

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

Budget, Finance, and Facilities Committee Meeting
Trustee Craig Reed, Committee Chair
Wednesday, December 4, 2024 Location: FAMU Grand Ballroom

MINUTES

Committee Members Present: Jamal Brown, Otis Cliatt, Kristin Harper, Kelvin Lawson, Kenny Stone, and Craig Reed

Call to Order/Roll Call

Trustee Reed called the meeting to order. Ms. Schloss called the roll. A quorum was present.

ACTION ITEMS

Approval of Minutes – September 12, 2024 Committee Meeting

There were no revisions to the minutes.

The motion to approve this action item was carried.

Amendment to the FY 2024-2025 Operating Budget-SGA Carryforward for Activity and Service Fees

Senior Vice President Brown requested board approval for the final 2024-2025 Operating Budget- SGA Carryforward for Activity and Service Fees.

The motion to approve this action item was carried.

INFORMATION ITEMS

Vice President for Finance and Administration’s Report

- a. Department Spotlight- Emergency Management
- b. Quarterly Financial Report- Budget to Actuals
- c. Project Updates
- d. Compensation Study

Vice President for Finance and Administration’s Report

SVP Brown announced Audrey Alexander as the new Chief of Police, Mr. Michael Smith as the new Associate Vice President in the Office of Finance and Administration, Ms. Terrisa Brown as the Assistant Vice President and Chief Human Resources Officer, and Mr. Michael Dunlap as the Interim Controller for the University.

a. Department Spotlight: Emergency Management Team

SVP Brown highlighted the Emergency Management Team. The video showcased their hard work, dedication, and commitment to keeping the University safe during storms that directly impacted our campus and the Tallahassee area.

b. Quarterly Financial Report- Budget to Actuals

SVP Brown presented an update of the budget to actuals as of November 5, 2024, comparing the first quarter FY 23-24 to FY 24-25. The overall percentage of the budget expended during this quarter is 40%, compared to the previous FY of 42% during this same period. SVP Brown explained the variances with a plus or minus 10% change. The first category explained was Concessions with a 14% decrease. SVP Brown reminded the board that this account is discretionary and is managed by the president. The reduction is attributed to the reduced spending associated with the transition of Presidents. The second

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category is the technology fee, which increased by 11% due to the return of expenditures previously offset by CARES funding. The third category is financial aid, which decreased by 12% due to the timing of transactions being processed.

Questions/Comments re: Quarterly Financial Report- Budget to Actuals

- a. Trustee Lawson asked SVP Brown how would she assess our overall financial position and if she had any concerns.

Response: SVP Brown responded that we are financially stable and have no major concerns.

Trustee Lawson questioned the feasibility of funding a new building project for housing at this time.

Response: SVP Brown explained that the team is currently evaluating the timing and financial implications, including the potential need to increase housing rates, conduct an updated a housing feasibility study, and take into account various factors such as housing capacity.

c. Project Updates

SVP Brown reported there are currently a total of 52 active projects categorized as either major or minor capital projects, deferred maintenance, utility infrastructure, or facility enhancements. The 700-bed project remains on budget and is on track for substantial completion by July 2025.

Questions/Comments re: 700-bed Project Update

- a. Trustee Brown inquired about the parking setup for that area.

Response: AVP Kendall Jones responded that surface parking typically accompanies each major project. For this particular project, the parking is estimated to provide between 150 and 200 spaces, which will be finalized once the site work is completed.

SVP Brown continued with Project Updates by reporting that the 500-bed residence hall is currently in the design stage, and as of November, 50% of the construction documents have been submitted for review and approval. The 800-bed project is advancing well, with anticipated completion of 100% construction documents by December 2024, and The Hub has reached a significant milestone with the receipt of 100% construction documents in September 2024. The guaranteed maximum price was finalized in November 2024. The expansion progression is looking at substantial completion in August 2025. The Foote-Hilyer relocation project involves renovating the old Student Health Clinic to provide office space for the university's Information Technology Services. Progress has been somewhat limited, but the substantial completion date has been revised to May 2025. Howard Hall has completed 50% of the construction documents as of November 2024, with plans to submit the complete 100% construction documents by December 2024. The date for completion is still pending. The Chemical Biological Research Center is actively collaborating with the user groups to finalize the program, and the completion date is yet to be determined.

Questions/Comments re: Howard Hall Renovation Project Update

- a. Trustee Cliatt commented about Howard Hall's completion and wanted to ensure that the project doesn't get moved down on the priority list.

Deferred Maintenance/Utilities Infrastructure Update

SVP Brown presented that during the 2022-2023 legislative session, the University was allocated 26.9 million dollars to address deferred maintenance and capital replacement. In addition, 27.7 million was allocated to address campus-wide utility infrastructure improvements. Approximately 22 million allocated funds for deferred maintenance have been encumbered, and 16.1 million for utility infrastructure. SVP Brown shared that the deferred maintenance projects are progressing on schedule and within budget, with many mechanical upgrades already completed. The target for completing all deferred maintenance projects is December 2026.

Questions/Comments re: Project Updates

- a. Chair Harper commended the Budget, Finance, and Facilities (BFF) Committee for their accountability and diligence in managing the projects and ensuring they remain on track. Trustee Lawson expressed gratitude towards AVP Kendall Jones for engaging minority firms in the projects and encouraged the team to continue finding ways to involve smaller firms.
- b. Trustee Cliatt requested that the team ensure new campus housing projects prioritize sustainability, including adequate parking and charging stations. Additionally, he emphasized that the new buildings should maintain a brick structure and be designed to withstand severe weather conditions, such as hurricanes and tornadoes.

d. Compensation Study Update

SVP Rebecca Brown, Chief Operating Officer Donald Palm, Provost Allyson Watson, Chief Human Resources Officer Terrisa Brown, and Chief Budget Officer Nichole Murry summarized the philosophy, key highlights, implementation plan, communication strategy, funding, and resource optimization plan for the compensation study. In November 2024, the Division of Finance and Administration, with support from the Office of Communication, conducted a town hall meeting to present the methodology, report findings and implementation strategy to all faculty and staff.

Updates will be accessible on the HR website, which includes previous communications, compensation reports, frequently asked questions, and the implementation timeline.

The Board of Trustees has requested Segal to provide a proposal to expand the Compensation Study to include an aggregate analysis specifically for State University System (SUS) schools, and to incorporate FAMU DRS into the study.

Stimulus Funding Expenditure Report to Date

Dr. Akins presented an update on expenditures, encumbrances, pre-encumbrances, and the impact of stimulus funding. He reported that out of the 195 million, the remaining balance is \$211,388.68; of that amount, 49,000 has been set aside for student loan financial assistance. In the G5 system, the available balance is \$315,672 of the 125 million allocated for HBCU HBGI under the Cares Act. Currently, the system is showing \$124,691,074.08 in expenditures. The encumbered amount is \$103,000, with \$211,000 set aside for Student Affairs. These stimulus dollars allowed for many great things to be done at the University.

The meeting adjourned.