



Budget, Finance and Facilities Committee Meeting
February 15, 2023
Presided by Trustee Kimberly Moore



Status of Follow-up Items

Trustee Kimberly Moore

ACTION ITEM:

December 7, 2022 Minutes

Trustee Kimberly Moore

ACTION ITEM:

**Bragg Memorial Stadium Parking Lot
Construction Contract**

VP Rebecca Brown

Bragg Memorial Stadium Parking Lot Construction Contract

Rationale / Background:

The proposed Bragg Memorial Stadium Parking Lot improvement and facilities upgrade project will be completed by CSI Contracting, an existing Continuing Service Contractor.

The project consists of the following improvements and upgrades:

- Milling and Resurfacing,
- Reclamation and Paving
- Paving previously unpaved areas
- On-site drainage
- Curbing
- Striping
- Signage
- An additional parking garage driveway entrance

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.

ACTION ITEM:

**Demolition of Gibbs Residence Hall
Vendor Contract**

VP Rebecca Brown

Demolition of Gibbs Residence Hall Vendor Contract

Rationale / Background:

Proposed is a complete demolition of Gibbs Residence Hall and re-routing of the existing utilities that serve Sampson and Young Halls.

- Gibbs Hall is currently 69-years-old and has exceeded the 50-year life of most modern buildings.
- The building is unoccupied due to significant structural deficiencies.
- The estimated 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 \$1.5 M, pending review of the Office of General Counsel.

ACTION ITEM:

Sierra-Cedar Contract

VP Rebecca Brown

Sierra-Cedar Contract

Rationale / Background:

Sierra-Cedar has been hosting FAMU's iRattler PeopleSoft Finance, HR and Campus Solutions applications since March 2012. 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.

The benefits to the university in migrating to AWS are increased reliability, security, scalability and management.

Recommendation:

It is recommended that 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.

ACTION ITEM:

**John Wiley & Sons, Inc.
Agreement Amendment**

VP Rebecca Brown

John Wiley & Sons, Inc. Agreement Amendment

Rationale / Background:

John Wiley & Sons is a major publisher of academic content covering various subject areas. The subscription to John Wiley & Sons:

- supports teaching, learning and research across all of the academic programs at Florida A&M University.
- is sole source and is not available from another vendor.
- was for three years, with no increase in the subscription amount in years one and two.
- increased by 3% or \$195,672.24 in the subscription amount 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.

ACTION ITEM:

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

VP Rebecca Brown

Medical Marijuana Education and Research Initiative

Vendor Contracts

Rationale / Background:

- 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 for both iHeart and SVI, LLC. – Learner Mobile LLC.

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 authorizes 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.

ACTION ITEM:

**Campus-wide Utility Infrastructure
Project Architect/Engineer Contract**

VP Rebecca Brown

Campus-wide Utility Infrastructure Project

Architect/Engineer Contract

Rationale / Background:

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.

ACTION ITEM:

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

VP Rebecca Brown

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

Rationale / Background:

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. The category of projects that were submitted as part of this request included upgrades and/or replacement projects. The six projects (outlined in the adjacent chart) will be completed using Continuing Service Vendors, Request for Qualification (RFQ), Request for Proposal (RFP) or piggy back agreement.

Project	Name	Estimated Amount
1	SBI South	\$1,862,000
2	Foote-Hilyer	\$2,674,000
3	Ware Rhaney	\$1,302,000
4	Southern Electrical Sub-Station / School of Architecture	\$3,360,000
5	Coleman Library & BL Perry Re-roofing	\$1,425,000
6	Dynamic Ceramics Contract Amendment	\$1,800,000

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.

ACTION ITEM:

Accounts Receivables Write-offs

VP Rebecca Brown

Accounts Receivables Write-offs

Rationale / Background:

Pursuant to Section 1010.03, Florida Statutes, approval of the student accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2023 is requested.

The uncollected receivable is

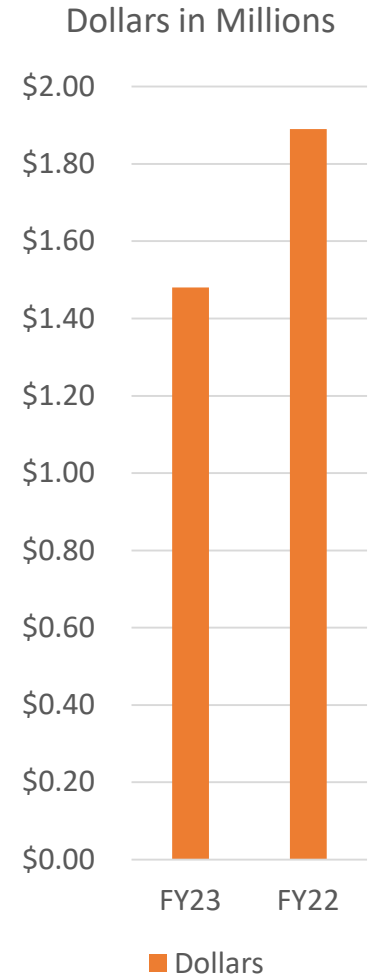
- at least two years old and
- internal collection efforts have been exhausted or
- the accounts have been returned by our external collection agency as uncollectible.

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.

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:

It is recommended that the Board of Trustees approves the Student Accounts Receivable Write-off of \$1,475,381.04 for FY 2022-2023.



ACTION ITEM:

Surplus Property Write-offs

VP Rebecca Brown

Surplus Property Write-offs

Rationale / Background:

Pursuant to Florida State Statute Chapter 273 and the FAMU Board of Trustees Policy 2008-03, approval of the write-off for assets that have been reported missing for two consecutive inventory cycles of FY2020/2021 as of June 30, 2023 is requested.

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.

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

Recommendation:

It is recommended that the Board of Trustees approves the two-year Property Write-offs for FY2020/2021.

ACTION ITEM:

Banking Resolution

Dr. Denise Wallace

Banking Resolution

Rationale / Background:

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:

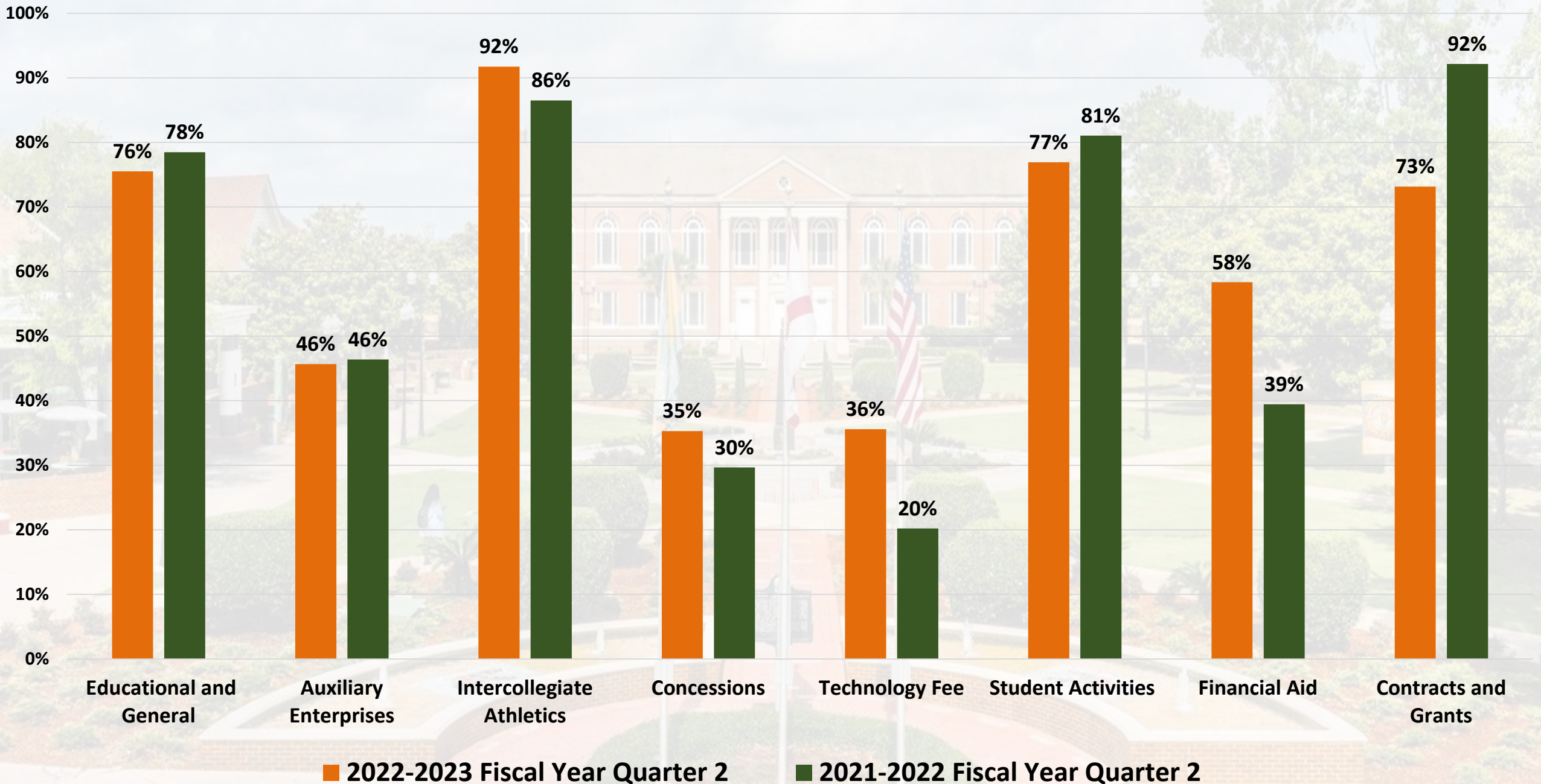
Resolve that the University President, Dr. Larry Robinson; its Chief Financial Officer, Mrs. W. Rebecca Brown and its Associate Vice President and Controller, Tonya Jackson be authorized signatories on checks issued to pay the just obligations of the University and that such checks be signed by the University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

Information Item

Quarterly Financial Report – Budget to Actuals

VP Rebecca Brown

Financial Status Report: Quarter 2 Review



Information Item

Quarterly Spend Report on Selected IT-related Vendors

VP Rebecca Brown and VP Robert Seniors

Selected IT-related Vendors FY2022-2023-Quarter 2

- Current Spend is \$3,390,191
- Data-Set Ready over \$1.4M; Presidio \$1.5M; Signal House \$430K
- Cumulative Total \$3.6M this fiscal year

CAMPUS MODERNIZATION PROGRESS

Completed upgrades in several academic and residential facilities which created a robust IT infrastructure that provides greater WiFi access, increased bandwidth, and state of the art classrooms and labs.

School of Nursing Simulation Lab



COMPLETED PROJECTS:

Towers and Villages (WiFi)
Nursing
Allied Health
College Of Law (Wifi)
Business and Industry (N, S, E, W Wings)
Perry Paige



ON THE HORIZON:

Pharmacy
Jones Hall
Tucker Hall
College of Law (Classrooms)
B. L. Perry Commons



Information Item

Compensation Study Update

VP Rebecca Brown and AVP Ella Kiselyuk

Compensation Study Diagram

ADMINISTRATION



Framework for competitive, fair and equitable compensation for faculty, staff & administrators



Benchmark Data
(HelioCampus)



Compensation
Philosophy



Funding Strategies

ACADEMICS



Model for assessing, prioritizing & optimizing academic programs




Academic Program
prioritization
(Academic Affairs)



Academic
performance
management
(HelioCampus)

Compensation Study Update

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

Information Item

Master Plan Update

VP Rebecca Brown, AVP Chris Hessel,
Director Craig Talton and Shawn Kalbli

Master Plan 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.
- Over 20 stakeholder input sessions were completed as well as an informal meeting with the public.
- A more detailed **Master Plan Update and Hearing** for the public is scheduled for **Thursday, February 16, 2023** during the 9:30 a.m. Board of Trustees Meeting in the Grand Ballroom.

Information Item

Project Updates – University Facilities Planning, Construction and Operations

VP Rebecca Brown and Team

Property Updates - Acquisitions, Construction and Demolition

Acquisition of Citivue Apartments (a/o 2-3-23)

- ✓ BOT authorized the University President at the December 2022 Board meeting to enter into negotiations with Citivue Apartments' owners.
- ✓ The date of acquisition is anticipated to occur on February 14, 2023.



Deferred Maintenance / Utilities Infrastructure

December 2022- Trane U.S. General Services Administration Federal Supply Service Master Agreement Approved by BOT

Activities since the Dec 2022 approval include:

Ongoing

- An inventory of equipment and parts to be ordered is being developed to place early orders into the manufacturer.
- Project sub-contractors and vendors are being vetted and considered

Completed

- Initial assessments and building walk-throughs have been conducted
- The contractor's project trailer and lay-down area have been identified

NOTE: See the Committee Materials Packet for a complete update.

Videoboard Construction / Acquisition

Project Schedule Status a/o 2/7/2023

Date	Activity	Status
02/02/23	Vendor Bids Due	Completed
02/13/23	Notice to Proceed	TBD
03/01/23	Bragg Stadium Video Board Construction will commence	TBD
05/08/23	Al Lawson Center Video Board Construction will commence	TBD
07/31/23	Bragg Stadium Video Board Substantial Completion date	TBD
08/18/23	Al Lawson Video Board Substantial Completion date	TBD
09/01/23	Bragg Stadium/ Al Lawson Video Board Final Completion date	TBD

Information Item

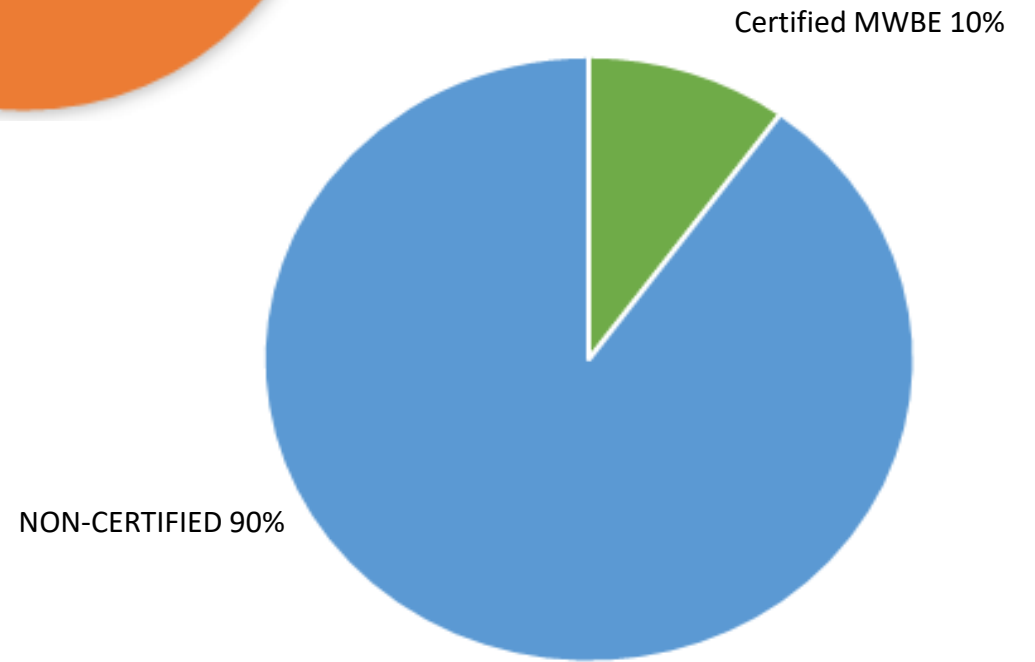
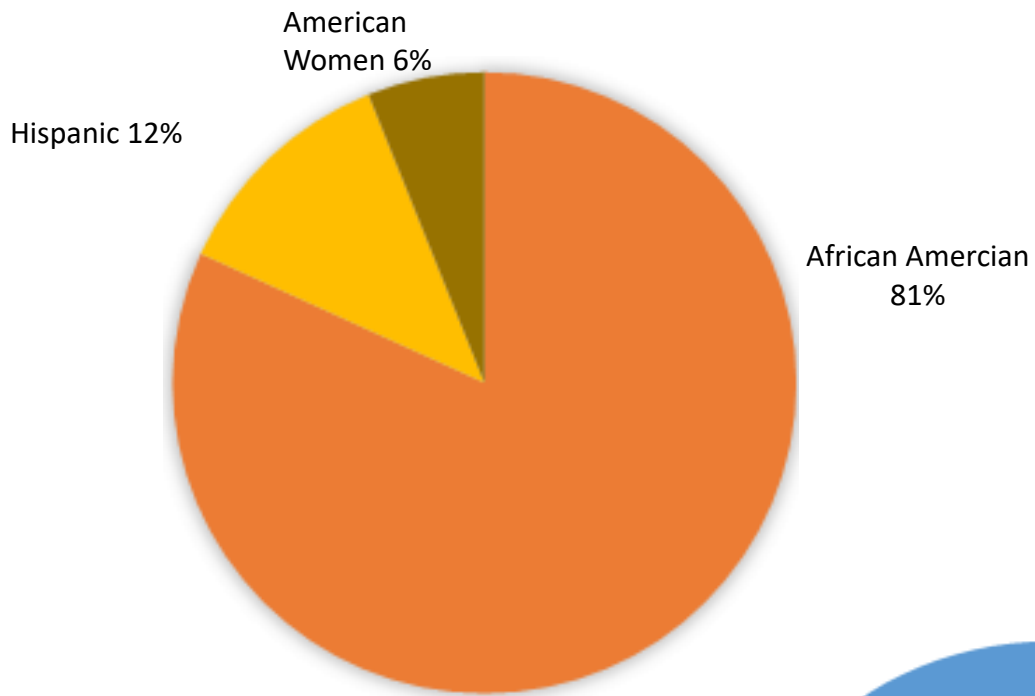
MWBE Update

VP Rebecca Brown and AVP Mattie Hood

MWBE Report Fiscal Year 22 - 23

As of December 2022

Certified Minority Women Business Spend – 10%
Non-Certified Minority Women Business Spend 5%
Grand total spending: \$17,483,403.08



FLORIDA A&M UNIVERSITY

Division of Finance and Administration

MWBE – Action & Outreach Plan FY 22/23



INITIATIVE/ACTIVITY



TARGETED MINORITY VENDORS



**ACTUAL ACTIVITIES
SEPT 22 – DEC 22**

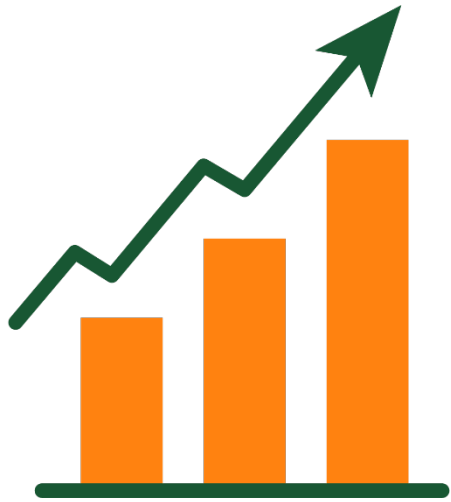


PARTNERSHIPS



PLANNED ACTIVITIES

	INITIATIVE/ACTIVITY	TARGETED MINORITY VENDORS	ACTUAL ACTIVITIES SEPT 22 – DEC 22	PARTNERSHIPS	PLANNED ACTIVITIES
Cultivate Relationship through Networking Opportunities	<ul style="list-style-type: none"> Workshops Training DEI Taskforce 	<ul style="list-style-type: none"> All Certified MWBE's 	<ul style="list-style-type: none"> Neighborhood First Collaborative Microenterprise Workshop Panel Discussion SSBCI - Cap 2.0 Collaborations with DEO 	<ul style="list-style-type: none"> SBDC Departments Other 	<ul style="list-style-type: none"> Gov't Contracting Seminar CVS Executive Learning Seminar SBDC Incubator Outreach/Pgrm Growth Wheel Workshop
Supplier Diversity	<ul style="list-style-type: none"> Identify/Non-Certified MWBE's 	<ul style="list-style-type: none"> All Non-Certified MWBE's 	<ul style="list-style-type: none"> OEV Agreement 	<ul style="list-style-type: none"> SBDC/SBI Chambers of Commerce 	<ul style="list-style-type: none"> Email correspondance current suppliers Newsletter
Update Government Classification	<ul style="list-style-type: none"> Data Purge 	<ul style="list-style-type: none"> All Suppliers 	<ul style="list-style-type: none"> Third Party 	<ul style="list-style-type: none"> Information Technology Services 	<ul style="list-style-type: none"> Routine maintenance as needed
Certified MBWE's Usage	<ul style="list-style-type: none"> Central Repository 	<ul style="list-style-type: none"> All Certified MWBE's 	<ul style="list-style-type: none"> MWBE's Reporting 	<ul style="list-style-type: none"> Information Technology Services 	<ul style="list-style-type: none"> Discussion about MWBE participation in construction project



Initiatives for Increased Supplier Engagement and Promotion



Networking

- Neighborhood First Collaborative
- CVS Executive Learning Seminar
- Outreach & Vendor Diversity
- SBDC Incubator Outreach/Program



Internal Engagement

- Encouragement of University departments to utilize MWBE's



Collaboration

- Capital City Chamber of Commerce
- FAMU and Small Business Development Center
- SSBCI - Cap 2.0 Collaborations with DEO)
- Industry Day (April 2023)

Information Item

Stimulus Funding Expenditure Report to Date

Dr. Erick Akins

Stimulus Funding Expenditure Report to Date

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

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

Note: Full Report in Committee Materials Packet



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.