



Budget, Finance and Facilities Committee Meeting
December 7, 2022
Presided by Trustee Kimberly Moore

ACTION ITEM:

October 5, 2022 Minutes

Trustee Kimberly Moore

ACTION ITEM:

Medical Marijuana Education and Research Initiative Education Campaign

Dr. Gloria J. Walker, Dr. Charles Weatherford, and GP Mendie

Medical Marijuana Education and Research Initiative

Education Campaign

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.”

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 *Media Advertising and Consulting Services for Statewide Education Campaign*. The contract requires pre-approval by the University Board of Trustees as it exceeds the \$1 million authorization of the President.

Recommendation:

1) Approve execution of contract amendment increase in the amount of \$2,775,000 with Mosaic Group for a multi-year total contract amount of \$3,400,000 for the Fiscal Years 2022-2023 and 2023-2024 to provide Non-Profit Community Engagement Consulting Services and Statewide Education Campaign as reviewed by the Office of General Counsel.

2) Approve execution of contract amendment increase in the amount of \$1,083,117 with Salter Mitchell PR for a multi-year total contract amount of \$1,682,901 for Fiscal Years 2022-2023 and 2023-2024 to provide Consulting and Statewide Print Media Services Implementation as reviewed by the Office of General Counsel.

ACTION ITEM:

Trane Contract

Dr. Gloria J. Walker and Chris Hessel

Trane Contract

Rationale / Summary:

This agenda item allows for the repairs and upgrades related to the mechanical deferred maintenance and utility infrastructural replacement/renewals approved by the Board of Governors.

Recommendation: The staff seeks the Board of Trustees' approval of a master agreement with Trane U.S. General Services Administration (GSA) Federal Supply Service, substantially in the form set forth in Exhibit B not to exceed \$19,998,000 and for the following specific projects that exceed the President's \$1M signature authority.

Trane Contract

Mechanical Related Projects over \$1M		
Facility/Building	Project Title	Budgeted Amount
Perry/Paige	Air Handler Upgrades	\$ 1,162,000
Foster-Tanner Music Center	Mechanical System Upgrade	\$ 1,400,000
Coleman Library	Mechanical System Upgrade	\$ 3,640,000
Foote-Hilyer Administration Center	System Upgrade	\$ 3,500,000
Gaither Office and Classroom	HVAC Building Automation System (BAS) Upgrade	\$ 1,330,000
Chilled Water Distribution System	Upgrade and expand the existing chilled water distribution system	\$ 6,460,000

Trane Contract – List of Projects

Mechanical Related Projects		
Facility/Building	Project Title	Budgeted Amount
SBI South (006)	SBI South Air Handler /Controls Upgrade	\$ 560,000
Perry/Paige (561/562)	Perry/Paige Air Handler Upgrades	\$ 1,162,000
Foster-Tanner Music Center (068)	Foster - Tanner Music Mechanical System Upgrade	\$ 1,400,000
Coleman Library (049)	Coleman Library - Mechanical System Upgrade	\$ 3,640,000
Foote-Hilyer Administration Center (054)	Foote-Hilyer Administration Center Mechanical Upgrade	\$ 3,500,000
Ware Rhaney (009)	Ware Rhaney - Mechanical	\$ 980,000
University Commons (003)	University Commons - Building Automation System (BAS) Upgrade	\$ 189,000
Gaither Gymnasium (021)	Gaither Gymnasium - Air Handler Duct and Insulation Upgrade	\$ 182,000
Lewis-Beck (009A)	Lewis-Beck - HVAC Building Automation System ((BAS)	\$ 315,000
Gaither Office and Classroom (022)	Gaither Office and Classroom - HVAC Building Automation System ((BAS) Upgrade	\$ 1,330,000
SBI North and West (036W/036N)	SBI North and West - HVAC Building Automation System ((BAS) Upgrade	\$ 280,000
Chilled Water Distribution System	Upgrade and expand the existing chilled water distribution system	\$ 6,460,000
Total:		\$ 19,998,000

ACTION ITEM:

Videoboard Package Construction Acquisition

*Dr. Gloria J. Walker, Michael Smith, Chris Hessel, Robert Senior,
and Dr. Erick Akins*

Videoboard Package Construction Acquisition

Rationale / Summary:

To address the need to have a permanent videoboard and sound system, etc. located at Bragg Memorial Stadium. The University hired Anthony James Partners to assist the University in a feasibility study, design development, procurement, and construction administration for the following:

LED Video Display / Scoring, Timing Systems and Basic Controls / Broadcasting Cabling /
Fieldhouse Ribbons / Field Level Displays / Video Replay Systems / Audio Systems

Based on the LED Display Concept presented by AJP to the University stakeholders, the University will need to move expeditiously to have a videoboard designed, constructed, and installed before September 1, 2023 and the Fall 2022 football season.

Recommendation:

The staff seeks the Board of Trustees' approval for the President to enter into a contract with a vendor who provides the lowest and responsive proposal for design, construction, and installation of the videoboard and associated systems to be located at Bragg Memorial Stadium for a cost not to exceed \$3.6M. The funding source will be the Athletics loss revenues.

Videoboard Package Construction Acquisition



Videoboard Package Construction Acquisition



ACTION ITEM:

Property Acquisition

Dr. Gloria J. Walker, Dr. William Hudson, Jr.,
and Attorney David Self

Property Acquisition

Rationale / Summary:

In alignment with the University Housing Plan, and to address the continuing critical student housing shortage, the University proposes the purchase of real estate and properties known as Citivue Apartments. Additionally, the purchase will benefit from existing housing facilities in close proximity to the main campus.

Location: 600 Eugenia Street, Tallahassee, FL

Capacity: 116 beds within 3 units

Recommendation:

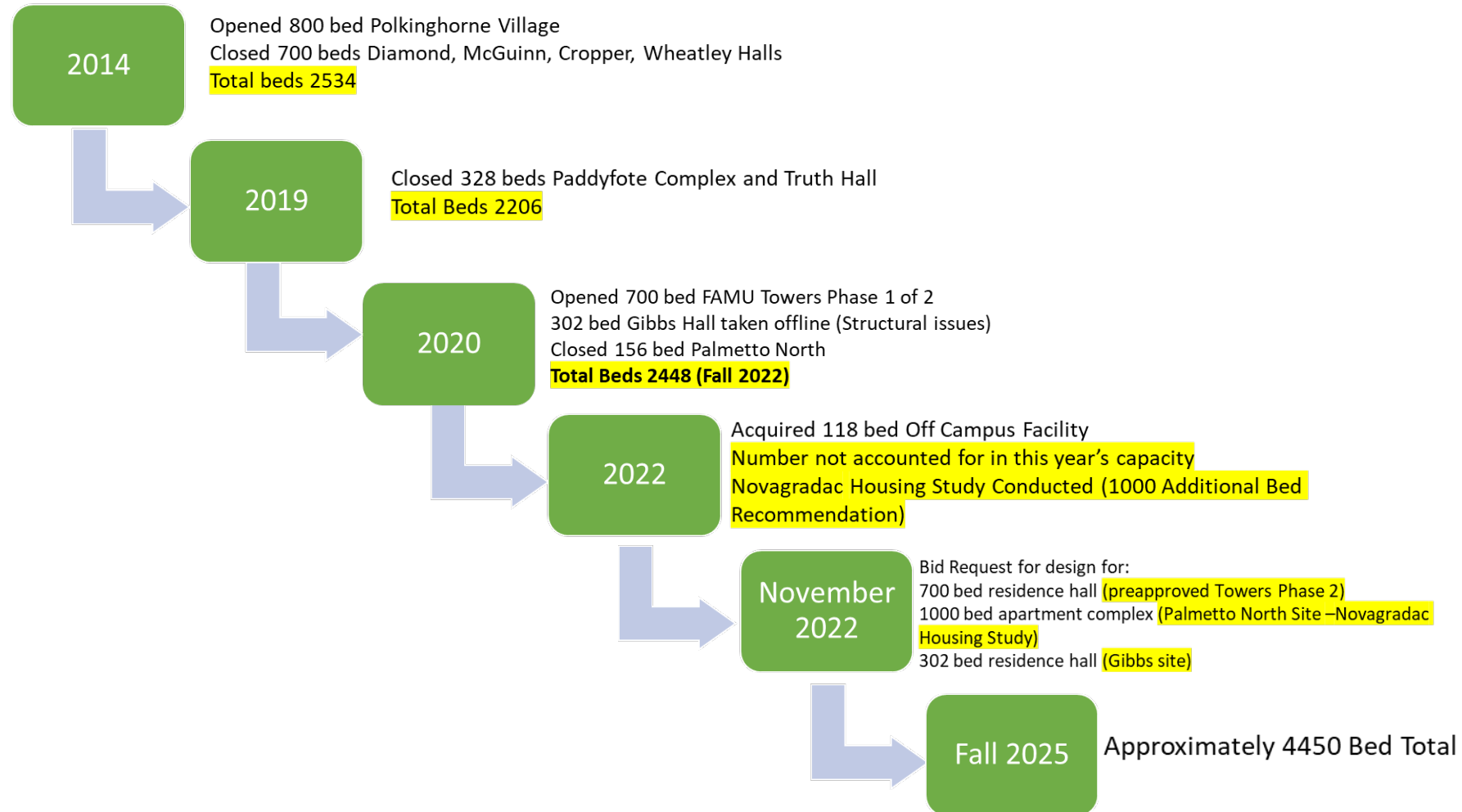
The staff seeks the Board of Trustees' approval to negotiate and enter into an agreement to purchase the Citivue Apartments for a price not to exceed \$13,000,000 or the appraised value of the property; and to the extent that the application for the funding source through the United States Department of Education HEERF is approved and funding is available. The agreement will be subject to the University's inspection of the property and other contractual due diligence.

Information Item

Student Housing Construction Plan

Dr. Gloria J. Walker and Craig Talton

Student Housing Construction Plan Progress



Student Housing Construction Plan Progress

Project Scope of Work

University solicited requests for qualification for design professionals to provide architectural and engineering services for the design, construction document, and construction administration for the referenced projects as well as design to current hurricane standards for student housing facilities in order for student and staff to be able to shelter in place during emergencies.

Project A:

Approximately 300 bed residence hall with first floor mixed use and historic brick look to match existing campus.

Project B:

A precast/ prestressed concrete system 700 bed residence hall that includes ground floor amenity space and historic brick look to match existing campus.

Project C:

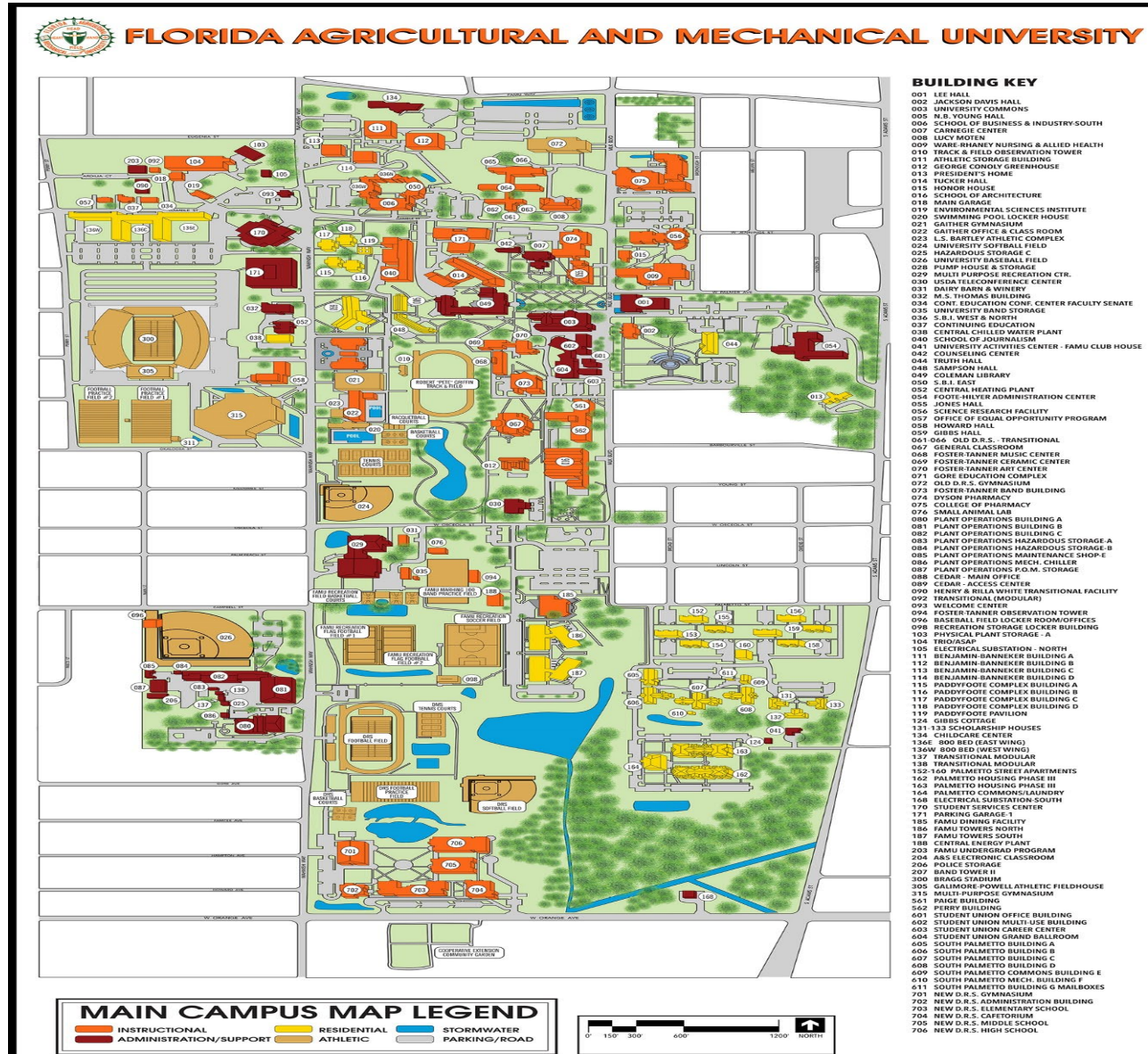
Approximately 1,000 beds including 1, 2, 3 & 4-Bedroom suites with kitchenettes and bathrooms. The complex will incorporate apartment style student residence units utilizing a resident to bathroom ratio of no more than 2:1, preferably 1:1.

Proposed Partial Timeline for Student Housing Construction Plan

Anticipated Start Date	Description of Key Activity
Week ending 11/11/22	Staff prepared and issued Request for Qualification (RFQ) for programming, and architectural and engineering design professional services for programming and designing of approximately 300 bed residence hall to be located on Gibbs Hall site (replace Gibbs Hall), 700-bed mixed use apartment complex to be located on the Paved/ gravel parking lot on Osceola and MLK, approximately 1,000 bed FAMU Mixed Use Apartment Complex project located at the Palmetto North apartment site.
Week ending 11/29/2022	Submittals must be received by 2:00 P.M. local time.
Week ending 12/2/22	Evaluate and shortlist the submitted responses to RFQ for programming, and architectural and engineering design professional services
Week ending 12/6/22	Work through the BOG Debt Management Guideline check list to ensure required documents are completed and delivered to the BOG 90 days before their board meeting, as required. Complete US Department of Education HBCU Capital Financing Program application processes.
Week ending 12/16/2022	Final Presentation and Interviews to RFQ for programming, and architectural and engineering design professional services.
Week ending 12/23/2022	Selection Committee will submit a letter of recommendation for approval of selected architectural and engineering design professional.
Week ending 1/13/2023	Staff prepare and issue Request for Proposal (RFP) for Construction Manager at Risk for general contractor(s) to work with selected architectural and engineer design team to deliver construction drawing and guaranteed maximum price for construction of the precast/prestressed concrete system of 700-bed residence hall and 300-bed mixed use apartment complex for student housing, and replacement of future demolished facilities' beds.
Week ending 1/20/23	Evaluate and shortlist the submitted responses to RFQ/P for CMAR construction services (general contractor(s) to present and seek approval of the BOT.
2/16/2023	Seek BOT approval to hire and negotiate contract for programming, and/or design service from highest ranked qualified programmer, and/or architectural and engineer service firm(s). Additionally, seek approval to demolish Gibbs Hall.
Week ending 2/17/2023	Approved programming, and architectural and engineering professional services vendor(s) to begin work.

Student Housing Construction Plan Progress

Future Student Housing Location:



Information Item

Compensation Study Update

Dr. Gloria J. Walker and Ella Kiselyuk

Compensation Study Focus:

- The total compensation philosophy sets the foundation for the compensation study.
- Based on FAMU Strategic Plan 2022-2027, Priority 5(Five)-Organizational Effectiveness and Transformation – the main goal is to focus on the successful implementation of best practices in institutional sustainability for recruiting, retaining, and developing employees.
- The study will develop a compensation framework that aligns market competitiveness including Top 100 universities, key performance indicators and development of internal equity to attract top talent and retain qualified employees.
- The study framework starts with the broader institutional strategy and its alignment to the compensation philosophy.
- A major part of the total compensation philosophy is the development of the appropriate comparison market(s) for benchmarking (higher education including schools in the Top 100, Florida and other states' schools similar in employees' size population, general industry, etc.) and the scope of these markets (employee/staff size, revenues, etc.).
- Collected data remains confidential throughout the study.

Compensation Study Update

- The contract agreement with Segal has been executed. The study commenced on Tuesday, November 15, 2022. Associate Vice President for Human Resources Kiselyuk is the project lead; and the study will last through March 2024.

Compensation Study Phases and Projected Timeline

Phase	Description	Projected Timeline
1	Project Initiation / Discovery and Compensation Philosophy	Mid-November 2022 to February 2023
2	Job Structure and Documentation Review	March 2023- May 2023
3	Competitive Compensation Market Assessment (faculty and staff)	June 2023 - August 2023
4	Salary Structure Development (faculty and staff)	September 2023 to December 2023
5	Create Implementation and Communications Strategy	January 2024 to February 2024
6	Present Final Results	March 2024

Compensation Study Update

Phase 1: Project Initiation / Discovery and Compensation Philosophy - 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 within FAMU 14 schools and colleges that are geographically spread-out throughout the state of Florida. Potential factors considered in developing the higher education comparison market may include:

- Carnegie classification
- Affiliation
- Operating budget/expenses
- Student FTE
- Geographic location
- Funding sources
- Staff/faculty FTE
- Other factors as appropriate

Projected timeline: November 15, 2022 to March 2023.

Compensation Study Update

Phase 2: Job Structure and Documentation Review – A review of the existing staff job structure and a sampling of staff job documentation will be conducted to determine alignment with market best practices. These comparison markets will also consider local or regional geographic differences and can be specific to employee levels, departments, etc. The review will also include similar to FAMU universities, a sample of top 100 public universities,
Projected timeline: March 2023- May 2023

Phase 3: Competitive Compensation Market Assessment (faculty and staff) -A recommended list of staff benchmark jobs will be developed to include a broad array of occupational groups, departments, and pay levels throughout Florida A&M. The assessment ensures internal equity among compensation for jobs and individuals at the University by balancing external market parity and internal equity.
Projected timeline: June 2023 - August 2023

Compensation Study Update

Phase 4: Salary Structure Development (faculty and staff) - A market analysis will be conducted to determine market competitiveness of individual salaries to market percentiles by rank, job, discipline, department, level, etc. Salary structure will allow for flexibility to adjust pay based on the external market for the job, as well as an individual's skills, experience, and performance. Segal will recommend guidelines to address various aspects of pay, including but not limited to, the following items:

- Recommendations for on-going maintenance of compensation programs
- Merit process
- Starting salaries
- Advancement between and within salary ranges
- Promotional increases
- Review and costing of new jobs or updates to existing jobs
- On-call and shift differential compensation

Reclassification of job/job evaluation (approach and process)

- Taking on “acting” or dual roles temporarily
- Lateral move or transfer to a different area
- Expansion of responsibilities within the current job
- Other monetary incentives (e.g., certification pay, education pay, special pay grade increases)

Projected timeline: September 2023 to December 2023

Compensation Study Update

Phase 5: Create Implementation and Communications Strategy

Projected timeline: January 2024 to March 2024

Phase 6: Present Final Results – March 2024.

Information Item

Project Updates – University Construction / Operations

Including Deferred Maintenance Progress

Dr. Gloria J. Walker and Team

Project Updates

Deferred Maintenance – Roofing Projects

Anticipated Start Date	Description of Key Activity – Board approved the E&I vendor, Tremco, Inc., in October 5 th BOT meeting. Pricing has been obtained from the following roofing projects.
January 2023	Roofing projects are scheduled to begin: <ul style="list-style-type: none">• Coleman Library – \$1,400,000• Foote-Hilyer Administration Center - \$973,000• B.L. Perry - \$525,000

Fixed Capital Outlay - Funded Projects

Anticipated Start Date	Description of Key Activity – numerous projects; University is waiting for the BOG to approve authorization form FCO 352 to encumber the funding. Once approved, staff will solicit vendors.
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Carryforward Spending - Funded Projects

Anticipated Start Date	Description of Key Activity – BOG has approved carryforward spending funds. Large projects:
January 2023	<ul style="list-style-type: none">• Renovation of the old Student Health Center in FHAC - \$2,000,000• Renovation of the School of Architecture and Engineering - \$2,000,000

Information Item

Stimulus Funding Expenditure Report to Date

Dr. Erick Akins



FLORIDA A&M UNIVERSITY

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