about the timeline and how it aligns with the investment calendar/budget. *Response: Dr. Walker stated that the timeline is based on different phases of the study and she would consider our budget obligation.*

FLORIDA **A&M** UNIVERSITY
Board of Trustees

- Trustees requested a more aggressive timeline and accountability. *Response: Trustee Moore asked VP Walker and her team to compress the timeline of the study. Trustee Moore wants this as an action item to revisit the vendor to determine the ability to compress/reduce the amount of time of completion and report updates at each meeting. VP Walker reminded the board that Ms. Kiselyuk had negotiated the timeline down from 24 months to 12 months plus three months to account for faculty summer break. VP Walker agreed to see if that timeline could be further compressed.*

c. Project Updates - University Construction / Operations including Deferred Maintenance and Videoboard Progress

Dr. Walker and Chris Hessel provided an update on deferred maintenance, fixed capital outlay funded projects and carryforward spending funded projects. The start date for the projects is January 2023. A list of items, located in the materials packet indicates how the appropriations are going to be spent when the funds are received.

Stimulus Funding Expenditure Report to Date

Dr. Erick Akins presented an update on expenditures, encumbrances, and pre-encumbrances of stimulus funds allocated to the university to address COVID-19.

Questions/Comments re: Stimulus Funding Expenditure Report to Date

- Trustee Dubose asked Dr. Akins to provide information on the amount of dollars that are supporting the law school and how it is being used.
- Trustee Stone requested a more up to date report for each meeting. (The report date was a month old).
- Trustee Washington asked about the dollars spent, that have been transformational for our students and or our institution. *Response: Dr. Akins reported that he would report the impact of these dollars at the next board meeting.*

Additional Comments:

- Chair Lawson asked for updates on the operating budget at each meeting.

The meeting adjourned.

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



Action Item:

**Bragg Memorial Stadium Parking Lot Construction
Contract**

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: V

Subject: Bragg Memorial Stadium Parking Lot Construction Contract

Rationale/Summary:

The proposed Bragg Memorial Stadium Parking Lot Improvements will consist of a combination of milling and resurfacing, reclamation and paving, and paving previously unpaved areas over a total area of approximately 9.14 acres. On-site drainage improvements, curbing, striping and signage shall also be included in the proposed facility upgrades. In addition to the proposed upgrades, a driveway entrance, at the site's northeast corner, off Wahnish Way, following the south and east sides of the parking garage is anticipated. This project will be completed by utilizing an existing Continuing Service Contract with CSI Contracting.

Recommendation: It is recommended that the Board of Trustees authorizes the President to execute the contract, up to \$3,000,000, after review of the Office of General Counsel.

Attachments: No

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



Action Item:
Demolition of Gibbs Residence Hall Vendor
Contract

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: VI

Subject: Demolition of Gibbs Residence Hall Vendor Contract

Rationale/Summary: We are proposing complete demolition of Gibbs Residence Hall and re-routing the existing utilities that serve Sampson and Young Halls. Gibbs Hall was originally built in 1953 with approximately 63,000 net square feet and 293 beds. The building is currently 69-years-old and has exceeded the 50-year life of most modern buildings. Additionally, the building is unoccupied due to significant structural deficiencies. Previous experience with repairs has shown that during selective demolition, more issues have been discovered. For example:

- Original scope- partial replacement of 3rd floor
- During demolition of slab additional deficiencies found in adjacent stair well.
- During demolition of ceiling system additional deficiencies found in 4th floor slab above.
- During demolition of ceiling system on 4th floor additional deficiencies found in 5th floor slab above.
- Existing floor to floor heights and mechanical spaces are limited. With new modern systems, beds will be lost (approximately 20 beds).
- Building dimensional proportions are not conducive to modern student housing layout. Estimated that a new structure at 63,000 sf would be 15%- 20% more efficient. (Additional 25-30 beds)
- It is estimated that the renovation cost would be 80-85% that of the replacement cost, not including the increase in efficiency.

The university will utilize a vendor on continuing services contract. The estimated project amount will exceed the President's authority to approve contracts.

Recommendation:

It is recommended that the Board of Trustees authorizes the President to execute the contract, not to exceed \$1.5M, pending review of the Office of General Counsel.

Attachments: No

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



Action Item:
Sierra-Cedar Contract

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: VII

Subject: Sierra-Cedar Contract

(Amazon Web Services (AWS) iRattler Peoplesoft Hosting Addendum)

Rationale/Summary:

Sierra-Cedar has been hosting FAMU's iRattler PeopleSoft Finance, HR and Campus Solutions applications since March 2012. Over the past decade, Sierra-Cedar provided FAMU with reliable hosting services to keep our enterprise systems running efficiently, securely and up to the current standards. In order to maintain service levels, Sierra-Cedar partnered with Amazon Web Services (AWS) to deliver a high performance cloud computing hosting platform to its customers.

Sierra-Cedar is ending its current legacy data center operations in August 2023, and moving to the AWS cloud platform. Sierra-Cedar will migrate FAMU's iRattler Peoplesoft applications to Amazon Web Services (AWS) at no cost to the institution, where they now host many of their newer and larger clients using leading cloud technology. AWS will provide FAMU with a consumption model that reduces overprovisioning hardware and network resources, shortens maintenance windows, and significantly enhances business continuity and disaster recovery capabilities.

By migrating critical iRattler PeopleSoft applications to AWS, the university will realize the benefits in reliability, security, scalability, and management.

Recommendation:

We recommend the Board of Trustees authorizes the President to approve and execute the amendment to the Master Hosting contract with Sierra-Cedar, Inc., for a three-year term not to exceed \$7,000,000.

Attachments: No

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



Action Item:

John Wiley & Sons, Inc. Agreement Amendment

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: VIII

Subject: John Wiley & Sons, Inc. Agreement Amendment

Rationale/Summary:

Florida A&M University participates in the State University Systems' contractual agreement to subscribe to content provided by John Wiley & Sons. John Wiley & Sons is a major publisher of academic content covering subject areas that include agriculture and food science, architecture, art, business, economics, accounting, chemistry, computer science, environmental science, humanities, law, life sciences, mathematics, medicine, nursing, physical sciences, engineering, social sciences, and veterinary medicine. The subscription to these specific journals is sole source and is not available from another vendor. Because of the broad range of academic content, the subscription to John Wiley & Sons supports teaching and learning across all of the academic programs at Florida A&M University. Subscribing to this content is critical for supporting teaching, learning, and research at the University.

The agreement was for three years, with no increase in the subscription amount in years one and two. The subscription amount increased by 3% or \$195,672.24 causing the total amount to exceed the President's signature authority for contracts.

Recommendation:

It is recommended that the Board of Trustees approves the President to execute the contract, pending review of the Office of the General Counsel.

Attachments: Yes

1. Appendix to Master Agreement

LICENSED ELECTRONIC PRODUCTS

APPENDIX B: JOURNALS – The Database

Customer: Florida A & M University

The Database will comprise all subscription-based journal titles published on Wiley Online Library (or any platform designated by Wiley) including titles previously excluded from collections, transfer titles and newly launched journals.

1. **Title List:** The complete list of titles included in the Database is available at: https://onlinelibrary.wiley.com/pb-assets/PriceLists/Database_Model_Journal_List.pdf.
 - 1.1. The titles British Journal of Radiology (BJR) and Dentomaxillofacial Radiology (DMFR) are accessed via <https://www.birpublications.org/action/showLogin>. Usage statistics are obtained via <https://www.birpublications.org/page/usagedata>. Wiley may change the URLs at its discretion.
2. **Access:** The subscription will entitle the Customer to online access to the electronic files of all content published in the journals that comprise the Database during the term of the subscription and retrospective content, generally back to 1997, depending on the start date of online publishing by Wiley. Retrospective content for BJR and DMFR is provided back to 2009. For the avoidance of doubt, this does not include any material included in Backfiles for the same journals.
3. **Perpetual Access:** Upon termination of this Agreement, Wiley will provide the Customer with perpetual access to the electronic files of all content published in the journals that comprise the Database during the term of the subscription, where Wiley has the rights to deliver this. For the avoidance of doubt, the Customer will retain perpetual access rights to current electronic files and retrospective content, generally back to 1997, for any journals in which the Customer currently has such rights. Retrospective content for BJR and DMFR is provided back to 2009. No perpetual access rights are provided under this Appendix B for any material included in Backfiles for the same journals.
4. **Fees:**
 - 4.1. **Year 1 - 2023:** 2023 Database Fee: USD 195,672.24
 - 4.2. **Fee Increase:** 3.00%.
5. **Subscriptions to Journals not included in the Database:** The Customer may subscribe to journals not included in the Database by placing orders directly via Wiley's Journal Customer Service Department at cs-journals@wiley.com or via a subscription agent. These subscriptions will not be covered by the terms of this Agreement.
6. **Print Subscription Pricing:** The Customer can purchase print subscriptions to journals in the Database to which the Customer subscribes at a deeply discounted rate at the prevailing rate. This does not apply to:
 - 6.1. Titles published in e-only format by Wiley.
 - 6.2. Titles for which print subscriptions are only available through a Print-on-Demand option. Print on Demand subscriptions are not eligible for any discount.
 - 6.3. Print subscriptions should be ordered directly via the Wiley Customer Services department, or through an agent.

CONSORTIUM MEMBER SIGN-UP LETTER

Florida A & M University has read and is hereby agreeing to access the Licensed Electronic Products in this document pursuant to the terms and conditions of the Master Agreement 5392.1 dated January 1, 2019 between John Wiley & Sons, Inc., a New York corporation, 111 River Street, Hoboken, New Jersey 07030 (“Wiley US”, and collectively with its affiliates “Wiley”) and the **University of Florida Board of Trustees for the benefit of the State University System of Florida institutions Consortium** signing on behalf of the Member Institutions as defined in Section 1.3 (previously A.2), “Customer” and listed in Schedule 1 (previously Appendix A), and to the specific fees and information for **Florida A & M University** in the Appendix(ces) herein.

Authorized Signature: _____

Signatory Name: _____

Signatory Title: _____

Date: _____

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



Action Item:

**Medical Marijuana Education and Research
Initiative Vendor Contracts**

- a) iHeartMedia
- b) SVI- Learner Mobile LLC

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: IX

Subject: Medical Marijuana Education and Research Initiative Vendor Contracts

Rationale/Summary:

Section 381.986, Florida Statutes (F.S.), entrusted the Florida Agricultural and Mechanical University Division of Research with “educating minorities about marijuana for medical use and the impact of the unlawful use of marijuana on minority communities.”

Following this Legislative mandate and Florida procurement laws, the Medical Marijuana Education and Research Initiative (MMERI) successfully completed a competitive solicitation via RFP NO. 0002-2022 through the FAMU Office of Procurement for both iHeart Media (*Customized Multilingual Multimedia Outreach Campaign/Activities; Community Engagement Outreach and Education through Street Teams; Special Events Multimedia Outreach; Statewide Podcast Broadcasting; Statewide Radio Broadcasts and Education Outreach; and, Graphic Design of Event Marketing Materials*), and SVI, LLC. – Learner Mobile LLC (*Learning Management System*).

The contract amendments require pre-approval by the University Board of Trustees as each contract amendment exceeds the \$1 million authorization of the President.

Recommendation:

It is recommended that the Board of Trustees authorize the President to execute:

1. Contract amendment increase in the amount of \$4,085,764 with iHeartMedia for a total contract amount of \$4,085,764 for Fiscal Year 2023-2024, pending review by the Office of General Counsel.
2. Contract amendment increase in the amount of \$1,450,000 with SVI – Learner Mobile LLC for a multi-year total contract amount of \$ 1,930,000 for Fiscal Years 2022-2023 and 2023-2024 to provide its Canna-Ed learning management system (LMS), pending review by the Office of General Counsel.

Attachments: Yes

1. Contract Amendment for iHeartMedia
2. Contract Amendment for SVI, LLC – Learner Mobile LLC

AMENDMENT II
To the Contract iHeartMedia Contract #C-0210-22 for
Media Advertising and Consulting Services

BETWEEN

iHeartMedia Contract #C-0210-22
(Hereinafter referred to as, "CONTRACTOR")

AND

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
Acting for and on behalf of the Board of Trustees,
A public body corporate of the State of Florida
(Hereinafter referred to as, "UNIVERSITY")

WHEREAS, CONTRACTOR and UNIVERSITY entered into the Original Agreement with an effective term beginning November 1, 2021, and ending June 30, 2023 (the "Agreement").

WHEREAS, CONTRACTOR, and UNIVERSITY hereby mutually desire to extend the end date of this competitively procured agreement from June 30, 2023, to June 30, 2024. The renewal increases the contract amount by \$4,085,764 (Fiscal Year 2023/24), contingent upon continued funding appropriation by the Florida Legislature and satisfactory performance of the Contractor.

WHEREAS, CONTRACTOR, and UNIVERSITY also hereby mutually desire to amend and add to the scope of services, Collaborative roles and responsibilities to include, 1. Identify and coordinate engagement with other MMERI partners and relevant stakeholders, 2. Coordinate niche/nontraditional media activities with MMERI's statewide partners in accordance with MMERI's legislative mandate, 3. Produce and/or deliver program materials requested by project partners, 4. Collaborate with MMERI partners, and, 5. Coordinate activities with MMERI; Provide interactive (English & Spanish), ADA compliant capacity website buildout, design, development, data analytics and social media/multi-platform integration services as directed by the MMERI team, to include: 1. Hosting, operations and maintenance, 2. Program content/activity updates, 3. Updates for access, 4. Social media and multi-platform integration and/or interactive updates, and, 5. Data analytics and reporting; Collaborate with the MMERI team regarding recruitment, outreach and communications plan activities; Secure advertising placements in physical locations, such as, mass transit, bench ads, billboards, as approved by FAMU MMERI; and, Data collection, analysis and reporting to include 1. Prepare and submit monthly summative reports and supporting documentation for services rendered under this contract, activities conducted, and 2. Coordinate with MMERI and relevant partners on assessments and the collection of education campaign data.

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

A. GENERAL

The contractor agrees to perform such professional services, with professional care and skill customarily provided in the performance of such services as set forth in this Agreement, and University to pay the Contractor such amounts as are specified in this Agreement.

B. CONTRACT TERM AND RENEWAL AGREEMENT

In accordance with Section 6.005(14)(a)10 of the University Regulation, the parties agree to amend the Agreement period now ending June 30, 2024, with the option to renew should both parties agree in writing.

This Agreement shall be multiyear in nature and is designed to cover services as set forth in this Agreement. In accordance with Section 6.005(14)(a)9 of the University Regulation, the State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

C. CONDITIONS

All terms and conditions set forth in the Original Agreement except as Amended shall remain in full force and effect.

D. SCOPE and BUDGET

The University and Contractor agree to the following additional services and fees as outlined in **Attachment A**.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement

INSTITUTION:

**Florida A &M University
Board of Trustees**

CONTRACTOR:

**iHeartMedia
Contract #C-0210-22**

Larry Robinson, Ph.D.

President

Mark McCauley

Area President

Approved as to form and Legality

University Attorney

**Attachment A
Scope of Services**

Attachment A -The Scope of Service is hereby amended to extend the agreement end date to June 30, 2024
Schedule of Deliverables

Average Total Payment Amount for services provided under this contract for fiscal year (FY) 2023-24: \$4,085,764 Reimbursements under this Agreement for travel cannot exceed \$0 Payment Method: Check or Direct Deposit Frequency of Invoicing: Monthly invoicing following review and acceptance of deliverables <i>FAMU Regulation 6.005 (14)(a)(5)(6) require contracts to include</i> -A provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings and drafts, that must be received and accepted in writing by the contract manager prior to payment; -A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.				
Estimated Deliverable Due Date	Reporting Period	Deliverables (These deliverables must be approved in writing by the FAMU Contract Manager or Designee prior to payment to the Provider).	Payment Amount for Deliverable Received	Financial Consequences that will be applied if Deliverables are not received and accepted in writing by the Contract Manager or Designee.
The 15th of each month following the reporting month of service	FY23/24 Monthly, July 2023 through June 2024 [total of 12 consecutive months]	a) Broadcasting of MMERI programming at activities such as Florida Based Festivals, Concerts and Highly Publicized Theme Events across 11 major media markets 1. FAMU MMERI programming will be promoted and broadcast as described in the scope of services 'manner of service provision a. On-Air Campaign b. Digital Campaign c. Collateral b) Daily Podcast Broadcasting of MMERI Education messaging (MMERI Moments) through channels which include but are not limited to: 1. The Breakfast Club 2. Enrique Santos show and other major programs targeting Florida's minorities c) Targeted Street Team Community Engagement (includes the creation, production and distribution of flyers & handouts in English and Spanish as directed by MMERI Team to foster outreach in hard-to-reach places, minority neighborhoods and populations across Florida (Minimum monthly distribution of 100,000 flyers/handouts d) Text Messaging Blast Campaign- at least 300,000 texts monthly e) Statewide database Email Marketing (English & Spanish)- at least 275,000 monthly f) E-Newsletter blasts (Radio Stations Specific/Driven) (at least 200,000) g) Graphics Creation, Production and/or Modification h) Weekly strategic coordination and distribution of produced content (audio/video/scripts/graphics) to all MMERI partners in Radio, TV and Websites as directed by MMERI Team i) Statewide Targeted Digital Campaign 1. Audience Targeting 2. Location-Based In-App Video Marketing 3. Search-Based Display 4. Social (FB, IG, Snapchat & Twitter) 5. OTT 6. YouTube 7. iHeartRadio Custom Playlist& Widget - @ Added value 8. Shopper Suite 9. Search Engine Optimization (SEO) 10. Statewide Search Engine Marketing (SEM) -Google Ads 11. iHeartRadio Streaming j) Statewide Radio Broadcasts and Education Outreach across 11 major Media Markets 1. Tallahassee; Miami; Orlando; Melbourne; Tampa; Jacksonville; Punta Gorda; Ft Myers Panama City; West Palm; Sarasota k) Design of Event Outreach Marketing Materials and Custom Sweepstakes Outreach/Promotions l) Video Production/Editing and Content Translation	Average monthly amount of \$340,480.33 (FY23/24 Total = \$4,085,764) <i>*Resulting purchase order(s) and subsequent renewals shall be contingent upon continued funding appropriation by the Florida Legislature and satisfactory performance of the Contractor</i>	The University reserves the right to withhold payment (partially or in full) to contractor If services provided are not satisfactory and/or deliverables are not deemed acceptable

		<ol style="list-style-type: none"> 1. Video Production - 30min or less, 15 videos per month 2. (Audio production from Videos = Added Value) 3. Creole or Spanish Video/Audio translation - 30min or less, 16 per month <p>m) Television Marketing and Advertising to foster education and local community outreach</p> <p>n) Translation of MMERI Outreach and Train-the-Trainer Print Materials. This includes translations during the month for the various newspaper and print materials, targeted advertisements distributed and broadcast through the various multimedia platforms in support of MMERI's mandate (In addition to Spanish and Creole, Vendor may occasionally provide translations in Mandarin and/or French as an added value)</p> <p>o) Collaborative roles and responsibilities</p> <ol style="list-style-type: none"> 1. Identify and coordinate engagement with other MMERI partners and relevant stakeholders 2. Coordinate media activities with MMERI partners 3. Produce and/or deliver program materials requested by project partners 4. Collaborate with MMERI partners 5. Coordinate activities with MMERI <p>p) Provide interactive (English & Spanish), ADA compliant capacity website buildout, design, development, data analytics and social media/multi-platform integration services as directed by the MMERI team, to also include:</p> <ol style="list-style-type: none"> 1. Hosting, operations and maintenance 2. Program content/activity updates 3. Updates for access 4. Social media and multi-platform integration and/or interactive updates 5. Data analytics and reporting <p>q) Collaborate with the MMERI team regarding recruitment, outreach and communications plan activities</p> <p>r) Secure advertising placements in physical locations, such as, mass transit, bench ads, billboards, as approved by FAMU MMERI.</p> <p>s) Data Collection, Analysis and Reporting</p> <ol style="list-style-type: none"> 1. Prepare and submit monthly summative reports and supporting documentation for services rendered, activities conducted 2. Work with MMERI and its partners on assessments and the collection of campaign data <p><i>The Vendor shall deliver an average minimum monthly reach/impression of 9.5 million</i></p> <p>As directed by FAMU MMERI, Vendor shall collaborate with MMERI's partners across the state to execute/implement education partnerships, community events and outreach activities to promote and foster MMERI's Legislative mandate.</p>		
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AMENDMENT II
To the Contract SVI – LEARNER MOBILE, LLC Contract #C-0296-22 for
Learning Management System

BETWEEN

SVI – LEARNER MOBILE, LLC Contract #C-0296-22
(Hereinafter referred to as, “CONTRACTOR”)

AND

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
Acting for and on behalf of the Board of Trustees,
A public body corporate of the State of Florida
(Hereinafter referred to as, “UNIVERSITY”)

WHEREAS, CONTRACTOR and **UNIVERSITY** entered into the Original Agreement with an effective term beginning January 10, 2022, and ending June 30, 2023 (the “Agreement”).

WHEREAS, CONTRACTOR, and **UNIVERSITY** hereby mutually desire to extend the end date of this competitively procured agreement from June 30, 2023, to June 30, 2024. The renewal increases the contract amount by \$1,450,000 (Fiscal Year 2022/23 and Fiscal Year 2023/24), contingent upon continued funding appropriation by the Florida Legislature and satisfactory performance of the Contractor.

WHEREAS, CONTRACTOR, and **UNIVERSITY** also hereby mutually desire to amend and add to the scope of services, Provide resources and enhanced services for LMS content as directed by MMERI, to include authoring content for modules/ channels within the LMS to convey timely relevant information to various stakeholders, advancing learning management system (LMS) content/ awareness of services through innovative strategies to increase brand awareness, clicks, and time spent within the LMS, and attracting additional streams of LMS related content; Data collection, analysis and reporting to include preparation and submission of monthly summative reports and supporting documentation for services rendered and activities conducted under this contract, and coordinating with MMERI and relevant partners on assessments and the collection of education campaign data; Provide in studio and onsite videography and photography services; Coordinate multimedia interviews and messaging about MMERI’s campaign to/through community partners that specifically target minority populations; Assist with MMERI’s partners’ needs regarding training for the LMS; Develop, implement and update direct-to-consumer health information delivery through content development, production and/or delivery of content services for the LMS; and, Distribute approved direct-to-consumer content about MMERI’s campaign to/through community partners that specifically target minority populations, through minority-focused niche/nontraditional media outlets.

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

A. GENERAL

The contractor agrees to perform such professional services, with professional care and skill customarily provided in the performance of such services as set forth in this Agreement, and University to pay the Contractor such amounts as are specified in this Agreement.

B. CONTRACT TERM AND RENEWAL AGREEMENT

In accordance with Section 6.005(14)(a)10 of the University Regulation, the parties agree to amend the Agreement period now ending June 30, 2024, with the option to renew should both parties agree in writing.

This Agreement shall be multiyear in nature and is designed to cover services as set forth in this Agreement. In accordance with Section 6.005(14)(a)9 of the University Regulation, the State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

C. CONDITIONS

All terms and conditions set forth in the Original Agreement except as amended shall remain in full force and effect.

D. SCOPE and BUDGET

The University and Contractor agree to the following additional services and fees as outlined in **Attachment A**.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement

INSTITUTION:

CONTRACTOR:

**Florida A &M University
Board of Trustees**

**SVI – LEARNER MOBILE, LLC
Contract #C-0296-22**

Larry Robinson, Ph.D.

Mike Thompson

President

CEO

Approved as to form and Legality

University Attorney

**Attachment A
Scope of Services**

Attachment A -The Scope of Service is hereby amended to extend the agreement end date to June 30, 2024
Schedule of Deliverables

<p>Average Total Payment Amount for services provided under this contract for fiscal year (FY) 2022-23: \$880,000 Average Total Payment Amount for services provided under this contract for fiscal year (FY) 2023-24: \$1,050,000 Reimbursements under this Agreement for travel cannot exceed \$0 Payment Method: Check or Direct Deposit Frequency of Invoicing: Monthly invoicing following review and acceptance of deliverables</p> <p><i>FAMU Regulation 6.005 (14)(a)(5)(6) require contracts to include</i> -A provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings and drafts, that must be received and accepted in writing by the contract manager prior to payment; -A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.</p>				
Estimated Deliverable Due Date	Reporting Period	Deliverables (These deliverables must be approved in writing by the FAMU Contract Manager or Designee prior to payment to the Provider).	Payment Amount for Deliverable Received	Financial Consequences that will be applied if Deliverables are not received and accepted in writing by the Contract Manager or Designee.
The 15th of each month following the reporting month of service	FY22/23 Monthly, July 2022 through June 2023 [total of 12 consecutive months]	<p>Provider shall execute and perform tasks under this agreement in the time and manner specified in Attachment A of the scope of services:</p> <p>1.1. Development, implementation and management of FAMU MMERI Branded Learning Management System (LMS) 1.1.1. Public-site Platform 1.1.2. Subscriber-site Platform 1.1.3. Administrator-site Platform</p> <p>1.2. Onboarding, Implementation, and Support Services 1.2.1. Private-label setup 1.2.2. Account setup 1.2.3. Training 1.2.4. Google Analytics integration 1.2.5. Monthly reporting and stakeholder engagement</p> <p>1.3. Content and Curriculum Development Services 1.3.1. Content development, instructional and graphic design services in collaboration with MMERI partners</p> <p>2. Comprehensive LMS system suited to statewide education training and engagement on a variety of topics in a dynamic and innovative environment</p> <p>3. Provide customer support throughout the Pre and Post Implementation of the project and work with FAMU MMERI and/or partners to manage the software implementation</p> <p>4. Pre and Post Implementation that includes: a kick-off meeting; a software implementation strategy (working with FAMU MMERI); Installation; Training for FAMU MMERI, Partners and stakeholders on use and administration of the LMS; User Acceptance Testing Software customization, including branding; Go-Live; ongoing reporting during post-implementation</p> <p>5.1. Data collection, analysis and reporting to include 5.1.1. Prepare and submit monthly summative reports and supporting documentation for services rendered under this contract, activities conducted, 5.1.2. Coordinate with MMERI and relevant partners on assessments and the collection of education campaign data.</p> <p>6. Provide in studio and onsite videography and photography services</p> <p>7. Coordinate multimedia interviews and messaging about MMERI's campaign to/through community partners that specifically target minority populations</p>	<p>Monthly Rate of \$73,333.33 (FY22/23 Total = \$880,000)</p> <p><i>*Resulting purchase order(s) and subsequent renewals shall be contingent upon continued funding appropriation by the Florida Legislature and satisfactory performance of the Contractor</i></p>	The University reserves the right to withhold payment (partially or in full) to contractor If services provided are not satisfactory and/or deliverables are not deemed acceptable

		<p>8. Assist with MMERI’s partners’ needs regarding training for the LMS</p> <p>9. Develop, implement and update direct-to-consumer health information delivery through content development, production and/or delivery of content services for the LMS</p> <p>10. Distribute approved direct-to-consumer content about MMERI’s campaign to/through community partners that specifically target minority populations, through minority-focused niche/nontraditional media outlets</p> <p>11.1. Provide resources and enhanced services for LMS content as directed by MMERI, to include:</p> <p>11.1.1. Authoring content for modules/ channels within the LMS to convey timely relevant information to various stakeholders</p> <p>11.1.2. Advancing LMS content/ awareness of services through innovative strategies to increase brand awareness, clicks, and time spent within the LMS</p> <p>11.1.3. Attracting additional streams of LMS related content</p> <p>As directed by FAMU MMERI, Vendor shall collaborate with MMERI’s partners across the state to execute/implement education partnerships, community events and outreach activities to promote and foster MMERI’s Legislative mandate.</p>		
<p>The 15th of each month following the reporting month of service</p>	<p>FY23/24</p> <p>Monthly, July 2023 through June 2024</p> <p>[total of 12 consecutive months]</p>	<p>Provider shall execute and perform tasks under this agreement in the time and manner specified in Attachment A of the scope of services:</p> <p>1.1. Development, implementation and management of FAMU MMERI Branded Learning Management System (LMS)</p> <p>1.1.1. Public-site Platform</p> <p>1.1.2. Subscriber-site Platform</p> <p>1.1.3. Administrator-site Platform</p> <p>1.2. Onboarding, Implementation, and Support Services</p> <p>1.2.1. Private-label setup</p> <p>1.2.2. Account setup</p> <p>1.2.3. Training</p> <p>1.2.4. Google Analytics integration</p> <p>1.2.5. Monthly reporting and stakeholder engagement</p> <p>1.3. Content and Curriculum Development Services</p> <p>1.3.1. Content development, instructional and graphic design services in collaboration with MMERI partners</p> <p>2. Comprehensive LMS system suited to statewide education training and engagement on a variety of topics in a dynamic and innovative environment</p> <p>3. Provide customer support throughout the Pre and Post Implementation of the project and work with FAMU MMERI and/or partners to manage the software implementation</p> <p>4. Pre and Post Implementation that includes: a kick-off meeting; a software implementation strategy (working with FAMU MMERI); Installation; Training for FAMU MMERI, Partners and stakeholders on use and administration of the LMS; User Acceptance Testing Software customization, including branding; Go-Live; ongoing reporting during post-implementation</p> <p>5.1. Data collection, analysis and reporting to include</p> <p>5.1.1. Prepare and submit monthly summative reports and supporting documentation for services rendered under this contract, activities conducted,</p> <p>5.1.2. Coordinate with MMERI and relevant partners on assessments and the collection of education campaign data.</p> <p>6. Provide in studio and onsite videography and photography services</p>	<p>Monthly Rate of \$87,500 (FY23/24 Total = \$1,050,000)</p> <p><i>*Resulting purchase order(s) and subsequent renewals shall be contingent upon continued funding appropriation by the Florida Legislature and satisfactory performance of the Contractor</i></p>	<p>The University reserves the right to withhold payment (partially or in full) to contractor If services provided are not satisfactory and/or deliverables are not deemed acceptable</p>

		<p>7. Coordinate multimedia interviews and messaging about MMERI's campaign to/through community partners that specifically target minority populations</p> <p>8. Assist with MMERI's partners' needs regarding training for the LMS</p> <p>9. Develop, implement and update direct-to-consumer health information delivery through content development, production and/or delivery of content services for the LMS</p> <p>10. Distribute approved direct-to-consumer content about MMERI's campaign to/through community partners that specifically target minority populations, through minority-focused niche/nontraditional media outlets</p> <p>11.1. Provide resources and enhanced services for LMS content as directed by MMERI, to include:</p> <ul style="list-style-type: none"> 11.1.1. Authoring content for modules/ channels within the LMS to convey timely relevant information to various stakeholders 11.1.2. Advancing LMS content/ awareness of services through innovative strategies to increase brand awareness, clicks, and time spent within the LMS 11.1.3. Attracting additional streams of LMS related content <p>As directed by FAMU MMERI, Vendor shall collaborate with MMERI's partners across the state to execute/implement education partnerships, community events and outreach activities to promote and foster MMERI's Legislative mandate.</p>		
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**Florida Agricultural and Mechanical University
Board of Trustees**



Action Item:
Campus-wide Utility Infrastructure Project
Architect/Engineer Contract

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: X

Subject: Campus-wide Utility Infrastructure Project Architect/Engineer Contract

Rationale/Summary:

During the 2022-2023 Legislative Session, Florida A&M University was allocated \$27.7 million to address campus-wide utility infrastructure. The university has identified the following projects.

- Campus Utility Infrastructure (EAST LOOP TIE-IN - East Chilled Water Loop Extension
- PARTIAL NORTH LOOP (SBI) - North Chilled Water Loop Extension, PARTIAL NORTH LOOP
- (LUCY MOTEN) -North Chilled Water Loop Extension, RESEARCH LOOP UPSIZE -Chilled Water Research Isolation, East Loop Extension
- NORTH LOOP -North Chilled Water Loop Extension and RESEARCH BYPASS LOOP - Chilled Water Research Isolation and East Loop Extension and South Chilled Water Distribution System South Campus Chiller Plant. The selected firm will provide design, construction documents and construction administration for the referenced project.

The RFQ screening and selection process for the project's Architect/Engineer, should be finalized on February 14, 2023. The selected firm will provide design, construction documents and construction administration for the referenced projects. It is anticipated that the contract will be \$1.3M, which will exceed the President's authority to execute a contract.

Recommendation:

It is recommended that the Board of Trustees authorizes the President to execute the Architect/Engineer contracts, after review of the Office of General Counsel.

Attachments: No

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



Action Item:

**Deferred Maintenance/Renovation Projects –
Continuing Service Contracts > \$1M**

Board of Trustees

ACTION ITEM

Budget, Finance and Facilities Committee

February 15, 2023

Agenda Item: XI

Subject: Deferred Maintenance/Renovation Projects – Continuing Service Contracts > \$1M

Rationale/Summary:

During the 2022-2023 Legislative Session, Florida A&M University was allocated \$26.9 million to address deferred maintenance and capital replacement/renewal issues campus-wide. Also included is a Housing project (Project #6) to upgrade flooring and restroom vanities at the Palmetto Street Apartments that will be funded by the Housing Department. The category of projects that were submitted as part of this request included upgrades and/or replacement projects such (as roofs, HVAC systems, fire alarm systems, fire suppression systems, electrical systems, windows, doors, etc.). The following projects listed below will be completed utilizing either Continuing Service Vendors, Request for Qualification (RFQ), Request for Proposal (RFP) or piggy back agreement. Those projects are as follows:

Project #1

- SBI South - \$1,862,000

Project #2

- Foote-Hilyer Administration Center - \$2,674,000

Project #3

- Ware Rhaney - \$1,302,000

Project #4

- Southern Electrical Sub-Station/School of Architecture \$3,360,000

Project #5

- Coleman Library and BL Perry Re-roofing \$1,425,000

In the October 6, 2022, BOT meeting, the Board approved to authorize the president to execute a contract with Tremco/Weatherproofing Technologies (WTI) to provide re-roofing services for several buildings on campus, which included the Coleman Library Building. In an effort to solicit better pricing, the facilities team publicly bid a separate competitive Request for Quotes (RFQ) for the re-roofing of the Coleman Library Building. Based on the bid submittal received, the projected savings for the Coleman Library re-roofing project resulted in over \$800K. The University has canceled the Tremco/Weatherproofing Technologies (WTI) contract and has decided to competitively bid the remaining roofing deferred maintenance projects.

Project #6

- Dynamic Ceramics Contract Amendment \$1,800,000
(Palmetto South and Palmetto Phase III Flooring and Restroom Vanity Project)

Recommendation:

It is recommended that the Board of Trustees authorizes budget spending authority for the President to execute contracts and agreements after Office of General Counsel review for the above listed projects.

Attachments: No

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



Action Item:
Accounts Receivables Write-offs

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee
Wednesday, February 15, 2023
Agenda Item: XII

Subject: Accounts Receivables Write-offs

Rationale / Summary:

Pursuant to Section 1010.03, Florida Statutes, this is a submission for approval of the student accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2023. The uncollected receivable is at least two years old and internal collection efforts have been exhausted or the accounts have been returned by our external collection agency as uncollectible. Accounts older than two years are written off for financial reporting purposes. Records of debt to the University are maintained and students are not allowed to register or obtain transcripts.

In FY2022 the Board approved Student Account write-offs totaling \$1,887,685.61 as compared to \$1,475,381.04 proposed for write-off for FY23. The proposed amount results in a decrease of \$412,304.60 or 22% in uncollectible accounts from the previous fiscal years. This years' decrease is driven by write-off of student account balances with the use of funding received by the Department of Education.

Recommendation:

The staff seeks the Board of Trustees' approval of the Student Accounts Receivable write-off of \$1,475,381.04 for FY 2022-2023.

Attachments: Yes

1. Student Accounts Receivable Write-Off Summary 2022-2023
2. Memo to Request Approval for Write-Off of Student Accounts



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

OFFICE OF THE CONTROLLER
FINANCE AND ADMINISTRATION 201 FHAC

TELEPHONE: (850) 561-2273
FAX: (850) 561-2461

To: Dr. Larry Robinson, University President

Thru: W. Rebecca Brown, Vice President for Finance and Administration/CFO

From: Tonya Jackson, University Controller & AVP

RE: **Request Approval for Write-off of Student Accounts**

Date: February 16, 2023

Pursuant to Florida Statutes 1010.03 and Board of Trustees Regulation 3.019, approval is requested to write off the following uncollectible accounts. Uncollectible Accounts Receivables include accounts received that were placed with collection agencies and returned as uncollectible. Immaterial Accounts Receivable includes student's accounts that are less than \$100.00 and not currently enrolled with the University. The total of the uncollectible account receivables includes the write-offs for the year 2022-2023.

Uncollectible Accounts Receivable	\$ 1,453,589.43
Immaterial Accounts Receivable	\$ 21,791.61
Total Write-Offs	\$ 1,475,381.04

Upon your approval, we will place permanent "Holds" on the records of these students. The Holds will prevent release of University records (transcripts, diplomas, etc.) and/or subsequent registration efforts until the debt is paid in full.

Approved: _____
CFO Date

Approved: _____
University President Date

Attachment

Cc: D'Andrea Cotton, Associate Controller
Danyell Conner, Assistant Controller
Natasha Ray, Assistant Controller

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



Action Item:
Surplus Property Write-offs

FLORIDA **A&M** UNIVERSITY
 Board of Trustees
 ACTION ITEM

Budget, Finance and Facilities Committee
 Wednesday, February 15, 2023
 Agenda Item: XIII

Subject: Surplus Property Write-Offs

Background Information and Summary:

Pursuant to Florida State Statute Chapter 273 and the FAMU Board of Trustees Policy 2008-03, this is a submission for approval of the write-off for of assets that have been reported missing for two consecutive inventory cycle of FY2020/2021 as of June 30, 2023. The write-off amount being proposed for FY23 reflects 8 missing/unlocated items during the inventory cycle which were valued at an acquisition cost of \$70,672.62 with a net book value of \$6,127.25.

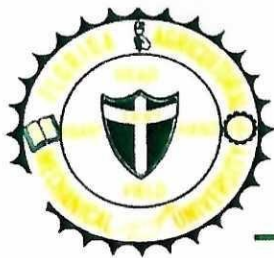
#Items

8	Acquisition Cost = \$70,672.62	Net Book Value = \$6,127.25
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Recommendation: It is recommended that the Board of Trustees approves Approval of the two-year Property Write-offs for FY2020/2021.

Attachments: Yes

1. Listing of Property Write-offs FY2020/2021
2. Certification of State Surplus Property
3. Memo to Request Approval of Property Write-off



Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-6400

Excellence With
Caring


OFFICE OF PROPERTY RECORDS

2380 Wahnish Way, Tallahassee, FL 32307
POM Building B, Room 200

EMAIL: propertyrecords@fam.u.edu
TELEPHONE: (850) 599-3678
FAX: (850) 561-2607

January 13, 2023

TO: Mrs. Tonya Jackson
Associate Controller

FROM: Mr. Laverne A. Washington 
University Assistant Controller

RE: TWO-YEAR WRITE-OFFS: FISCAL YEAR 2020/2021

Please see attached a listing of assets that have been reported missing for two consecutive inventory cycles. These assets are eligible to be written off in accordance with Florida Statue Chapter 273 and FAMU Board of Trustees Policy 2008-03. These assets are submitted as information items only by the University President to the FAMU Board of Trustees:

- Number of Items: 8
- Acquisition Cost: \$70,672.62
- Net Book Value: \$6,127.25

If you have any questions, comments, or concerns, please feel free to contact me.

XC:



CERTIFICATION OF STATE SURPLUS PROPERTY

TO: PROPERTY SURPLUS/SURVEY BOARD
FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA 32307

FROM: LAVERN A. WASHINGTON
ASSISTANT CONTROLLER
FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA 32307

DATE: **January 4, 2023**
PAGE: **1 OF 3**
CERT: **2023-05**

ITEM NO	INVEN. CONTROL NUMBER	QTY	DESCRIPTION	AGE (YRS)	C O N D	PURCHASE PRICE	VALUE	REMARKS
****	*****	*****	SEE ATTACHMENT(S)	*****	****	*****	*****	*****
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

CONDITION OF PROPERTY CODE: E-EXCELLENT; G-GOOD; F-FAIR; P-POOR; S-SCRAP

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS IN ACCORDANCE WITH CHAPTER 273 OF FLORIDA STATUTES.

CUSTODIAN'S SIGNATURE Lavern Washington

CERTIFICATION 23-05 WRITE-OFF
 REPORT OF SURVEY'S
 FY 20-21

No.	Asset ID	Tag number	Description	Serial ID	NBV	Acq Date	Age	Cost	Acctg Date	Cert No.
1	000000026886	493000112633	Switch,Castalyst 3560	FOC1328Z1NE	\$0.00	10/05/09	13.25	\$7,275.96	01/03/23	Cert 2023-05
2	000000002075	493000096216	HP- LASERJET 8100DN	USCC044857	\$0.00	07/01/99	23.50	\$6,222.84	01/03/23	Cert 2023-05
3	000000029937	493000115932	COMPUTER, MACBOOK-APPLE	C02HF06YDV110	\$0.00	03/27/12	10.75	\$11,823.90	01/03/23	Cert 2023-05
4	000000034167	493000115532	PRINTER, LASERJET, H/P 3530	JPL810888	\$0.00	02/22/12	10.83	\$3,284.66	01/03/23	Cert 2023-05
5	000000032114	493000117845	PIT, POLE VAULT W/ COVER		\$1,695.00	01/30/14	8.91	\$16,950.00	01/03/23	Cert 2023-05
6	000000032115	493000117846	PIT, HIGH JUMP W/ COVER		\$863.91	01/30/14	8.91	\$8,639.00	01/03/23	Cert 2023-05
7	000000036207	493000120961	MOWER, TIGER TUFF 61"	K2202452	\$3,568.34	08/08/16	6.33	\$9,958.26	01/03/23	Cert 2023-05
8	000000023623	493000110016	Printer, Designjet	MY7C85C01C	\$0.00	03/17/08	14.75	\$6,518.00	01/03/23	Cert 2023-05

Total NBV
\$6,127.25

AVG Age	Total Cost
12.15	\$70,672.62



SURPLUS/SURVEY PROPERTY
CERTIFICATION/SURVEY NO: CERT 2023-05 DATE: January 4, 2023

- 1. () **Transfer to another State Agency or Political Subdivision**
- 2. () **Public Sale:**
- 3. () **Transfer of Grant Property Records**
- 4. () **Cannibalize**
- 5. () **Abandon/Scrap/Recycle:**
- 6. () **Trade-In**
- 7. (X) **Other: Write-Offs FY 20-21**

RECOMMENDED DISPOSITION INDICATED ABOVE

APPROVED

DISAPPROVED*

SIGNATURE

()	()	_____ / _____ Date
()	()	_____ / _____ Date
()	()	_____ / _____ Date
()	()	_____ / _____ Date
()	()	_____ / _____ Date

APPROVED

DISAPPROVED*

()	()	_____ / _____ Vice President for Research Date
()	()	_____ / _____ Vice President for Admin. Date



3

CERTIFICATION OF STATE SURPLUS PROPERTY

DATE:
PAGE: 3 OF 3
CERT: 2023-05

42

***STATE REASON(S) ON REVERSE SIDE**

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



Action Item:
Banking Resolution

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

Wednesday, February 15, 2023

Agenda Item: XIV

Subject: Banking Resolution

The resolution designates the University President, its newly appointed Chief Financial Officer, and its Associate Vice President and Controller as authorized signatories on checks issued to pay the just obligations of the University.

Rationale/Summary:

Section 1011.42(7), Florida Statutes and University Regulation 1.021 require the Board of Trustees to designate on its records the legal names and position titles of any employees authorized to sign checks to pay the legal obligations of the University. It is in the best interest of the University that the University President, its Chief Financial Officer, and its Associate Vice President and Controller be authorized signatories on checks issued to pay the just obligations of the University and that such checks be signed by the University President and at least one other of the authorized signatories.

Recommendation:

Resolve that the University President, Dr. Larry Robinson; its Chief Financial Officer, Mrs. W. Rebecca Brown and its Associate Vice President and Controller, Tonya Jackson be authorized signatories on checks issued to pay the just obligations of the University and that such checks be signed by the University President and at least one other of the authorized signatories.

Attachments: Yes

1. Resolution

RESOLUTION NO. 01-23

A RESOLUTION OF THE BOARD OF TRUSTEES OF FLORIDA A&M UNIVERSITY (THE “UNIVERSITY”) DESIGNATING BY NAME AND TITLE THE UNIVERSITY PRESIDENT, THE CHIEF FINANCIAL OFFICER AND/OR THE ASSOCIATE VICE PRESIDENT/CONTROLLER AS PERSONS HAVING AUTHORITY TO SIGN CHECKS TO PAY LEGAL OBLIGATIONS OF THE UNIVERSITY (“AUTHORIZED SIGNATORIES”) AND TO OPEN ANY ACCOUNTS AS NECESSARY TO HOUSE AND MANAGE FUNDS OF THE UNIVERSITY; REQUIRING THAT ALL CHECKS ISSUED BY THE UNIVERSITY BE SIGNED BY THE UNIVERSITY PRESIDENT AND AT LEAST ONE OF THE OTHER AUTHORIZED SIGNATORIES; AUTHORIZING THE USE OF MECHANICALLY GENERATED SIGNATURES OF SAID AUTHORIZED SIGNATORIES; RESCINDING ANY PRIOR AUTHORIZATIONS AND DESIGNATIONS; PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, Section 1011.42(7), Florida Statutes and University Regulation 1.021 require the Board of Trustees to designate in its records the legal names and position titles of any employees authorized to sign checks to pay the legal obligations of the University; and

WHEREAS, it is in the best interest of the University to provide for the names of the University President, the Chief Financial Officer or the Associate Vice President/Controller (“Authorized Signatories”) to sign checks to pay legal obligations of the University and to open accounts as necessary to house and manage funds of the University; and

WHEREAS, it is in the best interest of the University that all checks issued by the University be signed by the University President and at least one of the other Authorized Signatories; and

WHEREAS, it is in the best interest of the University that mechanically generated signatures of the Authorized Signatories be authorized for the use on any checks issued by the University.

NOW THEREFORE, BE IT DULY RESOLVED BY THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY BOARD OF TRUSTEES that:

SECTION 1: The Board of Trustees hereby approves and designates the following persons to sign checks to pay legal obligations of the University and to open any accounts necessary to house and manage funds of the University:

- A. President – Larry Robinson
- B. Chief Financial Officer – W. Rebecca Brown

C. Associate Vice President/Controller – Tonya Jackson

(the “Authorized Signatories”).

SECTION 2: All checks issued by the University are required to be signed by the University President and at least one of the other Authorized Signatories.

SECTION 3: Any check issued by the University may bear the mechanically generated signature(s) of any two Authorized Signatories.

SECTION 4: Any authorizations or designations provided to persons prior to the effective date of this resolution are rescinded.

SECTION 5: For all accounts opened to house and manage funds of the University, the University President shall provide a report to the Board of Trustees at its regularly scheduled meeting after the opening of any such accounts.

SECTION 6: The Corporate Secretary shall insure that a copy of this resolution and minutes of the Board of Trustees are provided to any financial institution serving as a depository of University funds.

SECTION 7: This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED THIS 16th DAY OF FEBRUARY, 2023.

**FLORIDA AGRICULTURAL AND
MECHANICAL UNIVERSITY
BOARD OF TRUSTEES**

ATTEST:

Kelvin Lawson, Chair

Corporate Secretary

Approved as to form and legal sufficiency:

Denise Wallace, General Counsel

February 16, 2023

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



Information Item:
Vice President for Finance and Administration's
Report

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Budget, Finance and Facilities Committee

Wednesday, February 15, 2023

Agenda Item: XV

Subject: Vice President for Finance and Administration's Report

Background Information and Summary:

Vice President for Finance and Administration / CFO W. Rebecca Brown will provide information on the following items:

- a. Quarterly Financial Report – Budget to Actuals
- b. Quarterly Spend Report on Selected IT-related Vendors
- c. Compensation Study Update
- d. Master Plan Update
- e. Project Updates – University Facilities Planning, Construct and Operations
 - 1) Property – Acquisitions, Construction, and Demolition
 - 2) Deferred Maintenance / Utilities Infrastructure
 - 3) Videoboard Construction / Acquisition
- f. MWBE Update

Attachments: Yes, each item listed has an attachment.

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



Information Item:

**Vice President for Finance and Administration's
Report**

- a) Quarterly Financial Report – Budget to Actuals

FLORIDA A&M UNIVERSITY
Financial Status FY22-23 Quarter 2

FLORIDA A&M UNIVERSITY
Financial Status FY21-22 Quarter 2

Fund Name	Approved Budget	Encumbrances and Expenditures PeopleSoft as of 12/31/22	Budget Status (Over) Under	Percent of Budget Expended %	FY2020-21 Approved Budget	Expenditures and Encumbrances PeopleSoft as of 12/31/21	Budget Status (Over) Under	Percent of Budget Expended %	
	-1-	-2-	-3-	-4-	-1-	-2-	-3-	-4-	
Education and General					Education and General				
101 General Revenue	\$ 96,310,723	\$ 144,215,266	\$ (47,904,543)		\$ 96,905,897	\$ 122,688,742	\$ (25,782,845)		
102 Tuition and Student Fees	67,801,614	4,946,026	\$ 62,855,588		67,801,614	27,677,373	\$ 40,124,241		
104 Educational Enhancement (Lottery)	33,427,132	-	\$ 33,427,132		26,908,721	-	\$ 26,908,721		
Total Educational and General	\$ 197,539,469	\$ 149,161,292	\$ 48,378,177	76%	\$ 191,616,232	\$ 150,366,115	\$ 41,250,117	78%	
Auxiliary Enterprises					Auxiliary Enterprises				
110 Housing Trust Fund	22,305,131	12,457,864	\$ 9,847,267		21,042,350	10,339,597	\$ 10,702,753		
116 Auxiliary Trust Fund	43,498,816	17,542,136	\$ 25,956,680		27,398,321	11,691,050	\$ 15,707,271		
603 Auxiliary R&R Fund	700,000	375,381	\$ 324,619		3,233,187	1,934,806	\$ 1,298,381		
701 Housing Debt Service	-	-	\$ -		-	-	\$ -		
Total Auxiliary Enterprises	\$ 66,503,947	\$ 30,375,381	\$ 36,128,566	46%	\$ 51,673,858	\$ 23,965,453	\$ 27,708,405	46%	
Total Intercollegiate Athletics	\$ 10,668,256	\$ 9,786,885	\$ 881,371	92%	\$ 9,500,808	\$ 8,218,123	\$ 1,282,685	86%	
Total Concessions	\$ 297,880	\$ 105,151	\$ 192,729	35%	\$ 67,670	\$ 20,068	\$ 47,602	30%	
Total Technology Fee	\$ 1,000,000	\$ 355,802	\$ 644,198	36%	\$ 1,200,000	\$ 242,412	\$ 957,588	20%	
Student Activities					Student Activities				
117 Late Registration Fee (480910)	89,552	25,696	\$ 63,856		122,500	75,660	\$ 46,840		
117 Orientation Fee (482000)	514,962	424,830	\$ 90,132		124,123	111,692	\$ 12,431		
117 Student Activities- Activities and Services Fee (43 Series)	2,557,854	1,982,546	\$ 575,308		2,815,163	2,293,843	\$ 521,320		
Total Student Activities	\$ 3,162,368	\$ 2,433,072	\$ 729,296	77%	\$ 3,061,786	\$ 2,481,195	\$ 580,591	81%	
Student Financial Aid					Student Financial Aid				
117 Late Payment Fee Controller (480920)	395,625	225,370	\$ 170,255		301,848	107,358	\$ 194,490		
117 Administrative Expense Fin. Aid (481210)	181,382	93,311	\$ 88,071		187,960	85,746	\$ 102,214		
117 Administrative Controller (481220)	183,629	24,365	\$ 159,264		207,609	92,774	\$ 114,835		
201 Title IV Administrative Expense (410333)	151,960	120,246	\$ 31,714		119,382	117,783	\$ 1,599		
201 College Work Experience Program (410405)	28,397	4,052	\$ 24,345		28,397	0	\$ 28,397		
201 Federal Work Study Program (410452)	779,038	18,106	\$ 760,932		779,038	58,194	\$ 720,844		
202 Scholarship Fund	38,000,000	21,888,705	\$ 16,111,295		42,000,000	16,019,222	\$ 25,980,778		
301 other Fund 301	130,000	-	\$ 130,000		400,000	(90,548)	\$ 490,548		
901 Other Tuition Assistance Grant (511700)	3,800,000	3,088,833	\$ 711,167		3,250,000	2,259,638	\$ 990,362		
Total Financial Aid	\$ 43,650,031	\$ 25,462,988	\$ 18,187,043	58%	\$ 47,274,234	\$ 18,650,167	\$ 28,624,067	39%	
Contracts & Grants					Contracts & Grants				
118 FAMU DRS Trust Fund	5,092,166	4,625,598	\$ 466,568		5,380,990	4,770,405	\$ 610,585		
Sponsored Research Trust Fund (Fund 203;210-215)	118,203,398	85,556,880	\$ 32,646,518		138,111,750	127,472,863	\$ 10,638,887		
Total Contracts and Grants	\$ 123,295,564	\$ 90,182,478	\$ 33,113,086	73%	\$ 143,492,740	\$ 132,243,268	\$ 11,249,472	92%	
Grand Total	\$ 446,117,515	\$ 307,863,049	\$ 138,254,466	69%	\$ 447,887,328	\$ 336,186,801	\$ 111,700,527	75%	

NOTES

- Salaries are encumbered for 12 months
- View of Expenditures across all categories related to FY22-23 Operating Budget

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



Information Item:

**Vice President for Finance and Administration's
Report**

- b) Quarterly Spend Report on Selected IT-related Vendors

Vice President for Finance and Administration's Report

Item XV.b.: Quarterly Spend Report on Selected IT-related Vendors

Report / Update as of 1/30/23

Date of Previous Update:

Update:

Quarterly Spend

- The current spend for this period is \$3,390,191.05.
- With payments being made to Data Set Ready for over \$1.4 million, \$1.5 million paid to Presidio and \$430 thousand paid to Signal House.
- The cumulative total paid thus far is \$3.6 million this fiscal year.

Responsible Parties

FAMU Areas of Representation: Information Technology Services, Procurement Services

External Collaborators (if applicable):

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



Information Item:
Vice President for Finance and Administration's
Report

- c) Compensation Study Update

Vice President for Finance and Administration’s Report

Item XV.c.: Compensation Study Update

Report / Update as of 1/30/2023

Date of Previous Update: 11/15/2022

Update:

- Segal will perform a compensation and salary structure study and an understanding of how living wage, cost of living, and cost of labor affect the compensation of approximately 600 faculty and 1,700 staff covered by 200 job titles.
- The study’s timeline is modified (see the Work Stream Summary below). In response to the BOT’s inquiry regarding a possible timeline reduction of the study, Segal has agreed to complete the study by December 2023 instead of March 2024.

Work Stream Summary

 Discovery/ Compensation Philosophy	 Job Structure and Documentation Review	 Competitive Assessment	 Salary Structure Development	 Findings, Recommendations, & Implementation
Conduct stakeholder interviews and review data and materials Develop compensation philosophy Define comparison markets and pay positioning	Review selected staff existing job documentation Review job structure and recommend changes Review and standardize job titles	Conduct a competitive assessment using published survey sources and established comparison markets Benchmark jobs to confirmed published survey sources Perform variance analysis	Develop draft market-based salary structure(s) Review salary structure(s) with project team and leadership Discuss job evaluation approaches Assign jobs to salary bands Conduct employee and cost implication analysis	Develop pay administration guidelines Develop report of findings and recommendations Present report to leadership Develop implementation plan
Winter - Spring 2023	Winter - Spring 2023	Spring - Summer 2023	Summer - Fall 2023	Fall - Winter 2023



- Two committees have been identified: Leadership Advisory Committee and Steering Committee. The committees’ charge is to provide its insights of FAMU and act as change agents, identify barriers to success, provide feedback and serve as liaisons to their departments

- The initial interviews with various members of 2 committees are scheduled to take place on January 31 and February 2nd. Individual interviews will take place during a month of February 2023.
- Weekly and/or-bi-weekly meetings with Segal and FAMU project teams continue throughout the study.
- FAMU project team is assisting Segal on a regular basis with uploading all requested/backup documents and responding to any follow-up questions.
- FAMU project team will periodically share with FAMU community updates regarding a progress of the study.
- FAMU project team had shared with Segal the following:
 1. FAMU Strategic Plan
 2. FAMU Organizational/Division Charts
 3. FAMU Regulations and Operating procedures re: Classification/Compensation
 4. A list of FAMU current employees
 5. OHR link to classification/job descriptions

Responsible Parties

FAMU Areas of Representation: Human Resources (AVP Ella Kiselyuk, Project Lead)

External Collaborators (if applicable): Segal Group

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



Information Item:

**Vice President for Finance and Administration's
Report**

- d) Master Plan Update

Vice President for Finance and Administration's Report

Item **XVd**: **Master Plan Update**

Report / Update as of 2/1/2023

Date of Previous Update: 5/12/2022

Update:

Purpose and Requirements:

The development of the FAMU Master Plan Update is a requirement pursuant to Subsection 1013.30 (9) F.S. The Final Master Plan and Supporting Inventory and Analysis documents are used to determine necessary facility requirements, building placement and proposed campus expansion to support the proposed student enrollment.

The draft 2020-2030 FAMU Campus Master Plan Update is complete and ready to be conveyed to the host community and state agencies. As part of this update, ten of the eighteen master plan elements were updated.

Over 20 stakeholder input sessions were completed as well as an informal meeting with the public.

Master Plan Schedule:

- Transmit to state / local agencies for review and comment (*February/March – May/June 2023*)
 - Statute provides 90 days for review
- Following state / agency review:
 - Initiate Campus Development Agreement with Tallahassee-Leon County (*June/July 2023*)
 - Attend and support x2 City of Tallahassee Commission Meetings for Campus Development Agreement Adoption (*TBD; likely September/October 2023 due to commission summer break in August 2023*)
 - Attend and present to BOT for Master Plan and Campus Development Agreement adoption (*TBD; December 6, 2023*)

Request approval to transmit the draft 2020-2030 FAMU Campus Master Plan Update to the host community and state agencies to commence the 90-day review and comment period.

Responsible Parties

FAMU Areas of Representation: Finance and Administration (VP Rebecca Brown), Facilities Planning (AVP Chris Hessel), Director of Facilities Planning and Construction (Craig Talton)

External Collaborators (if applicable): Shawn C. Kalbli, **Kimley-Horn** - www.kimley-horn.com

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



Information Item:
**Vice President for Finance and Administration's
Report**

- e) **Project Updates – University Facilities Planning, Construction and
Operations**
- 1) Property – Acquisitions, Construction & Demolition
 - 2) Deferred Maintenance / Utilities Infrastructure
 - 3) Videoboard Construction / Acquisition

Vice President for Finance and Administration's Report

Item XV.e.1.: Property –Acquisitions, Construction and Demolition

Report / Update as of 1/27/2023

Date of Previous Update: 11/16/2022

Update:

Acquisition of Citivue Apartments

On December 8, 2022 the Board of Trustees Authorized and directed President Robinson to enter into negotiations with the owners of Citivue Apartments for the purchase of the 58-unit complex (116 beds) for price not to exceed \$13,000,000 or the appraised value.

Due diligence is completed and the closing on the acquisition is anticipated to occur on February 14, 2023 for a purchase price of \$12,706,250. For the immediate future, the University has kept in place the private management of the complex while it transitions and incorporates the complex into the University's ecosystem.

Responsible Parties

FAMU Areas of Representation:

Initial Construction and Financing Planning Committee (Current)

- | | |
|--|---|
| <ul style="list-style-type: none"> ○ Finance and Administration <ul style="list-style-type: none"> ○ Vice President/CFO ○ Facilities Planning and Construction Personnel ○ Controller's Office Personnel ○ Procurement Office Personnel ○ Student Affairs <ul style="list-style-type: none"> ○ Vice President ○ Student Affairs Personnel ○ Student Housing Personnel | <ul style="list-style-type: none"> ○ General Counsel's Office <ul style="list-style-type: none"> ○ Associate General Counsel ○ Information Technology Services <ul style="list-style-type: none"> ○ Vice President/CIO ○ Information Technology Personnel ○ Title III Programs <ul style="list-style-type: none"> ○ Executive Director ○ Title III Division Personnel |
|--|---|

External Collaborators (if applicable): TBD

Vice President for Finance and Administration's Report

Item XV.e.2: Project Updates – Deferred Maintenance / Utilities Infrastructure

Report / Update as of 1/27/2023

Date of Previous Update: 12/09/2022

Update:

In the December 8, 2022, BOT meeting, the Board approved a master agreement with Trane U.S. General Services Administration (GSA) Federal Supply Service, not to exceed \$19,998,000. Since this approval, the piggyback contract with Trane U.S. has been executed, and the contractor has started the assessment of the buildings listed on the approved deferred maintenance.

The following is a list of activity that has commenced.

- Conducted initial meetings with the contractor and the University Team to identify key representatives and their roles related to the project. **(Completed)**
- Initial assessments and building walk-throughs have been conducted by the contractor and engineers, and high-level detailed project scope and estimate by building have been established for the mechanical-related projects listed in the contractor's contract. **(Completed)**
- An inventory of equipment and parts to be ordered is being developed to place early orders into the manufacturer. **(Ongoing)**
- The University Team will utilize Owner Direct Purchase (ODP) to avoid paying taxes when equipment is ordered directly from the manufacturer. **(Ongoing)**
- Project sub-contractors and vendors are being vetted and considered based on expertise, their record of performance, and availability. **(Ongoing)**
- As the project progresses, additional sub-contractors will be added during specific phases (i.e., electricians, mechanical, HVAC controls, etc.). **(Ongoing)**
- The contractor's project trailer and lay-down area have been identified. **(Completed)**

Responsible Parties

FAMU Areas of Representation:

Facilities Planning and Construction

Plant Operations and Maintenance

External Collaborators (if applicable):

Trane U.S.

Various Sub-Contractors

Vice President for Finance and Administration's Report

Item XV.e.3: Project Updates – University Construction / Operations

Report / Update as of 1/27/2023

Date of Previous Update: 12/7/2022

Update:

Videoboard System

The University has entered into an independent consulting agreement with Anthony James Partners, LLC to assist university staff in the design development, procurement, and construction administration of a turnkey project for the University's video systems at Bragg Memorial Stadium and Alfred Lawson Multipurpose. Below are project updates since the December 7, 2022 Committee Meeting.

Project schedule:

- Vendor Bids Due February 2, 2023 **Completed**
- Notice to Proceed February 13, 2023
- Bragg Stadium Video Board Construction will commence on March 1, 2023
- Al Lawson Center Video Board Construction will commence on May 8, 2023
- Bragg Stadium Video Board Substantial Completion date scheduled for July 31, 2023
- Al Lawson Video Board Substantial Completion date scheduled for August 18, 2023
- Bragg Stadium/ Al Lawson Video Board Final Completion date scheduled for September 1, 2023

Responsible Parties

FAMU Areas of Representation: Finance and Administration (VP Rebecca Brown), Facilities Planning (AVP Chris Hessel), Athletics (AVP Michael Smith), Information Technology Services (VP Robert Seniors), Executive Director of Title III Programs (Dr. Erick Akins), Director of Facilities Planning and Construction (Craig Talton)

External Collaborators (if applicable): Anthony James Partners, LLC. (<https://anthonyjamespartners.com/>)

Florida Agricultural and Mechanical University
Board of Trustees



Information Item:
Vice President for Finance and Administration's
Report

f) MWBE Update

Vice President for Finance and Administration's Report

Item XV.f.: MWBE Update

Report / Update as of 1/30/23

Date of Previous Update:

Update:

Minority Spend

- The total spend for September through December 2022 was \$17.4 million dollars
- With \$1.6 million dollars or (10%) being paid to Certified Businesses and \$14.9 million dollars being paid to Non-Certified Supplier.
- Approximately 1%, or nearly \$1 million, was paid to minority suppliers that are not currently certified.
- It is important to note that Small Business Development Center is currently working with our suppliers to assist with their certification should they desire to become certified.
- To date the University's, spend is slightly over \$33,600,000 dollars with 8% of the spend going to certified suppliers and 4% to non-certified suppliers. In tracking the payments made to non-certified minority suppliers, we will be able to show the total dollars paid to minority suppliers certified and non-certified alike.

Responsible Parties

FAMU Areas of Representation:

External Collaborators (if applicable):

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



Information Item:
Stimulus Funding Expenditure Report to Date

FLORIDA **A&M** UNIVERSITY
 Board of Trustees
 INFORMATION ITEM

Budget, Finance and Facilities Committee

Wednesday, February 15, 2023

Agenda Item: XVI

Subject: Stimulus Funding Expenditure Report to Date

Background Information and Summary:

Florida A&M University (FAMU) received \$195,448,168 from the Department of Education under the Higher Education Emergency Relief Fund (HEERF). Funds allocated were awarded to FAMU under the following award notices:

Award Number	Area	Award Amount
• P425J200003	HBCU/HBGI	\$125,000,252.00
▪ P425F200295	Institutional	\$ 39,118,076.00
▪ P425E200135	Student Aid	\$ 31,323,840.00
Grant Total		\$195,448,168.00

Funds allocated under Coronavirus Aid, Relief, and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and American Rescue Plan (ARP) were allocated to FAMU to address COVID-19. Congress passed this bill that allotted \$2.2 trillion to provide fast and direct economic aid to the American people negatively impacted by the COVID-19 pandemic. Of the monies allocated, \$14 billion was given to the Office of Postsecondary Education as the Higher Education Emergency Relief Fund, or HEERF. Of the funds allocated, Florida A&M currently receives a total of \$195,448,168 in CARES/CRRSAA/ARP funding.

Areas of Funding and Potential Areas of Funding

Student Support

Student Counseling Services
 Student Conduct and Conflict Resolution
 Student Disability
 Student Financial Support

Academic Instruction & Support Services

Classroom Upgrades/Instructional Technology/Lab Modernization
 Faculty Training
 Short-term Staffing to Support Student Learning Assessment, and Instruction
 Technology, Software and Equipment for Academic Instruction
 Academic and Student Success Support Services
 Textbook Initiative

FLORIDA **A&M** UNIVERSITY
 Board of Trustees
 INFORMATION ITEM

Technology Enhancements

Short-term Staff/Consultants
 Electrical Infrastructure
 Monitoring Center
 Campus-Wide Computing Upgrades

Operational Costs

PPE & Sanitation Equipment
 Contracted Services
 Build Automation/Classroom Seating
 Mobile Work Management
 COVID19 Screening, Testing, Monitoring and Managing Framework
 Facilities Enhancements/Utilities for Testing Site
 PPE Advancement Software Support
 PPE Advancement - Temp Salary
 PPE Advancement - Temp Operations
 Other Activities Related to COVID-19
 Indirect Cost
 Purchase of Real Property

FAMU has spent **\$119.19 million** of the \$195 million in HEERF funds that have been transformational to the University. The attached spreadsheet summarizes expenditures, encumbrances, and pre-encumbrances of dollars received. The additional information list transformational HEERF Cares Act spending. As per the information requested by the Trustees:

- The College of Law students received **\$3,323,028** in HEERF Funding
- The students enrolled in the College of Nursing received **\$1,599,388.98** in HEERF Funding

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

- Since March 2020, Florida A&M University has spent **\$991,211.52** in stimulus funds for technology upgrades at the College of Law.

College of Law Stimulus Funding Support		
Vendor	Description	Amount Expended
Signal House Communications	Smart classroom upgrade, College of Law, Room 240	\$35,387.00
Signal House Communications	Smart classroom upgrade, College of Law, Room 376	\$35,387.00
Data Set Ready	Upgrade cabling - College of Law	\$95,677.20
Presidio	College of Law Survey	\$22,400.00
Presidio	Network Infrastructure upgrade - College of Law	\$363,775.82
Image Access, Inc.	KIC Click Mini Scanners for the College of Law	\$16,710.00
Presidio	College of Law Campus Network Refresh - Part 2	\$380,862.91
Presidio	College of Law Wireless Survey	\$23,300.00
CDW-G	Laptop and monitors for Theodore Greer	\$5,126.81
CDW-G	Workstation and monitors for College of Law	\$9,368.00
CDW-G	Laptops for College of Law Dean & Faculty	\$3,216.78
	Total	\$991,211.52

Additional information outlining how funds were spent based on Education Department reporting categories is provided as a part of this briefing.

The attached spreadsheet summarizes expenditures, encumbrances, and pre-encumbrances of dollars received for the three stimulus awards (HBCU/HBGI; Institutional; and Student Aid) received by Florida A&M University.

Attachments: Yes

1. Stimulus Funding Expenditure Report (as of 1/30/2023)
2. Transformational HEERF Cares Act Funding – Impact of Stimulus Funding
3. HEERF – Estimated Cumulative Fiscal Activity Report as of December 31, 2022

**Florida A University
Stimulus Funding Expenditure Report**

Expenditures in Education Department G5 System

<u>PR/Award No</u>	<u>Recipient Reference</u>	<u>Authorized</u>	<u>Available Balance</u>	<u>Completed Payments</u>	<u>Pending Payments</u>	<u>Net Draws</u>	<u>Status</u>	<u>Last Date to Draw Funds</u>
P425J200003	HBCU/HBGI CARES ACT	\$125,006,252.00	\$21,270,274.60	(\$104,436,630.24)	\$0.00	(\$103,735,977.40)	Open	10/30/2023
P425F200295	CARESAct2- Inst	\$39,118,076.00	\$3,408,718.61	(\$42,227,836.39)	\$0.00	(\$35,709,357.39)	Open	10/30/2023
P425E200135	CARESAct-Student Aid	\$31,323,840.00	\$0.00	(\$31,378,261.07)	\$0.00	(\$31,323,840.00)	Open	10/30/2023
		\$195,448,168.00	\$24,678,993.21	(\$178,042,727.70)		(\$170,769,174.79)		

Expenditures in FAMU iRattler System

	Total Funding	Percentage Breakdown
Encumbered/Pre-Encumbered	\$ 5,720,945.51	3%
UnSpent Remaining Balance	\$ 17,042,397.27	9%
Spent	\$ 172,684,825.22	88%
TOTAL	\$ 195,448,168.00	100%

2/6/2023

**Florida A University
Stimulus Funding Expenditure Report**

**Transformational HEERF Cares Act Funding
Impact of Stimulus Funding**

\$12.6 million for the purchase of the 118-bed apartment complex. **(Strategic Priority 1)**

\$470,000 for the purchase of 4 shuttle buses for student transportation. **(Strategic Priority 1)**

\$27.8 million used to replace lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). **(Strategic Priority 4)**

\$323,218 Replacing lost revenue from academic sources. **(Strategic Priorities 2 and 4)**

\$55.1 million to providing additional emergency financial aid grants to students. **(Strategic Priority 1)**

\$8.4 million for campus safety and operations. **((Strategic Priority 4)**

\$18.7 million for purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc. **(Strategic Priority 2)**

\$5.8 million for purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities. **(Strategic Priorities 2 and 5)**

2/6/2023

**State University System of Florida
Federal Higher Education Emergency Relief Program (HEERF)
Estimated Cumulative Fiscal Activity as of December 31, 2022**

Enter University Name	FLORIDA A&M UNIVERSITY				
Cumulative Fiscal Information :	Total University Allocation	Actual Expenditures as of October 31, 2022	Estimated Expenditures as of December 31, 2022	Total Unexpended Funds December 31, 2022	Total Committed Funds December 31, 2022
Student HEERF Allocation	\$ 31,323,840	\$ 31,323,840	\$ -	\$ -	\$ -
Institutional HEERF Allocation	\$ 39,118,076	\$ 29,361,567	\$ 29,137,265	\$ 8,179,695	\$ 1,801,116
Special Allocation HBCU/HBGI	\$ 125,006,252	\$ 100,788,510	\$ 103,686,703	\$ 16,905,737	\$ 4,413,812
Totals :	\$ 195,448,168	\$ 161,473,917	\$ 132,823,968	\$ 25,085,432	\$ 6,214,928

Institutional Allocation Expenditures Through December 31, 2022 by Category :

Federal Expenditure Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Total Expenditures Through December 31, 2022 (Columns E + F)
Providing additional emergency financial aid grants to students.	\$ 654,652	\$ 43,694,828	\$ 44,349,480
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ -		\$ -
Providing tuition discounts.	\$ -		\$ -
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ -		\$ -
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$ -	\$ 78,237	\$ 78,237
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.	\$ -	\$ 15,003	\$ 15,003
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	\$ -		\$ -
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$ -		\$ -
Campus safety and operations.	\$ 533,481	\$ 7,951,287	\$ 8,484,768
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	\$ -		\$ -
Replacing lost revenue from academic sources.	\$ 323,218		\$ 323,218
Replacing lost revenue from auxiliary services sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare, or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.).	\$ 12,725,579	\$ 14,955,091	\$ 27,680,670
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	\$ 2,880,711	\$ 2,942,752	\$ 5,823,463
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$ -	\$ 18,722,438	\$ 18,722,438
Other Uses of (a)(1) Institutional Portion funds.	\$ 12,019,624		\$ 12,019,624
Other Uses of (a)(2) or (a)(3) funds, if applicable.	\$ -	\$ 15,327,067	\$ 15,327,067
Total Cumulative HEERF Institutional Expenditures Through December 31, 2022 :	\$ 29,137,265	\$ 103,686,703	\$ 132,823,968

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



Supplemental Document

- List of Contracts > \$100,000

Contracts over \$100,000 for October 2022 – December 2022

1. Contractor: B&T Fencing, Inc. (Piggyback)

Contract #: C-0302-23

Contract Start Date: November 14, 2022

Contract Expiration Date: August 1, 2024

Contract Amount: This amount will not exceed \$500,000.00 over the term of the contract.

This contractor will provide fencing and related products for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

2. Contractor: The Segal Company (Piggyback)

Contract #: C-0003-23

Contract Start Date: November 14, 2022

Contract Expiration Date: August 1, 2024

Contract Amount: This amount will not exceed \$252,000.00 over the term of the contract.

This contractor will provide an Analysis of employee's wages/benefits for FAMU, in accordance with the referenced contract.

Funding: Human Resources, Ms. Ella Kiselyuk

3. Contractor: Weatherproofing Technologies (Piggyback)

Contract #: C-0294-23

Contract Start Date: December 2, 2022

Contract Expiration Date: February 28, 2026

Contract Amount: This amount will not exceed \$1,300,000.00 over the term of the contract.

This contractor will provide construction work for FAMU library, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

4. Contractor: Tran Supply, LLC. (Piggyback)

Contract #: C-0330-23

Contract Start Date: August 15, 2023

Contract Expiration Date: August 31, 2025

Contract Amount: This amount will not exceed \$20,000,000.00 over the term of the contract.

This contractor will provide installation of equipment, alarm, signal, security detection systems and services for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Ms. Stephanie Fisher

5. Contractor: Data Set Ready, Inc. (University Wide Agreement)

Contract #: C-0128-22

Contract Start Date: August 23, 2021

Contract Amendment Date: December 3, 2022

Contract Expiration Date: June 30, 2023

Contract Amount: This amount will not exceed \$13,000,000.00 over the term of the contract.

This contractor will provide telecommunication infrastructure project services for FAMU, in accordance with the referenced contract.

Funding: Office of Procurement Services, Ms. Mattie Hood

6. Contractor: Presidio Networked Solutions, LLC, Inc. (Piggyback)

Contract #: C-0005-23

Contract Start Date: July 5, 2022

Contract Amendment Date: October 5, 2023

Contract Expiration Date: July 5, 2023

Contract Amount: This amount will not exceed \$12,980,000.00 over the term of the contract.

This contractor will provide telecommunication infrastructure project services for FAMU, in accordance with the referenced contract.

Funding: Facilities Planning and Construction, Mr. David Rosenfeld

7. Contractor: SVI-Learner Mobile LLC. (RFP-0003-2022)

Contract #: C-0296-22

Contract Start Date: January 10, 2022

Contract Amendment Date: October 3, 2023

Contract Expiration Date: June 30, 2023

Contract Amount: This amount will not exceed \$709,999.00 over the term of the contract.

This contractor will assist FAMU with a Learning Management System (LMS) for Media Advertisement & Consulting Services for Statewide Education Campaign, for MMERI Legislative mandate with the referenced contract.

Funding: Medical Marijuana Education and Research Initiative (MMERI), Ms. Marixcia Chrishon -Jones