

Budget, Finance and Facilities Committee

Meeting Materials
August 4, 2021

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

Budget, Finance and Facilities Committee Meeting

Wednesday, August 4, 2021

4:00 p.m.

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

AGENDA

- | | | |
|-----|---------------|------------------------|
| I. | Call to Order | Trustee Kimberly Moore |
| II. | Roll Call | Dr. Lynn B. Turner |

DISCUSSION ITEM

- | | | |
|------|-------------------------------------|--|
| III. | University's Master Plan Discussion | Mr. Chris Hessel /
Mr. Craig Talton |
| | A. Current Housing Considerations | |
| | 1) Gibbs Hall | |
| | 2) Deferred Maintenance | |
| | B. Future Housing Options | Dr. William E. Hudson, Jr. |

ACTION ITEM

- | | | |
|-----|-----------------------------------|--------------------|
| IV. | 2021-2022 Final University Budget | Mrs. Nichole Murry |
| V. | Banking Resolution | Dr. Denise Wallace |

INFORMATION ITEM

- | | | |
|------|--------------------------------------|------------------|
| VI. | Board Member Financial (at-a-glance) | Mrs. Mattie Hood |
| VII. | Adjournment | Trustee Moore |

DISCUSSION ITEM:
University's Master Plan

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

Budget, Finance and Facilities Committee

Wednesday, August 4, 2021

Agenda Item: III

Subject: University's Master Plan Discussion

Background Information and Summary:

The development of the FAMU Master Plan is a requirement pursuant to subsection 1013.30 (9), F.S. The 2020-2030 University Master Plan including the planning process and ten of the eighteen master plan elements will be presented and discussed.

The ten master plan elements that will be presented in the update are listed below:

- Future Land Use
- Academic Facilities
- Support Facilities
- Housing
- Recreation and OS
- Infrastructure
- Transportation
- Intergovernmental Coordination
- Conservation
- Capital Improvements

Current housing considerations and future housing options will also be discussed.

Attachments: No

ACTION ITEM:

2021-2022 Final University Operating Budget

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

Budget, Finance and Facilities Committee

Wednesday, August 4, 2021

Agenda Item: IV

Subject: Approval of Fiscal Year 2021-2022 Final University Operating Budget

Proposed Board Action:

Pursuant to Board of Governor's Regulation 9.007 State University Operating Budgets, the FY 2021-2022 operating budget must be approved by the University Board of Trustees (BOT) prior to submission to the Board of Governors. The final operating budget is due to the Board of Governors by August 11, 2021.

Recommendation: It is recommended that the Board of Trustees approve the 2021-2022 Final Operating Budget.

Attachment: Yes

- 1) Fiscal Year 2021-2022 Final University Operating Budget (University Summary Schedule I)

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
STATE UNIVERSITY SYSTEM OF FLORIDA
2021-2022 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	-----Local Funds ⁴ -----				Summary Totals		
			Auxiliaries ³	Student Activities	Student Financial Aid	Intercollegiate Athletics		Technology Fee	
1 Beginning Fund Balance :	\$ 29,435,189	\$ (6,946,436)	\$ 59,853,195	\$ 380,654	\$ 12,287,989	\$ 606,106	\$ -	\$ 156,194	\$ 95,772,891
2									
3 Receipts/Revenues									
4 General Revenue	\$ 96,905,897								\$ 96,905,897
5 Lottery	\$ 26,908,721								\$ 26,908,721
6 Student Tuition	\$ 67,801,614								\$ 67,801,614
7 Phosphate Research									\$ -
9 Other U.S. Grants		\$ 112,112,580							\$ 112,112,580
10 City or County Grants									\$ -
11 State Grants		\$ 5,472,421			\$ 2,950,000				\$ 8,422,421
12 Other Grants and Donations		\$ 28,397			\$ 31,151,128		\$ 662,808		\$ 31,842,333
13 Donations / Contrib. Given to the State									\$ -
14 Sales of Goods / Services			\$ 29,246,954				\$ 4,073,000		\$ 33,319,954
15 Sales of Data Processing Services									\$ -
16 Fees			\$ 5,598,320	\$ 2,770,763	\$ 3,144,450		\$ 4,200,000	\$ 1,200,000	\$ 16,913,533
17 Miscellaneous Receipts		\$ 58,686	\$ 2,006,027		\$ 7,608,572				\$ 9,673,285
18 Rent									\$ -
19 Concessions									\$ -
20 Assessments / Services									\$ -
21 Other Receipts / Revenues ⁶		\$ 18,572,698	\$ 3,545,000				\$ 765,000		\$ 22,882,698
22 Subtotal:	\$ 191,616,232	\$ 136,244,782	\$ 40,396,301	\$ 2,770,763	\$ 44,854,150	\$ -	\$ 9,700,808	\$ 1,200,000	\$ 426,783,036
23 Transfers In		\$ 1,866,968	\$ 7,590,353			\$ 67,500			\$ 9,524,821
24 Total - Receipts / Revenues:	\$ 191,616,232	\$ 138,111,750	\$ 47,986,654	\$ 2,770,763	\$ 44,854,150	\$ 67,500	\$ 9,700,808	\$ 1,200,000	\$ 436,307,857
25									
26 Operating Expenditures									
27 Salaries and Benefits	\$ 138,717,836	\$ 26,631,713	\$ 9,692,742	\$ 244,797	\$ 452,670		\$ 3,597,146	\$ -	\$ 179,336,904
28 Other Personal Services	\$ 3,644,048	\$ 13,196,640	\$ 2,544,340	\$ 147,496	\$ 128,000		\$ 600,358	\$ 1,100,000	\$ 21,360,882
29 Expenses	\$ 42,825,401	\$ 42,254,583	\$ 28,983,613	\$ 950,036	\$ 45,803,608	\$ 67,670	\$ 5,303,304	\$ 20,000	\$ 166,208,215
30 Operating Capital Outlay	\$ 50,704	\$ 2,154,074	\$ 195,000	\$ 12,000					\$ 2,411,778
31 Risk Management	\$ 1,605,196								\$ 1,605,196
32 Financial Aid	\$ 624,417	\$ 18,272,514							\$ 18,896,931
33 Scholarships									\$ -
34 Waivers	\$ 130,838								\$ 130,838
35 Finance Expense	\$ 1,514,846		\$ 29,786						\$ 1,544,632
36 Debt Service									\$ -
37 Salary Incentive Payments	\$ 14,799								\$ 14,799
38 Law Enforcement Incentive Payments									\$ -
39 Library Resources	\$ 2,323,446								\$ 2,323,446
40 Institute of Government									\$ -
41 Regional Data Centers - SUS									\$ -
42 Black Male Explorers Program	\$ 164,701								\$ 164,701
43 Phosphate Research									\$ -
44 Other Operating Category (Provide Details)									\$ -
45 Total Operating Expenditures :	\$ 191,616,232	\$ 102,509,524	\$ 41,445,481	\$ 1,354,329	\$ 46,384,278	\$ 67,670	\$ 9,500,808	\$ 1,120,000	\$ 393,998,322

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
STATE UNIVERSITY SYSTEM OF FLORIDA
2021-2022 OPERATING BUDGET
SUMMARY SCHEDULE I

	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	-----Local Funds ⁴ -----				Technology Fee	Summary Totals
				Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics		
47 Non-Operating Expenditures (* Amounts provided as provisional estimates pending final approval and certification of Carryforward Spending Plan and Fixed Capital Outlay Budget at a later date)									
48 * Carryforward (From Prior Period Funds)	\$ 29,435,189								\$ 29,435,189
49 * Fixed Capital Outlay									\$ -
50 Transfers Out ⁸		\$ 10,400,919	\$ 11,038,824	\$ 1,544,934	\$ 10,639		\$ -	\$ 67,200	\$ 23,062,516
51 Other ⁷									\$ -
52 Total Non-Operating Expenditures :	\$ 29,435,189	\$ 10,400,919	\$ 11,038,824	\$ 1,544,934	\$ 10,639	\$ -	\$ -	\$ 67,200	\$ 52,497,705
53									
54 Ending Fund Balance :	\$ -	\$ 18,254,871	\$ 55,355,544	\$ 252,154	\$ 10,747,222	\$ 605,936	\$ 200,000	\$ 168,994	\$ 85,584,721
55									
56 Fund Balance Increase / Decrease :	\$ (29,435,189)	\$ 25,201,307	\$ (4,497,651)	\$ (128,500)	\$ (1,540,767)	\$ (170)	\$ 200,000	\$ 12,800	\$ (10,188,170)
57 Fund Balance Percentage Change :	-100.00%	-362.79%	-7.51%	-33.76%	-12.54%	-0.03%	#DIV/0!	8.19%	-10.64%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.45 F.S. on maintaining a 7% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
 - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
 - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
 - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
 - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.

ACTION ITEM:
Banking Resolution

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

Budget, Finance and Facilities Committee

Wednesday, August 4, 2021

Agenda Item: V

Subject: Banking Resolution

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

Rationale:

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 interim Chief Financial Officer, and its Assistant 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.

Proposed Board Action:

Resolve that the University President, Larry Robinson; its Interim Chief Financial Officer, W. Rebecca Brown and its Assistant 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. __-21

A RESOLUTION OF THE BOARD OF TRUSTEES OF FLORIDA A&M UNIVERSITY (THE “UNIVERSITY”) DESIGNATING BY NAME AND TITLE THE UNIVERSITY PRESIDENT, THE INTERIM CHIEF FINANCIAL OFFICER AND/OR THE ASSISTANT 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 Interim Chief Financial Officer or the Assistant 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. Interim 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 ___th DAY OF AUGUST, 2021.

**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

August ___, 2021

INFORMATION ITEM:
Board Member Financial
(At-a-glance)

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

Budget, Finance and Facilities Committee

Wednesday, August 4, 2021

Agenda Item: VI

Subject: Procurement at a Glance

Background Information and Summary:

The procurement cheat sheet outlines the approvals for the acquisition of goods and services for the university. Additionally, it indicates the positions that approves the transactions.

Attachments: Yes

- 1) Procurement at a Glance

Procurement at a Glance

Transaction Amount	Contract Approval	Legal Review (See Note 1)	# of Quotes Needed	Bidding Requirement	Form	Transaction Review / Approval				
						Chair, Dean, Dir., AVP	Vice Pres (Designee)	CFO (Designee)	Pres	BOT (See Note 2)
\$0 - \$4,999	Procurement	Yes	-	-	Check P-Card Purchase Order	Yes	-	-	-	-
\$5,000 - \$9,999	Procurement	Yes	2	-	Purchase Order	Yes	-	-	-	-
\$10,000 - \$74,999	Procurement - (Up to \$25k) VPs (\$0 - \$75K)	Yes	3	-	Purchase Order	Yes	Yes	-	-	-
\$75,000 - \$999,999	CFO - (\$25 - \$100K) President (>\$100k)	Yes	Bid	Yes Yes	Purchase Order	Yes	Yes	Yes	Yes	-
\$1M+	BOT	Yes	Bid	Yes Yes	Purchase Order	Yes	Yes	Yes	Yes	Yes

Note 1: All contractual services contracts must be reviewed by the Office of the General Counsel (OGC) for approval. Such reviews and approvals shall be obtained before the contract is executed. The Office of Procurement Services routes the contracts to the OGC for review and approval.

Note 2: All contracts greater than \$1M require preapproval by the University Board of Trustees (BOT)-

Direct Payment Check– Submit the Payment Request Form to the Travel Office to secure advancement payments for conference registrations, airline arrangements, and hotel lodging in anticipation of official university travel. When submitting this form, you should have an **approved** travel authorization (TA).

P-Card - The Purchasing Card is used to purchases small dollar purchases for commodities, services and travel needed for FAMU business. The President or his/her designee will determine who will be a cardholder in each program area. The FAMU Purchasing Card Program Administrator (FAMU PCPA) is responsible for the issuance and cancellation of all cards.

Construction Projects - The President may approve professional or design consultants for continuing contracts for minor construction project with a budget of \$1M or less, with funds available and on deposit from an appropriate funding source, as well as change order that do not exceed \$250,000.

Technology Contracts - The Chief Information Officer (CIO) must approve all technology contracts.

University Budget Office is responsible for the development of an annual plan for the allocation of all university resources as approved by the President; preparation of the annual Legislative Budget Request and various reports and analyses; and monitoring budget, revenue and expenses.