

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



**Budget & Finance Committee Meeting  
Wednesday, March 4, 2015  
FAMU College of Law, Orlando, Florida  
10:30 am**

**Committee Members:** Rufus Montgomery, Chair  
Kelvin Lawson, Kimberly Moore, Bettye Grable, Cleve Warren, Karl White

**AGENDA**

- I. Call to Order Chairman Rufus Montgomery
- II. Roll Call

**ACTION ITEMS**

- III. Approval of Minutes –December 3, 2014 Chairman Rufus Montgomery
- IV. Approval of Operating Budgets for Auxiliary Facilities with Revenue Bonds Vice President Dale Cassidy
- V. Approval of Auxiliary Budget Amendments Vice President Dale Cassidy
  - a. FY 2014-15 Commons R&R Operating Budget
  - b. Athletics Operating Budget

**INFORMATION ITEMS**

- VI. Quarterly Financial Report Vice President Dale Cassidy
- VII. Contracts over \$100,000 Vice President Dale Cassidy
  - a. Data Set Ready
  - b. MWW Group
  - c. Blackboard, Inc.
- VIII. Athletics Budget Update Vice President Dale Cassidy
- IX. Adjournment

**Action Item III.**

**Approval of  
Minutes**

**Florida Agricultural and Mechanical University  
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**Budget and Finance Committee Minutes  
Trustee Rufus Montgomery, Chair**

**Wednesday, December 3, 2014**

**Committee Members Present:** Trustee Rufus Montgomery (Chair); Trustee Bettye Grable; Trustee Kelvin Lawson; Trustee Kimberly Moore; Trustee Cleve Warren; and Trustee Karl White.

**Others Attending:** Trustee Solomon Badger; Trustee Torey Alston; Trustee Lucas Boyce; Trustee Tonnette Graham; Trustee Spurgeon McWilliams; Trustee Marjorie Turnbull; President Elmira Mangum; Interim Provost Rodner Wright; Vice President Dale Cassidy; Interim Vice President Joe Bakker; Interim Vice President Richard Givens; Vice President Thomas Haynes; General Counsel Avery McKnight; Attorney Linda Barge-Miles; Attorney David Self; Director Michael James; Athletic Director Kellen Winslow; and Vice President Jimmy Miller.

Chairman Montgomery called the meeting to order at 1:45 P.M. Ms. Darlene Garcia was recognized to call the roll. A quorum was established.

Chairman Montgomery announced that he was making a change to the agenda. He recognized County Commissioner Proctor to come and discuss economic investments. Commissioner Proctor introduced Christina Herendez to give a presentation on BluePrint 2000 and other projects and investments.

Ms. Herendez highlighted some of the City initiatives and recent projects:

**Enterprise Zone**

- Encourage economic revitalization through tax incentives to businesses and create employment opportunities
- Directly benefit the local community through property valuation increases and revitalization of blighted communities
- Tallahassee-Leon County Enterprise Zone spans 20 square miles
  - \$5 million in state incentive awards to 1,400 applicants
  - 540 new jobs in the last 10 years

**Community Redevelopment Area (CRA)**

- Facilitates the redevelopment of blighted areas within a defined area
- Utilizes tax increment financing (TIF) to invest in projects within the redevelopment area
  - Infrastructure improvements
  - Affordable housing
  - Commercial property improvements

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- Parks and green spaces
- Parking improvements

## CRA Community Investment

- \$10.4 million in Downtown CRA
- \$7.98 million in Frenchtown/Southside CRA
- \$11.2 million in the Gaines Street Redevelopment (includes both Downtown and Frenchtown/Southside CRA)

## Blueprint: Penny Sales Tax Investments

- Current Blueprint 2000 penny sales tax made significant investments to the Southside
  - Orange Avenue
  - Cascades Park and Trail
  - FAMU Way
  - Gaines Street
  - Capital Circle
- Penny Sales tax extension, approved by voters in November, approximately \$216.1 million could be invested in the Southside
- Projects
  - FAMU Entry Points: \$1.5m
  - Southside Gateway: \$29.7m
  - Monroe-Adams Placemaking: \$7m
  - Fairgrounds: \$12m
  - Airport Gateway: \$57.7m
  - Capital Circle Southwest: \$70m
  - Orange Avenue Widening: \$33.1m (from Wahnish Way to Springhill Road)
  - Orange Avenue Placemaking: \$4.1m
  - Sidewalks and bike routes: \$65m (community wide)

## Highlights included:

- 12% of the penny sales tax proceeds will be dedicated to economic development (approximately \$90.7 million)
- Projects and programs vetted by economic development professionals known as the Economic Development Coordinating Committee - The various universities were involved in creating this Committee. It consists of 10 members who evaluate projects and programs before the County and City Commissions get a chance to look at them.
  - Includes the FAMU Vice President of Research, FSU Vice President of Research and TCC Vice President of Economic and Workforce Development (Kimberly Moore).

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Projects included:

- Airport infrastructure improvements: \$14.1m
- Madison Mile Convention Center: \$20m

Other possible projects would support:

- Workforce development
- Business expansion, retention and attraction

Significant investments are being made in Economic Development in our community. We want to be the best community we can be. The Committee was invited to be a part of all Commission discussions and process.

**Questions/Comments associated with this item:**

<b>Local Economic Investments</b>	Are we doing our part to engage the county on economic dollars? <b>(Chair)</b>
	What else should we be doing? How else should we engage the county? (Lawson)
	Money from the second round of penny tax isn't available until 2019.

**Action Items**

**Approval of Minutes – September 10, 2014**

Chairman Montgomery asked for approval of the minutes for September 10, 2014. Trustee Lawson moved to approve the minutes, and the motion was seconded by Trustee White. The motion carried.

**Approval of Authorized Signatories for University Checks**

Mr. Dale Cassidy, Vice President of Finance and Administration, was recognized to present this item. Mr. Cassidy stated that Section 1011.42, Florida Statutes, and University Regulation 1.021 require the Board of Trustees to designate and record in the minutes the legal name and position title of any university employee authorized to sign checks to pay the legal obligations of the University.

A Resolution was attached to modify the existing Resolution naming Vice President Dale Cassidy as an authorized signatory effective December 3, 2014.

It was recommended that the Board of Trustees:

- (a) Designate the following individuals as University employees authorized to sign checks on behalf of the University:

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President - Elmira Mangum;  
Vice President, Finance & Administration - Dale Cassidy;  
Assistant Vice President/Controller - William Featherstone; and,

- (b) Require that each such check be signed by the President and at least one of the authorized signatories listed above.

Chairman Montgomery asked for approval of the addition of Vice President Dale Cassidy to the Authorized Signatories for the University. Trustee White moved to approve the addition of the Authorized Signatories, and the motion was seconded by Trustee Lawson. The motion carried.

**Approval of Amendments to the FY 2014-15 Operating Budget**

Mr. Dale Cassidy was recognized to present this item. Mr. Cassidy stated that additional budget authority is required in the following budget entities:

- **Fund 101 Educational and General** - Fiscal Year 2014-15 Education & General risk management casualty insurance premiums for the state university system have been determined by the Division of Risk Management and the Executive Office of the Governor. The University's base funding for risk management insurances has been reduced by **(\$21,751)** to align with the actual E&G premium invoices as provided to the Board of Governors' staff by the DRM.
- **Fund 116 Auxiliary Trust Fund** – Additional budget authority of \$220,982 is requested for this fund for the Band Travel Department. A budget for the Marching 100 was established after the original budget was submitted and approved by the BOT at the August BOT meeting.
- **Fund 603 Auxiliary R&R Fund** - The state fire marshall required FAMU to update the life safety of the student union by adding an ADA restroom, install sprinklers on the entire first floor, and upgrade the fire alarm to monitor the bowling alley and first floor before the renovation of the Grand Ball Room could start. It was estimated that **\$327,252** additional dollars were required to complete this project. These funds are coming from the Student Union's Replacement and Reserve Fund. Additional budget authority of **\$10,000** is requested in this fund for the New Beginnings Day Care Center. This increase is needed to respond to a recommendation from the Department of Children and Family.
- **Fund 117 Student Activities** – Florida Statutes 1009.24 (10)(b) states: "Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year." Additional amount of **\$800,000** is being requested for this purpose.

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Mr. Cassidy recommended that the Board of Trustees approve the amendments to the FY 2015-2014 Operating Budget.

Chairman Montgomery asked for approval of the amendments to the FY 2014-15 Operating Budget. Trustee Warren moved to approve the amendments to the FY 2014-15 Operating Budget, and the motion was seconded by Trustee Moore. The motion carried.

**Information Items**

**Quarterly Financial Report**

Mr. Cassidy was recognized to discuss this item. He stated that the actual expenditures compared to the approved budget as of September 30, 2015 for E&G and Non-E&G budget entities are as follows:

- As of September 30, a total of 65.79% shows expended and encumbered. However, the University has expended only 20% of the allocated dollars compared to 25% of the year completed. The encumbered column contains Salaries and OPS from the period October 1, 2014 until June 30, 2015.
- At this point, no budgetary issues at the end of the fiscal year are anticipated.

**Contracts over \$100,000**

Mr. Cassidy was recognized to discuss this item. There are five (5) contracts that are over \$100,000. They are:

**1. Contractor: Talcor Commercial Real Estate dba Talcor Commercial Real Estate Services Worldwide**

Contract #: C-0017-2014

Contract Start Date: 10/6/2014

Contract Original Expiration Date: 9/30/2017

Contract Amount: \$267,284.59

This agreement allows Talcor to provide facility management and maintenance services for the Centennial Building located at 2077 East Paul Drive, Tallahassee, Florida 32310. The Centennial Building is 32,700 GSF and 14,604 NSF.

**2. Contractor: WRS Compass**

Contract #: C-4215

Contract Start Date: 9/26/2014

Contract Original Expiration Date: 4/30/2015

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Contract Amount: \$121,245.38

Under this agreement, WRS will provide FAMU with a NEPA Assessment for the USDA Brooksville Land Transfer. A NEPA assessment is comprehensive studies that identify environmental impacts of a land development action and analyzes a broad set of parameters including biodiversity, environment justice, wetlands, air/water pollution, traffic, geotechnical risks, public safety issues, and hazardous substance issues.

**3. Contractor: NIXCLUSIVE EVENTS LLC**

Contract #: C-4221/C-0020

Contract Start Date: 10/29/2014

Contract Original Expiration Date: 10/29/2014

Contract Amount: \$153,000

Under this Agreement, NIXCLUSIVE EVENTS provided artists for the 2014 Homecoming Concert. The concert was held on October 29, 2014 at the Donald L. Tucker Civic Center in Tallahassee, Florida. The Contractor was also responsible for promoting and marketing this event.

**4. Contractor: Blackboard Student Management Suite**

Contract #: C-4228A

Contract Start Date: 9/28/2014

Contract Original Expiration Date: 9/28/2017

Contract Amount: \$569,022.99

This agreement is for the purchase of licenses for the Blackboard Analytics Student Management Suite. In addition, Blackboard will provide FAMU with consultants to perform certain services in connection with the Blackboard Analytics implementation of the Student Retention Dashboard & Program Strategy for new customers.

**5. Subrecipient: University of South Florida**

Contract #: C-4243

Contract Start Date: 10/9/2014

Contract Original Expiration Date: 7/31/2015

Contract Amount: \$492,911.00



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FAMU retained the University of South Florida to facilitate the Florida-Georgia Louis Stokes Alliance for Minority Participation (FGLSAMP) Bridge to the Doctorate award funded by the National Science Foundation. The sub-recipient will also be responsible for the payment of stipend awards to the Bridge to the Doctorate student participants, along with other related cost of education expenses.

<b>Contracts Over \$100,000</b>	Provide all contracts to the Board. <b>(Chair)</b>
	Need consistency. (Turnbull)
	How do other universities handle contracts (Turnbull)
	What is the BOT's position? (Turnbull)
	Multi-year contracts? Is there a performance clause included? Need clarification on how contracts are structured. (Lawson)
	Need a boiler plate/some consistency. (Moore)

**Recreational Center's Chiller Replacement**

Vice President Cassidy was recognized to discuss this item. He stated that due to the premature failure of the Recreational Center's chiller, the Student Government Association in conjunction with the President are in agreement to utilize \$150,000 of CITF funding that was appropriated by the Legislature for the Student Union Renovation Project to fund the cost of this capital renewal effort. As a result, the Student Union Project will be reduced by \$150,000.

**Athletics**

Athletic Director Kellen Winslow was recognized to discuss this item. AD Winslow gave an update on Athletics Budget as follows:

**ATHLETICS REVENUE AND EXPENSES**

	<u>OCT 2013</u>	<u>OCT 2014</u>	<u>DIFFERENCE</u>
<b>TOTAL REVENUE</b>	\$3,228,563	\$3,658,776	\$ 430,213
<b>TOTAL EXPENSES</b>	\$3,587,170	\$4,257,136	\$ 669,966

*A detailed spreadsheet was provided on the Board of Trustees website.*

The second item on the agenda was for Multi-year Employment Contracts. This item was not discussed.

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**Questions associated with this item:**

<b>Athletics</b>	Keep this Committee informed on what is going on. <b>(Chair)</b>
	Financial additions need to be presented to Board ASAP. The Board does not want to be surprised. <b>(Chair)</b>
	Where is the \$400K in salary savings? <b>(Chair)</b>
	How can concession sales go from \$3K to \$26K?

**Governmental Relations**

Mr. Jimmy Miller, Vice President of Communications and External Affairs was recognized to discuss this item.

Vice President Miller began by discussing staffing and budget issues.

**I. STAFFING AND BUDGET**

The Office of Communications and External Relations is responsible for directing all of the University’s internal and external communications, media relations, public functions, social media, publications and government relations. It reviews all news releases and publications from all of the schools, colleges, and units before they are released or published. Additionally, it provides graphic design upon request, coordinates all major University-wide events, including all convocations, commencement exercises, writes speeches for the President, and controls the University’s logo. The Office is also responsible for managing the University’s website and crisis communications. The Office’s organizational chart was attached.

As reported to the Board of Trustees in September 2014, the Division of Communications is expected to spend \$984,000 in FY 2014-2015.

**II. CRISIS COMMUNICATIONS**

The Vice President for Communications and External Relations is chief spokesperson for the University in case of emergencies or crises. He/she oversees the Crisis Communications Team (CCT) and works closely with the Emergency Response Team in the event of an emergency.

In the event of an emergency or crisis, our office will communicate facts as quickly as possible, updating information regularly as circumstances change, to ensure the safety of the FAMU community and the continued operation of essential services. Our efforts to be simultaneously accurate and quick may mean that some communications are incomplete. We accept this, knowing that how we communicate in an emergency or a crisis will affect public perceptions of the University. Honesty and speed are the most effective means to avoid lasting damage to the institution and widespread second-guessing by the public, which expects

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immediate access to accurate information. To the extent practical, in the event of a Level 1 emergency or crisis the vice president will convene the CCT.

We will use multiple mediums to reach as many people as possible with accurate, timely information, including news releases, FAMUINFO, FAMU.edu website, press conferences and media alerts. Effective communication is especially important in the first hours and days of an emergency or a crisis.

The University currently employs DKC for crisis management. This contract expires in December 2014. The Office is assessing the need for a crisis management public relations firm given the need for funding for priorities such as marketing, branding, and website update.

### **III. GOVERNMENT RELATIONS GOALS AND OBJECTIVES FOR 2014-2015**

The Governmental Relations' staff, under the leadership of the Vice President for Communications and External Relations, has developed a comprehensive engagement strategy designed to advance the fiscal interests and reputation of Florida Agricultural and Mechanical University. The fundamental purpose of these strategies is to develop and strengthen strategic relationships with elected and appointed local, state and federal officials, local, state and federal agencies, and community members. The staff will work with members of the Board of Trustees, the senior leadership team, faculty, staff, and other FAMU stakeholders to maximize the University's chances of accomplishing its local, state, and federal legislative priorities.

More specifically, we will target our efforts toward securing the maximum amount of local, state, and federal government funding possible. We will use the average amount of such funding received over the prior five years as the baseline for measuring our success.

Tola Thompson and Anthony Hopson are responsible for coordinating the University's local, state and federal governmental relations. We have hired Patrick Bell as our state lobbyist. Bell is one of the top lobbyists in the state and has a long track record of high performance. Bell's contract will be for 12 months.

We issued a request for proposals (RFP) for a federal lobbyist and are in the process of negotiating with the three top respondents. The contract for the current lobbying firm, MWW, expires in December. Approximately \$270,000 was spent on this contract over the last three years. There was an additional startup payment that was made, but we are in the process of verifying this amount.

#### **A. State Legislative Priorities**

We have a set of clearly defined priorities for the upcoming legislative session. These priorities are linked to and support the University's strategic initiatives. For academic year (AY) 2014-2015, our legislative budget requests (LBRs) for operating expenses total \$45.3 million.

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## 1. Operating

- Provide operational support for the Florida A&M University Education Center. - \$2,000,000
- Increase access and improve program productivity by expanding online programs and course offerings. - \$2,000,000
- Provide funding for student success and retention. Since the establishment of the Office of University Retention in 2010, 34 full-time advisors have been hired. Advisors are continuously trained with three university-wide academic advisor workshops annually. Additional and recurring funding is needed to establish one-stop student success centers. - \$5,500,000
- Provide operating funds for the FAMU-FSU College of Engineering, including salaries and benefits, other personal services, fellowships, and start-up facility. - \$30,623,700
- Provide startup and recurring funding for College of Agriculture and Food Services (CAFS) Brooksville Project. - \$800,000
- Provide funding for FAMU Pharmacy faculty salary adjustment. - \$700,000
- Provide operational support for the Florida A&M University Crestview Education Center. - \$1,500,000
- Establish a Sustainability Institute (FAMU-SI) with a *mission* to advance the research, teaching and application of innovative solutions to ecological, socio-economic, and energy sustainability issues at the campus, regional and global levels. - \$2,201,580

Last year the University received \$17.3 million for operations from the state of Florida as set forth in the chart below.

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**FLORIDA A&M UNIVERSITY  
LEGISLATIVE APPROPRIATIONS**

	<b>2014-15</b>
Federal Stimulus Dollars	
New Space	762,036
Targeted Student Assistance Program	
Base Budget Adjustment	
Additional Lottery Funding	
Crestview Center	1,500,000
Restoration of Budget Reductions	
Distance Learning	1,000,000
Pharmacy Faculty Salary Adjustment	700,000
STEM Instructional Enhancements	2,500,000
Performance Base Budgeting	<u>10,844,591</u>
	<u>\$ 17,306,627</u>

**2. Programmatic**

In addition to our need for funding for these critical items, we also have needs for changes to certain state statutes as well. Among these is the need to obtain funding for need-based scholarships for high school graduates who no longer qualify for the Bright Futures Scholarship or to modify the program requirements to provide assistance to high performing low-wealth students who have demonstrated through their grade point averages and leadership abilities that they are capable of performing well in and graduating from college. During the 2011 legislative session, the Legislature increased the minimum ACT and SAT scores needed to qualify for the Bright Futures Florida Medallion Scholarships from 22 to 26 and 1020 to 1170, respectively. These changes apply to students graduating in 2013-14 and thereafter. Prior to 2011-12, the minimum ACT was 20 while the minimum SAT was 970. We estimate an 80 percent drop in the number of Bright Futures students at FAMU as a result of these changes.

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**C. Capital Improvement Program**

Our PECO request for 2015-16 totals \$38.5 million as set forth below: \$10.8 million of this request is for critical infrastructure improvements.

**PECO-ELIGIBLE PROJECT REQUESTS**

Priority No	Project Title	2015-16
		Year 1
1	UTILITIES/INFRASTRUCTURE CAPITAL RENEWAL/ROOFS (P C E)	\$10,800,000
2	PHARMACY BUILDING PHASE II (E)	\$1,480,000
3	STUDENT AFFAIRS BUILDING (P,C,E)	\$6,155,000
4	FAMU COLLEGE of ENGINEERING***	\$6,285,226
5	DYSON BUILDING REMODELING (P,C,E)	\$1,751,500
6	ENGINEERING TECHNOLOGY BUILDING (P,C,E)	\$2,327,000
7	LAND ACQUISITION	\$6,500,000
8	PERRY-PAIGE ADDITION (P,C,E)	\$827,163
9	BANNEKER COMPLEX REMODELING (P,C,E)	\$2,416,000
<b>TOTAL</b>		<b>\$38,541,889</b>

Last year we were awarded \$24.8 million in state funding: \$20 million of these funds were for capital improvements, with the remaining portion for renovation and upgrades (see the following table). It is vitally important that we obtain much-needed funding for infrastructure improvements because we are the third oldest campus in the system and have significant amounts of deferred maintenance.

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PORJ #	Appr Fiscal Year	Div	Proj Code	Project Name	Current Appropriation	Fiscal Year Total
PREP COIP	1415	10	Q001	FAMU DRS	322,713.00	
PREP COIP	1415	10	Q102	FAM-FSU COLL OF ENGINEER III	10,000,000.00	
PREP COIP	1415	10	Q103	PHARMACY BLDG	10,000,000.00	
PREP COIP	1415	10	Q120	CRITICAL DEFERRED MAINTENANCE	925,508.00	
PREP COIP	1415	10	O407	REM, REN, MAINT, REP & SITE IMPRV	1,848,584.00	
PREP COIP	1415	10	O791	MRR/REM.SITE IMPROV LAB SCHOOL	10,671.00	
PREP COIP	1415	10	Q703	FAMU STU BUSINESS INCUBATOR	250,000.00	
PREP COIP	1415	10	Q704	FAMU LOUNGE RENOVATION	165,000.00	
PREP COIP	1415	10	Q705	FAMU CLUB/ORGANI CO-WORKER	175,000.00	
PREP COIP	1415	10	Q706	FAMU STUDENT UNION MINOR REN	1,124,861.00	\$24,822,337.00

**B. Federal Legislative Priorities**

Reauthorization of the Higher Education Authorization Act (HEAA) is one of our highest federal priorities. Senator Tom Harkin released his bill on November 20. The bill includes several new provisions that would be advantageous to FAMU:

- Changes how colleges receive Perkins Loans and Work Study funding, so that their allocations are more closely tied to how many low- and middle- income students an institution serves.
- Creates a “Pell Bonus” pilot program that would award extra funds to colleges that enroll and graduate low-income students.
- Allows the federal government to create a student unit record system to track student performance and employment outcomes across higher education.
- Establishes a pilot program for streamlining the application for federal student aid in which students, barring any significant change in their financial situation, would apply for aid only once for four years.

Harkin’s legislation is unlikely to advance anywhere in the last few weeks of the current lame-duck Congress, as lawmakers focus, among other things, on legislation to fund the government beyond December 11 when its current funding expires. However, Harkin’s bill may serve as a guiding document for Senate Democrats in the next Congress.

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**Other federal priorities include:**

- Restore department of defense funding for HBCUS and MSIs to previous level of \$35.9 million: current level is \$24 million.
- Advocate for a larger portion of the core funding that is provided to all military branches for HBCUs and MSIs.
- Advocate for funding minority energy programs.
- Advocate for passage of omnibus budget bill that is favorable to FAMU and HBCUs (Continuing Resolution expires on 12/11/14).

**C. Local Priorities**

One of the University’s major local initiatives is to obtain city and county support to start the redevelopment of the Adams-Monroe Streets corridor, which serves as the southern gateway to our main campus. Government Relations is working with city and county officials to find ways to get public and private investment in this area.

**D. Benchmarks and Metrics**

The baseline for measuring the success of our state legislative initiatives will be the five-year average of capital and five-year average operating appropriations we have received. The performance metric will be the percentage increase of state appropriations over the five-year year averages.

**Questions associated with this item:**

<b>Governmental Relations</b>	Need results of Governmental Relations efforts. <b>(Chair)</b>
	Do we have enough of the right people at the table for lobbying? (Lawson)
	We should consistently evaluate if we are spending enough in this area. (Lawson)
	How do you define key relationships with list provided? (Turnbull)
	When do you expect to fully engage the Board? All have not been engaged and I am one of them. We want to help. (Turnbull)
	The Student Government Association should be engaged in the form of workshops, etc. (Graham)
	What position has been taken with the Board and other stakeholders regarding the COE? <b>(Chair)</b>
	Does the firm brought on board focus on policy issues? (Alston)
	Who is the firm? Provide a brief background. <b>(Chair)</b>
	What gave you confidence in this firm? <b>(Chair)</b>



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<b>Governmental Relations cont.</b>	Why the change if we had a good year last year? (Boyce)
	Can funds be used for field house? (Boyce)
	How can we get creative to raise funds for critical needs? (Boyce)
	It does not appear that we have engaged local politicians. <b>(Chair)</b>
	Be careful in characterizing things that happened last year as being “banked”. <b>(Chair)</b>
	Will Patrick Bell be lobbying or does he have someone else? (Turnbull)
	We need to be a priority for Mr. Bell. (Turnbull)

**Executive Service Level Personnel Information**

Mr. Cassidy was recognized to present this item. Per the Chairman’s request, we have prepared a list of executive service positions and their associated salaries.

These positions are assigned to the Administrative and Professional Classification Plan and ordinarily report directly to the President. They include the classifications of provost, vice presidents, general counsel, and athletic director. These positions are responsible for or are significantly involved in policy making at the University, do not have tenure and do not have any expectation of appointment beyond a 60 days’ notice period.

The University currently has eight executive service level personnel: seven vice presidents; and the athletic director.

**Questions associated with this item:**

<b>Executive Service Level Personnel Information</b>	Provide contracts of executive level positions to this Committee. <b>(Chair)</b>
	There should be a standard template. <b>(Chair)</b>
	There should be performance related in certain areas. (Lawson)
	How do other universities do contracts? Do they use templates? Why do we want this? Board needs to know exactly where they are going with this request. It is a slippery slope. (Turnbull)
	Why should the BOT not be provided public documents? <b>(Chair)</b>
	The Board should have a copy of the employment contracts that their names are on. <b>(Chair)</b>
	This request should be granted w/o argument. (McWilliams)
	Documents were to be provided to the Full Board today.

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**Financial Report on Branding Efforts**

Mr. Cassidy was recognized to present this item. Per the Chairman's request, we have prepared a comparison of branding effort expenditures over the last three fiscal years.

<b>FLORIDA A&amp;M UNIVERSITY BRANDING EXPENDITURES AS OF 11/25/2014</b>				
	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>TOTAL</b>
<b>OTHER PERSONAL SERVICES</b>		44,089.00	37,387.00	81,476.00
<b>PROFESSIONAL CONSULTANT FEES</b>	37,500.00	102,700.00	39,000.00	179,200.00
<b>PHOTOGRAPHER SERVICES</b>	5,518.00			5,518.00
<b>PRINTING</b>	2,333.00	6,573.25		8,906.25
<b>RECRUITMENT</b>		7,228.44		7,228.44
<b>EQUIPMENT RENTAL</b>	5,625.00	3,312.00		8,937.00
<b>RECRUITING</b>	17,839.89	10,226.35	10,650.50	38,716.74
<b>ANTI-HAZING WORKSHOPS PUBLIC RELATIONS CONSULTANT SERVICES</b>	5,915.74	4,260.00		10,175.74
<b>ADVERTISING</b>		54,630.00	6,961.64	61,591.64
<b>TRAVEL</b>	7,984.32			7,984.32
<b>ALUMNI ACTIVITIES</b>	148.00			148.00
<b>RENTAL BUILDINGS</b>	1,626.95			1,626.95
<b>MEDIA TRAINING</b>		10,350.00		10,350.00
<b>FALL GALA VIDEO</b>		16,248.00		16,248.00
<b>PRE PRODUCTION</b>		4,125.00		4,125.00
<b>FAMNEWS</b>		4,200.00	12,000.00	16,200.00

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<b>PARKING SERVICES</b>	598.16	598.16
<b>P-CARD CHARGES</b>	69.99	69.99
<b>VIDEO PRODUCTION</b>	3,000.00	3,000.00
<b>TOTAL</b>	84,490.90    324,980.37    108,999.14	518,470.41

**Questions associated with this item:**

<b>Branding</b>	How effective has branding been?
	Can we continue to use DKC?
	What is our brand? What’s wrong with the brand? Why are we rebranding? (McWilliams)
	Remaining funds should be evaluated for usage. Provide a more substantial discussion and plan. (Alston)
	Provide a detailed breakdown of the remaining balances of branding dollars. (Alston)
	Confused by numbers. Need more discussion. (Grable)
	Provide breakdown by end of January. <b>(Chair)</b>

**Financial Readiness for Campus-Wide Emergencies**

Mr. Cassidy was recognized to present this item. Per the Chairman’s request, we have prepared a brief presentation on Financial Readiness for Campus-Wide Emergencies.

University management is generally comfortable with its state of readiness, but is always looking to improve its capabilities.

In the current fiscal year, more than \$750,000 of available capital reserve funding has been set aside to address certain high-priority objectives. It is expected that more funding will be set aside next year as well.

These objectives include:

- Repair, replace and add new cameras in strategic locations around campus;
- Enhance ability to lockdown buildings in the event of an active shooter incident;
- Various enhancements to emergency notifications systems; and
- Increase control of physical access to campus.

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



**Questions associated with this item:**

<i>Campus-wide Security</i>	We have a lot of glass and wood doors. (Lawson)
	Are we financially prepared for a crisis? ( <b>Chair</b> )
	Where was the \$750K spent? Mostly in new cameras.

There was no further business. The meeting adjourned at 3:20 P.M.

Rufus Montgomery  
Committee Chairman

Transcribed by:

Darlene W. Garcia

**Action Item IV.**

**Approval of Operating Budgets  
for Auxiliary Facilities  
with Revenue Bonds**



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

**Budget and Finance Committee  
Wednesday, March 4, 2015  
Agenda Item: IV**

Item Origination and Authorization			
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Resolution _____	Contract _____	Grant _____	Other _____

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

**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 approve the Income and Expenditure Statements (Operating Budgets) for these Auxiliary Facilities that have Outstanding Revenue Bonds.

**Supporting Documents Included:** BOG Regulation 9.008 and Income and Expenditure Statements.

**Attachments:**

- Regulation 9.008 University Auxiliary Facilities with Outstanding Revenue Bonds
- Income and Expenditure Statement -Parking Services
- Income and Expenditure Statement -Housing Operations

**Prepared By:** Budget Office

**Approved By:** Vice President Dale Cassidy



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

**Regulation 9.008 University Auxiliary Facilities with Outstanding Revenue Bonds.**

(1) Certain outstanding state university system bond issues for auxiliary facilities have covenants that state: "The Board of Governors shall annually, at least ninety (90) days preceding the beginning of each fiscal year, or at any other time as requested by the Board of Administration, prepare a detailed budget providing reasonable estimates of the estimated current revenues and expenses of the university during the succeeding fiscal year and setting forth the amount to be deposited in the (facility name) Maintenance and Equipment Reserve Fund. The budget shall be adopted by the Board of Governors and shall not be changed during the fiscal year except by the same procedure by which it was adopted.

(2) In order to satisfy bond covenant requirements specified in (1), it is necessary for each university to develop and submit, in advance of the annual submission of institutional budgets in August, operating budget detail approved by the University Board of Trustees for auxiliary facilities with such bond covenants and to report the anticipated amount to be deposited in the (facility) Maintenance and Equipment Reserve Fund(s). The reserve fund amount for each auxiliary bond issue shall be determined by each university's Board of Trustees in accordance with institutional policy and/or bond covenant requirements.

(3) Universities shall prepare an Income and Expenditure Statement, in a format provided by the Board of Governors, for each auxiliary bond issue (or series issue as amended) containing these bond covenants. The required annual submission date shall be as published on the BOG Information Resources Management Data Request Calendar website, but shall be no later than ninety (90) days prior to the beginning of the fiscal year reporting period. The financial information provided will be presented to the Board of Governors for approval as soon as meeting scheduling permits.

Authority: Section 7(d), Art. IX, Fla. Const., Specific Revenue Bond Covenant Language, State Bond Act, Section 11(d), Art. VII, Fla. Const., History-New 12-6-07.

**UNIVERSITY AUXILIARY FACILITIES  
OUTSTANDING REVENUE BONDS  
SUPPLEMENTAL NARRATIVE INFORMATION  
FEBRUARY 2015 DATA REQUEST SUBMISSION  
BOND SERIES TITLE: Parking Facilities Revenue Bond Series 1997**

1. Do any of the pledged revenues reported on the Income and Expenditure Statement contain overhead assessments? If yes, please explain.  
Yes, 6% of the pledged contains overhead assessments. It is listed in the expenditures as Other Expenses & Transfers Out.
  
2. Do pledged revenues or expenditures change year-over-year by 10% or more? If yes, please explain.  

N/A
  
3. Please explain amounts transferred out of replacement reserves.  
In fiscal year 2015-16, these funds will be used to make repairs to the parking facilities.
  
4. Please provide details for amounts categorized as "other".  
"Other Expenses & Transfers Out" contains the 3% for replacement reserves and the 6% overhead assessments.
  
5. Add lines as needed for additional comments.



**INCOME AND EXPENDITURE STATEMENT**

UNIVERSITY: Florida A&M University

BOND TITLE: Parking Facilities Revenue Bond Series 1997

AUXILIARY FACILITY (IES): Parking Operations

	2013-14 Actual	2014-15 Estimated	2015-16 Projected
<b>1. REVENUE CARRIED FORWARD</b>			
<b>A. Operating Cash Carried Forward:</b>			
Liquid	1,572,100	1,289,153	1,065,038
Investments	0	0	0
<b>Sub-Total:</b>	<b>1,572,100</b>	<b>1,289,153</b>	<b>1,065,038</b>
<b>B. Replacement Reserve Forward:</b>			
Bond Covenants (Facilities Maintenance and Equipment)	746,613	814,694	874,004
Other	0	0	0
<b>Sub-Total:</b>	<b>746,613</b>	<b>814,694</b>	<b>874,004</b>
<b>TOTAL CARRIED FORWARD (A +B):</b>	<b>2,318,713</b>	<b>2,103,847</b>	<b>1,939,042</b>
<b>2. CURRENT YEAR REVENUE:</b>			
* Revenue	2,215,709	1,977,000	2,165,962
Interest Income			
Other Income			
<b>TOTAL CURRENT YEAR REVENUE:</b>	<b>2,215,709</b>	<b>1,977,000</b>	<b>2,165,962</b>
<b>3. SUMMARY OF AVAILABLE REVENUES (1 +2):</b>	<b>4,534,422</b>	<b>4,080,847</b>	<b>4,105,004</b>
<b>4. EXPENDITURES</b>			
Salaries and Matching	865,552	619,791	579,081
Other Personal Services		7,850	0
Operating Expense	1,149,162	1,090,787	1,392,971
Repairs and Maintenance	0		
Debt Service	232,725	233,265	233,790
Repair and Replacement Expense	0		
Operating Capital Outlay	18,121		
Other Expense & Transfers Out	165,015	190,112	197,330
<b>TOTAL EXPENDITURES:</b>	<b>2,430,575</b>	<b>2,141,805</b>	<b>2,403,172</b>
<b>5. TRANSFERS TO REPLACEMENT RESERVES</b>			
Bond Covenants (Facilities Maintenance and Equipment)	68,081	59,310	64,979
Other	0	0	0
<b>Sub-Total:</b>	<b>68,081</b>	<b>59,310</b>	<b>64,979</b>
<b>6. TRANSFERS FROM REPLACEMENT RESERVES</b>			
Bond Covenants (Facilities Maintenance and Equipment)	0	0	135,094
Other	0	0	0
<b>Sub-Total:</b>	<b>0</b>	<b>0</b>	<b>135,094</b>
<b>7. ENDING REPLACEMENT RESERVES (1B +5 -6)</b>			
Bond Covenants (Facilities Maintenance and Equipment)	814,694	874,004	803,889
Interest Income Earned on Reserve Balance	0	0	0
<b>Sub-Total:</b>	<b>814,694</b>	<b>874,004</b>	<b>803,889</b>
<b>8. ENDING OPERATING CASH (1A +2 -4 -5)</b>	<b>1,289,153</b>	<b>1,065,038</b>	<b>762,849</b>
<b>9. SUMMARY OF ENDING REVENUES (7 +8)</b>	<b>2,103,847</b>	<b>1,939,042</b>	<b>1,566,738</b>

Date budget approved by University Board of Trustees (Required) :

March 4, 2015

Prepared By : Ronica Mathis

Telephone : (850) 412-5289

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

**UNIVERSITY AUXILIARY FACILITIES  
OUTSTANDING REVENUE BONDS  
SUPPLEMENTAL NARRATIVE INFORMATION  
FEBRUARY 2015 DATA REQUEST SUBMISSION  
BOND SERIES TITLE: Student Dormitory Revenue and Revenue Refunding, Series 2010 A&B**

1. Do any of the pledged revenues reported on the Income and Expenditure Statement contain overhead assessments? If yes, please explain.

N/A

2. Do pledged revenues or expenditures change year-over-year by 10% or more? If yes, please explain.

N/A

3. Please explain amounts transferred out of replacement reserves.

In fiscal year 2014-15, these funds were used to replace chiller systems in several dorms.

4. Please provide details for amounts categorized as "other".

"Other Expenses & Transfers Out" contains the 3% for replacement reserves.

5. Add lines as needed for additional comments.

**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

	2013-14 Actual	2014-15 Estimated	2015-16 Projected
<b>1. REVENUE CARRIED FORWARD</b>			
<b>A. Operating Cash Carried Forward:</b>			
Liquid	9,934,003	6,249,499	7,524,276
Investments	0	0	0
Sub-Total:	9,934,003	6,249,499	7,524,276
<b>B. Replacement Reserve Forward:</b>			
Bond Covenants (Facilities Maintenance and Equipment)	395,712	751,945	233,976
Other	0	0	0
Sub-Total:	395,712	751,945	233,976
<b>TOTAL CARRIED FORWARD (A +B):</b>	10,329,715	7,001,444	7,758,252
<b>2. CURRENT YEAR REVENUE:</b>			
* Revenue	9,934,003	14,238,625	14,630,187
Interest Income	0	0	0
Other Income			
<b>TOTAL CURRENT YEAR REVENUE:</b>	9,934,003	14,238,625	14,630,187
<b>3. SUMMARY OF AVAILABLE REVENUES (1 +2):</b>	20,263,718	21,240,069	22,388,439
<b>4. EXPENDITURES</b>			
Salaries and Matching	2,259,132	2,304,620	3,039,571
Other Personal Services	699,806	679,792	540,000
Operating Expense	4,304,124	3,512,200	2,439,214
Repairs and Maintenance			1,673,067
Debt Service	5,467,685	5,914,999	5,960,066
Repair and Replacement Expense	33,695		
Operating Capital Outlay	74,209	104,051	25,000
Other Expense & Transfers Out	389,928		438,906
<b>TOTAL EXPENDITURES:</b>	13,228,579	12,515,662	14,115,824
<b>5. TRANSFERS TO REPLACEMENT RESERVES</b>			
Bond Covenants (Facilities Maintenance and Equipment)	389,928	448,186	438,906
Other	0	0	0
Sub-Total:	389,928	448,186	438,906
<b>6. TRANSFERS FROM REPLACEMENT RESERVES</b>			
Bond Covenants (Facilities Maintenance and Equipment)	33,695	966,155	0
Other	0	0	0
Sub-Total:	33,695	966,155	0
<b>7. ENDING REPLACEMENT RESERVES (1B +5 -6)</b>			
Bond Covenants (Facilities Maintenance and Equipment)	751,945	233,976	672,882
Interest Income Earned on Reserve Balance	0	0	0
Sub-Total:	751,945	233,976	672,882
<b>8. ENDING OPERATING CASH (1A +2 -4 -5)</b>	6,249,499	7,524,276	7,599,733
<b>9. SUMMARY OF ENDING REVENUES (7 +8)</b>	7,001,444	7,758,252	8,272,615

Date budget approved by University Board of Trustees (Required) :

March 4, 2015

Prepared by: Ronica O. Mathis

Telephone :

(850) 412-5289

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

**Action Item V.**

**Approval of Auxiliary  
Budget Amendments**



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

**Budget and Finance  
Wednesday, March 4, 2015  
Agenda Item: V.a.**

Item Origination and Authorization				
Order ____	Policy ____	Award of Bid ____	Budget Amendment __X__	Change
	Resolution ____	Contract ____	Grant ____	Other ____

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

**Subject:** Approval of Amendment to FY 2014-15 Commons R&R Operating Budget

**Rationale:** Additional budget authority, of \$1.5 million, is requested for renovating the main dining room, located in the Student Service Center. The goals of the renovations are below.

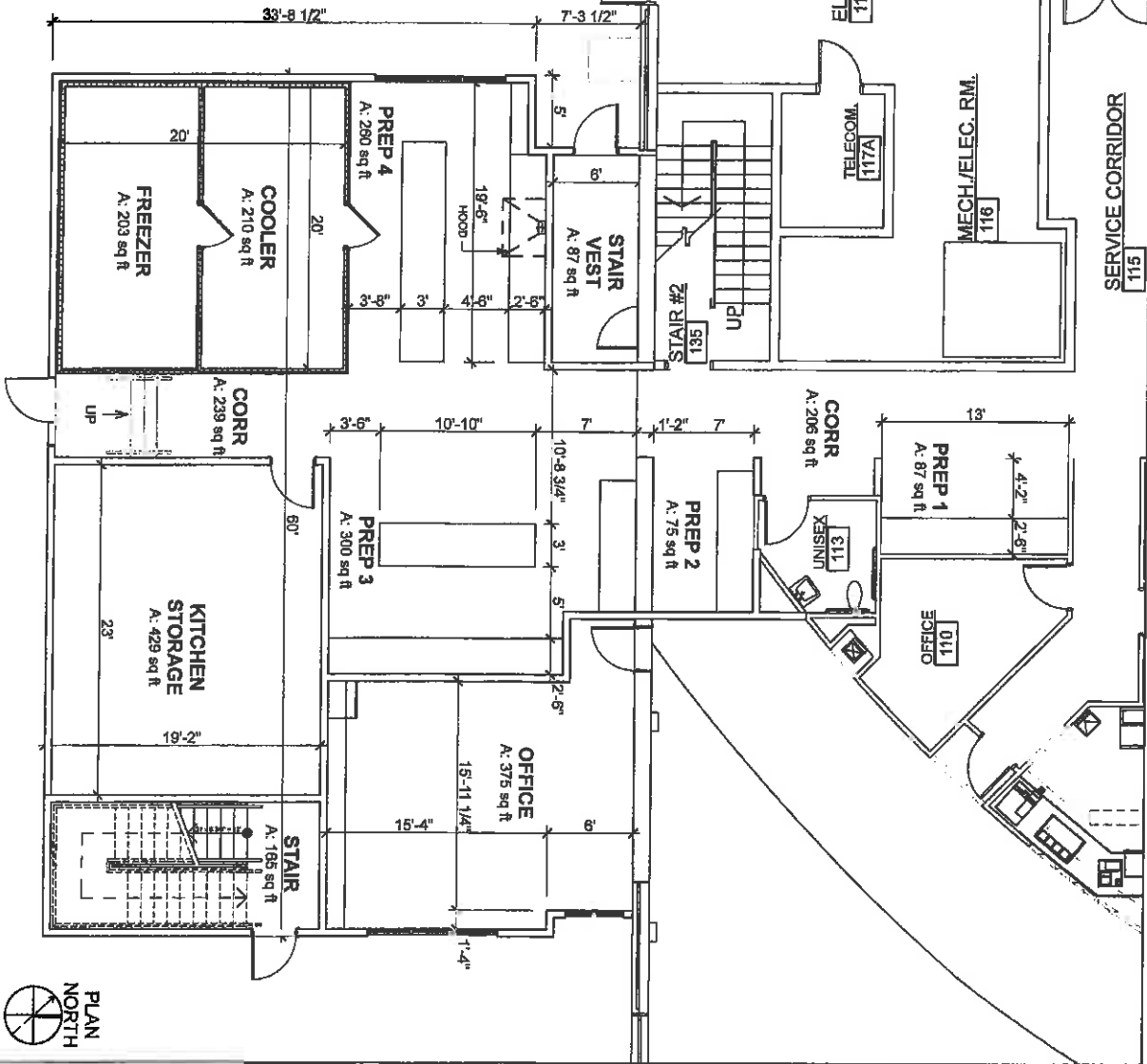
1. To upgrade/replace equipment for greater efficiency and effectiveness;
2. To repair infrastructure problems (floors, leaks, etc.);
3. To increase seating capacity; and
4. To increase kitchen, storage, preparatory and office spaces.

**Attachments:** Architectural Drawings (draft)  
Budget Amendment

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2015-2014 Operating Budget.

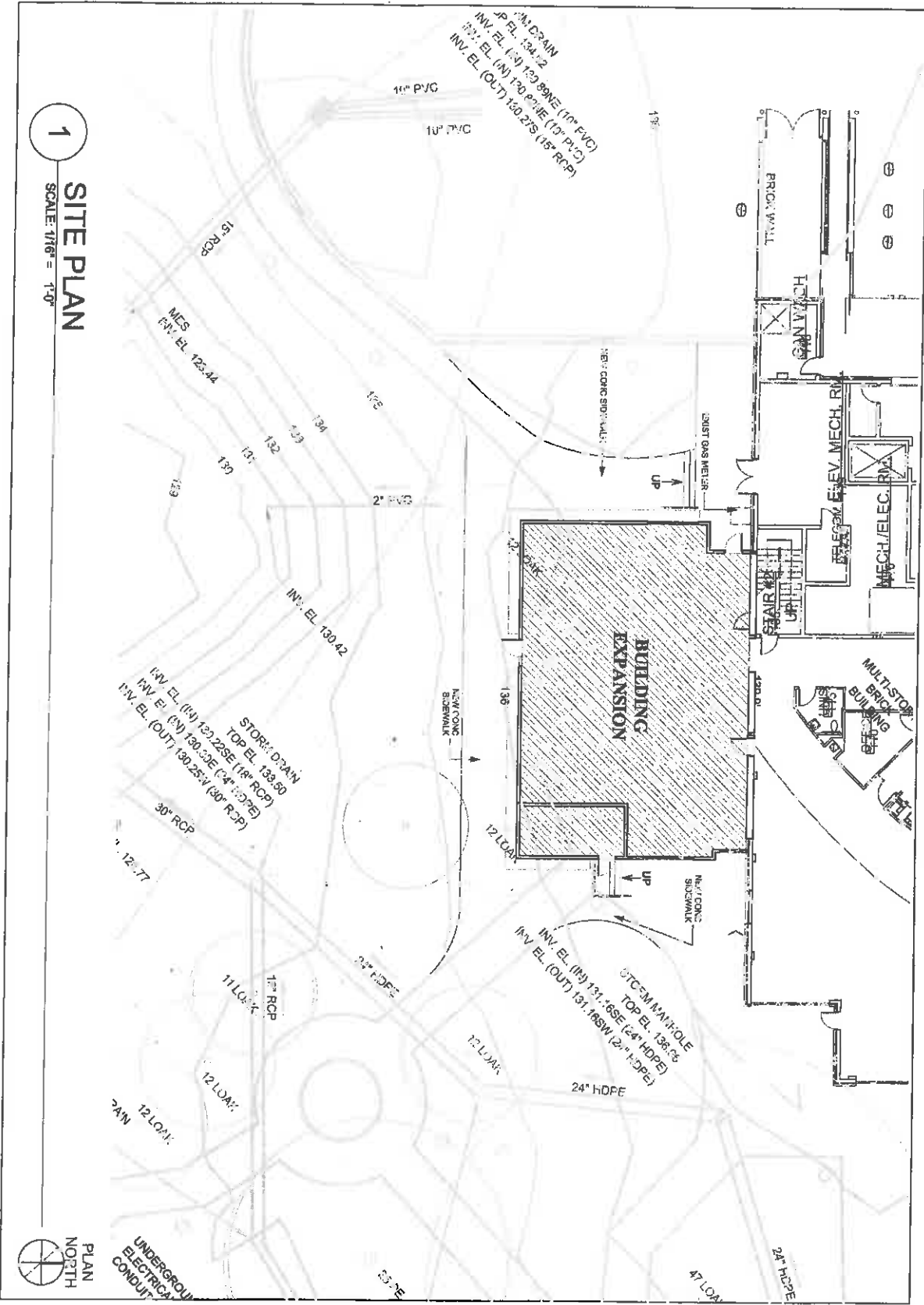
**Prepared by:** Budget Office

1  
 SCALE: 1/8" = 1'-0"  
**FIRST FLOOR**



GRCA PROJECT NO.: 13188B	RENOVATION/EXPANSION for: FAMU Student Services Building	DATE: 1/16/2015
DRAWING TITLE: First Floor Plan	FOR: Programming Report	SHEET: A1
<b>GILCHRIST ROSS CROWE ARCHITECTS</b>		(850) 222-8100
413 ALL SAINTS STREET		
TALLAHASSEE, FLORIDA 32301		



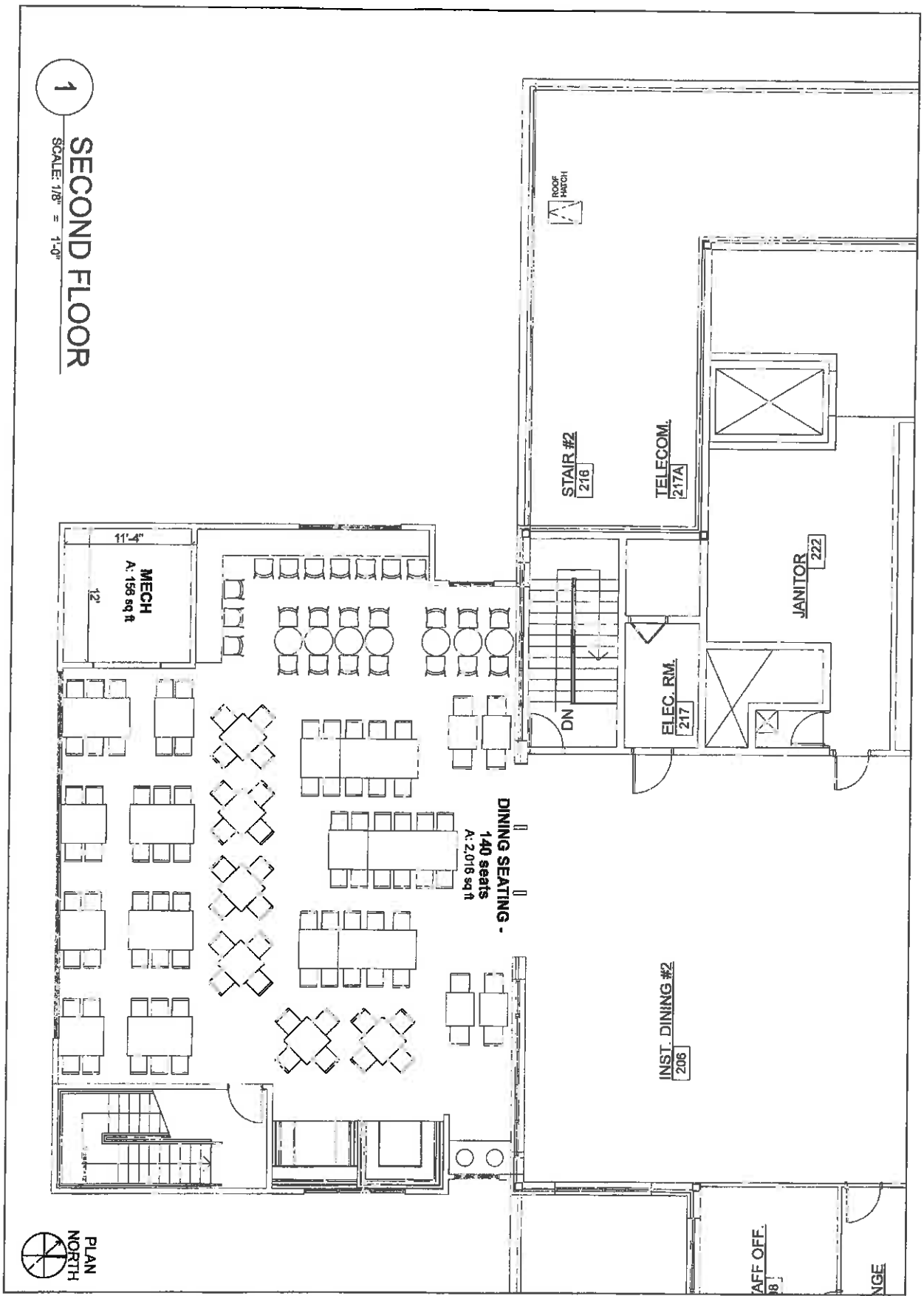


1  
**SITE PLAN**  
 SCALE: 1/16" = 1'-0"



GRCA PROJECT NO.: 13188B	RENOVATION/EXPANSION for: FAMU Student Services Building	DATE: 1/18/2015
DRAWING TITLE: Site Plan	FOR: Programming Report	SHEET: AS1
<b>GILCHRIST ROSS CROWE ARCHITECTS</b>		
413 ALL SAINTS STREET		
TALLAHASSEE, FLORIDA 32301		
		(850) 222-8100

1 SECOND FLOOR  
SCALE: 1/8" = 1'-0"



GRCA PROJECT NO.: 13188B	RENOVATION/EXPANSION for: FAMU Student Services Building	DATE: 1/16/2015
DRAWING TITLE: Second Floor Plan	FOR: Programming Report	SHEET: A2
<b>GILCHRIST ROSS CROWE ARCHITECTS</b> 413 ALL SAINTS STREET TALLAHASSEE, FLORIDA 32301		(850) 222-8100







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

**Budget and Finance Committee  
Wednesday, March 4, 2015  
Agenda Item: V.b.**

Item Origination and Authorization				
Order_____	Policy _____	Award of Bid_____	Budget Amendment__X__	Change
	Resolution_____	Contract_____	Grant_____	Other_____
Action of Board				
Approved_____	Approved w/ Conditions _____	Disapproved _____	Continued_____	Withdrawn _____

**Subject: Approval of Amendment to the FY 2015-2016 Operating Budget**

**Rationale:** Reduction of budget authority is requested for the following budget entity:

- **Fund 115 Athletics** – After reviewing the Athletics revenue actual collections and projections for the remainder of the fiscal year, the budget should be reduced by **\$1,000,000** to align with the anticipated actual revenues. The budget for Title IX scholarships will be transferred to and funded by Carryforward for the **2014-15 fiscal year only**.

**Attachments:** Athletic Analysis, Budget Reconciliation

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2014-2015 Operating Budget.

**Prepared by:** Budget Office

**FLORIDA A&M UNIVERSITY**  
**2014-15 Approved Operating Budget**  
**Reconciliation by Budget Entity as of 02-16-2015**

		<b>Educational and General</b>		
Fund	Fund Name	Approved Budget BOT as of 12/03/14 -1-	Budgets Posted in PeopleSoft as of 02/16/2015 -2-	Budget Status Over (Under) -3-
101	General Revenue	\$ 97,530,455	\$ 97,530,455	\$ -
102	Student Fee Trust Fund	72,446,932	72,446,932	-
104	Educational Enhancement (Lottery)	14,834,223	14,834,223	-
<b>Sub-Total Educational and General</b>		<b>\$ 184,811,610</b>	<b>\$ 184,811,610</b>	<b>\$ -</b>
<b>Capital Improvement</b>				
108	Capital Improvement Fee Trust Fund	2,250,000	2,250,000	-
<b>Total Capital Improvement</b>		<b>\$ 2,250,000</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>
<b>Total Educational and General</b>		<b>\$ 187,061,610</b>	<b>\$ 187,061,610</b>	<b>\$ -</b>
<b>Auxiliary Enterprises</b>				
110	Housing Trust Fund	15,151,604	15,151,604	\$ -
116	Auxiliary Trust Fund	26,364,434	26,364,434	-
603	Auxiliary R&R Fund	713,513	713,513	-
701	Housing Debt Service	5,914,999	5,914,999	-
702	Aux. Debt Service	233,265	233,265	-
<b>Total Auxiliary Enterprises</b>		<b>\$ 48,377,815</b>	<b>\$ 48,377,815</b>	<b>\$ -</b>
<b>Intercollegiate Athletics</b>				
115	Intercollegiate Athletics	9,390,171	8,390,171	(1,000,000)
<b>Total Intercollegiate Athletics</b>		<b>\$ 9,390,171</b>	<b>\$ 8,390,171</b>	<b>\$ (1,000,000)</b>
<b>Concessions</b>				
117	Concessions (450100)	180,000	180,000	-
<b>Total Concessions</b>		<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>
<b>Law School Bar Prep Fee</b>				
117	Law School Bar Prep Fee (482300)	360,000	360,000	-
<b>Law School Bar Prep Fee</b>		<b>\$ 360,000</b>	<b>\$ 360,000</b>	<b>\$ -</b>
<b>Technology Fee</b>				
117	Technology Fee (482200)	4,821,666	4,821,666	-
<b>Total Technology Fee</b>		<b>\$ 4,821,666</b>	<b>\$ 4,821,666</b>	<b>\$ -</b>
<b>Student Activities</b>				
117	Late Registration Fee (480910)	220,129	220,129	\$ -
117	Orientation Fee (482000)	269,031	269,031	-
117	Student Activities- Activities and Services Fee (43 Series)	3,951,365	3,951,365	-
<b>Total Student Activities</b>		<b>\$ 4,440,525</b>	<b>\$ 4,440,525</b>	<b>\$ -</b>
<b>Student Financial Aid</b>				
117	Late Payment Fee Controller (480920)	307,947	307,947	-
117	Administrative Expense Fin. Aid (481210)	287,122	287,122	-
117	Administrative Controller (481220)	285,231	285,231	-
201	Title IV Administrative Expense (410333)	175,000	175,000	-
201	College Work Experience Program (410405)	15,000	15,000	-
201	Federal Work Study Program (410452)	798,797	798,797	-
202	Scholarship Fund	60,000,000	60,000,000	-
	Federal Perkins Loan Program (550100) and other			
301	Fund 301	2,159,240	2,159,240	-
901	Other Tuition Assistance Grant (511700)	3,000,000	3,000,000	-
<b>Total Financial Aid</b>		<b>\$ 67,028,337</b>	<b>\$ 67,028,337</b>	<b>\$ -</b>
<b>Contracts &amp; Grants</b>				
118	FAMU DRS Trust Fund	3,593,042	3,593,042	-
203	Sponsored Research Trust Fund (402210)	46,713,445	46,713,445	-
<b>Total Contracts and Grants</b>		<b>\$ 50,306,487</b>	<b>\$ 50,306,487</b>	<b>\$ -</b>
<b>Total BOT Approved Operating Funds</b>		<b>371,966,611</b>	<b>370,966,611</b>	<b>(1,000,000)</b>
<b>Grand Total</b>		<b>\$ 371,966,611</b>	<b>\$ 370,966,611</b>	<b>\$ (1,000,000)</b>

Florida A&M University  
Athletics Division  
Budget Status Report As of 02/13/2015

<b>Revenues:</b>	<b>Budgeted</b>	<b>2014-15 Collected</b>	
	8,899,622	6,346,610	71%

<b>Breakdown of Revenues Collected:</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Still Expected</b>	<b>%</b>	<b>Account</b>
	4,480,201	3,714,476	765,725	82.91%	601000 Fees
	-	(66,494)	-	-	601299 Waivers
	-	322,406	-	-	602130 Football Gate Receipts
	1,092,250	1,028,250	64,000	94.14%	602131 Game Guarantees
	100,000	44,932	-	44.93%	602132 Athletic Concession Sales
	12,000	6,240	-	52.00%	602133 Athletic Program Sales
	967,000	205,737	-	21.28%	602134 Football Season Tickets
	-	116,691	-	-	602136 Athletic Advertising Sales
	150,000	42,571	107,429	28.38%	602139 Royalty
	366,500	457,775	-	124.90%	602141 NCAA Revenues
	-	2,875	-	-	602143 Ticket Sales Away Games
	-	14,855	-	-	602153 MEAC/SWAC Revenue
	740,000	394,144	345,856	53.26%	602152 Florida Classic Consortium
	-	1,195	-	-	604075 Cash Over and Short
	7,000	7,500	7,000	107.14%	602150 Other Auxiliary Revenue
	-	11,083	25,000	-	602144 Basketball Receipts
	984,671	42,373	942,298	4.30%	604090 Miscellaneous Revenue
	-	-	-	-	615001 Transfers
	<u>8,899,622</u>	<u>6,346,610</u>	<u>2,257,308</u>		

**FLORIDA A&M UNIVERSITY  
TOTAL ATHLETICS OPERATING COSTS  
FISCAL YEAR 2014-15**

	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
ATHLETIC OPERATING BUDGET	9,131,900	9,335,258	8,899,622
TITLE IX OPERATING BUDGET	374,208	477,738	778,264
UNIVERSITY SUPPORT:			
ACADEMIC ADVISORS		158,795	158,795
GRAD ASSISTANTS			43,848
UTILITIES	202,532	283,956	110,889
MOVING AND SETUP		162,860	199,716
SCHOLARSHIPS	2,081,120	1,334,680	1,100,000
WAIVERS	700,000	700,000	700,000
FOUNDATION	700,000	700,000	500,000
	<b>13,189,760</b>	<b>13,153,287</b>	<b>12,491,134</b>

**Information Item VI.**

**Quarterly Financial  
Report**



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

**Budget and Finance Committee  
Wednesday, March 4, 2015  
Agenda Item: VI**

**Subject: Quarterly Report - E&G and Non-E&G Budget Status as of December 31, 2014**

**Summary: Information Only:** Please find attached the actual expenditures compared to the approved budget as of December 31, 2014 for E&G and Non-E&G budget entities.

- As of December 31, 2014, a total of 75.38% is showing expended and encumbered. However, the university has expended only 45.7% of the allocated dollars compared to 50% of the year completed. Remember the encumbered column contains Salaries and OPS from the period December 19, 2014 until June 30, 2015.
- **At this point, we do not anticipate any budgetary issues for the E&G Budget at the end of the fiscal year. However, there is concern in the Athletic Fund. We will be submitting a budget amendment for this fund.**

**Prepared by:** Budget Office

2014-2015 E&G OPERATING BUDGET					
As of December 31, 2014					
ADMINISTRATION	BUDGET	ENCUMB	EXPEND	TOTAL EXPEND/ COMMITTED	%EXPENDED/ COMMITTED
PRESIDENT	3,520,596	1,220,783	1,406,048	2,626,831	74.61%
VP COMMUNICATIONS/EXTERNAL AFF	1,516,874	601,377	652,404	1,253,781	82.66%
VP ADMINISTRATION	7,933,583	2,510,334	4,256,532	6,766,866	85.29%
VP DEVELOPMENT	1,843,213	790,603	819,000	1,609,603	87.33%
VP AUDIT AND COMPLIANCE	732,734	333,911	301,472	635,383	86.71%
VP LEGAL AFFAIRS	1,282,123	543,638	546,847	1,090,485	85.05%
EIT	9,094,760	3,676,170	3,476,178	7,152,348	78.64%
PRESIDENTIAL RESERVE	1,833,143			0	0.00%
CAMPUS SECURITY	2,664,290	1,278,145	1,319,764	2,597,909	97.51%
<b>TOTAL ADMINISTRATION</b>	<b>30,421,316</b>	<b>10,954,961</b>	<b>12,778,245</b>	<b>23,733,206</b>	<b>78.02%</b>
<b>PLANT OPERATIONS &amp; MAINTENANCE</b>					
PHYSICAL PLANT	17,577,868	4,959,379	5,137,332	10,096,711	57.44%
FACILITIES PLANNING	1,104,100	443,204	492,182	935,386	84.72%
ENVIRONMENTAL SAFETY	442,330	238,724	204,487	443,211	100.20%
<b>TOTAL PO&amp;M</b>	<b>19,124,298</b>	<b>5,641,307</b>	<b>5,834,001</b>	<b>11,475,308</b>	<b>60.00%</b>
<b>LIBRARIES</b>					
	<b>4,733,482</b>	<b>1,295,332</b>	<b>2,629,197</b>	<b>3,924,529</b>	<b>82.91%</b>
<b>STUDENT SERVICES</b>					
VP STUDENT AFFAIRS	8,402,186	1,885,468	2,159,657	4,045,125	48.14%
TUITION Differential NEED BASE	2,227,345		890,548	890,548	39.98%
WOMEN ATHLETICS	678,264	210,345	207,524	417,869	61.61%
<b>TOTAL STUDENT SERVICES</b>	<b>11,307,795</b>	<b>2,095,813</b>	<b>3,257,729</b>	<b>5,353,542</b>	<b>47.34%</b>
<b>TOTAL NON I&amp;R</b>	<b>65,586,891</b>	<b>19,987,413</b>	<b>24,499,172</b>	<b>44,486,585</b>	<b>67.83%</b>
<b>INSTRUCTIONS AND RESEARCH</b>					
VP ACADEMIC AFFAIRS	12,813,314	2,630,217	3,095,209	5,725,426	44.68%
ESI	2,003,178	898,124	858,696	1,756,820	87.70%
SUSTAINABILITY CENTER	306,497	102,341	79,475	181,816	59.32%
ARCHITECTURE	3,572,487	1,561,226	1,563,295	3,124,521	87.46%
SOCIAL SCIENCES	13,309,986	6,350,302	6,090,792	12,441,094	93.47%
SBI	7,715,406	3,733,006	3,670,542	7,403,548	95.96%
CESTA	4,927,056	2,175,691	2,215,840	4,391,531	89.13%
JOURNALISM	2,766,544	1,048,351	1,148,585	2,196,936	79.41%
EDUCATION	5,863,158	2,397,757	2,574,840	4,972,597	84.81%
NURSING	1,727,767	863,922	809,942	1,673,864	96.88%
PHARMACY	11,117,606	5,010,639	4,681,693	9,692,332	87.18%
ALLIED HEALTH	3,793,840	1,644,729	1,766,670	3,411,399	89.92%
SCIENCE AND TECHNOLOGY	8,790,368	3,932,329	3,691,499	7,623,828	86.73%
GRADUATE STUDIES	2,865,149	458,952	965,249	1,424,201	49.71%
ENGINEERING	11,655,220	2,328,391	4,677,141	7,005,532	60.11%
LAW SCHOOL	12,928,681	5,143,572	5,766,634	10,910,206	84.39%
TUITION DIFFERENTIAL	5,197,138	1,697,033	3,251,783	4,948,816	95.22%
<b>TOTAL I&amp;R</b>	<b>111,353,395</b>	<b>41,976,582</b>	<b>46,907,885</b>	<b>88,884,467</b>	<b>79.82%</b>
<b>TOTAL ALLOCATED E&amp;G</b>	<b>176,940,286</b>	<b>61,963,995</b>	<b>71,407,057</b>	<b>133,371,052</b>	<b>75.38%</b>
<b>** UNALLOCATED</b>	<b>7,871,324</b>			<b>0</b>	<b>0.00%</b>
<b>TOTAL UNALLOCATED E&amp;G</b>	<b>7,871,324</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL E&amp;G</b>	<b>184,811,610</b>	<b>61,963,995</b>	<b>71,407,057</b>	<b>133,371,052</b>	<b>72.17%</b>
<b>** TUITION NOT COLLECTED BECAUSE OF DECREASE IN ENROLLMENT. THIS IS BUDGET AUTHORITY ONLY AND CANNOT BE SPENT IF DOLLARS ARE NOT COLLECTED.</b>					

FLORIDA A&M UNIVERSITY											
NON E&G Budget Status As of December 30, 2014			Revenues								
	Dept	Fund	07/01/2014 Beginning Fund Balance	Budgeted Revenue	14-15 Revenue Collected YTD	Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 12/30/14	Projected YTD Fund Balance	Notes	
<b>Academic Affairs</b>											
DRS Fund 118	Various	118	142,924	3,593,042	3,593,042	3,735,966	3,614,227	3,332,545	403,421		
Late Registration (Fund 117)	480910	117	54,931	150,000	150,000	204,931	225,694	220,344	(15,413)	A	
Law School Bar Prep Fee	613012	116	(6,045)	360,000	360,000	353,955	674,400	314,400	39,555		
Law School Library Coin Oper	603412	116	44,776	16,500	6,099	50,875	15,900	2,178	48,697		
Journalism Lab Fee	611012	116	(6)	5,235	2,115	2,109	3,710	1,148	961		
Graphic Arts Lab Fee	611032	116	(63,408)	2,595	63,408	-	-	-	-		
Nursing Lab Fees	614012	116	16,252	18,225	7,100	23,352	20,833	9,999	13,353		
Nursing ATI Fees	614022	116	31,008	37,930	14,931	45,939	49,307	45,627	312		
FAMU/Leon Cty Pharmacy	615012	116	375,767	292,500	143,883	519,650	322,149	282,346	237,304		
Pharmacy Lab Fees	615022	116	76,504	39,750	15,420	91,924	39,187	37,518	54,406		
Allied Health Lab Fees	616012	116	18,200	14,100	3,000	21,200	18,914	16,905	4,295		
Music Lab Fees	617032	116	2,489	6,875	4,125	6,614	5,062	3,562	3,052		
Biology Material Supplies Fee	617062	116	28,662	38,000	29,562	58,224	24,164	20,282	37,942		
Chemistry Lab Fee	617072	116	55,206	22,440	17,115	72,321	70,424	69,200	3,121		
CIS Lab Fees	617082	116	13,032	15,000	9,446	22,478	21,757	19,086	3,392		
Continuing Education	618070	116	(311,116)	904,145	381,499	70,383	197,557	149,926	(79,543)	B	
Marching 100 Summer Camp	618075	116	13,131	-	-	13,131	13,131	12,785	346		
Entomology Field Day	618076	116	45,404	28,600	11,508	56,912	28,930	25,433	31,479		
Edmonds Youth theatre	618079	116	11,400	28,000	8,538	19,938	27,797	17,009	2,929		
Office of Inst Tech - Support	618510	116	-	100,000	100,000	100,000	116,047	72,652	27,348		
Distance Learning- SBI	618520	116	(15,076)	362,726	362,726	347,650	401,786	212,881	134,769		
Distance Learning- Nursing	618530	116	78,547	197,640	54,900	133,447	187,990	65,901	67,546		
Distance Learning- Public Health	618540	116	44,176	365,950	169,000	213,176	326,772	70,034	63,413		
Pharmacy Seminars	618701	116	(75,073)	80,000	122,901	47,828	39,443	32,356	15,472		
Challenger Learning Center	619142	116	413,289	815,000	286,225	699,514	994,482	703,455	(3,941)	C	
Univ. Library Copy/Print Services	630010	116	44,630	35,000	15,508	60,138	24,801	15,953	44,185		
Transcript Fee	604370	116	13,175	140,000	140,000	153,175	114,950	110,715	42,460		
Student Hlth Ctr Pharmacy	604800	116	7,200	210,000	210,000	217,200	221,367	191,443	25,757		



FLORIDA A&M UNIVERSITY										
NON E&G Budget Status As of December 30, 2014				Revenues						
	Dept	Fund	07/01/2014 Beginning Fund Balance	Budgeted Revenue	14-15 Revenue Collected YTD	Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 12/30/14	Projected YTD Fund Balance	Notes
<b>Administrative &amp; Financial Services</b>										
Controller's Office										
Surplus Property	445300	116	54,456	35,000	23,628	78,084	50,000	3,500	74,584	
Auxiliary Overhead	603130	116	2,045,326	1,060,000	452,858	2,498,184	1,533,341	1,328,606	1,169,578	
Late Payment Fund 117	480920	117	2,182,099	464,120	464,120	2,646,219	307,947	124,369	2,521,850	
Fin Aid Adm Exp Controller Fund 11	481220	117	1,319,667	225,000	225,000	1,544,667	285,231	38,298	1,506,369	
Business and Aux Services										
Bookstore	603150	116	559,750	283,230	170,316	730,066	170,860	130,321	599,745	
University Commons	603170	116	2,826,285	8,753,560	8,753,560	11,579,845	8,469,634	7,067,760	4,512,085	
Bus & Aux. Services	603400	116	40,838	110,000	110,000	150,838	132,229	99,762	51,076	
Post Office	603401	116	127,683	286,305	263,111	390,794	316,151	304,821	85,973	
Procurement Contracts	603405	116	63,916	100,000	80,681	144,597	125,914	63,615	80,982	
Rattler Card	603407	116	199,399	233,400	211,489	410,888	237,426	195,251	215,637	
Copy Center	603410	116	7,438	235,405	212,550	219,988	300,015	227,452	(7,464)	D
Construction & Facilities Planning										
Building Code	603415	116	99,636	150,000	150,000	249,636	164,676	149,578	100,058	
Events department	635010	116	189,975	60,000	34,004	223,979	113,737	93,469	130,510	
Events department-Ticket Sales	635011	116	8,685	50,000	5,210	13,895	51,955	1,955	11,940	
Student Affairs										
Fin Aid Adm Exp Fund 117	481210	117	198,757	250,000	250,000	448,757	288,337	161,523	287,234	
Orientation Fee (Fund 117)	482000	117	(40,991)	270,000	270,000	229,009	288,298	234,508	(5,499)	E
Rattler Aquatics	603160	116	(885)	74,200	74,200	73,315	112,997	41,358	31,957	
Student Union	604140	116	-	736,449	744,374	744,374	766,678	621,758	122,616	
Student Union Bowling Alley	604141	116	38,465	10,000	945	39,410	16,058	10,858	28,552	
Rattler Express	604145	116	29,476	54,569	82,527	112,003	27,441	55,112	56,891	
Campus Recreation	631100	116	23,423	642,054	811,255	834,678	787,722	674,664	160,014	
Famuan Fund 117	430100	117	-	15,239	16,152	16,152	15,263	12,025	4,127	
FAMU DPS Alarm Monitor	604170	116	6,710	18,744	-	6,710	33,305	-	6,710	
FAMU Child Care Center	604480	116	(2,874)	665,937	665,937	663,063	659,059	485,052	178,011	
Hosp O&M Student Hlth	604790	116	2,194,332	2,336,052	904,123	3,098,455	2,966,930	1,899,312	1,199,143	
Counseling Services	604795	116	(708)	360,388	360,388	359,680	360,908	325,284	34,396	
LifeScan Finger Printing	603210	116	54,817	20,000	24,852	79,669	34,022	30,675	48,994	
University Parking	603200	116	1,269	1,997,000	1,997,000	1,998,269	2,448,973	1,589,512	408,757	
Housing Fund 110	Various	110	2,141,814	14,939,536	11,343,693	13,485,507	15,483,243	7,775,611	5,709,896	
A&S Fees	Various	117	966,153	2,998,434	2,998,434	3,964,587	3,936,126	2,988,986	975,601	

FLORIDA A&M UNIVERSITY											
NON E&G Budget Status As of December 30, 2014			Revenues								
	Dept	Fund	07/01/2014 Beginning Fund Balance	Budgeted Revenue	14-15 Revenue Collected YTD	Available Revenue	2014-15 Budget	14-15 Expenditures & Encumbrances as of 12/30/14	Projected YTD Fund Balance	Notes	
<b>E.I.T</b>											
Technology Fee	482200	117	2,822,256	2,352,734	1,673,051	4,495,307	4,821,666	3,977,497	517,810		
Telecommunications	603406	116	(327,514)	2,016,326	2,016,326	1,688,812	2,079,691	1,260,714	428,098		
<b>President</b>											
Athletics	Various	115	(7,842,789)	9,899,622	5,986,747	(1,856,042)	10,029,039	8,524,732	(10,380,774)	F	
Concessions	450100	117	353,401	180,000	202,115	555,516	186,112	104,870	450,646		
<b>NOTES:</b>											
A Revenues are generated from fees that are assessed each semester when fees are paid late.											
B A debt reduction plan is in place in the Continuing Education department, spending has been restricted to adhere to the submitted plan.											
C The majority of the Challenger Learning Center revenues are collected during the Spring and Summer.											
D Revenues are continuously generated when the FAMU Community utilizes the Copy Center.											
E Revenues for Orientation Fee are generated during summer orientation programs which will eliminate the projected negative balance.											
F A debt reduction plan has been developed to address the deficit in Athletics. The budget and spending is reviewed on a weekly basis.											

# **Information Item VII.**

**Contracts Over  
\$100,000**



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

**Budget & Finance Committee  
Wednesday, March 4, 2015  
Agenda Item: VII**

**Subject:** Contracts of \$100,000

**Summary:**

**1. Contractor: Data Set Ready**

Contract #: C-0014-2014  
Contract Start Date: 1/26/2015  
Contract Original Expiration Date: 1/26/2020  
Contract Amount: \$792,617.50

This agreement allows Data Set Ready to provide the University with video surveillance system.

**2. Contractor: MWW Group**

Contract #: C-0008-2015  
Contract Start Date: 1/22/2015  
Contract Original Expiration Date: 12/31/2017  
Contract Amount: \$249,000

This agreement allows MWW Group to provide lobbying services whereby representing the University in Government relations.

**3. Contractor: Blackboard Inc.**

Contract #: C-4314  
Contract Start Date: 12/18/2014  
Contract Original Expiration Date: 12/18/2015  
Contract Amount: \$625,963.00

Under this agreement, Blackboard will assist in developing 40 quality, online courses that are in high demand at the University.

**Prepared by:** Office of Procurement Services

# **Information Item VIII.**

## **Athletics Update**



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

**Budget & Finance Committee  
Wednesday, March 4, 2015  
Agenda Item: VIII**

**Subject:** Athletics Budget Update

FLORIDA A&M UNIVERSITY							
ATHLETICS REVENUE AND EXPENSES							
				Jan-14	Jan-15	Difference	
<b>REVENUE</b>							
Fee		601080		3,941,410	3,646,973	(294,437)	<b>1</b>
Waivers		601299		(58,659)		58,659	
Football Gate Receipts		602130		311,737	315,261	3,524	
Game Guarantees		602131		7,500	952,250	944,750	<b>2</b>
Concessions Sales		602132		20,198	38,524	18,326	
Athletic Program Sales		602133		12,130	6,240	(5,890)	
Football Season Tickets		602134		95,829	204,987	109,158	
Advertising Sales		602136		95,829	106,691	10,862	
Royalty		602139		44,819	41,266	(3,553)	
NCAA Revenues		602141		258,879	419,711	160,832	<b>3</b>
Ticket Sales Away Games		602143			2,875	2,875	
Basket ball Receipts		602144		1,335	2,998	1,663	
Other Rev		602150		7,375		(7,375)	
Florida Consortium		602152		376,783	393,624	16,841	
MEAC/SWAC Revenue		602153		45,999	14,855	(31,144)	
Cash Over Short		604075		215	1,195	980	
Misc		604090		86,185	49,713	(36,472)	
Fundraising		615009				-	
				<b>5,247,564</b>	<b>6,197,163</b>	<b>949,599</b>	
<b>EXPENSES</b>							
Salaries and Benefits		711000		2,005,854	2,058,228	52,374	<b>4</b>
Other Personnel Services		712000		397,824	234,781	(163,043)	<b>5</b>
Operating Expenses		720000		4,140,322	4,937,672	797,350	<b>6</b>
Manadatory costs		721000		188,824	70,742	(118,082)	<b>7</b>
Operating Capital Outlay		750000			5,139	5,139	
				<b>6,732,824</b>	<b>7,306,562</b>	<b>573,738</b>	
<p><b>1. Fees are less in FY 2015, because of the enrollment decline.</b></p> <p><b>2. Game Guarantees are more FY 2015, because the revenues were collected earlier than in the previous year.</b></p> <p><b>3. NCAA Revenues are greater in FY 2015, because additional funding was obtained for APR improvement.</b></p> <p><b>4. The Salaries and Benefits difference is due to the transitions that have taken place in Athletics.</b> The 2015 Salaries will increase in the coming months, because of terminal leave payouts and new hires.</p> <p><b>5. The reduction in OPS is due to the conversion of employees to Permanent positions.</b></p> <p><b>6. The expenses are increased, because Spring Scholarships have been posted.</b></p> <p><b>7. Mandatory expenses are less this fiscal year, because all of the expenses have not been posted yet.</b> The utilities were also capped at \$150,000.</p>							