

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



Facilities Planning Committee  
Grand Ballroom  
August 7, 2013  
Time: 2:00 p.m. – 3:00 p.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 – April 10, 2013

Chairman Spurgeon McWilliams

III. Authorization to Evaluate Feasibility of Acquiring  
Property in Innovation Park

Mr. Kendall Jones

**Information Items**

IV. Project Updates

Mr. Kendall Jones

**FLORIDA A&M UNIVERSITY**  
**Board of Trustees**  
**Facilities Planning Committee Meeting**  
**Summary Minutes**  
**Grand Ballroom**

**April 10, 2013**

**Committee Members Present:** Trustee Spurgeon McWilliams (Chair); Trustee Glen Gilzean, Trustee William Jennings; Trustee Karl White, and Trustee Cleve Warren.

**Others Attending:** Trustee Torey Alston, Trustee Solomon Badger, Trustee Turnball, Interim President, Larry Robinson; Interim CFO & Vice President, Joseph Bakker; Vice President, William Hudson, Jr.; Attorney Linda Barge Miles; Attorney Avery McKnight; Director, Michael James; Attorney David Self; Interim Associate Vice President, Kendall Jones; and Director, Sam Houston.

Chairman McWilliams called the meeting to order at 5:15 p.m., and Ms. Sandy Mitchell, Administrative Assistant, Construction and Facilities Management was recognized to call the roll. A quorum was established.

**Action Items**

Chairman McWilliams announced that there were two action items and eight informational updates. The first action item was the approval of the Facilities Committee's Minutes for February 6, 2013, meeting.

Chairman McWilliams asked if the Facilities Committee reviewed the Minutes of the February 6, 2013, meeting and asked if there were any corrections. Trustee Warren made a motion to approve the Minutes, which was second by Trustee Jennings and the motion carried.

Next, Chairman McWilliams addressed the second action item in which the Board of Trustees' Facilities Committee charged the Construction and Facilities Management Team with establishing a formal University's Energy Policy for the Board's approval. Chairman McWilliams asked Mr. Kendall Jones, Interim Associate Vice President for Construction and Facilities Management to introduce the University Energy Policy to the Facilities Committee.

Mr. Kendall Jones presented the University Energy Policy, which included the purpose of the policy as it advocates towards reducing the University's overall carbon footprint with the utilization of balanced sustainable solutions that will be factored into future behavior and energy related activities.

Mr. Kendall Jones also explained that the University should be committed to responsible environmental stewardship in all activities and promotes a commitment to energy efficiency and conservation to benefit students, faculty, staff, the campus community, and the environment.

Next, Mr. Jones explained that the Energy Policy will address the following categories:

**Temperature Set Points** - Pre-set building temperatures will be used to control the environment, reduce utility costs, extend the life of equipment, and also maintain a comfortable environment for learning, teaching and working.

**Equipment Purchases and Uses** - Products and services purchased by the University must provide for superior energy efficiency and also support the recycling/waste disposal objectives of this Policy.

**Powering Down Equipment**- Individuals are expected to turn off lights when exiting unoccupied rooms and to turn off office equipment (including personal computers, where possible) at the end of the day.

**Guaranteed Energy Savings** - The Office of Construction and Facilities Management shall explore and utilize Guaranteed Energy Savings methods to achieve the objectives of this Policy, whenever practical. The Guaranteed Energy Savings Program is authorized by Sections 489.145 and 1013.23, Florida Statutes and was established to minimize energy consumption and maximize energy savings.

**New Construction and Renovations** - The University's design standards for new construction and renovation projects shall incorporate sustainable site development, energy efficiency, environmental quality, water savings; and material selection as high priorities.

**Recycling/Waste Disposal** - The entire University community shall pursue practicable efforts to minimize the generation of waste while maximizing the recycling of waste materials. Construction and Facilities Management shall be responsible for the development and implementation of a University Recycling Program in accordance with this Policy.

**Administration and Implementation of Energy Policy**- While the entire University community's active participation is anticipated in the planning and implementation of this Policy, Construction and Facilities Management shall have the primary responsibility for the administration of the Policy including devising and maintaining measures to determine the progress and effectiveness of this Policy. Construction and Facilities Management will also prepare and adopt a Campus Energy Master Plan, which will further enhance the implementation of this Policy. The Construction and Facilities Management will coordinate the efforts of students and other sustainability related groups on campus.

**Campus Community Responsibility** - All campus personnel are expected to utilize the guidelines in support of the University's Energy Policy.

This concluded Mr. Jones' presentation of the University Energy Policy to the Facilities Committee.

Then, Chairman McWilliams asked if there were any questions or comments on this presentation for Mr. Kendall Jones. Trustee Jennings made one comment that he had implemented a similar

policy with another organization and expressed the importance of buy-in from the entire University's community for support of this policy and without support you will not realize the maximum of the benefit.

Chairman McWilliams posed the second question asking how this Policy would be communicated. Mr. Kendall Jones responded that it will be ultimately included in the Master Plan, communicated to sustainable groups, and posted on the FAMU website.

Chairman McWilliams asked whether there were any further questions and if there were no further questions; he moved for a motion to recommend approval of the proposed University Energy Policy. Trustee Jennings made the recommendation for approval of the Energy Policy and it was properly second and the motion carried.

### **Information Project Updates**

Next, Chairman McWilliams transitioned to the eight information project updates and asked that Mr. Joseph Bakker, Interim CFO and Vice President of Administrative and Financial Affairs proceed with the next item on the Agenda. Mr. Joseph Bakker asked Mr. Sam Houston, Director of Facilities Planning and Construction, to proceed with the next items on the Agenda.

Mr. Sam Houston stated that there were eight information project updates to include the following:

#### **800 Bed Project**

Notice to Proceed was issued November 27, 2012, with a 540 calendar day performance period to substantial completion. The Kokolakis Contracting, Inc., has started the grading, scraping, demolition, masonry remedial, site storm water expanding and structure erection. An amendment adding the utilities to the project scope has been forwarded for approval. The project is on schedule to be substantially completed on May 21, 2014. Mr. Houston provided photos of the project.

**Phase II of the Pharmacy Building** – Underway with site work and scheduled for substantial completion of the project in February 2014. The House and Senate stated that the appropriations is about 4 million dollars associated with the project and when those funds come available it will be available and added to the scope.

**FAMU/FSU College of Engineering Phase III** – Renovations of Building A and the Chiller Plant are 97% complete. However, it was noted that there is still need of additional funding to move forward with the project. Mr. Houston provided photos of the project.

**Student Services HVAC Upgrades** - This project is ongoing and is 80% complete; substantial completion May 2013. During the remodeling of the dining area, additional options and equipment was installed, which resulted in an increase in heat loads. This

project consists of upgrades to the HVAC system on the second floor of the University dining facility.

**Human Resources Renovation** – This project consists of remodeling a portion of the second floor of Foote Hilyer Administration Center (FHAC) to accommodate the expansion for the Human Resources Department. 100% construction documents are completed along with a negotiated GMP for construction. A contractor has been hired to start some demolition. Completion date, July 2013.

**FAMU Faculty Club House Renovation** - This project is 50% complete which consists of renovating the existing facility to include demolition of the existing meeting room and kitchen area. Also, the project will include interior renovation, new air handler unit for HVAC System, and ADA door hardware replacement, and removal of the existing carpet. Completion scheduled for July 2013.

**Parking Garage Repairs** – Ongoing project with a schedule of completion in time for graduation which is scheduled in May 2013. The project scope of work was established by Walker Restoration Consultants. The garage has been closed until the repairs are completed.

**Resurface and Upgrade of the Robert “Pete” Griffin Track** – Effective January 8 the track was closed and not accessible to the public. Currently proposals have been provided by design consultants and scheduled to be under contract within the next two or three weeks with a projected completion date in December 2013.

This concluded Mr. Sam Houston’s information updates on the ongoing projects. Chairman McWilliams asked if there were any questions for Mr. Houston. Trustee Lawson asked if there were monies appropriated to repair the track by the end of the year. Mr. Houston responded “Yes.” Then, Chairman McWilliams asked if the track will be ready for the next track season. Mr. Houston responded “Yes.”

Chairman McWilliams asked if there were any further questions or business and if there were not further questions the meeting was adjourned. The meeting adjourned at 6:12 p.m.

Transcribed by: \_\_\_\_\_  
Sandy Mitchell



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

**Meeting Date** August 7, 2013

**Agenda Item** \_\_\_\_\_

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other <u>X</u> _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

**Subject: INNOVATION PARK PROPERTY ACQUISITION**

**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 for FAMU:

- (a) The opportunity to acquire ownership of the Centennial Building (including 3.9 acres of land). There is an approximately \$3 million loan balance on the building. FAMU would have to assume responsibility for the payoff (See attached “Feasibility Summary for Centennial Building Acquisition”)
- (b) The opportunity to acquire approximately 17 acres of undeveloped land in the Park at no cost to FAMU.

Funding for paying off of the Centennial Building’s debt will come from current grant funding for the activities in the building. Once the building is acquired, it is anticipated that state funding will be provided for building maintenance. Attached is a description of the probable uses of the property.

The University has a strong interest in continuing its research activities in Innovation Park and feels that the opportunities being offered by the LCRDA match FAMU’s mission and vision.

The LCRDA will present its proposed plan for reassignment of the land to the State for approval. Prior to its presentation to the State, the LCRDA would like to have the Board of Trustees’ (BOT) approval that, that if offered, the BOT will accept the re-assignment of the land to FAMU .

**Recommendation:** It is recommended that:

1. Should the State approve the reassignment of the proposed Innovation Park land from the LCRDA to FAMU, the Board of Trustees accepts the reassignment subject to the review and approval by the Office of the General Counsel;



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2. Should the above-mentioned reassignment occur, the Board of Trustees authorizes the President to secure financing and enter into a contract with the LCRDA for the acquisition of the Centennial Building, subject to the review and approval of the Office of the General Counsel; and
3. The President reports to the Board on the status of the acquisitions at each future Board meeting until the acquisitions have completed.

- Attachments:**
1. "Concepts for Development of Land Donated at Innovation Park of Tallahassee (5-10 Year Plan)"
  2. "Feasibility Summary for Centennial Building Acquisition"

**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)*



Florida Agricultural and Mechanical University  
Board of Trustees Information Item

**Meeting Date:** August 7, 2013

**Agenda Item** IV

**Subject:** Major Projects Update

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

Project(s)	Status
800-Bed Dorm	<p>Vertical construction is in progress on the west and east building in the form of reinforced walls and precast hollow core planks. The precast hollow core planks are installed up to the fifth level on the west, east, and center sections of the building. Plumbing rough-in continues throughout the entire building.</p> <p>Mechanical rough-in continues through the entire building in the form of HVAC ducts and condensate piping. The underground utilities are 90% complete. The project is on schedule to be substantially completed in May 2014.</p>
Phase II of the Pharmacy Building	<p>Phase II of the Pharmacy Building consists of constructing 77,399 GSF of classroom, research offices, and student support spaces. The off-site storm water facility and parking lot is 100% complete and building site work has started. Due to delays associated with design documents, the foundation and vertical construction work is being impacted. The 100% signed and sealed documents are due to the University on August 11, 2013, and will be submitted to the Fire Marshal's Office for review. The design drawings will have to be valued engineered down to current construction budget. This process will extend the project completion date. The projected completion date is May 2014.</p>



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FAMU/FSU College of Engineering Phase III	This is a joint-use request with FSU for additional 116,408 GSF of laboratory, classroom, and office space. Phase III is a continuing effort to increase and enhance engineering education in Tallahassee and Northwest Florida. Renovations of Building A and Chiller Plant have been completed. Due to water intrusion issues discovered, an additional scope was added to the original scope of work.
Human Resources Renovation	This project consists of remodeling a portion of the second floor of FHAC Building to accommodate the expansion for the Human Resources Department. Renovation work has started and due to unforeseen structural issues the new substantial completion date is August 2013.
Faculty Club House Renovation	This project consists of renovating the existing facility to include demolition of the existing meeting room and kitchen areas. Also, the project will include interior renovation, new air handler unit for HVAC System, and ADA door and hardware replacement, and removal of existing carport. Due to excessive wood rot and structural damages discovered, which has changed the project scope, the substantial completion is August 30, 2013.
Resurface and Upgrade of the Robert "Pete" Griffin Track	This project consists of resurfacing the University Track and other improvements of the Robert "Pete" Griffin Track. The project design and specifications have been completed and bid process begins in August 2013. The project will be completed by the end of 2013.