

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

**Budget, Finance and Facilities Committee Meeting**

Trustee Kimberly Moore, Committee Chair

Thursday, December 2, 2021 Location: Grand Ballroom

**MINUTES**

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

**Call to Order/Roll Call**

Chair Moore called the meeting to order. Dr. Turner called the roll. A quorum was present.

**ACTION ITEMS**

**Approval of Minutes – September 15, 2021.**

There were no revisions to the minutes.

*The motion to approve this action item was carried.*

**SGA Carryforward for Activities and Service Fees**

Interim VP Brown requested board approval for the SGA Carryforward budget for Activities and Service Fees for FY 2021-2022 in accordance with Florida Statute 1009.24.

*The motion to approve this action item was carried.*

**Amendment to Regulation 3.020, Waiver of Tuition and Fees**

Interim VP Brown introduced the amendment to approve the three, most-recent student waivers that were amended by the legislature in July 2021. BOT Regulation 3.020 requires amending to incorporate the three most recently approved student waivers in House Bill 1261 and three Board of Governors waivers amended, in July, 2021. House Bill 1261 was approved in June, 2021 and included the following three student waivers. The **Online Free Seat Program**, which became effective fall 2021. There are no applicable waivers currently. The **Programs of Strategic Emphasis Waiver**, also effective fall 2021.

Regarding this waiver, the university has reported a total of 91 students for 940 credit hours totaling \$89,258. The **Waiver for Resident Grandparent** will become effective for the 2022-23 academic year. The three Board of Governors waivers are related to Honorably Discharged Veterans of United States Armed and Reserved Forces, National Guard, Active duty members of the Armed Forces and Spouses and Dependents of Veterans. In summary, out-of-state fees and transcripts fees shall be waived as outlined in the regulation. A copy of the revised Regulation 3.020 was provided in the committee materials.

*The motion to approve this action item was carried.*

**Bragg Memorial Stadium Phase II Repairs / Renovation Budget Amendment**

Interim VP Brown provided a brief overview of the Bragg Memorial Stadium Phase II repairs / renovations and indicated that the scope of the project was expanded to include the President's suite and the replacement of the existing elevator and shaft. The estimated cost associated with the expansion is an additional \$1.7 million. A funding source has been identified to fund the shortfall and any unforeseen expenses.

*The motion to approve this action item was carried.*

**CASS Building New Parking Lot Addition Project**

Interim VP Brown proposed the former pool house as the new CASS Building parking lot location with 148 parking spaces and an additional 6 ADA/HC parking spaces. The estimated project cost is \$1.6 million and a funding source is identified.

Questions/Comments re: CASS Building New Parking Lot Addition Project

- Trustee Lawson asked had there been consideration for building a parking deck instead of surface parking.  
*Response: AVP Chris Hessel responded that it was very cost prohibitive to go with a deck.*
- Trustee Harper asked about the estimated cost of a parking deck.  
*Response: AVP Hessel responded that depending on the size, it could be 4-5 times the cost of a surface lot.*
- Trustee Cliatt asked if the new parking area had hook ups for electric vehicles?  
*Response: Director Craig Talton responded there would be no hook ups for electric vehicles, however there has been discussion with university administrators about placing the hookup on campus in the near future.*
- Trustee Lawson requested a cost proposal for a parking deck for presentation at the next board meeting.
- Interim VP Brown stated that the university is in the process of updating its master plan and parking is included in that study.
- Trustee Cliatt requested that notes be taken and provided to keep the board on task and to avoid repeated conversations on this and other projects.  
*Response: Trustee Moore noted that the committee meeting reports include action items and that follow-up on actions will be included during briefings with the trustees.*

*The motion to approve this action item was carried.*

**FAMU School of Nursing Simulation Lab Project**

Interim VP Brown presented the proposal for the School of Nursing Simulation Lab project that will be located on the third floor of the Ware-Rhaney Building. The proposed project budget is \$1.5 million.

Questions/Comments re: FAMU School of Nursing Simulation Lab Project

- Trustee Dubose asked about the timeline for project build out, and whether or not this project is a part of the reporting and review regarding the School of Nursing's probation status.  
*Response: AVP Chris Hessel responded that once approval is granted, the design process will take place, and afterwards, a more definitive schedule could be presented. However, it is typically a 6-9 month build out.*  
*Director Talton added that the project has a substantial completion date of July 2022 with the final completion by the start date of fall 2022 classes. Provost Edington indicated that the addition of the simulation lab would be received in a positive light with the Nursing Accreditation Board when they visit. Although the board will be focusing on the licensure passage rate, they are also assessing the university's ability to train and facilitate the students.*
- Trustee Washington asked if the new simulation lab would increase or replace capacity.  
*Response: Provost Edington indicated that he assumes that the lab would increase the capacity, as well as introduce students to more modern technology. He will provide follow up at the next meeting.*

*The motion to approve this action item was carried.*

**INFORMATION ITEMS**

**Vice President for Finance and Administration's Report**

a. **Financial Status Report / Quarterly Budget Review**

Interim VP Brown presented a comparison of Quarter 1 for FY 20-21 and FY 21-22. Overall, 56% of the budget was expended in 2021-22 versus 68% expenditures in 2020-21. The decrease is contributed to expenditures defrayed with federal stimulus funds received.

Questions/Comments re: Financial Status Report / Quarterly Budget Review

- Trustee Moore asked if there were any expenditure comparison highlights from the previous year's spend.  
*Response: Interim VP Brown highlighted the technology fee.*
- Trustee Washington asked what happens to unused funds?  
*Response: Interim VP Brown indicated that the unused funds go into the fund balance.*

**b. Report on MWBE**

Interim VP Brown reported on expenditures for Minority and Women-owned Business Enterprises for FY 2020-21. Overall, the university spend, outside of planning and construction, is \$17.4 million with 9% of the services procured by MWBEs. Regarding construction, minority vendors accounted for 20% of minor projects and 2% of major projects on campus. The university continues to increase efforts in engagement and promotion of access and opportunity of all supplier groups. The university is in collaboration with Small Business Development Center (SBDC) to address economic and business development needs of MWBEs.

Questions/Comments re: MWBE

- Trustee Dubose asked to what extent is the university engaging in the process with small businesses?  
*Response: Interim VP Brown responded that, with construction, contractors are encouraged to engage minority sub-contractors, when possible. Director Hood indicated that all departments are encouraged to utilize minority businesses, when appropriate. Additionally, suppliers are introduced during Industry Day to gain insight on departmental needs.*
- Trustee Dubose asked if there are any pass through issues as it relates to MWBEs.  
*Response: Director Hood indicated that there were no procurement issues.*
- Trustee Harper recommended, in addition to the SBDC, to consider the National Minority Supplier Development Council, the Florida Regional affiliate, and WEBEC. She also suggested the establishment of a central repository of companies that have engaged with the university.
- Trustee Lawson asked who owns the university process.  
*Response: Interim VP Brown indicated that the process is owned by the Procurement department.*
- Trustee Lawson requested the committee develop a strategic MWBE-focused action plan to present at the next meeting  
*Response: Trustee Moore indicated that a detailed presentation was provided in the meeting materials and a focus group will convene to develop an action plan.*
- Trustee Dortch encouraged the committee to utilize the School of Business and offered his assistance in providing resources and a technical support system.  
*Response: Trustee Moore acknowledged that the School of Business is involved as the SBDC is a part of the school. Dean Friday-Stroud and Mr. Keith Bowers provided further insight on the center and its services.*
- Trustee Stone asked if there are any limitations on working with WMBEs, locally and nationally as he would like the university to expand its reach nationally to other WMBEs.  
*Response: Director Hood indicated that there are no limitations.*

**c. Project Updates – University Construction / Operations**

**Bragg Memorial Stadium**

Interim VP Brown presented information on the revised Bragg Memorial Stadium Phase 2A project including the updated budget. The design phase is 100% complete and the construction is 10% complete. The project is on schedule.

Questions/Comments re: University Construction / Operations

- Trustee Perry asked if the build out included suites that can be rented. Also he and Trustee Cliatt asked if the suites are not included in this phase, will the construction be designed where suites can be upgraded/added at a later date without making additional modifications.  
*Response: Trustee Moore responded that the build out does not include suites for rental and an analysis regarding adding and upgrading suites will be presented to the board at a future date.*
- Trustee Dubose asked if there is a built-in hedge into the financials to deal with inflation.  
*Response: Interim VP Brown indicated that there are built-in contingency dollars. Director Talton added that the university is working diligently to stay ahead of inflation and the project is on schedule and on time.*

**d. Master Plan Update**

Interim VP Brown indicated that the university's master plan timeline is progressing well. The anticipated completion date is October 2022. Phases I – III are 100% complete and Phase IV is 10% complete. Next steps are

designing the conceptual masterplan layout and continuing collaborations with the University Housing Department on updating the comprehensive student housing study. The anticipated completion date of the housing study is December 17, 2021.

Questions/Comments re: Master Plan Update

- Trustee Moore commented that to obtain trustees' feedback on the master plan, an action item for the committee would be a quick, one link board survey distributed through Attorney Barge-Miles.
- Regarding the housing study, Trustee Lawson asked about the cost and what is the committee trying to vet.  
*Response: VP Hudson stated that the cost of the housing study is less than \$100,000 and he would have to provide the specific cost later. The plan is to have the study completed by December 17, 2021, depending on the response from the surveys, and provide an update at the next board meeting.*
- Trustee Lawson asked why is there a need for additional research given the research on housing needs has already been completed by the SUS.  
*Response: VP Hudson stated that he thinks that it is always good to get the students' input so that they have buy in. He also indicated that when considering housing, you must not only consider freshmen students but also transfer, graduate and the homeless students and wards of the courts population.*
- Trustee Dubose commented that the board must make sure that safety is at the top of the housing list. He also stated that a master safety plan should be incorporated into the university's master plan.  
*Response: Trustee Moore indicated there is an ongoing collaboration with campus security on the master plan.*
- Trustee Cavazos asked if there is any way to complete a lighting upgrade on the campus now.  
*Response: VP Hudson stated that a lighting check is performed annually and they will provide an update later.*
- Trustee Lawson stated that VP Hudson will provide an update on campus safety and security at a later date. Trustee Cliatt added that a campus safety plan should be separate from the master plan and completed soon.

**e. Compensation Study Update**

Interim VP Brown explained that there are two parts to the study, administration and academics. The key objective of the administration portion is to create competitive, fair and equitable compensation packages for faculty, staff and administrators. The objective for the academics portion is to create a model for assessing, prioritizing and optimizing academic programming. The next step for both projects will be to schedule insight meetings with university leadership. A compensation consultant firm will be hired at a later date.

Questions/Comments re: Compensation Study Update

- Trustee Harper requested the project completion timeframe including timing for future budgets recommendations.  
*Response: Interim VP Brown indicated that the academics portion will be completed in December 2021 and the compensation portion and consultant firm selection will be provided at the February 2022 board meeting. The overall project completion date is scheduled for June 2022.*
- Trustee Lawson commented that the committee needs to have a cautious, optimistic approach to delivering the message since there are no guarantees.
- Trustee Dubose added that given the competition for talent, the compensation study should consider strategies on how to recruit and retain talent.

**COVID 19 Expenditure Report to Date**

Dr. Erick Akins presented an update of expenditures for CARES and CRRSAA funding to the university. He will report on the additional institutional and student aid dollars awarded to the university at the February 2022 board meeting.

Questions/Comments re: COVID 19 Expenditure Report to Date

- Trustee Washington commended the committee on the short term strategy to support student services and reduce student debt, but encouraged the board to think about the long term strategy for student support.

**The meeting adjourned.**