



Budget, Finance and Facilities Committee Meeting
June 1, 2022
Presided by Trustee Kimberly₁ Moore

ACTION ITEM:

February 16, 2022 Minutes

Trustee Kimberly Moore

ACTION ITEM:

Amendment to Regulation 3.017, Schedule of Tuition & Fees

Mrs. Rebecca Brown

Amendment to Regulation 3.017, Schedule of Tuition & Fees

Proposed Board Action:

The amendment to this Regulation decreases the 2022-23 repeat course fee rate from \$192.47 to \$189.74 as mandated by the Florida Board of Governors. This is a decrease from 2021-22 by (\$2.73) due to the estimated expenditures not increasing significantly from prior year and the estimated student credit hours have increased.

Recommendation:

Approval of the amendment to Regulation 3.017-Schedule of Tuition and Fees

ACTION ITEM:

Budget Amendment for Childcare Center

Mrs. Rebecca Brown

Budget Amendment for Childcare Center

Proposed Board Action:

Additional Budget Authority is requested in the following budget entity:

Fund 116 Auxiliaries – \$100,000

FAMU Educational Research Center for Child Development (ERCCD). Additional budget authority request in the amount of **\$100,000**. This additional revenue was received from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) revenue recovery. The additional budget authority will provide the department with needed items (i.e., building maintenance, children and classroom materials, office and center supplies, etc.).

Recommendation:

Approval of the budget amendment for the FAMU Educational Research Center for Child Development.

ACTION ITEM:

Budget Amendment for Student Orientation

Mrs. Rebecca Brown

Budget Amendment for New Student Orientation

Proposed Board Action:

Additional Budget Authority is requested in the following budget entity:

Fund 116 Auxiliaries – \$191,000

New Student Orientation and Welcome Center. Additional budget authority request in the amount of **\$191,000**. This additional revenue was received from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) revenue recovery. The additional budget authority will provide the department with needed items (i.e., building and vehicle maintenance, facility rental fees, incoming orientation students' needs, printed materials, technology enhancements, office supplies, etc.).

Recommendation:

Approval of the budget amendment for New Student Orientation.

ACTION ITEM:

Barnes and Noble Agreement

Mrs. Rebecca Brown

Barnes and Noble Agreement

Proposed Board Action:

This agenda item relates to approving a new contract for Barnes and Noble to provide bookstore services on the main campus and at the College of Law. Approval of this contract will allow the university to continue operations, increase technology, increase savings to the students and renovate existing facilities.

The proposed agreement will be a piggyback on the University of Central Florida's (UCF) contractual agreement for Invitation to Negotiate (ITN) #1606NCSA. The initial term is July 1, 2022 through June 30, 2027. The estimated value of the contract is \$3,777,000.

Recommendation:

Authorization for the President to execute the agreement with Barnes and Noble. This contract will be executed after the Board approval and review and comments by Office of General Counsel.

ACTION ITEM:

Contract Amendment - CDW

Mrs. Rebecca Brown

Contract Amendment - CDW

Rationale / Summary:

This agenda item relates to the amendment of the university's current agreement to purchase computer software, computers and computer equipment. Approval of this amendment will allow the university to make additional purchases of ITS related items to facilitate upgrades, to ensure the use of faster devices for more efficiencies and capitalize on additional discounts and savings.

This vendor currently has a contract with E & I (CNR01439). This agreement is utilized by Florida A & M University as well as by other institutions in the SUS and state agencies. Each agency or institution may sign an individual agreement in order to receive additional saving and to meet the Board of Governors requirement for using piggyback agreements.

Recommendation:

Authorize the University to amend the agreement with additional spend (\$6 million) and extension of the term (through June 2024) and authorization for the President to sign the amended contract.

ACTION ITEM:

2022-2023 Preliminary University Budget

Mrs. Rebecca Brown

2022-2023 Preliminary University Budget

Proposed Board Action:

Pursuant to Board of Governor's Regulation 9.007 State University Operating Budgets, the FY2022-2023 preliminary operating budget must be approved by the University Board of Trustees (BOT) prior to submission to the Board of Governors. The preliminary budget is due to the Board of Governors on June 22, 2022.

Recommendation:

Approval of the 2022-2023 Preliminary University Budget.

ACTION ITEM:

2022-2023 Fixed Capital Outlay Budget: Capital Improvement Plan

Mrs. Rebecca Brown

Capital Improvement Plan (CIP)

Rationale / Background:

Each year all SUS Universities are required to prepare and submit their five-year Capital Improvement Plan (CIP) requests. These requests for academic facilities should be consistent with the findings of the University's Educational Plant Survey and the Master Plan.

Our CIP projects requests for FY2023-24 are listed in order of priority. The CIP due date to the Board of Governors is July 1, 2022.

Recommendation:

Approval of the Five-Year Capital Improvement Plan 2023-2028 and authorizes the President to forward the Board approved plan to the BOG.

ACTION ITEM:

Property Write-Offs

Mrs. Rebecca Brown

Property Write-Offs

Proposed Board Action:

Pursuant to Florida Statute Chapter 273 and the FAMU Board of Trustees Policy 2008-03, approval is requested to write off tangible personal property. Tangible personal property is defined as all personal property other than real estate acquired and belonging to the State of Florida. These items have been documented as missing for at least two inventory cycles (FYs 2019/20 & 2020/21) and approved by the University's Property Survey Surplus Board. This includes property reported as stolen through a recognized police incident report. The proposed write-off amount will be effective June 30, 2022, and will reflect seven missing items valued at an acquisition cost of \$59,492.66.

Item

7 assets

Acquisition Cost = \$59,492.66

Net Book Value = \$0.00

Recommendation:

Approval of the proposed Property write-offs as of June 30, 2022.

FAMU OFFICE OF PROPERTY RECORDS FY 2019/2020 TWO-YEAR WRITE OFF LISTING

NO.	ASSET ID	TAG NUMBER	DESCRIPTION	DEPARTMENT	COST	ACQUISITION DATE	AGE (YRS)	NBV	DISPOSITION
1	000000037426	493000122173	KIT, SURVEYING PHANTOM THERMAL	COLLEGE OF AGRICULTURE AND FOOD SCIENCES	\$5,287.70	2/27/2018	3.9	3040.47	MISSING
2	000000034797	493000119846	SWITCH, CATALYST 4500X	INFORMATION TECH	\$17,858.80	6/22/2015	6.6		MISSING
3	000000004760	493000101316	SPECTROMETER NMR	ACADEMIC AFFAIRS	\$11,714.50	9/30/2022	19.3		MISSING
4	000000034822	493000119894	SWITCH, DELL POWEREDGE	COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES	\$6,744.00	6/22/2015	6.6		MISSING
5	000000006771	493000096795	ELECTROPHORESIS EQUIPMENT	COLLEGE OF AGRICULTURE AND FOOD SCIENCES	\$5,053.55	11/1/1999	22.2		MISSING
6	000000027206	493000113202	SWITCH, CATALYST 3560-PRESIDO	HOUSING	\$7,752.19	9/16/2009	12.3		MISSING
7	000000034505	493000119444	SWITCH, CISCO 2960 X	ENROLLMENT MANAGEMENT	\$5,081.92	4/14/2015	6.8		MISSING
				TOTAL	\$59,492.66			\$3,040.47	

ACTION ITEM:

Banking Resolution

Dr. Denise Wallace, General Counsel

Information Item

Division of Finance & Administration – Department Spotlight

Mrs. Rebecca Brown

Division of Finance and Administration

Department Spotlight

F&A Department Name:	Office of Procurement Services
Campus Office Location:	POM Building B, 2380 Wahnish Way, Suite 214
Number of Employees:	FAMU – 11
General Responsibilities / Areas of Oversight:	Facilitate the acquisition of goods and services to meet the needs of university faculty, student and staff. In doing so, our focus is on the most convenient and economical way possible.
Featured Project / Activity:	Procurement Operational Overview

Information Item

Financial Status Report / Quarterly Budget Review

Mrs. Rebecca Brown

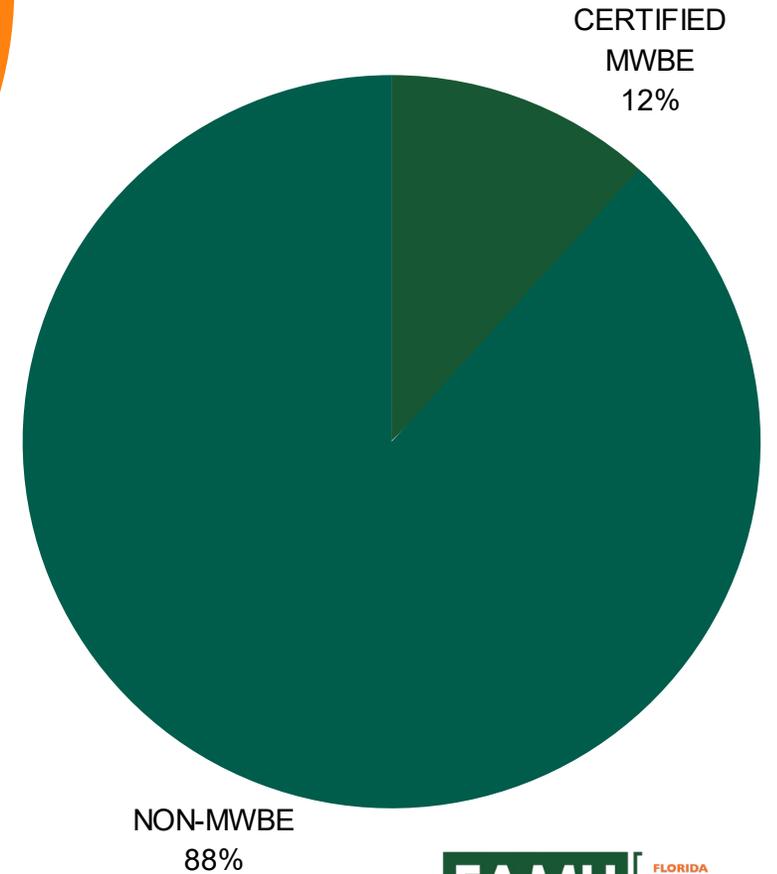
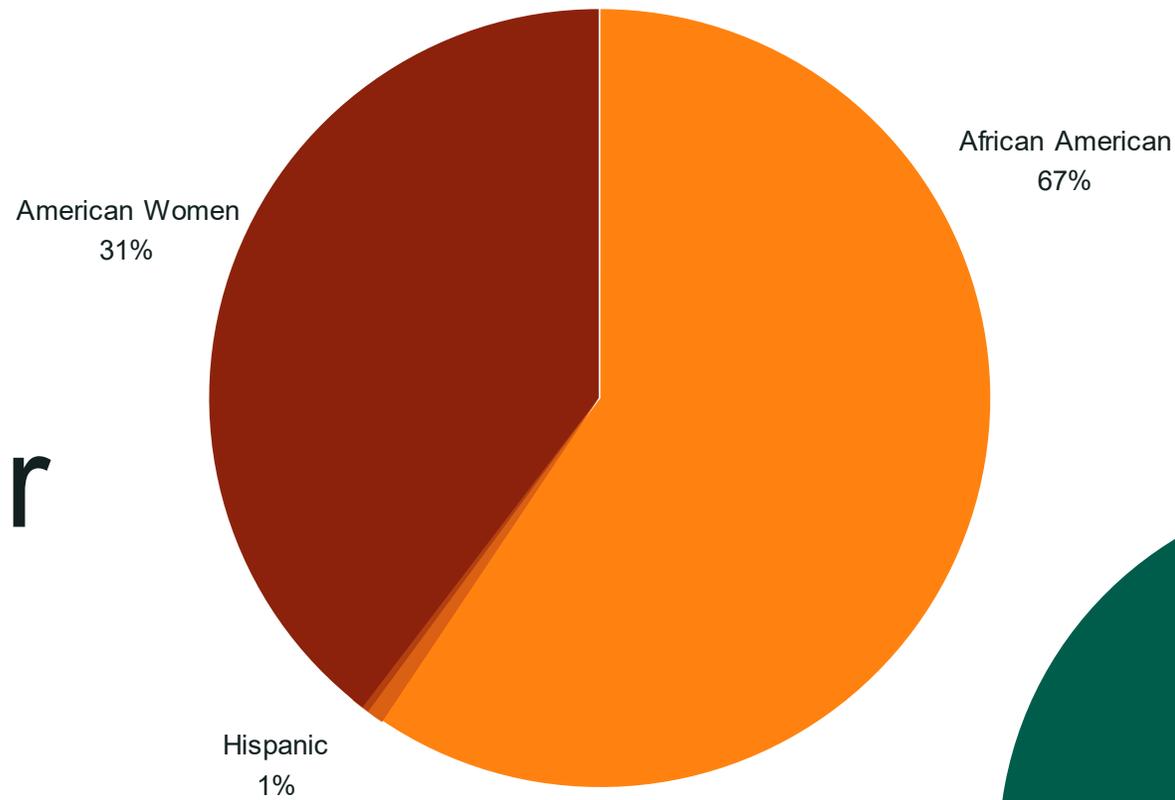
Information Item

Report on MWBE

Mrs. Rebecca Brown

MWBE Report Fiscal Year 21 - 22

As of April 2022

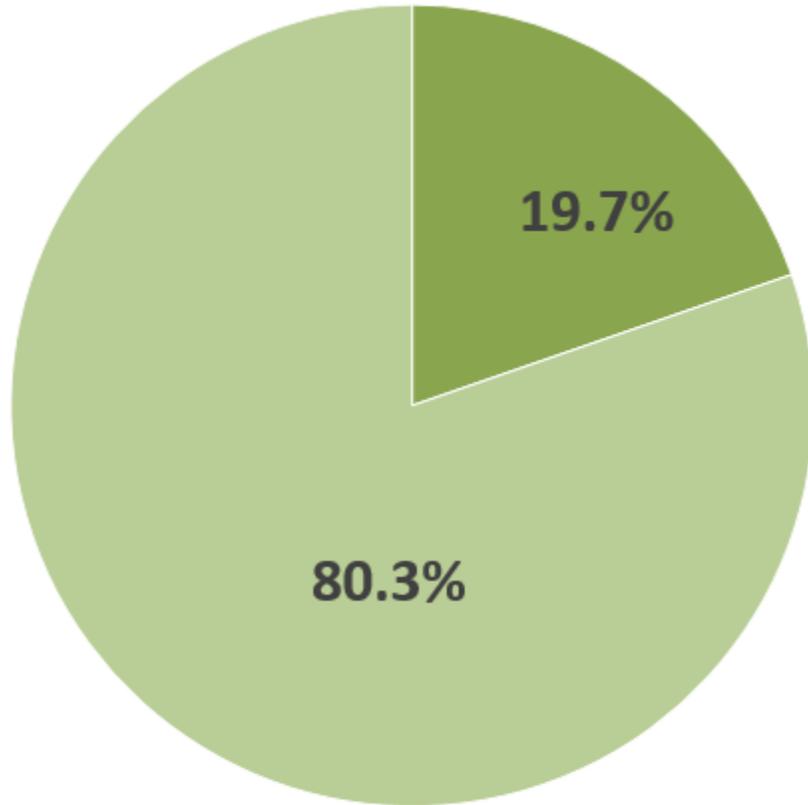


Certified Minority Women Business Spend – 12%

Grand total spending: \$40,710,115

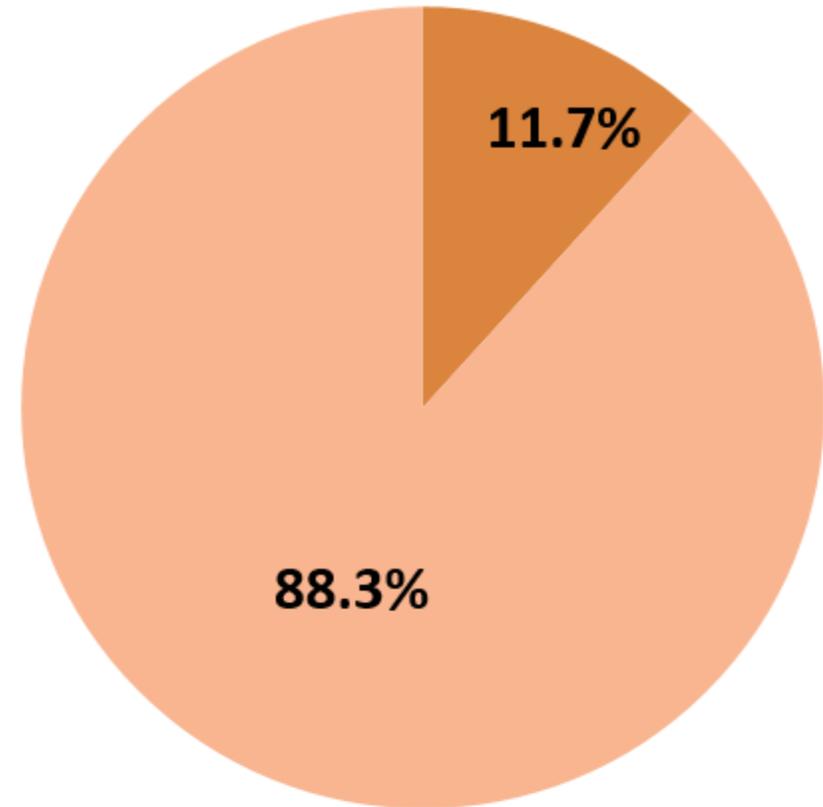
MWBE PROJECT REPORT

Minor Projects



■ MWBE ■ Non-MWBE

Major Projects (Bragg Memorial Stadium)



■ MWBE ■ Non-MWBE

Florida A&M University

Division of Finance and Administration

MWBE - Action & Outreach Plan FY 21/22

	Initiative/ Activity 	Targeted Minority Vendors 	Actual Activities Dec.21 – Feb. 22 	Partnerships 	Planned Activities 
Cultivate relationships through Networking Opportunities	<ul style="list-style-type: none"> • Workshops • Training 	<ul style="list-style-type: none"> • All Certified MWBE's 	<ul style="list-style-type: none"> • Business Model Canvas • Financing your Business • Marketing Your Small Business 	<ul style="list-style-type: none"> • SBDC Departments • Other 	<ul style="list-style-type: none"> • Gov't Contracting Overview • Quick Books 101 • Strategic Planning • Growth Wheel Workshop
Supplier Diversity Certification	<ul style="list-style-type: none"> • Identify/Non-Certified MWBEs 	<ul style="list-style-type: none"> • All Non-Certified MWBEs 	<ul style="list-style-type: none"> • TBA 	<ul style="list-style-type: none"> • SBDC/SBI 	<ul style="list-style-type: none"> • Email correspondence current suppliers
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"> • MWBEs 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

- 2022 Minority and Small Business Bootcamp (Enterprise Florida)
- Welcome Reception (FL Association of Black Chambers of Commerce)
- "Unlocking the Tools to Mentorship, Credit and Access to Capital" (SBA North Florida District Office)
- Outreach & Vendor Diversity at Ajax Construction



Internal Engagement

- Encouragement of University departments to utilize MWBE's



Collaboration

- Big Bend Minority Chamber of Commerce, Capital City Chamber of Commerce and the Tallahassee-Leon County Office of Economic Vitality (OEV) Tallahassee Black Business Expo February 26th (18 Department Referrals)
- FAMU and Small Business Development Center Industry Day (April 12th)

Information Item

Master Plan Update

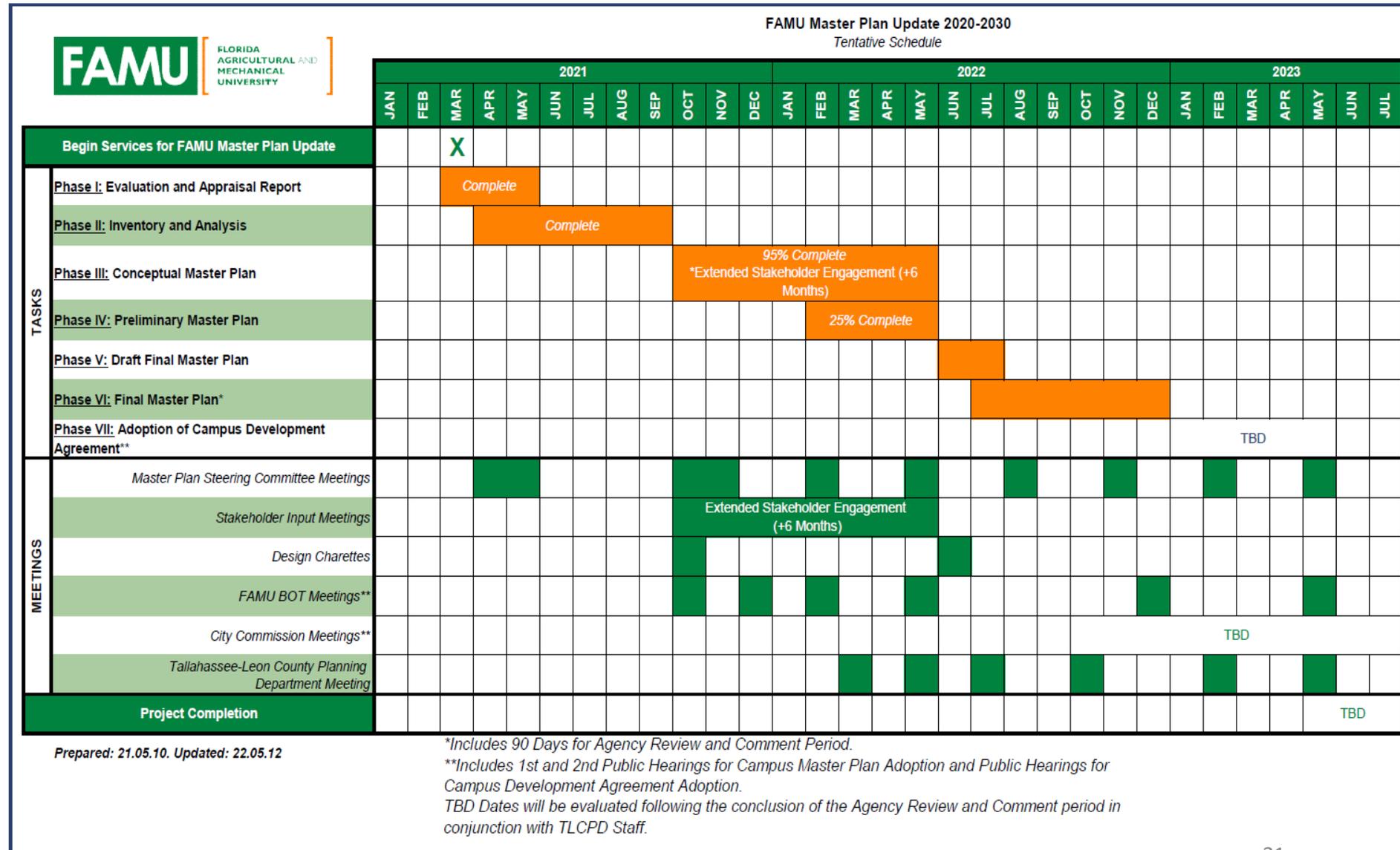
(including Housing Comprehensive Study)

Mrs. Rebecca Brown

FAMU Campus Master Plan Update 2020-2030

Updated Schedule

- **Conceptual Master Plan (Extended stakeholder input +6months; previously +3 months) 95% complete; previously 90% complete**
- **Preliminary Master Plan 25% complete; previously 15% complete**



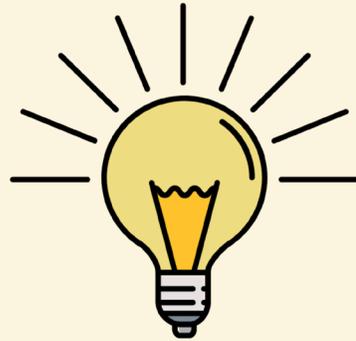
Information Item

Compensation Study Update

Mrs. Rebecca Brown

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)

Updates

- **HelioCampus Benchmarking** project is on target to have 3 years of benchmarkable data by late August.
- **HelioCampus Academic Performance Management** project. Concluded the bulk of the implementation (validation and analysis process) work. Next steps: To prepare for the analysis and insights meeting with FAMU Leadership.
- **Compensation Study contract** agreement to be signed by the President on or before June 30, 2022, and executed on July 1, 2022. Upon execution of the agreement, the project will begin with Phase 1 (Initiation/Discovery and Compensation Philosophy). Compensation Study completion is anticipated at the end of fiscal year 2023/2024. The University intends to leverage the piggyback process and reference a contract shared by one of the Universities in the State University System of Florida.

Information Item

Stimulus Funding Expenditure Report to Date

Dr. Erick Akins

Stimulus Funding Expenditure Report to Date

As of April 29, 2022

<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	\$42,274,210.12	(\$82,732,041.88)	\$0.00	(\$82,732,041.88)	Open	10/30/2023
P425F200295	CARESAct2- Inst	\$39,118,076.00	\$19,123,964.90	(\$26,512,590.10)	\$0.00	(\$19,994,111.10)	Open	10/30/2023
P425E200135	CARESAct-Student Aid	\$31,323,840.00	\$6,817,589.57	(\$24,506,250.43)	\$0.00	(\$24,506,250.43)	Open	10/30/2023
		\$195,448,168.00	\$68,215,764.59	(\$133,750,882.41)		(\$127,232,403.41)		
		Total Funding	Percentage Breakdown					
	Encumbered/Pre-Encumbered	\$ 46,251,999.59	24%					
	Unallocated	\$ 21,963,765.00	11%					
	Spent	\$ 127,232,403.41	65%					
		\$ 195,448,168.00	100%					



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.