

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



**Facilities Planning Committee
Grand Ballroom
March 5, 2014
Time: 10:00 a.m.**

Facilities Planning Committee Members:

Trustee Spurgeon McWilliams, Chair
Trustee Glen Gilzean
Trustee Kelvin Lawson
Trustee Kimberly Moore
Trustee Karl White
Trustee Cleve Warren

Agenda

- I. Call to Order Chairman Spurgeon McWilliams

Action Items

- II. Approval of Minutes – October 2, 2013 Chairman Spurgeon McWilliams
- III. Approval of the Donation of Innovation Park Lands, and the Acquisition of the Centennial Building Kendall Jones, Interim Associate VP

Information Items

- IV. Project Updates Kendall Jones, Interim Associate VP
- V. President's Infrastructure Advisory Committee Update Kendall Jones, Interim Associate VP

FLORIDA A&M UNIVERSITY
Board of Trustees
Facilities Planning Committee Meeting
Grand Ballroom, FAMU Campus

Summary Minutes
October 2, 2013

Committee Members Present: Trustee Spurgeon McWilliams (Chair); Trustee Glen Gilzean; Trustee Kelvin Lawson; Trustee Kimberly Moore; and Trustee Cleve Warren.

Others Attending: Trustee Solomon Badger; Trustee Anthony Siders II, Interim President Larry Robinson; Interim CFO & Vice President, Joseph Bakker; Attorney Linda Barge Miles; Attorney David Self; and Interim Associate Vice President, Kendall Jones.

Chairman McWilliams called the meeting to order at 8:45 a.m., and Ms. Sandy Mitchell, Administrative Assistant, Construction and Facilities Management, was recognized to call the roll and a quorum was established.

Action Items

Chairman McWilliams called the meeting to order and stated that there were two action items and one information item regarding updates on six construction projects.

Approval of Minutes – August 7, 2013

The first action item was the approval of the meeting Minutes for August 7, 2013. Chairman McWilliams asked for a motion for the approval of the meeting Minutes for August 7, 2013. Trustee Lawson made a motion to approve the meeting Minutes and Trustee Moore seconded the motion. The Minutes were unanimously approved and the motion carried.

Approval of Bus Stop License Agreement for College of Law in Orlando, Florida

The second action item was the approval of the Bus Stop License Agreement for the College of Law in Orlando, Florida. Chairman McWilliams asked Attorney David Self to proceed with the presentation. Attorney Self presented to the Committee that a transit station will benefit University students and other constituents and patrons of the University's College of Law by providing them some protection from the elements while waiting for bus service.

Attorney Self provided additional rationale, which included:

- The City of Orlando operates a public transportation system referred to as "LINX" which services the FAMU College of Law in Orlando.

- The City of Orlando proposes to construct and maintain a transit station on property owned by Florida A&M University Board of Trustees near the intersection of Hughey Avenue and Washington Street.
- The proposed agreement will have a ten-year term; and,
- The City of Orlando will be responsible for the maintenance, cleaning, and liability associated with the transit station.

Attorney Self recommended that the Board of Trustees authorize Interim President Robinson to enter into a Transit Station License Agreement with the Central Florida Regional Transportation Authority to provide a transit station (bus stop shelter) on the property owned by the Florida A&M University Board of Trustees near the intersection of Hughey Avenue and Washington Street in Orlando, Florida, subject to the review and approval of the Office of the General Counsel.

Next, Chairman McWilliams asked if there were any questions or comments for Attorney Self. There were no questions or comments by any of the Facilities' Committee members.

Then, Chairman McWilliams called for a motion to authorize Interim President Robinson to enter into a Transit Station License Agreement with the Central Florida Regional Transportation Authority to provide a transit station (bus stop shelter) on the property owned by the Florida A&M University Board of Trustees near the intersection of Hughey Avenue and Washington Street in Orlando, Florida, subject to the review and approval of the Office of the General Counsel. Trustee Lawson made a motion and Trustee White seconded the motion. The motion carried.

Project Updates

Chairman McWilliams asked Mr. Kendall Jones, Interim Associate Vice President to proceed with the information item regarding six construction project updates. Mr. Jones provided the following project updates:

800 Bed Project

- Vertical construction is progressing.
- The precast hollow core plank is 100% complete.
- The installation of the exterior windows and the waterproofing application has commenced and continues at the south, east, and west elevations of the building.
- Drywall framing and installation of the interior door frames continues throughout the building in both east and west wing; and,

- The site infrastructure extension portion of the project continues with the installation of the chilled water lines and the installation of the gas lines by the City of Tallahassee.

Phase II of the Pharmacy Building

- The off-site storm water facility and parking lots are 100% complete and the building site work is in progress.
- The 100% construction documents were received on August 13, 2013, from the Architect, but were found to be incomplete.
- The University provided review comments to the Architect to be incorporated in the 100% documents.
- The 100% signed and sealed document resubmitted September 19, 2013.
- The 100% construction documents have been submitted to the State Fire Marshal's Office for review; and,
- This process will extend the project completion date.

FAMU/FSU College of Engineering Phase III

- The additional scope of work related to water intrusion has been substantially completed.
- The Architect is in the process of developing a partial roof replacement bid package for Building "A;" and,
- This scope of work will complete the first phase of this project.

Human Resources Renovation

- The renovation work has been substantially completed.
- HR staff has been relocated back into the newly renovated space as of September 5, 2013.

FAMU Faculty Club House Renovation

- This project has been substantially completed.
- Awaiting the furniture and equipment to be delivered.

Resurface and Upgrade of the Robert “Pete” Griffin Track

- This project consists of resurfacing the University’s track and making other improvements to the Robert “Pete” Griffin Track Facility.
- The project design and specifications have been completed.
- The bids were received August 29, 2013, and a Notice to Proceed has been given to the Construction Manager to start construction.
- The construction site work has started.

This concluded Mr. Jones’ presentation of the project updates.

Chairman McWilliams inquired if furniture would be in the Clubhouse for Homecoming? Mr. Jones responded that accommodations would be made to have furniture at the University’s Club House for Homecoming. Then, Chairman McWilliams asked if there were any further questions for Mr. Jones. There were no questions or comments. The meeting was adjourned at 9:42 a.m.

Respectfully submitted,

Spurgeon McWilliams
Committee Chairman

Transcribed by:
Sandy Mitchell



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

Meeting Date March 6, 2014

Agenda Item

Item Origination and Authorization

Policy _____ Award of Bid _____ Budget Amendment _____ Change Order _____
 Resolution _____ Contract _____ Grant _____ Other X

Action of Board

Approved _____ Approved w/ Conditions _____ Disapproved _____ Continued _____ Withdrawn _____

Subject: ACCEPTANCE OF DONATION OF INNOVATION PARK LANDS AND ACQUISITION OF THE CENTENNIAL BUILDING

(This is a provisional request. At this time the Innovation Park lands have not been reassigned to FAMU. The University expects to have the reassignment approved by the state's Division of State Lands prior to the BOT meeting. This request is being made at this time and in this manner to obtain, should the BOT approve, ownership of the Centennial Building in time for the Legislature to appropriate approximately \$700,000, for FY 2014-15, for the maintenance and utilities of the building)

Rationale: Innovation Park (Park) of Tallahassee "was created to promote scientific research and development, in affiliation with, and related to the research and development activities of state-based, accredited institutions of higher education and to foster economic development and the broadening of the economic base of Leon County in conjunction with institutions of higher education."

The Park is currently managed by the Leon County Research and Development Authority (LCRDA). FAMU currently leases the Centennial Building (32,700 square feet) in the Park for Physics Research. LCRDA is actively seeking to reduce its role in the Park and would like to:

- (a) Transfer most of its existing buildings and related land leases to the current occupants;
- (b) Transfer unassigned leasehold interests on undeveloped land to occupants; and
- (c) Divide remaining undeveloped land.

The LCRDA has proposed the following to FAMU:

- (a) The opportunity to acquire ownership of the Centennial Building. There is an approximately \$2.8 million loan balance on the building. FAMU would have to assume responsibility for the payoff.
- (b) The opportunity to receive approximately 17 acres of undeveloped land in the Park at no cost to FAMU.

At the Board of Trustees (BOT) meeting of August 7, 2013, the BOT authorized the President to negotiate with the Leon County Research and Development Authority (LCRDA) for the acquisition of the Centennial Building and the other lands located in Innovation Park (Park). The BOT also directed the President look into securing financing for the acquisition of Centennial Building.

At its meeting of January 9, 2014, the BOT approved a budget amendment to make \$2.8 million available for the acquisition of the Centennial Building, should the acquisition be eventually approved.



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The University and the LCRDA have jointly submitted an application to the State's Division of State Lands (DSL) to have the Park property reassigned to the University. A decision by the DSL is expected prior to the BOT meeting.

Recommendation: Should the reassignment occur, it is recommended that the BOT:

1. Agrees to amend its existing lease with the State to include the reassigned Innovation Park Lands; and
2. Authorizes the President to acquire the Centennial Building from the Leon County Research and Development Authority.

Attached is a copy of a document that provides the University's proposed conceptual plan for use of the acquired lands.

Attachment: "Concepts for Development of Land Donated at Innovation Park of Tallahassee (5-10 Year Plan)"

Florida A&M University
Concepts for Development of Land Donated
at Innovation Park of Tallahassee (5-10 Year Plan)
July 22, 2013

Innovation Park of Tallahassee is a world-class destination where academic research and development is transformed into innovative new business enterprises, and where innovative individuals and organizations can share their technical knowledge and promote economic development. Innovation Park is a hub for economic development, scientific research and commercial development activities in Leon County (IP of Tallahassee website). Florida A&M University would like to continue to be a vital part of this ever advancing enterprise by developing donated land into the following:

1. **Research Space:** The University has a shortage of laboratory space for teaching as well as laboratories for research faculty, staff and students. The addition of research space at Innovation Park will help to solve the shortage of research lab space faced by our investigators. This increase in space will be vital in our effort to continue to significantly increase research funding. The addition of research space at Innovation Park will also allow researchers to develop close relationships with companies and other research facilities, who are already on site and enable them to move their inventions directly to the market place more quickly and easily. As the University enhances its undergraduate and graduate programs, especially in the STEM disciplines, the shortage of laboratory space for teaching and research becomes more severe. Additional space could be provided on the grounds of Innovation Park for these areas.
2. **Conference Center Space:** The Innovation Park property can be used for developing a facility that can accommodate large groups for training, education and conference groups held by the University; innovation showcases; and by the Office of Technology Transfer, meeting areas for stakeholders and for hosting other economic development activities. FAMU is in need of a conference center with a capacity to accommodate approximately 1000 people. Currently, we are unable to host a conference on campus with this accommodation.
3. **Startup Company Space:** The property could be utilized as space for start-up companies that faculty, staff and students developed around technologies that have commercial potential. The University currently has no space dedicated for housing new business start-ups. A facility is needed to better attract investors, licensees and other persons who may have interest in novel development from faculty, staff and students. As the University continues to expand its patent portfolio there will be need to provide the faculty, staff and students with additional space for building prototypes and for providing sufficient to accommodate the staff of Technology Transfer, Commercialization and Licensing staff. The startup companies will stimulate and manage the flow of knowledge and technology between FAMU, companies and markets; it will facilitate the creation and growth of innovation-based companies through incubation and spin-off processes; and provide other value-added services, together with high quality space and facilities.
4. **Computer Lab Space:** Researchers, posdocs and graduate students will benefit greatly from a computer lab. This lab, equipped with the most advanced computers and software, will provide an opportunity for them to conduct research in a relaxed atmosphere between experiments. This will also enhance FAMU's relationship with other companies if their staff is allow to also benefit from access to such a space.
5. The property will be used for accommodating Research and Development Centers of Excellence that come out of research efforts. Selected Centers of Excellence (e.g. *"Biotechnology Center at FAMU"*) could be re-located in the park in expanded space that would be either closely aligned with those already there or ones that reflect the specific disciplines within the College of Engineering.

6. A limited amount of space could be used for additional classrooms for undergraduate and graduate studies should another building be needed. A shortage of classrooms for the various disciplines has been a problem for some time. The Innovation Park property would provide relief for the main campus by providing additional classroom space, especially at the graduate level.
7. All of the suggestions made above would need sufficient parking. Contrary to the main campus, parking would not be a problem in the park. In fact relocating some of the campus activities in the Park would relieve the parking problem on the main campus.

(Submitted by K. Redda, Division of Research on July 22, 2013)



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Agenda Item IV

Subject: Major Projects Update

The following provides an update on six (6) construction projects:

Project(s)	Status
800-Bed Dorm	<p>The overall project is about 75% complete, within approved budget, but slightly behind schedule due to excessive amounts of rain during the critical stages of the project. Fifteen additional days have been officially requested due to weather conditions. Testing has revealed several walls throughout the building retaining moisture beyond the 15% tolerance level. As a result, special measures are being taken to accelerate the drying out of the building to assure that the walls and floors are within the acceptable moisture tolerance. In an effort to minimize the impact of the additional days, we are coordinating our efforts to have the furniture and equipment move in staggered by obtaining beneficial occupancy as the various floors are finished. Site work continues with the preparation of the subgrade at the center and west parking areas of the site. The east parking area of the site has been graded and compacted with lime rock base. The installation of the site storm water drainage system is completed. The installation of the roof has been completed on the west and east buildings. The brick installation has been completed on the south, west, and east elevations and brick installation has started on the north elevation. The installation of fixed exterior windows has been completed. The mechanical and plumbing rough-in has been completed to include HVAC piping and duct work. The mechanical, electrical, and plumbing; and fire protection rough-ins are completed. The drywall framing and the installation of the interior suite door frames has been completed on floors 1-4 of both the east and west wings; as drywall framing continues throughout both buildings.</p>



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<p>Phase II of the Pharmacy Building</p>	<p>The underground utilities and early site work is 90% completed. The University is contracting the services of a different architect to provide construction administration services for the balance of this project. The foundation and vertical construction work will begin after the completion of the early site work. The balance of the funding for this project has been submitted through the Board of Governors.</p>
<p>FAMU/FSU College of Engineering Phase III</p>	<p>The bid for the additional scope of work to re-roof the south wing of Building A is currently being advertised. This portion of the project is scheduled to start at the end of the spring semester. This adjustment in schedule will minimize disruption to classes at the College of Engineering and was requested by the College of Engineering Administration. The balance of the new construction is contingent on the remaining funding that has been requested through the Board of Governors.</p>
<p>Resurface and Upgrade of the Robert "Pete" Griffin Track</p>	<p>This project has been substantially completed and the facility is ready for the 2014 track season.</p>
<p>President House</p>	<p>The Alumni Affairs staff has been relocated and the repair and renovation work has commenced and is expected to be completed by the later part of March 2014. The scope of work includes repairs and/or upgrades to HVAC equipment, lighting, windows, doors, roof, electrical, painting, carpet, appliances, etc.</p>
<p>SGA Grand Ballroom</p>	<p>The Notice To Proceed (NTP) was issue to Architect to start the designing process for the Grand Ballroom on January 17, 2014, after the CITF funding was approved. The project schedule has been revised to reflect having the project under contract by April 15, 2014. Construction work is scheduled to start at the end of the Spring semester. Currently, the project team is reviewing the schematic design drawings with users for their input. The project scope consists of above ceiling structure alterations, electrical wiring enhancements, light fixture upgrades, modification of ceiling grid and finishes, etc. The projected substantial completion date is August 2014.</p>



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Meeting Date March 5, 2014

Agenda Item V

Item Origination and Authorization

Policy Award of Bid Budget Amendment Change Order
Resolution Contract Grant Other

Action of Board

Approved Approved w/ Conditions Disapproved Continued Withdrawn

Subject: President's Infrastructure Advisory Committee Update

Information Only:

President's Infrastructure Advisory Committee Update

The President's Infrastructure Advisory Committee was established by Interim President Larry Robinson to ensure that all University stakeholders input are taking into consideration as the University's Master Plan is routinely updated. Also, to identify the infrastructure needs and make recommendations as it relates to facilities, programs; as well as student, faculty, and staff concerns to be factored into the overall master planning process.

This charge was given to the following appointed committee members during the initial meeting held on October 30, 2013: Mr. Kendall Jones, Interim Associate Vice President for Construction and Facilities Management; Mr. Andrew Chin, Interim Dean for School of Architecture; Mr. Bryan Smith, Executive Assistant to the President, Anti-Hazing; Ms. Angela Suggs, Assistant Athletic Director, Marketing/Development; Mr. Alan Sands, Audit Services/Investigations Administrator, Audit and Compliance; Mr. Brian Lucas, Coordinator, Public Affairs; Mr. Ronald Henry II, Director, Enterprise Info Technology; Mr. William Adams, Coordinator, Americans with Disabilities ACT (ADA); Lt. Norman Rollins, Campus Security; Dr. Angela Coleman, Associate Vice President, Student Affairs; Mr. Marvin Green, Jr., Director, Student Activities; Dr. Charles Weatherford, Vice President for Research; Ms. Delores Glover, Senior Grants Specialist; Mr. Harold Bower, Associate VP/CFO, FAMU Foundation; and Dr. Ebenezer Oriaku, Professor, Basic Sciences-College of Pharmacy.

During the initial meeting of the President's Infrastructure Advisor Committee four subcommittees were established: Infrastructure Master Planning, Mr. Andrew Chin, Chair; Student Services Infrastructure, Dr. Angela Coleman, Chair; Athletics Infrastructure, Mr. Michael Smith, Chair; and Academic and Research Infrastructure, Dr. Charles A. Weatherford, Chair.



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Infrastructure Master Planning Subcommittee: (Chair) Mr. Andrew Chin

The objectives of the Infrastructure Master Planning Subcommittee is to assist the Facilities Planning and Construction Office with communicating and educating the University community and other stakeholders regarding the master planning process.

Issues/Concerns identified by the Subcommittee:

- All components of the master planning process are not completely understood by students, faculty, and staff;
- Stakeholders lack of involvement and participation is a concern; and
- How decisions are made regarding the physical and environmental needs.

Recommendations:

- Educate students, faculty, and staff regarding the components of the Master Plan;
- Develop strategies for participating in discussions regarding the Master Plan; and
- To act as a liaison between the Facilities Planning and Construction Department And the University stakeholders as it relates to the master plan process.

Student Services Infrastructure Subcommittee, (Chair) Dr. Angela Coleman

The objective of the Student Services Infrastructure Subcommittee is to assess current and future infrastructure needs of the Student Services areas.

Issues/Concerns identified by the Subcommittee:

- Student related services are fragmented throughout the campus and can be difficult for students to easily access;
- Students are not familiar with or have limited access to other related student Services; such as study abroad programs, internships, and service learning opportunities;
- Accuracy and consistency of student services information provided to students; and
- The quality of services provided to students is inconsistent between departments.

Recommendations:

- Propose constructing a Student Services Building which would house key Enrollment functions (e.g., Undergraduate Admissions, Registrar, Financial Aid, Scholarships, Student Accounts, etc.)



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Student Services Building benefits to students:

- Centralized services rendered to students within one facility;
- Ability to cross train staff;
- State of the art technology to improve services to students;
- Link complementary academic services to improve program synergies;
- Close proximity to or access to adequate parking;
- Centralized location close to the 800-bed facility;
- Close vicinity to FAMU academic buildings; and
- Close vicinity to food services.

Academic and Research Infrastructure Subcommittee, *(Chair) Dr. Charles A. Weatherford*

The objective of the Academic and Research Infrastructure Subcommittee is to improve academic and research building infrastructure on the main FAMU campus and on the property to be acquired at Innovation Park.

Issues/Concerns identified by the Subcommittee:

- Not enough research space for undergraduate and graduate teaching laboratories, basic research laboratories, and lecture rooms with smart presentation infrastructure; and
- A shortage of core research laboratory space.

Recommendations:

- Propose constructing a Natural Sciences Laboratory and Lecture Building to be constructed in the STEM area north of Pharmacy as defined on the FAMU Master Plan.

Natural Sciences Laboratory and Lecture Building benefits:

- Propose housing the School of the Environment and College of Science and Technology undergraduate and graduate teaching laboratories;
- Propose providing basic research laboratories with small pieces of specialized research equipment of a size appropriate for a small number of faculty and students;
- Propose providing lecture rooms with smart presentation infrastructure. These lecture rooms would vary in size with at least one that would accommodate three hundred students; and



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- Proposed constructing a Core Research Laboratory to be located across from the Centennial Building in Innovation Park.

Core Research Laboratory Building:

- Propose constructing a facility in Innovation Park;
- Propose housing the major scientific research equipment such as X-ray machines, scanning electron microscope, lasers of various sizes and kinds, cryogenic facilities, clean room, research computer cluster, suite of various types of Raman spectroscopic equipment, etc.;
- Propose that the equipment be available to all FAMU users based on a small proposal for its use;
- Propose to have several start-up business incubator laboratories – these businesses would also have access to the equipment; and
- Propose for the facility to facilitate cross-disciplinary research and grant activities. The equipment would also be available to outside users for a fee.

Athletics Infrastructure Subcommittee

(Chair) Mr. Michael Smith

The objective of the Athletics Infrastructure Subcommittee is to assess and make recommendations for opportunity for improvement of the athletic facilities and infrastructure.

Issues/Concerns identified by the Subcommittee:

- Current conditions of the athletic facilities;
- Future infrastructure needs;
- Offices are not modernized with access to current technology;
- Inadequate space for conference rooms, team meeting rooms, locker rooms, and space for the purposes of recruitment;
- Consolidate housing for student athletes; and
- Long term vision regarding facilities and infrastructure.

Recommendations:

- Prioritize the Athletic Department needs by utilizing the recently completed External operational evaluation, which includes equipment and facility needs;
- Utilize an internal process to develop a more detailed facility need assessment;



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- Utilize the **current Master Plan**, the external operational evaluation, and the **internal needs assessment** to develop a specific Athletic Facilities Vision;
- Centralize housing accommodations for student athletes; and
- Work collaboratively with other departments on behalf of the student athletes.