



**Board of Trustees Budget, Finance, and Facilities
Committee Meeting
March 7, 2017**

PRESENTED BY

Finance and Administration

Florida Agricultural and Mechanical University



Item V – Auxiliary Facility Income and Expenditure Statements

PRESENTED BY

Dr. Wanda Ford, Interim Vice President Finance and Administration/CFO

Florida Agricultural and Mechanical University



Auxiliary Facility Income and Expenditure Statements

Subject:

Approval of University Auxiliary Facilities Operating Budgets with Revenue Bond for Prior Year, Current Year and Projected Year

Rationale:

Pursuant to Board of Governors Regulation 9.008, the collection of fiscal information related to certain auxiliary facilities with revenue bond covenant language requiring prior year, current year, and projected subsequent year income and expenditure must be adopted by the University Board of Trustees prior to being presented to the Board of Governors for approval. Attached are the income and expenditure statements for Parking Services and Housing

Recommendation:

It is recommended that the Board of Trustees approves the Income and Expenditure Statement (Operating Budgets) for these Auxiliary Facilities with Outstanding Revenue Bonds.





Auxiliary Facility Income and Expenditure Statements

INCOME AND EXPENDITURE STATEMENT

UNIVERSITY: FLORIDA A&M UNIVERSITY

BOND TITLE: STUDENT DORMITORY REVENUE AND REVENUE REFUNDING SERIES 2010 A&B

AUXILIARY FACILITY (IES): Housing Operations

	2015-16 Actual	2016-17 Estimated	2017-18 Projected
1. REVENUE CARRIED FORWARD			
A. Operating Cash Carried Forward:			
Liquid	2,346,713	3,775,456	4,775,759
Investments	0	0	0
Sub-Total:	2,346,713	3,775,456	4,775,759
B. Replacement Reserve Forward:			
Bond Covenants (Facilities Maintenance and Equipment)	4,248,851	4,354,782	4,813,955
Other	0	0	0
Sub-Total:	4,248,851	4,354,782	4,813,955
TOTAL CARRIED FORWARD (A +B):	6,595,564	8,130,238	9,589,714
2. CURRENT YEAR REVENUE:			
* Revenue	14,804,844	15,337,089	15,727,969
Interest Income	0	0	0
Other Income	0	0	0
TOTAL CURRENT YEAR REVENUE:	14,804,844	15,337,089	15,727,969
3. SUMMARY OF AVAILABLE REVENUES (1 +2):	21,400,408	23,467,327	25,317,683
4. EXPENDITURES			
Salaries and Matching	2,417,557	2,591,437	3,622,224
Other Personal Services	858,337	409,935	300,000
Operating Expense	3,667,879	4,919,161	5,556,600
Repairs and Maintenance	0	0	0
Debt Service	5,922,080	5,922,080	5,923,786
Repair and Replacement Expense	0	0	0
Operating Capital Outlay	66,786	35,000	310,000
Other Expense & Transfers Out	0	0	0
TOTAL EXPENDITURES:	12,932,639	13,877,613	15,712,610
5. TRANSFERS TO REPLACEMENT RESERVES			
Bond Covenants (Facilities Maintenance and Equipment)	443,462	459,173	471,839
Other	0	0	0
Sub-Total:	443,462	459,173	471,839
6. TRANSFERS FROM REPLACEMENT RESERVES			
Bond Covenants (Facilities Maintenance and Equipment)	337,531	0	0
Other	0	0	0
Sub-Total:	337,531	0	0
7. ENDING REPLACEMENT RESERVES (1B +5 -6)			
Bond Covenants & Other (Facilities Maintenance and Equipment)	4,354,782	4,813,955	5,285,794
Interest Income Earned on Reserve Balance	0	0	0
Sub-Total:	4,354,782	4,813,955	5,285,794
8. ENDING OPERATING CASH (1A +2 -4 -5)	3,775,456	4,775,759	4,319,279
9. SUMMARY OF ENDING REVENUES (7 +8)	8,130,238	9,589,714	9,605,073

Prepared By : Ronica Mathis

Telephone : (850) 412-5289

* Revenue as outlined in the Bond Covenants to support the debt servicing of the bonds.





Auxiliary Facility Income and Expenditure Statements

INCOME AND EXPENDITURE STATEMENT

UNIVERSITY: FLORIDA A&M UNIVERSITY			
BOND TITLE: Parking Facilities Revenue Bond Series 1997			
AUXILIARY FACILITY (IES): Parking Operations			
	2015-16 Actual	2016-17 Estimated	2017-18 Projected
1. REVENUE CARRIED FORWARD			
A. Operating Cash Carried Forward:			
Liquid	1,620,767	1,672,676	1,258,999
Investments	0	0	0
Sub-Total:	1,620,767	1,672,676	1,258,999
B. Replacement Reserve Forward:			
Bond Covenants (Facilities Maintenance and Equipment)	791,618	854,161	914,381
Other	0	0	0
Sub-Total:	791,618	854,161	914,381
TOTAL CARRIED FORWARD (A +B):	2,412,385	2,526,837	2,173,380
2. CURRENT YEAR REVENUE:			
* Revenue	1,942,280	1,910,327	1,972,077
Interest Income	0	0	0
Other Income	0	0	0
TOTAL CURRENT YEAR REVENUE:	1,942,280	1,910,327	1,972,077
3. SUMMARY OF AVAILABLE REVENUES (1 +2):	4,354,665	4,437,164	4,145,457
4. EXPENDITURES			
Salaries and Matching	478,715	634,533	778,695
Other Personal Services	0	32,694	100,000
Operating Expense	954,568	1,166,301	1,135,354
Repairs and Maintenance	0	0	0
Debt Service	233,343	233,343	233,290
Repair and Replacement Expense	0	0	0
Operating Capital Outlay	63,546	0	33,000
Other Expense & Transfers Out	97,656	196,913	136,820
TOTAL EXPENDITURES:	1,827,828	2,263,784	2,417,159
5. TRANSFERS TO REPLACEMENT RESERVES			
Bond Covenants (Facilities Maintenance and Equipment)	62,543	60,220	80,096
Other	0	0	0
Sub-Total:	62,543	60,220	80,096
6. TRANSFERS FROM REPLACEMENT RESERVES			
Bond Covenants (Facilities Maintenance and Equipment)	0	0	0
Other	0	0	0
Sub-Total:	0	0	0
7. ENDING REPLACEMENT RESERVES (1B +5 -6)			
Bond Covenants & Other (Facilities Maintenance and Equipment)	854,161	914,381	994,477
Interest Income Earned on Reserve Balance	0	0	0
Sub-Total:	854,161	914,381	994,477
8. ENDING OPERATING CASH (1A +2 -4 -5)	1,672,676	1,258,999	733,821
9. SUMMARY OF ENDING REVENUES (7 +8)	2,526,837	2,173,380	1,728,298
Prepared By: Ronica Mathis	Telephone: (850) 412-5289		

* Revenue as outlined in the Bond Covenants to support the debt servicing of the bonds.





Item VI – Project Updates

PRESENTED BY

Sameer Kapileshwari P.E., Associate Vice President for Facilities

Florida Agricultural and Mechanical University



Public Private Partnership Project

Background:

FAMU is exploring various financing options to address its housing challenges. One such option is the Public Private Partnership or P3 program. We envision a project, including:

- Development of Student Housing along the East Corridor
- Development of a Mixed Use-Town Center
- Development of an Athletics Complex





Public Private Partnership Project

Status:

- Selection committee has been formed and is reviewing the proposals submitted in response to the “Intent to Negotiate” (ITN) for the Public Private Partnership (P3) project
- Owner’s P3 consultant (JLL) has been engaged to utilize their expertise in reviewing the ITN documents and proposals received
- Presentations were completed by the potential partners

Next Steps:

- Selection committee and P3 consultant will continue to review the proposals
- The committee will seek the Best and Final Offer (BAFO) from the firms
- The selection team will review the BAFO and make a recommendation to the senior leadership team and will seek approval from the Board of Trustees to proceed with developing the final contract
- The recommendation will be submitted to the Board of Trustees for approval (June 2017)
- Submit BAFO to the Board of Governors for approval (September 2017)





Center for Access and Student Success

Background:

The FAMU Center for Access and Student Success (CASS) is designed to be a multipurpose building serving as a one-stop shop for programs like recruitment, admissions, financial aid and enrollment management. This building will also house registrar, scholarship office, counselling services and the Center for Disability Access and Resources.





Center for Access and Student Success

Task	Timeline	Task Owner(s)
(**) Architect Contract Board of Trustees (BOT) Approval	February 20, 2017	Facilities, Finance, BOT
Architect Notice to Proceed	February 21, 2017	Facilities
Submit Conceptual Schematic Design (CSD)	February 22, 2017	Design team
FAMU Review	February 28, 2017	Facilities
Conceptual Schematic Design (CSD) Guaranteed Maximum Price (GMP) Estimate from Construction Management (CM)	March 7, 2017	Construction Manager (CM)
Submit Advanced Schematic Design (ASD)	March 27, 2017	Design team
Site Utility Analysis	March 31, 2017	Design team
FAMU Review	April 5, 2017	Facilities
Advanced Schematic Design (ASD) Guaranteed Maximum Price (GMP) Estimate from Construction Management (CM)	April 13, 2017	Construction Manager (CM)
Submit Design Development (DD)	May 15, 2017	Design team
FAMU Review	May 23, 2017	Facilities
Design Development (DD) Guaranteed Maximum Price (GMP) Estimate from Construction Management (CM)	May 30, 2017	Construction Manager (CM)
Submission of Capital Improvement Plan (CIP) to BOG (CIP will be based on CM GMP estimate at Design Development stage)	August 1, 2017	Facilities

(*) Total project cost is an estimate and will be continuously refined (with A/E and CM input) as the design progresses

(**) Tentative Board approval dates based on the currently published Board meeting calendar





Center for Access and Student Success

Task	Timeline	Task Owner(s)
Submit 75% Construction Documents (CD)	August 22, 2017	Design team
FAMU Review	August 29, 2017	Facilities
75% Construction Documents Guaranteed Maximum Price (GMP) Estimate from Construction Management (CM)	September 15, 2017	Construction Manager (CM)
Presentation at the BOG Workshop (CM GMP estimate based on 75% Construction Documents will be used in the presentation)	October 3, 2017	Facilities and Finance
Submit Final Construction Documents (CD)	October 9, 2017	Design team
FAMU Review	October 16, 2017	Facilities
Construction Documents Guaranteed Maximum Price (GMP) from Construction Management (CM)	November 16, 2017	Construction Manager (CM)
FAMU, A/E, and Construction audit team review of the GMP	November 22, 2017	Facilities, design team, construction audit
(**) Construction Management (CM) Contract BOT Approval	November 29-30, 2017	Facilities, Finance, BOT
Construction commences/Ground breaking	December 1, 2017	Construction Manager (CM)
Substantial Completion	April 20, 2019	Facilities, CM, design team
Final Completion	May 20, 2019	Facilities, CM, design team

(*) Total project cost is an estimate and will be continuously refined (with A/E and CM input) as the design progresses

(**) Tentative Board approval dates based on the currently published Board meeting calendar





Site Selection - Center for Access and Student Success (CASS)

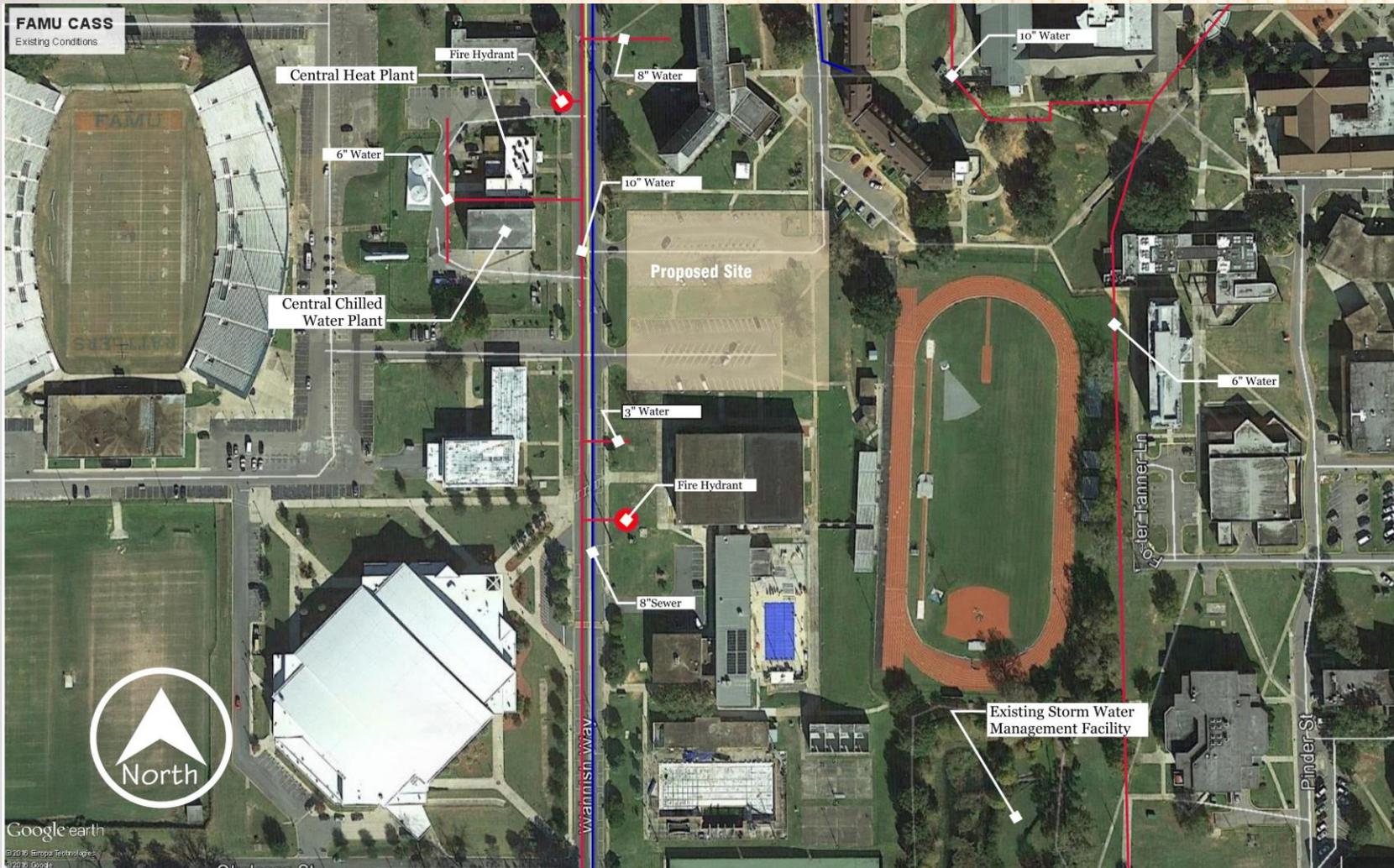


Proposed Site





Site Utilities - Center for Access and Student Success (CASS)





Front Rendering - Center for Access and Student Success (CASS)





Rear Rendering - Center for Access and Student Success (CASS)





Ground Floor Plan - Center for Access and Student Success (CASS)





Second Floor Plan - Center for Access and Student Success (CASS)





Third Floor Plan - Center for Access and Student Success (CASS)





Construction at a Glance

PROJECT

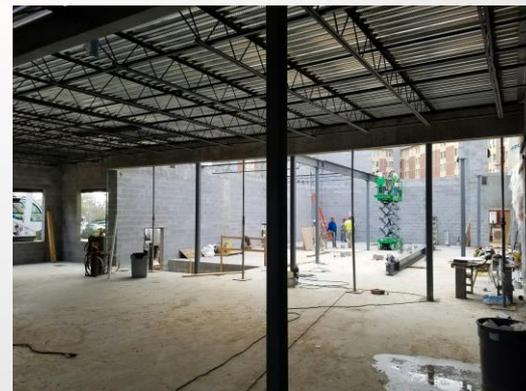
- FAMU/FSU College of Engineering
Building A and Building B Renovations
(included restroom upgrades, ADA, HVAC
and building envelope upgrades)
- Student Services Expansion
(expansion to provide additional dining,
kitchen, and office space)
- Vet Tech (Quincy) facility
(provision of new anatomy labs, surgery prep,
and surgery rooms)

STATUS

Project currently in close out

Substantial completion scheduled for May 2017

Project will be closed out in June 2017





Item VII – Facilities Priorities

PRESENTED BY

Sameer Kapileshwari P.E., Associate Vice President for Facilities

Florida Agricultural and Mechanical University



Capital Improvement Plan (CIP) 2018-2023

- Every year the University prepares its Fixed Capital Outlay legislative budget request for academic facilities consistent with the findings of the 2015 Educational Plant Survey and the University's Master Plan
- Our PECO (Public Education Capital Outlay) eligible project requests for this year will be listed in order of our priority
- Board of Governors submission date is August 1, 2017





Capital Improvement Plan 2018-2023

CIP Team Recommended proposed CIP list (working draft):

Priority No.	PECO-Eligible Project Requests
1.	Student Affairs Building/CASS
2.	Pharmacy Building Phase II Shell Space Buildout
3.	Central Chill Water and Heating Plant Boiler and Chiller Upgrade
4.	Army ROTC /Howard Hall Re-Purpose
5.	STEM Teaching Lab /Dyson Building Re-Purpose
6.	Navy ROTC/Perry-Paige Re-Purpose /Addition
7.	Foot-Hilyer ground and 1st Floor Re-Purpose
8.	Classroom Technology/ Distance Learning Upgrade
9.	Computer Information Systems Building
10.	Science Teaching Facility (Stem)
11.	Social Sciences Building
12.	Engineering Technology Building
13.	General Classroom Phase II
14.	FAMU/FSU College of Engineering Phase III ***
15.	COE Auditorium/Curriculum Laboratory
16.	5 Hole Golf Course
17.	Land acquisitions

***This request is made in conjunction with similar requests from Florida State University





Item VIII – Space Utilization

PRESENTED BY

Sameer Kapileshwari P.E., Associate Vice President for Facilities

Florida Agricultural and Mechanical University



Educational Plant Survey Summary

Space Category	Space Needs by Space Types	Satisfactory Space Inventory	*Net Space Needs %
<u>Instructional</u>			
Classroom	102,348	115,391	118%
Teaching laboratory	127,935	205,904	167%
Research Laboratory	219,195	36,099	24%
<u>Academic Support</u>			
Study	161,795	115,363	80%
Instructional Media	17,058	3,625	30%
Auditorium/Exhibition	25,587	12,020	47%
Teaching Gymnasium	94,542	931	73%
<u>Institutional Support</u>			
Student Academic Support	0	0	
Office/Computer	312,136	238,943	92%
Campus Support Services	51,382	43,577	116%

\$180 million of deferred maintenance campus-wide based on recent Facilities Condition Audit

* Percentage of = Current inventory and funded projects - Demolition





Item IX – Financial/Budget Update and Multi-Year Budget Process

PRESENTED BY

Dr. Wanda Ford, Interim Vice President Finance and Administration/CFO

Florida Agricultural and Mechanical University



Financial/Budget Update and Multi-Year Budget Process

Budget/Financial Update

- BOG allocated budget based on student fees for 12k students (\$175m)
- FAMU allocated budget based on student fees for 9k students (\$163m)
- Additional budget authority of \$12m was unallocated
- Actual enrollment was 9,600 students

At this time, we do not anticipate any budgetary issues for the E&G Budget at the end of the fiscal year.

Multi-Year Budget Process

The approved budgets for FY 17-18 will be used to forecast for the next 3 years.





Financial/Budget Update and Multi-Year Budget Process

FLORIDA A&M UNIVERSITY
2016-2017 E&G OPERATING BUDGET
AS OF DECEMBER 31, 2016

ADMINISTRATION	BUDGET	ENCUMBRANCES	EXPENDITURES	TOTAL COMMITTED	% EXPENDED/ COMMITTED
PRESIDENT	2,980,362	843,567	1,064,718	1,908,285	64.03%
COMMUNICATIONS/EXTERNAL AFF	1,235,669	509,628	551,325	1,060,953	85.86%
BROOKSVILLE	507,349	180,595	154,846	335,441	66.12%
VP ADMINISTRATION	9,147,420	3,448,644	4,397,940	7,846,584	85.78%
VP DEVELOPMENT	1,229,008	570,578	566,989	1,137,567	92.56%
VP AUDIT AND COMPLIANCE	732,805	340,063	313,112	653,175	89.13%
VP LEGAL AFFAIRS	1,522,214	635,721	687,901	1,323,622	86.95%
ITS	9,163,462	3,324,112	4,240,996	7,565,108	82.56%
PRESIDENTIAL RESERVE	1,947,120			-	0.00%
CAMPUS SECURITY	2,969,777	1,305,344	1,323,774	2,629,118	88.53%
TOTAL ADMINISTRATION	31,435,186	11,158,252	13,301,601	24,459,853	77.81%
PLANT OPERATIONS & MAINTENANCE					
PHYSICAL PLANT	18,265,300	7,659,424	8,274,255	15,933,679	87.23%
FACILITIES PLANNING	1,219,340	464,454	425,157	889,611	72.96%
ENVIRONMENTAL SAFETY	554,055	240,499	204,813	445,312	80.37%
TOTAL PO&M	20,038,695	8,364,377	8,904,225	17,268,602	86.18%
LIBRARIES					
UNIVERSITY LIBRARIES	4,512,267	1,342,222	2,224,824	3,567,046	79.05%
STUDENT SERVICES					
VP STUDENT AFFAIRS	10,253,590	2,799,953	6,627,202	9,427,155	91.94%
TUITION Differential NEED BASE	2,100,000		908,144	908,144	43.24%
WOMEN ATHLETICS	714,056	241,889	250,286	492,175	68.93%
TOTAL STUDENT SERVICES	13,067,646	3,041,842	7,785,632	10,827,474	82.86%
TOTAL NON I&R	69,053,794	23,906,693	32,216,282	56,122,975	81.27%
INSTRUCTIONS AND RESEARCH					
VP ACADEMIC AFFAIRS	7,914,250	2,606,059	3,026,471	5,632,530	71.17%
ESI	1,731,254	733,465	726,878	1,460,343	84.35%
SUSTAINABILITY CENTER	367,591	142,423	162,103	304,526	82.84%
ARCHITECTURE	3,634,603	3,634,603	1,665,836	1,604,290	44.14%
SOCIAL SCIENCES	13,275,358	6,370,183	5,863,150	12,233,333	92.15%
SBI	7,615,952	3,607,787	3,516,972	7,124,759	93.55%
CESTA	4,962,346	2,386,905	2,234,251	4,621,156	93.12%
JOURNALISM	2,652,008	1,216,029	1,208,506	2,424,535	91.42%
EDUCATION	6,086,055	2,383,812	2,664,759	5,048,571	82.95%
NURSING	2,203,861	934,692	878,455	1,813,147	82.27%
PHARMACY	11,540,014	5,250,279	5,418,154	10,668,433	92.45%
ALLIED HEALTH	4,175,912	1,865,252	1,966,803	3,832,055	91.77%
SCIENCE AND TECHNOLOGY	8,690,131	3,997,751	3,914,795	7,912,546	91.05%
GRADUATE STUDIES	2,828,578	529,380	1,062,253	1,591,633	56.27%
LAW SCHOOL	12,348,393	5,679,219	5,725,147	11,404,366	92.36%
TUITION DIFFERENTIAL	4,900,000	1,709,129	2,852,168	4,561,297	93.09%
TOTAL I&R	94,926,306	43,046,968	42,886,701	82,237,520	86.63%
TOTAL ALLOCATED E&G	163,980,100	66,953,661	75,102,983	138,360,495	84.38%
TOTAL UNALLOCATED E&G **	12,000,000				
TOTAL E&G	175,980,100	66,953,661	75,102,983	138,360,495	84.38%

** TUITION NOT COLLECTED BECAUSE OF DECREASE IN ENROLLMENT. THIS IS BUDGET AUTHORITY ONLY AND CANNOT BE SPENT IF DOLLARS ARE NOT COLLECTED.





Financial/Budget Update and Multi-Year Budget Process

FLORIDA A&M UNIVERSITY										
NON E&G Budget Status As of December 31, 2016										
Dept	Fund	07/01/2016 Beginning Fund Balance	Budgeted Revenue	Revenues		Available Revenue	2016-17 Budget	16-17 Expenditures & Encumbrances as of 12/31/16	YTD Fund Balance	Notes
				16-17 Revenue Collected YTD						
Academic Affairs										
DRS Fund 118	Various	118	337,520	3,873,055	1,639,486	1,977,006	4,245,751	3,677,642	(1,700,636)	A
Late Registration (Fund 117)	480910	117	75,282	50,100	50,100	125,382	15,900	-	125,382	
Law School Bar Prep Fee	613012	116	6,194	-	-	6,194	11,623	-	6,194	
Law School Library Coin Oper	603412	116	55,833	12,080	4,494	60,327	11,186	1,002	59,325	
Journalism Lab Fee	611012	116	3,721	3,500	1,860	5,581	3,710	-	5,581	
Graphic Arts Lab Fee	611032	116	(58,521)	-	735	(57,786)	-	-	(57,786)	B
Nursing Lab Fees	614012	116	22,203	18,425	5,660	27,863	23,625	11,926	15,937	
Nursing ATI Fees	614022	116	4,016	48,500	15,568	19,584	63,000	18,316	1,268	
FAMU/Leon Cty Pharmacy	615012	116	476,389	339,500	150,864	627,253	354,718	292,738	334,515	
Pharmacy Lab Fees	615022	116	88,171	37,800	14,902	103,073	101,289	13,496	89,577	
Allied Health Lab Fees	616012	116	11,136	16,200	2,500	13,636	16,430	2,123	11,513	
Music Lab Fees	617032	116	7,131	6,250	5,550	12,681	4,770	3,135	9,546	
Biology Material Supplies Fee	617062	116	40,468	30,000	17,070	57,538	92,427	26,816	30,722	
Chemistry Lab Fee	617072	116	28,831	25,215	7,575	36,406	28,411	19,137	17,269	
CIS Lab Fees	617082	116	(521)	22,500	1,605	1,084	11,034	10,673	(9,589)	C
Continuing Education	618070	116	(120,681)	351,930	177,082	56,401	168,383	149,349	(92,948)	D
Center for Ethnic Psychology Resea	618074	116	-	5,500	-	-	825	-	-	
Marching 100 Summer Camp	618075	116	86,793	118,000	22,687	109,480	128,508	130,308	(20,828)	E
Entomology Field Day	618076	116	51,258	22,000	20,268	71,526	23,386	20,197	51,329	
Edmonds Youth theatre	618079	116	17,332	21,250	3,875	21,207	28,946	12,801	8,406	
Office of Inst Tech - Support	618510	116	20,916	61,944	55,973	76,889	63,751	42,318	34,571	
Distance Learning- SBI	618520	116	174,507	484,704	109,296	283,803	258,526	89,092	194,711	
Distance Learning- Nursing	618530	116	42,072	118,584	39,528	81,600	128,834	42,250	39,350	
Distance Learning- Public Health	618540	116	49,612	111,150	50,700	100,312	147,855	31,349	68,963	
Pharmacy Seminars	618701	116	(78,217)	10,000	1,275	(76,942)	-	-	(76,942)	F
Univ. Library Copy/Print Services	630010	116	52,145	30,000	13,290	65,435	27,704	23,142	42,293	
Transcript Fee	604370	116	98,454	170,000	170,000	268,454	127,881	87,574	180,880	
Student Hlth Ctr Pharmacy	604800	116	13,683	231,500	154,489	168,172	177,271	182,231	(14,059)	G





Financial/Budget Update and Multi-Year Budget Process

FLORIDA A&M UNIVERSITY			NON E&G Budget Status as of December 31, 2016							
Dept	Fund	07/01/2016 Beginning Fund Balance	Revenues			Available Revenue	2016-17 Budget	16-17 Expenditures & Encumbrances as of 12/31/16	YTD Fund Balance	Notes
			Budgeted Revenue	16-17 Revenue Collected YTD						
Administrative & Financial Services										
Controller's Office										
Surplus Property	445300	116	102,926	34,500	25,155	128,081	33,373	17,162	110,919	
Auxiliary Overhead	603130	116	2,042,693	1,075,000	258,531	2,301,224	1,473,138	1,079,817	1,221,407	
Late Payment Fund 117	480920	117	2,759,784	400,000	400,000	3,159,784	358,056	37,846	3,121,938	
Fin Aid Adm Exp Controller Fund 11	481220	117	1,377,132	145,000	145,000	1,522,132	323,208	131,663	1,390,469	
Business and Aux Services										
Bookstore	603150	116	963,332	505,000	340,556	1,303,888	349,126	247,487	1,056,401	
University Commons	603170	116	5,578,499	11,462,640	8,226,453	13,804,952	13,324,450	11,384,573	2,420,379	
Bus & Aux. Services	603400	116	169,230	279,000	342,750	511,980	290,013	170,189	341,791	
Post Office	603401	116	270,410	321,180	267,172	537,582	409,686	325,356	212,226	
Procurement Contracts	603405	116	315,517	185,059	69,747	385,264	167,248	165,948	219,316	
Rattler Card	603407	116	285,778	248,073	161,632	447,410	266,236	227,366	220,044	
Copy Center	603410	116	137,545	267,197	221,707	359,252	231,363	188,129	171,123	
Construction & Facilities Planning										
Building Code	603415	116	256,808	25,000	304,802	561,610	216,788	142,932	418,678	
Events department	635010	116	258,431	97,425	31,158	289,589	135,993	43,049	246,540	
Events department-Ticket Sales	635011	116	11,717	50,000	37,666	49,383	50,000	-	49,383	
E.I.T										
Technology Fee	482200	117	160,701	1,617,240	1,617,240	1,777,941	1,510,897	1,354,530	423,411	
Telecommunications	603406	116	344,481	2,130,330	2,130,330	2,474,811	2,359,314	1,024,332	1,450,479	





Financial/Budget Update and Multi-Year Budget Process

FLORIDA A&M UNIVERSITY									
NON E&G Budget Status As of December 31, 2016									
		Revenues							
Dept	Fund	07/01/2016 Beginning Fund Balance	Budgeted Revenue	16-17 Revenue Collected YTD	Available Revenue	2016-17 Budget	16-17 Expenditures & Encumbrances as of 12/31/16	YTD Fund Balance	Notes
Student Affairs									
Fin Aid Adm Exp Fund 117	481210	117	66,871	250,000	250,000	316,871	303,462	234,168	82,703
Orientation Fee (Fund 117)	482000	117	149,194	271,393	185,956	335,150	266,488	228,727	106,423
Rattler Aquatics	603160	116	13,327	21,200	21,200	34,527	40,218	19,160	15,367
Student Union	604140	116	(47,671)	650,101	459,951	412,280	600,738	346,373	65,907
Student Union Bowling Alley	604141	116	47,940	13,000	-	47,940	23,017	6,702	41,238
Campus Recreation	631100	116	23,687	693,643	682,395	706,082	680,006	562,101	143,981
FAMU DPS Alarm Monitor	604170	116	6,710	19,950	-	6,710	10,600	-	6,710
FAMU Child Care Center	604480	116	98,870	669,872	331,132	430,002	732,550	456,968	(26,966) H
Hosp O&M Student Hlth	604790	116	1,346,970	1,800,566	1,211,994	2,558,964	3,037,559	2,363,232	195,732
Counseling Services	604795	116	24,141	433,977	433,977	458,118	458,364	416,966	41,152
LifeScan Finger Printing	603210	116	117,746	55,500	12,923	130,669	60,419	58,568	72,101
University Parking	603200	116	1,554,003	2,007,344	926,520	2,480,523	2,534,470	1,273,784	1,206,739
Housing Fund 110	Various	110	3,390,676	15,337,089	7,363,270	10,753,946	14,962,994	7,237,437	3,516,509
A&S Fees	Various	117	291,888	2,401,728	2,401,728	2,693,616	2,892,171	2,092,319	601,297
President									
Athletics	Various	115	-	8,937,500	4,086,253	4,086,253	7,577,360	7,385,251	(3,298,998) J
Concessions	450100	117	546,219	227,628	203,244	749,463	295,815	94,266	655,197
NOTES:									
A Collections are received from DOE bi-monthly. These collections are calculated using the FEFP. All salaries have been encumbered for the entire fiscal year.									
B The item types for this department has been corrected and spending has been restricted until the deficit has been eradicated.									
C Revenues for this department are collected as students register for classes that are associated with the respective lab fee.									
D A debt reduction plan is in place in the Continuing Education department, spending is continuously being monitored to adhere to the submitted plan.									
E Revenues for this department are collected as students register for band camp during the summer.									
F A debt reduction plan has been developed for Pharmacy Seminars, until revenue is collected to cover the accumulated deficit, all spending has been restricted for the FY16-17.									
G Revenues are collected continuously throughout the fiscal year as students purchase medicine from this Student Pharmacy.									
H Revenues for FAMU ChildCare are generated continuously throughout the fiscal year and will eliminate the projected negative balance									
I The university is awaiting a check from the Foundation that will cover the projected negative balance.									
A debt reduction plan has been developed to address the deficit in Athletics.									
J The budget and spending is reviewed on a weekly basis.									





Item X – Cost Savings (Quarterly Update)

PRESENTED BY

Dr. Wanda Ford, Interim Vice President Finance and Administration/CFO

Florida Agricultural and Mechanical University



Current Year Cost Savings –Central Strategies

- Status of major areas to realize savings:
 - Reduce use of consultants
 - Procurement from shared SUS contracts
 - Bulk purchases for IT/equipment
 - Outsourcing bulk mail, shipping, and printing
 - Mandatory use of University's copy center
 - Recommend hiring freeze for current vacant positions
 - Voluntary Separation Plan
 - Implement campus motor pool
 - Explore debt refinancing options

GREEN: Currently in process for this year

ORANGE: Currently under review

RED: Not feasible at this time





Item XI – Succession Planning (structural model)

PRESENTED BY

Ms. Joyce Ingram, Associate Vice President/Chief Human Resources Officer

Florida Agricultural and Mechanical University



Succession Planning at FAMU

What it is:

- Process for building a pipeline of talent through deliberate planning and investment in institutional leadership

Benefits:

Assures talent bench strength in place to support the University in

- Achieving its mission, vision and strategic imperatives
- Meeting stakeholder expectations associated with:
 - Offering Quality Education
 - Assuring Access and Student Success
 - Operational Effectiveness and Efficiency
- Supporting smooth and effective Leadership Transitions, and
- Enhancing individual and organizational productivity

How:

Identification and nurturing of internal talent through

- Assessment of Leadership Competencies
- Training and Career Development
- Diversity and Inclusion Initiative
- Evaluation and Feedback
- Mentoring

Next Steps:

- Development of a comprehensive framework for succession planning for review and approval by University Leadership by April, 2017
- Ongoing development and implementation of tools, processes and initiatives to support the above
 - Pilot Career Development Model and Talent Review Process in HR and other campus units
 - Implementation of the University's campus-wide Diversity and Inclusion Initiative





Item XII – Food Service Vendor

PRESENTED BY

Ms. Rebecca Brown, Assistant Vice President Auxiliary Services

Florida Agricultural and Mechanical University



Food Service Vendor - Background

Pursuant to Paragraph 1.2 of the Metz Culinary Management Agreement, approved by the Board of Trustees on October 29, 2013, the university desires to renew for one additional term of five years.

The renewal is based on the following:

1. The vendor has exceeded performance expectations
2. The vendor has demonstrated its ability to transform the dining operations in accordance with Business and Auxiliary Services' Five-Year Strategic plan
3. Overall, the dining program has experienced growth in spite of declining enrollment numbers
4. Customer satisfaction has consistently improved
5. The vendor has proposed a substantial increased investment amount than originally offered





Food Service Vendor

FLORIDA A&M UNIVERSITY

METZ CONTRACT FINANCIAL CONTRIBUTION

ORIGINAL CONTRACTED TERMS FROM METZ

Description	Stub Year 1 Actuals	Year 2 Actuals	Year 3 Actuals/Proj	Year 4 Projected	Year 5 Projected	SUB TOTAL YEARS 1 - 5	Year 6 Projected	Year 7 Projected	Year 8 Projected	Year 9 Projected	Year 10 Projected	SUB Total YEARS 6-10
1. Total Commissions	\$540,842	\$989,270	\$1,069,450	\$1,090,839	\$1,115,656	\$4,806,057	\$1,137,969	\$1,160,728	\$1,183,943	\$1,207,622	\$1,231,744	\$5,922,006
2. Capital Investments *	\$2,009,500					\$2,009,500	\$1,000,000					\$1,000,000
3. Unamortized Buy Back	\$481,905					\$481,905						\$0
4. Campus Donation	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
5. Utilities	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
6. Metz Family Foundation Donation	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total	\$3,282,247	\$1,239,270	\$1,319,450	\$1,340,839	\$1,365,656	\$8,547,462	\$2,387,969	\$1,410,728	\$1,433,943	\$1,457,622	\$1,481,744	\$8,172,006
7. In-Kind Catering Credits	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
						\$0						\$0
Grand Total (In-Kind/Hard Dollars)	\$3,307,247	\$1,264,270	\$1,344,450	\$1,365,839	\$1,390,656	\$8,672,462	\$2,412,969	\$1,435,728	\$1,458,943	\$1,482,622	\$1,506,744	\$8,297,006

* \$2 million dollar capital investment amount is for the stub year through year 5, as stated in the initial contract paragraph 2.4

*The one million dollar capital investment in year six is a part of the renewal as stated in the original contract paragraph 2.4





Food Service Vendor

FLORIDA A&M UNIVERSITY

METZ CONTRACT FINANCIAL CONTRIBUTION

PROPOSED RENEWAL TERMS -METZ

Description	Stub Year 1 Actuals	Year 2 Actuals	Year 3 Actuals/Proj	Year 4 Projected	Year 5 Projected	SUB TOTAL YEARS 1 - 5	Year 6 Projected	Year 7 Projected	Year 8 Projected	Year 9 Projected	Year 10 Projected	SUB Total YEARS 6-10
1. Total Commissions	N/A	N/A	N/A	N/A	N/A	N/A	\$1,137,969	\$1,160,728	\$1,183,943	\$1,207,622	\$1,231,744	\$5,922,006
2. Capital Investments **	N/A	N/A	N/A	N/A	N/A	N/A	\$3,500,000					\$3,500,000
3. Unamortized Buy Back	N/A	N/A	N/A	N/A	N/A	N/A						\$0
4. Campus Donation	N/A	N/A	N/A	N/A	N/A	N/A	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
5. Utilities	N/A	N/A	N/A	N/A	N/A	N/A	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
6. Metz Family Foundation Donation	N/A	N/A	N/A	N/A	N/A	N/A	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total	N/A	N/A	N/A	N/A	N/A	N/A	\$4,887,969	\$1,410,728	\$1,433,943	\$1,457,622	\$1,481,744	\$10,672,006
7. In-Kind Catering Credits	N/A	N/A	N/A	N/A	N/A	N/A	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Grand Total (In-Kind/Hard Dollars)	N/A	N/A	N/A	N/A	N/A	N/A	\$4,912,969	\$1,435,728	\$1,458,943	\$1,482,622	\$1,506,744	\$10,797,006
Difference in Original and Proposed Contract Renewals	N/A	N/A	N/A	N/A	N/A	N/A	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
** \$3.5 Million dollars is the proposed renewal amount. It represents a \$2.5 million increase over the original renewal investment amount.												





Food Service Vendor

	FAMU	FAU	FGCU	FIU	FSU
Bookstore					
Contracted/Self Op	Barnes & Noble	No Submission	Follett	Barnes & Noble	Follett
Date Contract Established	6/1/85		7/1/10	12/1/99	7/1/91
Contract Term including Extensions	Executed new contract on 11/1/2010 (5 year renewal option)		7, 3	Renewal & Amendment to Agreement executed 12/01/2009	10, 5 (6/30/18)
Average Annual Sales	\$3.4 Million		\$6 Million	\$14.3 Million	\$12.5 Million (all locations)
Commission	7-10%		12.75-14.25%	11.5-14%	11-12%
Margin On New Books	25%		25%	25%	25%
Off-Campus Competition	Yes		Yes	Yes	Yes
Convenience Store					
C-Store on campus? How many?	Yes 1		Yes 1	Yes 4	3
Operated By Whom	Bookstore		Aramark	(1)Bookstore/(3)Aramark	Aramark
Copiers--Administrative					
Contracted/Self Op	Self-operated		KMBS	RICOH (Copy Store)	KMBS
Date Contract Established	N/A		07/2013	11/26/12	10/6/11
Contract Term including Extensions	N/A		36 months	5 year lease	4, 1, 1
Average Annual Sales	\$219,998		\$380,000	\$595,000	\$1.06 Million
Commission--Net After Tax	N/A		N/A	Varies in Copy Store based on volume	8% rebate on maint.; 1% rebate on gross
Price Per Copy 8 1/2 x 11 White	\$0.065		.0059 B/W, 0.5 color	\$0.065	0.0066 B/W, color depends on model
Univ. Handle Dept. Copier Needs	No		All costs paid directly by departments (lease, images used and paper)	Copiers supplied to depts on a cost/copy basis	OBS sub-leases copiers to departments
Copy Machines on Campus	100+		101	319	315
Leased/Own Copy Machines	Combination		Leased	Leased	Both
Machines Serviced By	Contracted Vendors		KMBS	Toshiba	Self service & Konica Minolta
Library Copier Vendor	Ricoh		KMBS	Toshiba (Univ. Operated)	Konica Minolta
Copiers--Student					
Contracted/Self Op	Self-operated		KMBS	Contracted	KMBS
Date Contract Established	N/A		07/2013	1/1/09	10/6/11
Contract Term including Extensions	N/A		36 months	5 year lease	4, 1, 1
Average Annual Sales	Included in Admin		N/A	\$200,000	\$82,704
Commission--Net After Tax	N/A		N/A	N/A	8% rebate on maint. 1% rebate on gross
Price Per Copy 8 1/2 x 11 White	0.10		.09 B/W, .28 color	0.09	0.08 B/W, 0.15 color
Food Service					
Contracted/Self Op	METZ Culinary Mgmt		Aramark	Aramark	Aramark
Date Contract Established	11/1/13		8/1/06	7/1/05	8/1/03
Initial Term plus Extensions (in yrs)	1/2/14-6/30/19 (5yrs)		4,3,3 (7/31/2016)	10, 1, 1	10, 5 (7/31/18)
Average Annual Sales	\$10 Million		\$7 Million	\$11.8 Million	\$30.21 Million
Commission	11%		17%MP,10%non & 5%branded	\$1.2M/year Guarantee	\$1.15M + 3% over \$8M
Meal Plans--Voluntary or Mandatory	Both		Voluntary	Both	Guarantee 1.385M year
If Mandatory--for whom	On-campus residents			Freshmen Resident Halls	7 Residence Halls
Total # of Food Concepts Available	11		14	27 + 1 in development	24
Branded Concepts	Yes		Yes	Yes	Yes

C--Contracted
OC--Contracted; does not report to auxiliaries

S--Self Operated
OS--Self-operated; does not report to auxiliaries

Data in red font indicates change



Food Service Vendor

Institution	UCF	UF	UNF	USF	UWF
Bookstore					
Contracted/Self Op	Barnes & Noble	Follett	Follett	Barnes & Noble	Follett
Date Contract Established	6/1/98	7/1/00	10/16/01	7/14/03	10/15/12
Contract Term including Extensions	9/29/2017	6/30/14	10/15/16 (no ext. poss.)	10, 5 (7/13/2018)	10, 5, 5 (10/14/32)
Average Annual Sales	\$16,800,000	\$17,400,000	\$8,047,627	\$17,576,059	\$4,457,552
Commission	10-14%	10.75-13.00%	8.75-12%	9%-13%, 22% Athletics	10.25%-12.25%
Margin On New Books	25%	25%	25%	25%	25%
Off-Campus Competition	Yes	Yes	Yes	Yes	Yes
Total Textbook Sales	\$11,605,000				
Financial Aid Textbook Program	Yes				
Financial Aid Textbook Program Sales	\$2,750,000				
Convenience Store					
C-Store on campus? How many?	Yes 4	Yes 7	Yes 4	Yes 5	Yes 1
Operated By Whom	Aramark/Health Svcs	Aramark	Chartwells	Aramark & B&N	Chartwells
Copiers--Administrative					
Contracted/Self Op	Self Operated	Mixture of vendors	Contracted-Ricoh	Off-campus vendors	Contracted
Date Contract Established	1/1/09	N/A	8/31/09	None	10/4/12
Contract Term including Extensions	4, 1, 1 (extended for 2 yrs)	N/A	5	N/A	4 (10/2016)
Average Annual Sales	\$685,000	unknown	\$375,717	N/A	\$213,969
Commission--Net After Tax	N/A	unknown	N/A	N/A	N/A
Price Per Copy 8 1/2 x 11 White	Base varies by model (includes BW allowances) + \$.063 Color + BW overage @ approx. \$.01		Base plus \$.006/\$.10 Paper Sales - \$27,227	N/A	\$.075 B/W; \$.50 Color; \$.01 Scans; \$.25pp Fax
Univ. Handle Dept. Copier Needs	Yes	All listing of services & off-campus competition	Yes	N/A	Copiers supplied to depts at prices listed above.
Copy Machines on Campus	358	unknown	156	unknown	88
Leased/Own Copy Machines	Both	Both	Both	University owned	Lease
Machines Serviced By	Toshiba	Xerox + others	Ricoh	Xerox Danka IKON	Copy Prod. Co., Sharp
Library Copier Vendor	Toshiba	Xerox	Ricoh	USF, 26 machines	Copy Products Co.
Copiers--Student					
Contracted/Self Op	Self Operated	Contracted - OC varies	Contracted-Ricoh	Self Operated	Contracted
Date Contract Established	1/1/09		8/31/09	None	10/4/12
Contract Term including Extensions	4, 1, 1 (extended for 2 yrs)	unknown	5	N/A	4 (10/2016)
Average Annual Sales	\$17,000	unknown	\$142,376	N/A	Included w/Admin Copy
Commission--Net After Tax	N/A	varies	N/A	N/A	N/A
Price Per Copy 8 1/2 x 11 White	0.10	varies	.09 B/W, \$.25 color Printing & Copying	.11/copy - card only	\$.08 card; \$.10 cash B/W; \$.50 Color; \$.01 Scans
Food Service					
Contracted/Self Op	Aramark/3rd parties	Aramark	Chartwells	Aramark-TPA/Sodexo-USFSP	Chartwells
Date Contract Established	8/1/06	6/30/09	7/1/02	8/16/12	6/1/12
Initial Term plus Extensions (in yrs)	10, 5, 5 (7/31/2026)	10, 5, 5	10, 5 (6/30/2017)	5, 5 (8/15/2027)	20 (9/30/2032)
Average Annual Sales	\$24,300,000	\$35,000,000	\$11,929,769	\$25,208,699	\$6,431,249
Commission	4-20%	10.75% average	10-16%; \$630K guarantee	10.5% avg + Capital Invest	8.50%
Meal Plans--Voluntary or Mandatory	Voluntary	Voluntary	Both	Both	Both
If Mandatory--for whom			FTIC's living on campus	Freshmen living on-campus	Mandatory for FTIC Residents
Total # of Food Concepts Available	28	50	14	25	11
Branded Concepts	Yes	Yes	Yes	Yes	Yes

C--Contracted
OC--Contracted; does not report to auxiliaries

S--Self Operated
OS--Self-operated; does not report to auxiliaries

Data in red font indicates change



Thank you

Questions?

