



Budget, Finance and Facilities Committee Meeting
February 16, 2022
Presided by Trustee Kimberly Moore

ACTION ITEM:

December 2, 2021 Minutes

Trustee Kimberly Moore

ACTION ITEM:

Student Accounts Receivable Write-Offs

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

Student Accounts Receivable Write-Offs

Rationale / Background:

The approval of uncollected student account receivables recorded prior to June 30, 2022 is pursuant to Section 1010.03, F.S. Uncollected receivables have the following conditions:

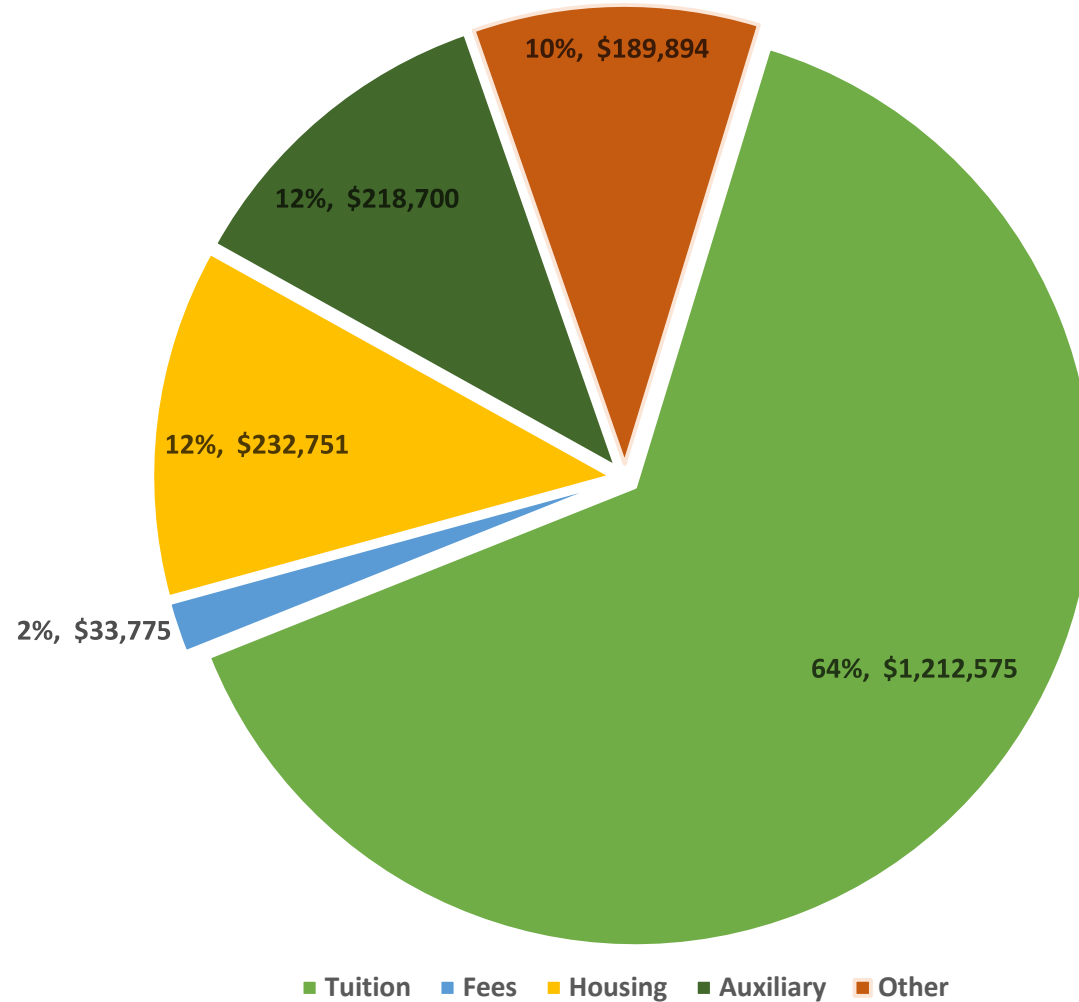
- The amount uncollectible is \$25,000 or less;
- Recorded for at least two years;
- The account debtor is not a current student or employee of the University;
- Exhausted internal collection efforts; and
- Returned accounts by external collection agency as uncollectible.

Recommendation:

It is recommended that the Board of Trustees approves the Student Accounts Receivable write-off of \$1,887,695.61 for FY 2021-2022.

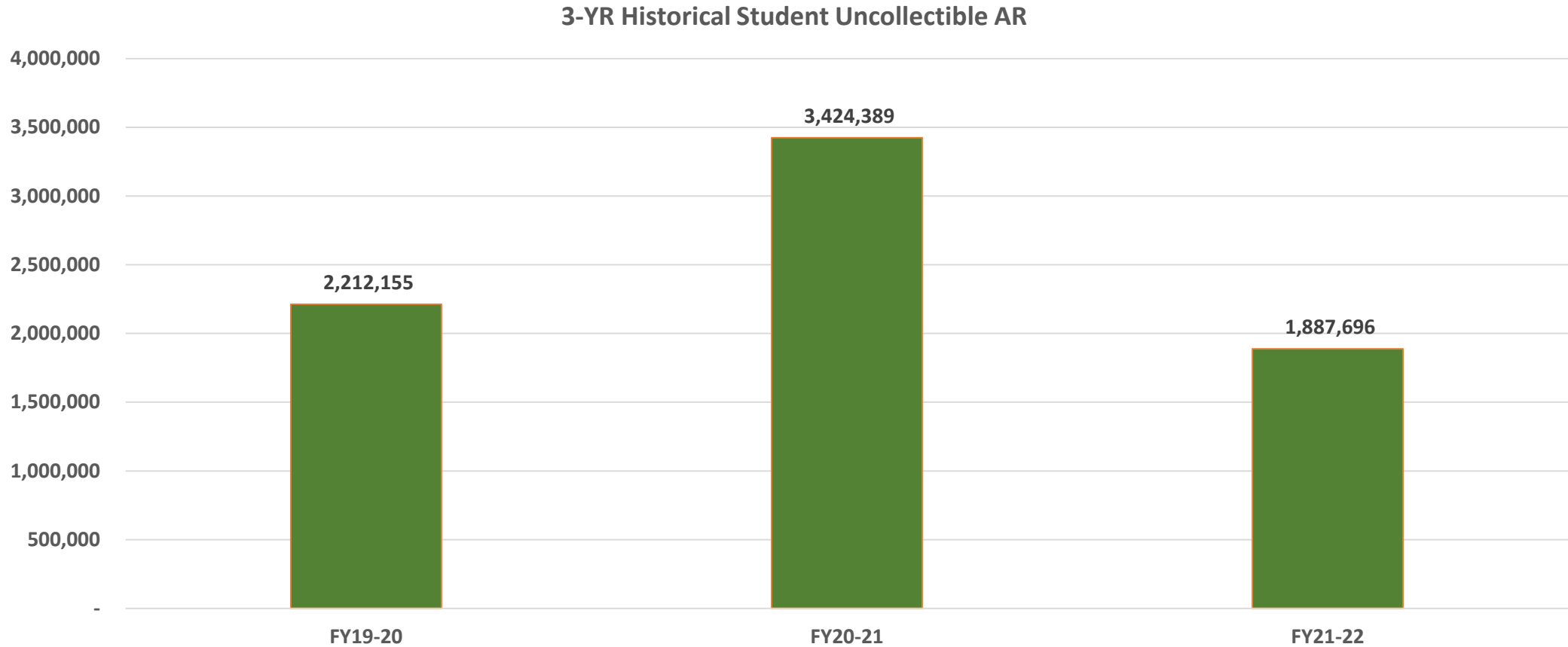
Student Accounts Receivable Write-Off By Category for FY21-22

Student Uncollectible AR by Category FY21-22



Student Accounts Receivable Write-Off

3-Year Historical

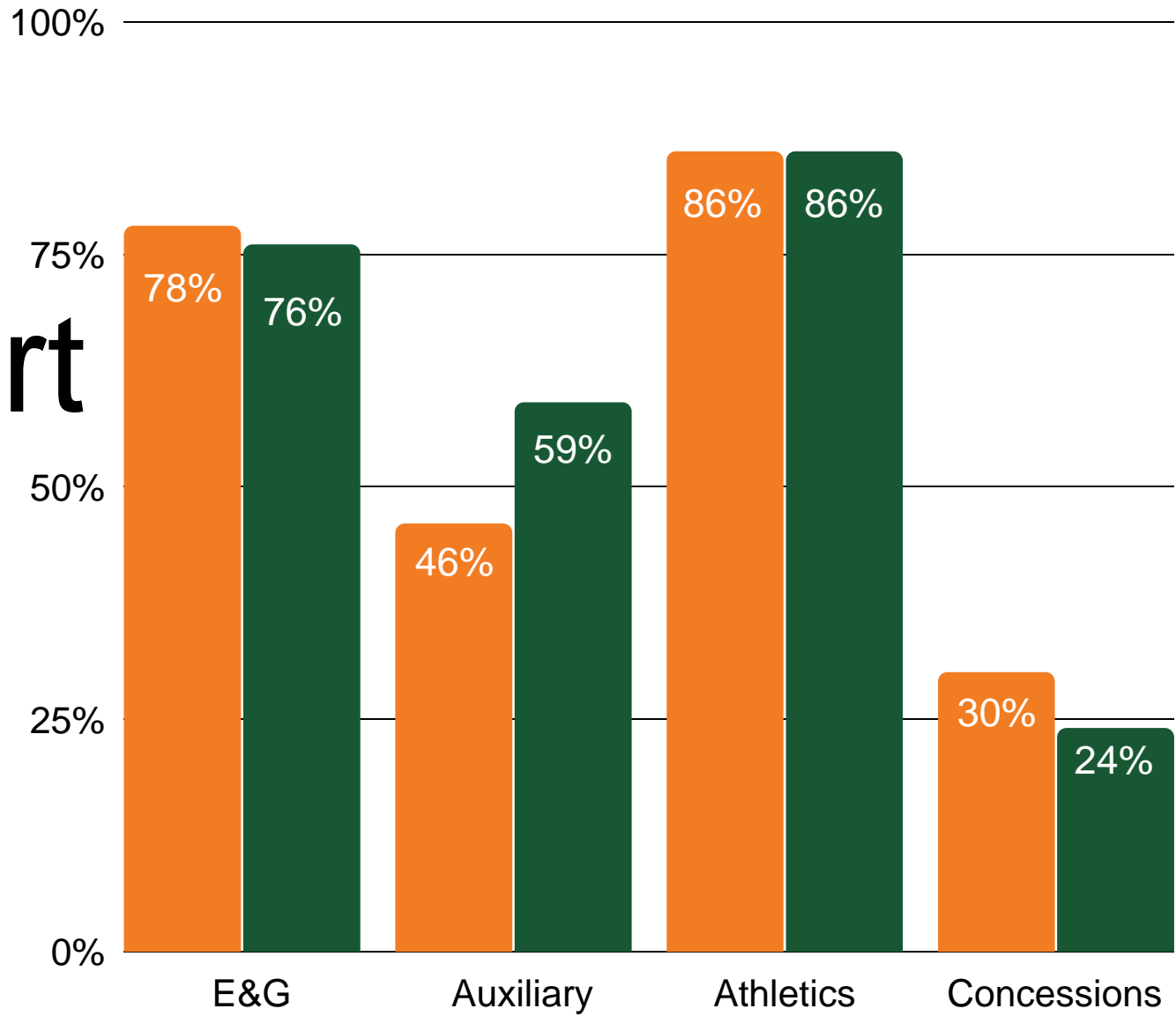


Information Item

Financial Status Report / Quarterly Budget Review

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

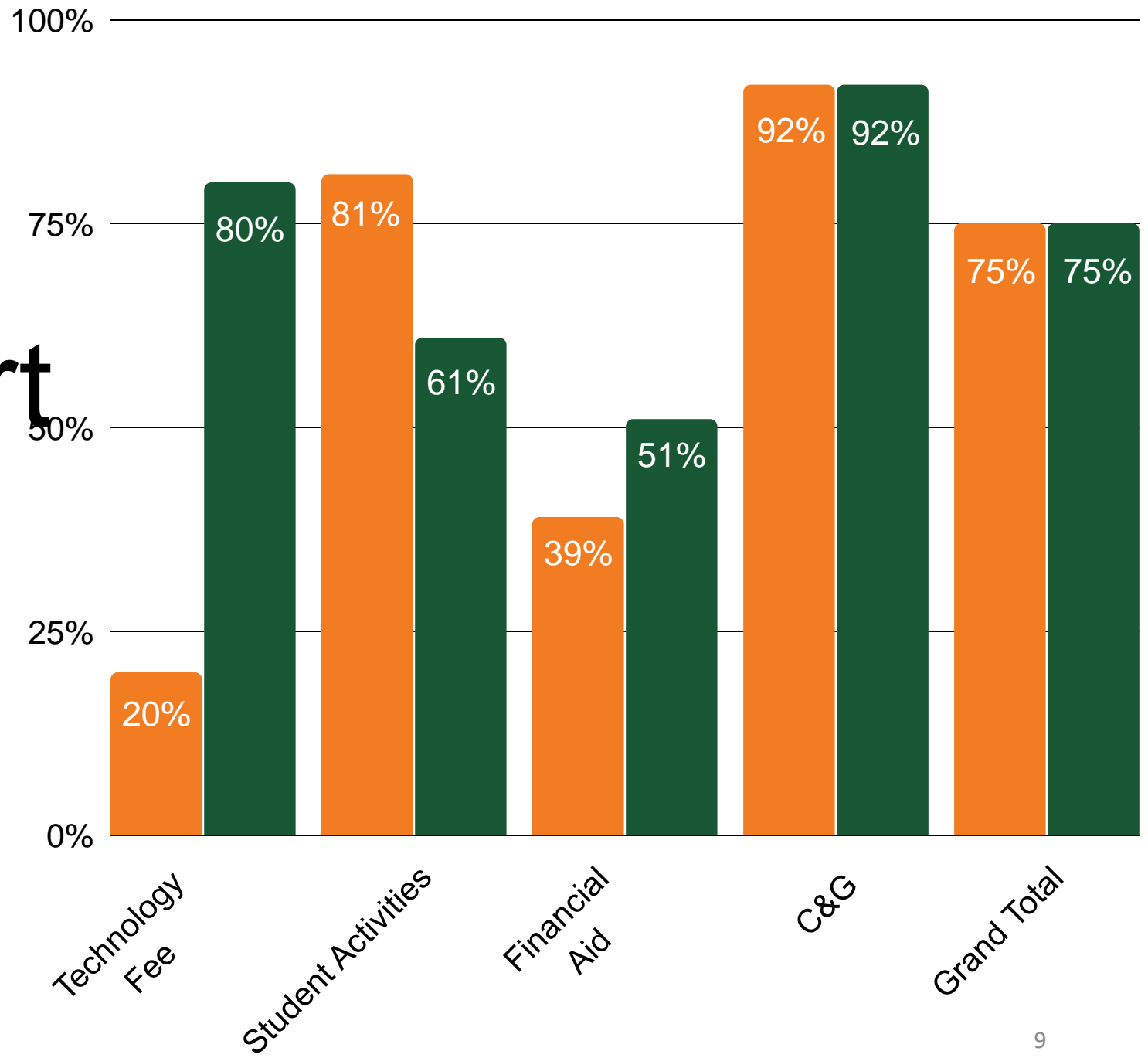
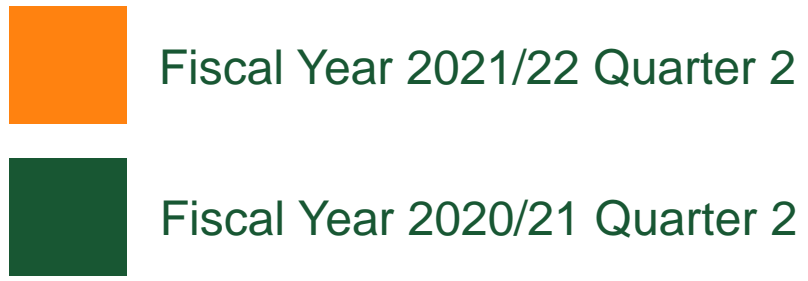
Financial Status Report Quarterly Review



 Fiscal Year 2021/22 Quarter 2

 Fiscal Year 2020/21 Quarter 2

Financial Status Report Quarterly Review



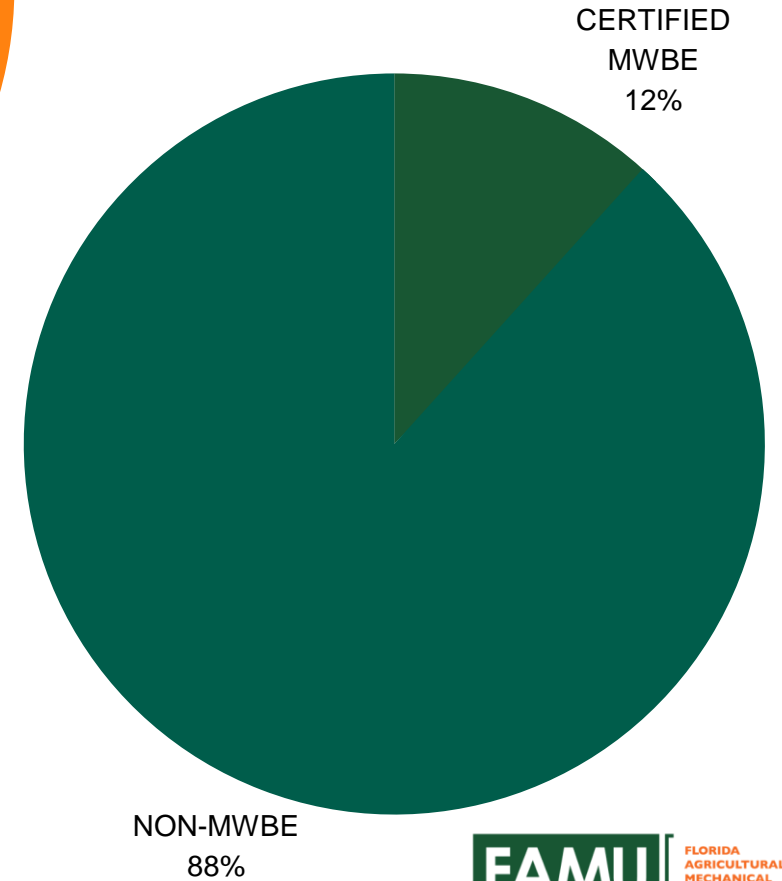
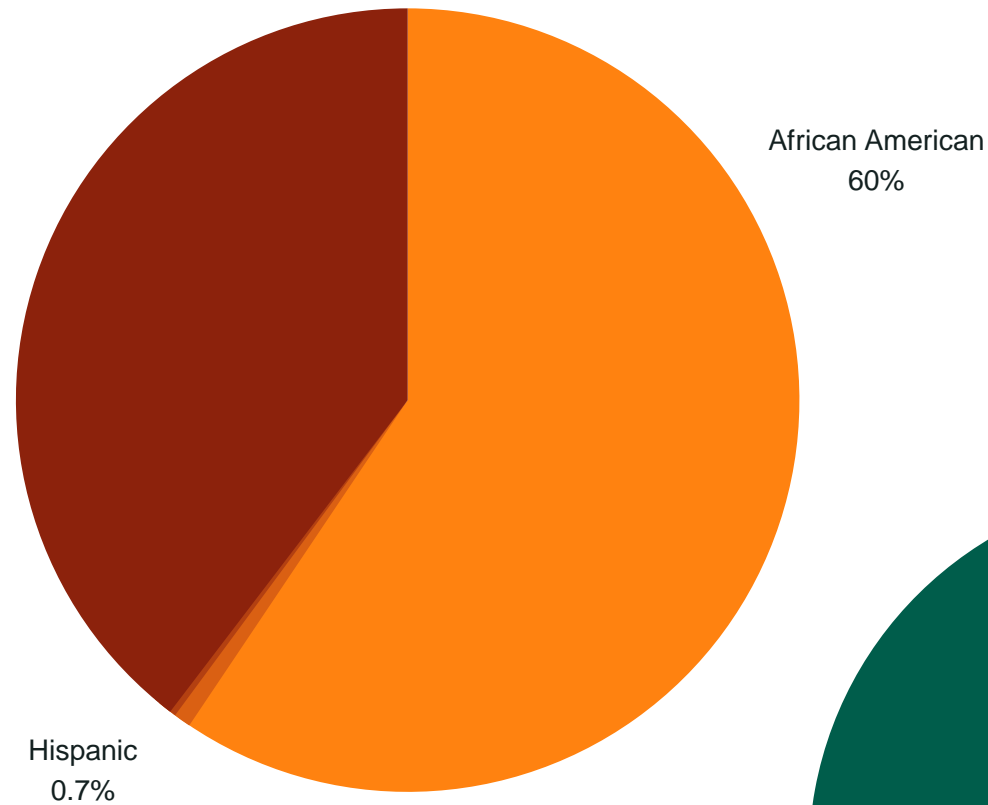
Information Item

Report on MWBE

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

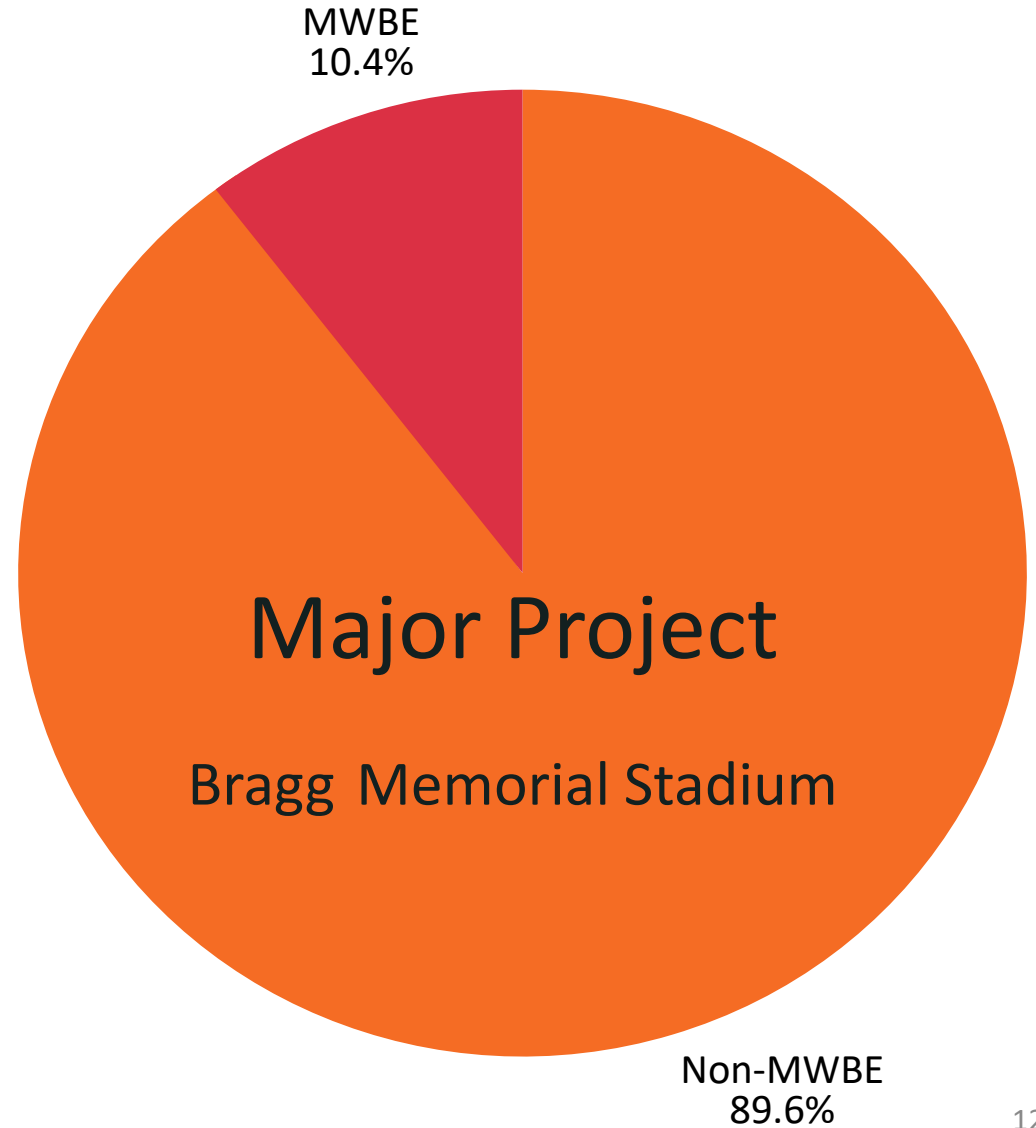
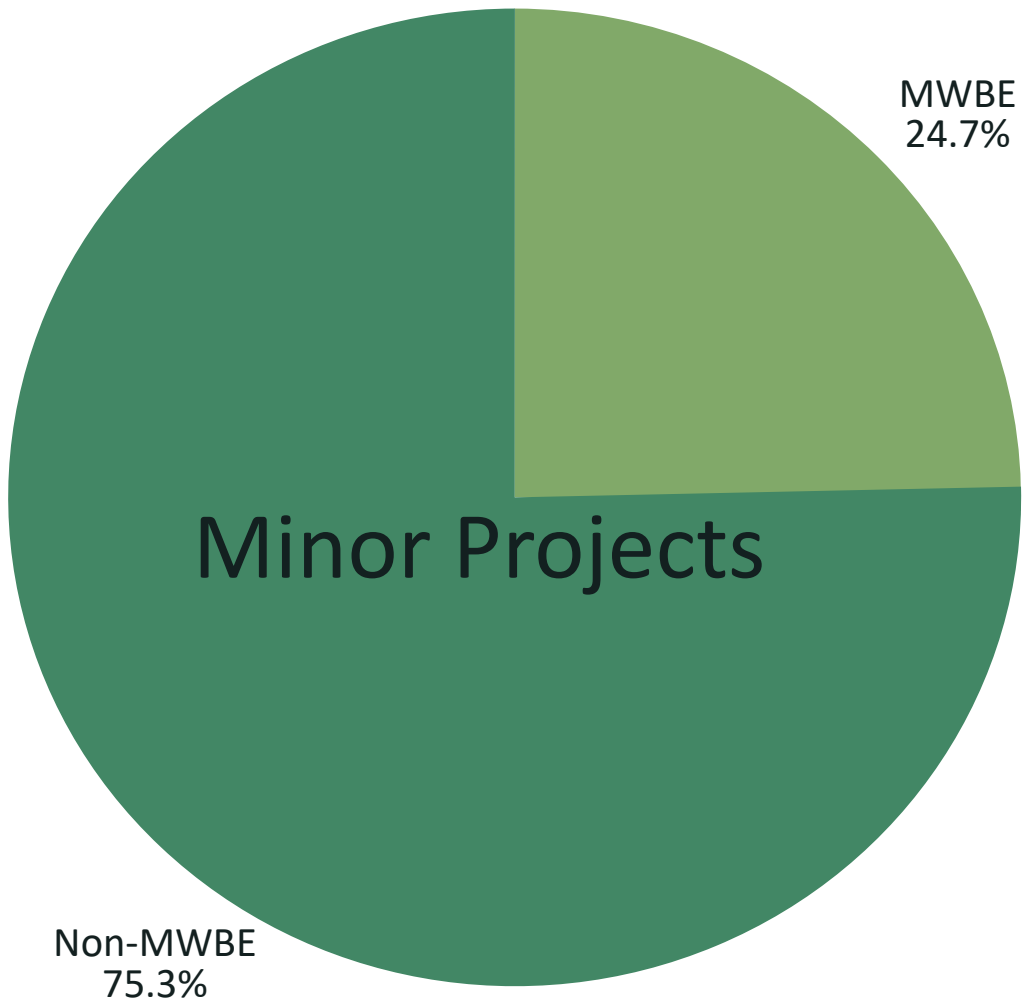
MWBE Report Fiscal Year 21 - 22

As of January 2022



Certified Minority Women Business Spend – 12%

Grand total spending: \$25,910,191








MWBE Project Report

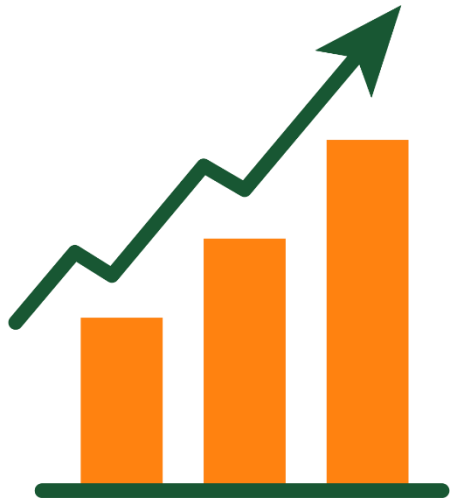
Fiscal Year 21-22

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 Outreach, Networking, training and Technical Assistance	<ul style="list-style-type: none"> • Workshops • Training 	<ul style="list-style-type: none"> • All Certified and Non-Certified Suppliers and Potential Suppliers 	<ul style="list-style-type: none"> • Business Model Canvas • Financing your Business • Marketing Your Small Business 	<ul style="list-style-type: none"> • SBDC • Office of Economic Vitality • Local Chambers of Commerce • Office of Supplier Diversity • SBA 	<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 	Coordinating outreach efforts with Office of Supplier Diversity and FSBDC PTAC Program	<ul style="list-style-type: none"> • SBDC • Office of Economic Vitality • Local Chambers of Commerce • Office of Supplier Diversity • SBA 	<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"> • ITS 	<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"> • ITS 	<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 Awareness / Education

Encouragement for University departments to utilize MWBEs



Collaboration

- Collaboration with SBDC in Black Business Expo
- FAMU Industry Day

INFORMATION ITEM

Project Updates- University Construction/Operations

Bragg Memorial Stadium







Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

Phase 2a - Bragg Memorial Stadium

Project Status Report:		Budget: \$8,000,000		Date: 2/16/2022	
Project #:	Project Name:	University Project Manager:	Project Status:		
BRFM 346	Bragg Stadium Renovation	Bodie Young / David Rosenfeld			
Design Status (% Complete):	Designer:	Substantial Completion Date:			
100%	Clemons Rutherford & Associates	August 31, 2022			
Construction Status (% Complete):	Contractor:	Occupancy Date:			
20%	Allstate Construction, Inc.	September 9, 2022			
<p>Design</p>					
<p>Timely Completion Risk: Severe weather, material delays, COVID Mitigation Strategy: Identifying critical path materials that could impact the schedule</p>					
Project Contracts:	Expenses:	Encumbrances:	Remaining:		
65%	0.26%	65%	35%		

FAMU Bragg Stadium Phase 2a – Construction Activities 2 Month Look Ahead

Seating / Pans / Skybox Demolition

- South Seating Demolition  January 24th – 25th, 2022
- South Seating Demolition  January 26th – 28th, 2022
- Existing Skyboxes Demolition  January 31st – February 9th, 2022
- Center Seating to Skybox Demolition  February 10th - February 11th, 2022
- North Seating Demolition  February 14th - February 16th, 2022
- North Seating Demolition  February 16th - February 18th, 2022

Support Beam & Structural Support

- Support Beam & Column Demolition & Modification  February 1st - April 7th, 2022
- All Existing Grandstand Steel Cleaning, Preparation and Painting Start  March 29th - April 29th, 2022

FAMU Bragg Stadium Phase 2a – Construction Activities

- **Allstate Construction Inc.** has begun operations to renovate the west side of Bragg Memorial Stadium.



Information Item

University's Master Plan Update / Housing Study Update

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

FAMU Footprint (Inventory of locations - Owned)

- **FAMU Main Campus (Site 1)**

- Total Buildings: 163
- Total Sq. Ft.: 3,939,645 sq. ft.
- Total Acreage: Approximately 423 Acres

- **FAMU Center for Plasma Science and Technology (CePaST), Centennial Building Innovation Park Campus (Site 2)**

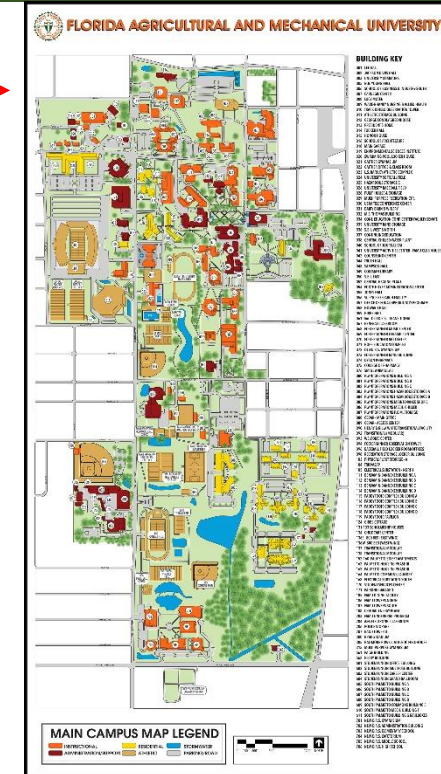
- Total Buildings: 1
- Total Sq. Ft.: 34,376 sq. ft.
- Total Acreage: Approximately 3.94 Acres

- **Quincy Farms Campus in Quincy, Florida (Site 3)**

- Total Buildings: 14
- Total Sq. Ft.: 39,801 sq. ft.
- Total Acreage: Approximately 260 Acres

- **Lafayette Vineyards Center Viticulture Sciences Campus in Tallahassee, Florida (Site 5)**

- Total Buildings: 12
- Total Sq. Ft.: 38,301 sq. ft.
- Total Acreage: Approximately 277 Acres



FAMU Footprint (Inventory of locations - Owned)

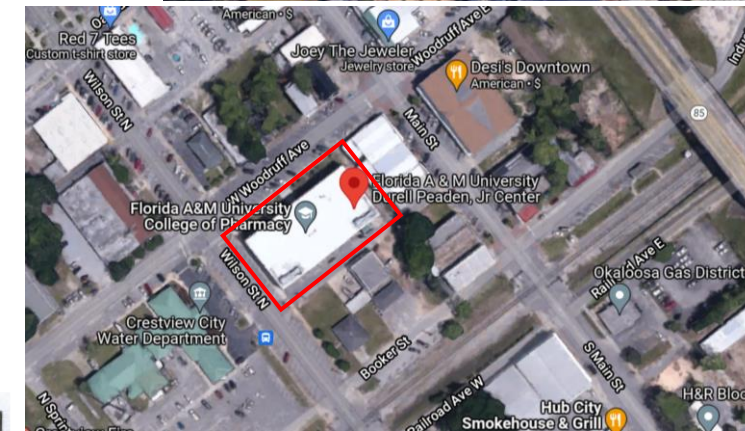
- **FAMU College of Law Campus (Site 10)** →

- Total Buildings: 1
- Total Sq. Ft.: 160,385 sq. ft.
- Total Acreage: Approximately 2.75 Acres



- **Durrell Peaden Jr. Rural Pharmacy Education Campus (Crestview, Florida) (Site 11)** →

- Total Buildings: 1
- Total Sq. Ft.: 40,000 sq. ft.
- Total Acreage: Approximately 0.64 Acres



- **FAMU Brooksville Campus (Site 12)** →

- Total Buildings: 35
- Total Sq. Ft.: 74,104 sq. ft.
- Total Acreage: Approximately 3,845.5 Acres



FAMU Footprint (Inventory of locations - Leased)

- **Midtown Centre #C-0271-20 (Pharmacy – Jacksonville, FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 7,328 sq. ft.
- **Scarborough Land #C-7409 (Pharmacy – Davie FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 5,514 sq. ft.
- **East Bourne (Pharmacy – Tampa, FL.)**
 - Total Buildings: 1
 - Total Sq. Ft.: 2,327 sq. ft.

Deferred Maintenance within the State University System

Board of Governors meeting held Dec 15th 2021

- The Board of Governors approved the request of \$800M within the SUS Legislative Budget Request

SUS "Deferred Maintenance" in E&G Space

(does not include items on the list submitted to the Governor's Office of Policy & Budget last August) ¹

University ²	Projects		E&G Space		Buildings ⁴	
	# of Projects	(\$) Defrd Maint.	Net Assignable Sq Ft. ³	Defrd. Maint. /Sq. Ft.	# of E&G Bldgs	Avg. Age (yrs)
FAMU	95	\$87,899,700	2,000,000	\$44	96	43
FAU	90	\$95,622,000	3,000,000	\$32	119	24
FGCU	5	\$4,595,700	1,600,000	\$3	153	14
FIU	512	\$142,734,572	2,200,000	\$65	97	25
FSU	13	\$132,750,000	6,300,000	\$21	275	32
NCF	21	\$17,042,783	220,000	\$77	37	49
UCF	71	\$64,688,151	2,700,000	\$24	122	25
UF	1,137	\$974,822,837	14,000,000	\$70	1,614	36
UNF	23	\$11,275,000	2,600,000	\$4	39	25
USF	184	\$295,587,000	4,600,000	\$64	138	33
UWF	18	\$54,718,280	1,350,000	\$41	160	31
SUS Total	2,169	\$1,881,736,023	40,570,000	\$46 (avg)	2,850	31

1) Pursuant to Gov Office memo #21-034A Coronavirus State Fiscal Recovery Fund, Section 152 GAA, \$350M for Deferred Bldg Maintenance. Only certain critical needs were eligible for inclusion on list; such as ADA compliance, air quality, health/safety, etc.

2) Florida Poly is not included; no deferred maintenance. University totals include items that may be better classified as major renovations and/or projected future capital outlay needs, not

3) Square footage is approximate, rounded. E&G = Education & General.

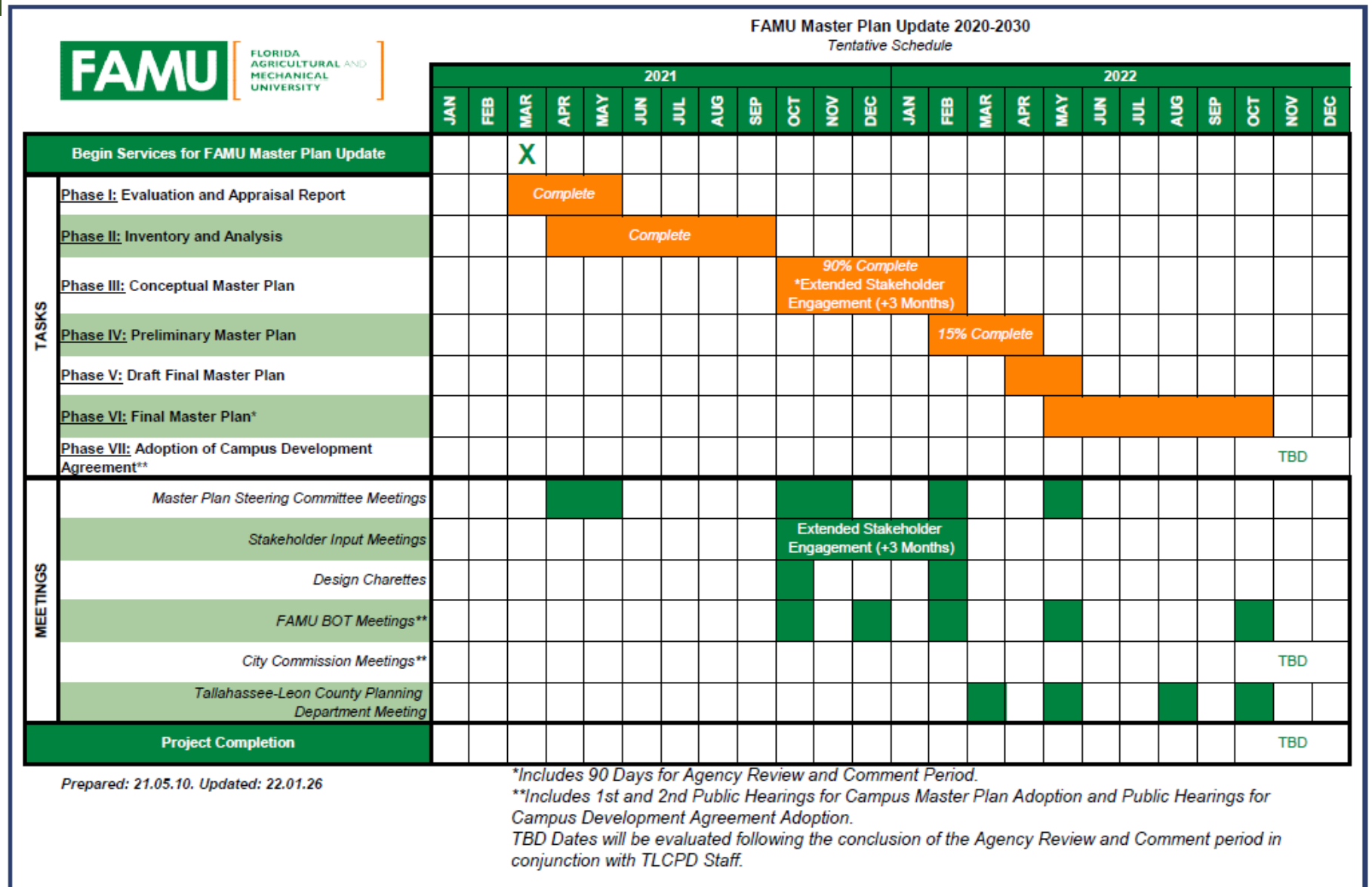
4) Bldgs listed are utilized predominantly as E&G, but may contain non-E&G space. Also, bldg age is based on occupancy date. However, NCF's bldgs typically predate university occupancy (avg 19 yrs), so actual age is reflected in the chart above.

FAMU Campus Master Plan Timeline Update 2020-2030

- Stakeholder Engagement:
 - Completed 17 interviews
 - Compiled and evaluating summary
 - Issued questionnaire to BOT
 - Engagement evaluation will be completed at the end of February
- Development of Physical Master Plan (*March-April 2022*)
 - Report back to BOT at June 2022 Meeting
- Transmit to state / local agencies for review and comment (*May – July/August 2022*)
 - Statute provides 90 days for review
- Following state / agency review:
 - Hold one informational meeting, noticed to the public (*August / September 2022*)
 - Two public hearings, notice to the public (*October 2022 and TBD*)
- Following meeting and hearings initiate negotiation of the Campus Development Agreement (*TBD*)

FAMU Campus Master Plan Update 2020-2030

Updated Schedule (extended stakeholder input)



Housing Study Update

- Feedback from students, faculty and staff
- Desired amenities
- Building configuraton
- Gibbs Hall

STUDENT HOUSING ANALYSIS

for the Florida Agricultural and Mechanical University Board of Trustees Meeting

Tara Rial

Manager

Novogradac & Company LLP

Tara.rial@novoco.com

Agenda



Methodology



Amenities

Recommendations
from Students,
Faculty and Staff



Design and
Unit Types

Unit Mix
Design



Current Housing
Options

Gibbs Hall
Sampson
Hall
Young Hall

Methodology

- Surveyed 275 FAMU Students-via online survey
 - Sent to all students via e-mail (FAMUINFO)
 - Posted three times each on Social Media (Facebook, Twitter, Instagram)
- Conducted seven focus groups with 12 FAMU students and 16 faculty and staff
 - Emails (4) to residence life staff and Office of Student Activities
 - Posted three times each on Social Media (Facebook, Twitter, Instagram)
 - Solicitation in each residence hall
- Interviewed 15 Off-Campus Student Housing Properties
- Researched recent developments at nine similar Universities
- Researched new developments in Tallahassee
- Researched operating and construction costs for student housing

Amenities

AMENITY PREFERENCES FROM RESEARCH

Luxury	Affordable/ Reasonable	Revenue-Generating
Lazy river	Grab-and-go retail	Grab-and-go retail
Pool	Gaming area/room	Convenience store
Ball pit	Convenience store	Barber shop/hair salon
Gym/fitness center in building	Barber shop/hair salon/hair store	
	Electronic access/locks	
	Common-space in unit	
	Flex/multipurpose space in building (collapsible walls)	
	Outdoor space (pavilions, tables to sit, etc)	
	Study room in the building	
	Community kitchen	
	Health/counseling office in building	
	White board/technology in community/multipurpose/study spaces	
	Computer lab in building	
	TV on every floor in community space	
	Cameras in building	
	Gating/fencing around housing complex with card/electronic access	

Amenities

Suggestions from University Faculty and Staff

- Amenities that will keep the students on campus
 - **Convenience Store with food options**
 - Hair Salon/Barber Shop
 - Gaming/TV Rooms
 - Community Kitchen
 - Study Spaces
- Amenities that will benefit the Employees
 - Electronic Locks (fewer lockouts)
 - Flexible Space- Multipurpose space with added tech
 - **Space for health and counseling**

Suggestions from Students

- Community Kitchen
 - Reservation system
- More Laundry Rooms
 - Include cost of laundry in room and board
- **Space for health and counseling**
 - Drop in hours
- TV/Game Rooms
- **Grab and go/convenience store**
 - Option to pay with meal plan

Design and Unit Mix

- Midrise Elevator Serviced Design
 - Secure building with limited access
 - Makes move in/move out easier than walk-up design
- Suite Style Units
 - Two to Four-Bedrooms
 - Bathrooms shared with two to three others
 - Mix of Single and Double Occupancy
 - Attract upperclassmen and graduate students
- Hotel-Style Units for Replacement Housing
 - Similar to FAMU Towers
 - Students do not want communal bathrooms



Current Housing

- Gibbs Hall
 - Vacant Since 2019
 - Cost for renovation/repairs to address structural damage \$31.9M
 - Recommended for Demolition
- Sampson and Young Halls
 - Communal Bathrooms
 - Halls with the lowest occupancy 83%/85%
 - Recommend Replacement or Renovation



Questions



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Information Item

Compensation Study Update

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

Compensation Study Overview

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)

Information Item:

- Draft proposal and plan will be submitted to the University the first week in February 2022.
- Contract execution is anticipated by the end of current fiscal year.
- Compensation Study completion is anticipated at the end of fiscal year 2023/2024.
- Collaborate with consultant to identify short-term strategies related to compensation-related matters.

Information Item

Division of Finance & Administration Department Spotlight

Mrs. Rebecca Brown
Interim Vice President for Finance and Administration / CFO

F&A Division: Department Spotlight

F&A Department Name:	Business and Auxiliary Services
Campus Office Location:	Main Campus at the corner of Wahnish Way and Robert and Trudie Perkins Way
Number of Employees:	FAMU – 13; Contracted Employees – approximately 300
General Responsibilities / Areas of Oversight:	<p>Provide student life services and facilities to enhance the living and education experience, while increasing resources to the University through innovative business opportunities and promote fair and open competition in support of the University's mission.</p> <p>Areas of oversight include Dining, Bookstore, Laundry, Beverages and Snack Vending, Meal Plans, the Rattler Card, Postal/Copy Services and Commercial Solicitation.</p>
Featured Project / Activity:	Dining Hall Renovations at the Student Service Center

Information Item

Stimulus Funding Expenditure Report to Date

Dr. Erick Akins

CARES/CRRSAA/ARP Expenditure Summary

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CARES ACT	HBCU	212	16,856,753.00	16,058,877.44	797,541.76	16,856,419.20	100.00%	333.80
CARES ACT	HBGI	213	9,452,578.00	9,418,751.14	33,826.86	9,452,578.00	100.00%	0.00
			26,309,331.00	25,477,628.58	831,368.62	26,308,997.20	100.00%	333.80

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
CRRSAA	HBCU	212	28,955,924.00	21,596,326.12	2,451,253.33	24,047,579.45	83.05%	4,908,344.55
CRRSAA	HBGI	213	7,011,900.00	4,327,975.26	1,023,860.61	5,351,835.87	76.33%	1,660,064.13
	Total		35,967,824.00	25,924,301.38	3,475,113.94	29,399,415.32	81.74%	6,568,408.68

FUNDS	Source	Fund	Budget	Expense	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
ARP	HBCU	212	24,916,211.00	16,735,217.93	0.00	20,007,745.48	80.30%	4,908,465.52
ARP	HBGI	213	11,720,302.00	3,013,861.80	0.00	3,013,861.80	25.71%	8,706,440.20
	Total		36,636,513.00	19,749,079.73	0.00	23,021,607.28	62.84%	13,614,905.72

FUNDS	Source	Fund	Budget	Expenses	Encumbrances & Pre-Encumbrances	Totals	% Spent	Available Balance
ARP	HEERF -Student Aid	214	\$18,270,274.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,270,274.00
ARP	HEERF-Institutional	215	\$26,222,920.00	\$5,140,313.45	\$3,313,601.58	\$8,453,915.03	32.24%	\$17,769,004.97

Source: Budget Overviews @ 1-21-22

CARES/CRRSAA/ARP Expenditure Summary

OVERALL EXPENDITURE SUMMARY

Awards	Allocation	Expenditures and Obligations	% Spent	Remaining Balance
HBCU/HBGI	\$ 125,006,252.00	\$ 78,730,019.80	62.98%	\$ 46,276,232.20
Institutional	\$ 39,118,076.00	\$ 27,169,584.02	69.46%	\$ 11,948,491.98
Student Aid	\$ 31,323,840.00	\$ 18,272,514.00	58.33%	\$ 13,051,326.00
Grand Total	\$ 195,448,168.00	\$ 124,172,117.82	63.53%	\$ 71,276,050.18

Information Item

Annual Budget Workshop

Trustee Moore



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.