

# **Budget, Finance and Facilities Committee**

**Meeting Materials  
March 3, 2021**

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

**Budget, Finance and Facilities Committee Meeting**

Wednesday, March 3, 2021

11:40 a.m.

Conference Call

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

**AGENDA**

- |     |               |                    |
|-----|---------------|--------------------|
| I.  | Call to Order | Trustee Moore      |
| II. | Roll Call     | Dr. Lynn B. Turner |

**ACTION ITEMS**

- |      |   |  |
|------|---|--|
| III. | Minutes from the December 2, 2020 Committee Meeting                                   | Trustee Moore                                |
| IV.  | The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Budget   | Dr. Alan Robertson /<br>Dr. Maurice Edington |
| V.   | Accounts Receivable Write-offs  | Mrs. Tonya Jackson                           |
| VI.  | Revision to BOT Policy 2005-05: Preparation and Submission of Budget                  | Mrs. Nichole Murry                           |
| VII. | Revision to BOT Policy 2008-01A: Enterprise Information Systems Security and Controls | Mr. Ron Henry                                |

**INFORMATION ITEMS**

- |       |   |   |
|-------|---|---|
| VIII. | Vice President for Finance and Administration's Report    | Dr. Alan Robertson                          |
|       | a. Financial Status Report / Quarterly Budget Review      |   |
|       | b. COVID 19 Expenditure Report to Date                    | Dr. Erick Akins                             |
|       | c. Project Updates – University Construction / Operations |   |
|       | i. Center for Access and Student Success (CASS)           |   |
|       | ii. Student Service Center Dining Hub                     |   |
|       | iii. Student Amphitheater                                 |   |
|       | iv. Bragg Memorial Stadium                                |   |
| IX.   | Duke Energy / Brooksville Update                          | Dr. Fred Gainous                            |
| X.    | Housing Facilities Update                                 | Dr. Jennifer Wilder                         |
|       | a. Projections  |   |
|       | b. Deferred Maintenance Progress                          |   |
|       | c. Gibbs Hall Update                                      | Dr. Jennifer Wilder /<br>Dr. Alan Robertson |
| XI.   | Adjournment   | Trustee Moore                               |

**Supplemental Document:** List of Contracts over \$100,000

**Action Item:**

December 2, 2020 Meeting Minutes

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

**Budget, Finance and Facilities Committee**  
Wednesday, March 3, 2021  
Agenda Item: III

**Subject:** Minutes from the December 2, 2020 Committee Meeting

**Proposed Board Action:** In accordance with the Florida Statutes, a governing body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

**Attachments:** Yes

1. Budget, Finance and Facilities Committee Meeting Minutes (December 2, 2020)





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

**Budget, Finance, and Facilities Committee Minutes**

Trustee Kimberly Moore, Committee Chair  
Wednesday, December 2, 2020  
Location: Zoom Conference Call

**MINUTES**

**Committee Members Present:** Kimberly Moore, Thomas Dortch, Kelvin Lawson, Belvin Perry, Craig Reid, and Trustee Stone

**Call to Order/Roll Call**

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

**ACTION ITEMS**

**Approval of Minutes** – September 2, 2020.

There were no revisions to the minutes.

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

**Honeywell Performance Contract**

VP Robertson introduced the topic by stating that Honeywell conducted an investment-grade audit back in 2018, which began the university's collaboration with the company. Significant progress has been made since the initial encounter. This contract will eliminate approximately \$12 million of campus-wide deferred maintenance needs; provide \$9.4 million in energy efficiency and capital improvements at 62 university facilities; reduce utility expenditures by \$644,592; and provide over \$107,151 in operational expenditure cost avoidance. The contract is part of our strategic priorities related to world class faculty and providing a first-class business infrastructure. Overall, the project payback has improved from 13.36 to 12.50. Over the last year, the university has been able to cut approximately \$2 million in cost out of the project, improve the cash flow and maintain 95% of the savings.

Mr. Alfred Guerrero, Honeywell Senior Business Consultant, restated the overall scope of the performance contract and spoke on the student component of the contract, which includes creating a partnership with the university on its education mission by implementing a connected lab for students to use to learn about cutting edge and emerging trends in technology. In addition to that, they have formulated a university relations team that has



already engaged the staff in ongoing recruitment and internship efforts. It is Honeywell's desire to cultivate a long-term relationship that will span many years.

#### Questions/Comments re: Honeywell Performance Contract

- Trustee Dortch asked if the savings were guaranteed.  
*Response: VP Robertson responded that the savings are guaranteed.*
- Trustee Dortch asked if a check could be cut in advance of the savings.
- *Response: VP Robertson answered No. Honeywell would reimburse the university if, after the yearly energy audit, the university do not achieve the savings.*
- Trustee Dortch asked if Honeywell has a similar program with other universities of our size.  
*Response: Mr. Guerrero responded that they do have multiple projects of this size with universities throughout the country.*
- Trustee Dortch asked if research had been completed on the program from the 90's.  
*Response: VP Robertson stated that the research was completed and the program performed well.*
- He would also like for Honeywell to be a good relationship and partner with the University.
- Trustee Lawson asked how the \$12 million in deferred maintenance works.  
*Response: VP Robertson answered that the \$12million is part of the campus maintenance assessment and are projects that were built into that assessment. Therefore, the university is borrowing through a performance contract to do those projects. The information on the projects being eliminated from our deferred maintenance is included the materials packet.*

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

#### **Management and Maintenance Contract for the College of Law**

VP Robertson requested approval to enter in a full-service contract with Owens, Renz and Lee, Co., the existing vendor who won the \$2 million bid. The current contract for these services expires on January 31, 2021.

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

#### **Brooksville International Goat Facility**

VP Robertson stated that the Brooksville International Goat Facility is part of a 5-year grant awarded by the U. S. Department of Agriculture to build an 8-acre facility for laboratory space, offices, demonstration spaces and fencing to teach farmers how to raise sheep and goats. The project is scheduled to begin on December 7, 2020 with a completion date of August 2022. The bidding process has begun. The vendors are included in the information packet provided.

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



### **Gibbs Hall Essential Structural Repairs**

VP Robertson indicated that Gibbs Hall is important to the housing cash flow. Quotes and bids have been finalized. The \$2.7M of structural issues with the restroom floors will be repaired/replaced with funds from the repair and renovations reserves in our bonds from the HBCU loan. The project is scheduled to be completed in spring 2021.

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

### **Bragg Memorial Stadium Phases I and II**

VP Robertson stated that the university received a \$10 million grant from Blueprint. The contract is scheduled to be approved during their board meeting on December 10, 2020. Blueprint has allowed the university to begin engaging with the architects and engineering to begin the project, which will be completed in two phases. \$4 million has been allocated for **Phase I** to address the serious infrastructural issues involving steel beams and seating. If additional dollars remain, repairs to the restrooms will begin. These repairs will allow the stadium to be operational for the upcoming fall season. **Phase II** will begin at the conclusion of fall 2021 football season with completion by September 2022. The procurement process for this phase will be by competitive solicitations. Removal and replacement of the press box, concession stands, lighting and sound system upgrades as well as completing the restroom upgrades are included in this phase.

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

### **Revised Athletic Re-payment Plan**

VP Robertson recognized additional transfers of approximately \$2 million of from concessions, the business office, bookstore, and parking services that occurred between fiscal year 2016, 2017 and 2018. The findings were results of a forensic audit and by our external auditors, the transfers are recorded on our books and records. A formal approval request to extend the athletics repayment plan to relieves athletic of unrealistic increasing annual payments was presented.

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

### **Additional Paid Days Off for Eligible University Employees**

AVP Ingram recommended that the board approve three additional paid days off on December 21, 22, 23 to enable the university to recognize individual, academic and operational performance during this past year. It will also support the university's efforts to protect the health, safety and welfare of its staff and faculty as they continue to manage through the COVID-19 pandemic and prepare the campus for spring semester reopening.



Questions/Comments re: Additional Paid Days Off for Eligible University Employees

- President Robinson thanked Trustee Moore for her compassion and personal interest in ensuring this opportunity is extended to every possible eligible employee and looking at creative, appropriate ways to include ineligible employees as well.

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

## INFORMATION ITEMS

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

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

VP Robertson presented the board-approved operating budget of \$374 million for FY 20-21 compared to FY 19-20 budget of \$382 million. The university is operating with a \$8 million smaller budget compared to last year. We are currently operating at 82% of the total budget compared to 70% last year. The reduction to the budget is due to lower auxiliary enterprise revenue, decline due to students and employees operating remotely. Overall, the university is operating closely to its normal budget spend rates.

#### b. COVID-19 Expenditures Report to Date

VP Robertson stated that, of the initial \$13 million COVID-19 dollars awarded, \$12.9 million has been spent. The breakdown of expenditures includes \$6.5 million that went directly to students to assist with their return home during the onset of the virus during the spring semester; \$3.8 million for students' dining and housing fees refunds; approximately \$570,000 used by the university to go remote by purchasing hardware, software and services for remote access; \$2.1 million for cleaning, sanitation and equipment and PPE. The Office of Financial Aid is in the process of awarding the remaining \$100,000 to students whose families were extremely financially distressed by the virus.

#### c. Supplier Diversity (MWBE) Report and Policy

VP Robertson stated that during the first quarter, through October 31, 2020, approximately 3% of the commodities and service contract spend went to MWBE firms. He also stated that Ms. Hood and himself are committed to increasing and improving the numbers by focusing on the revised diversity policy and procedures and increasing the outreach to MWBE firms. Year to date, MWBE represent 50% of the continuing service contract spend on construction projects, 2% of the CASS building expenditures, 11% of the Towers (700-bed residence hall) and 36% of the Dining HUB budget.

Ms. Hood, Director of Procurement, presented an overview of the FAMU Supplier Diversity Program. The objectives of the program are to identify and engage State of



Florida certified MWBE firms that provide goods and services to the university, educate university departments and division of the availability of minority vendors and develop a comprehensive database of diverse suppliers and contractors interested in doing business with the university. The Director is responsible for program development, promotion, implementation, compliance, monitoring and reporting and will work closely with university, governmental and community stakeholders. The university will identify and engage diverse suppliers by attending networking events, developing internal advocacy and supplier referrals, sponsoring outreach events, etc. The Office of Procurement has already added a link on the application for the vendor to self-identify the category they wish to be added. The first outreach event/expo is scheduled for the end of February/beginning of March 2021. The Office of Procurement will develop a comprehensive communication strategy that will include internal and external activities to acknowledge and reinforce executive support and supports building a culture of inclusion across the university. Finally, Director Hood presented the state's goals for minority business enterprise as well as the ambitiously recommended goals of the university.

Questions/Comments re: Supplier Diversity (MWBE) Report and Policy

- Trustee Dortch offered his insight and assistance in working with the Office of Procurement to achieving the university's goals.

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

**i. Center for Access and Student Success (CASS)**

CASS building almost complete. Furniture is being installed and occupants have begun moving in. The giant rattler statue has been installed. The project is on time according to the revised timeline and under budget.

**ii. Student Service Center Dining Hub**

Due to inclement weather, the project will probably be delayed until late January 2021. The university has applied for a 60-day extension to close out the HBCU Loan of \$70 million. The extension is necessary due to material and labor impacted by COVID 19.

**iii. Student Amphitheater**

The main canopy has been installed and the wings are next. The project is proceeding very well.

**Organizational Assessment Update**

VP Robertson and Provost Edington worked jointly to redesign the budgeting process and began holding hearings with departments in March 2020 prior to the onset of the COVID-19 pandemic, which derailed the process. This derailment dictated a top-down rather than a bottom-up approach to the budget. The team was able to balance this year's fiscal budget



by using carry forward dollars, performance -based funding, CARES Act monies and vacancy savings. With the uncertainties faced by the university for the upcoming year, the team worked with McKinsey for over three months to build a financial and forecasting model, which allows us to quickly look at the impact of different scenarios on the university and our budget.

The priority of the President and institution during this pandemic has been to preserve jobs and keep people employed. This is a short-term solution. If we get into a situation where we need to contract, it can be administered quickly but this is not strategic and could impair our ability to implement the university's strategic plan in the long term. Therefore, VP Robertson suggests that the administration begin to look at a rationalized workforce plan by looking at a combination of talents and technology. The process would start with an assessment and benchmarked against our peer institutions and others we aspire to become like.

Provost Edington's annual goal is to complete an assessment and evaluation of the university's academic programs by evaluating degree productivity and efficiency, curricula and degree offerings, as well as resource allocation trends and needs. The timeline for completing this goal is by the end of the 2020-21 academic year (June 30, 2021). The Office of Academic Affairs, along with Ms. Barrington, worked with McKinsey, over an 8-week period to evaluate the curricula and degree offerings. Additional work will be completed on the framework for future use.

#### Questions/Comments re: Organizational Assessment Update

- Trustee Lawson asked if it is possible to complete the reviews prior to June 2021.  
*Response: President Robinson stated that the university does not have all of the data and we do not have a contract with McKinsey. He reminded the board that the initial work was completed under The Thurgood Marshall Fund. In order to proceed further, the university must formally engage McKinsey.*
- Trustee Washington reiterated President Robinson's comments. She also stated that she feels that the board need to meet and have a conversation on their strategic our strengths and see how they are aligned with current plans.  
*Response: President Robinson concurred.*

#### **Housing Facilities Update**

A housing facilities update was provided by Dr. Wilder.

**The meeting adjourned.**

**Action Item:**

The Coronavirus Response and Relief  
Supplemental Appropriations Act (CRRSAA) Budget

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: IV

**Subject:** The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Budget

**Rationale:**

An amendment to the FY 2020-2021 Operating Budget is needed for additional Budget Authority in the following budget entity:

- **Higher Education Emergency Relief Fund (HEERF II) Funds 210 & 211 – \$20,845,563**

An allocation from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provides for Higher Education Emergency Relief Fund (HEERF II). A budget has been developed in collaboration with the divisions of Academic Affairs, Finance and Administration and Student Affairs. The budget has been approved by the University President's Senior Leadership Team and the University Budget and Planning Council.

**Recommendation:**

It is recommended that the Board of Trustees approve the amendment to the FY 2020-2021 Operating Budget.

**Attachments:** Yes

1. FAMU HEERF II Draft Spending Plan (2/15/2021)



**FAMU HEERF II Draft Spending Plan (2/17/2021)**

Area		Rationale	HEERF II
<b>Student Support (\$7.76M)</b>	<b>Financial Assistance</b>	The funding priority for CRRSAA required FAMU to provide at least \$6.5M and prioritized for students with exceptional need. The first awarding tier will encompass students who are Pell eligible (Estimated Family Contribution (EFC) less than \$5,500) as these students have the highest demonstrated financial need. The second tier will be Graduate and Law School students with EFCs under \$5,500. The third tier will be all students who have an EFC between \$5500 and \$12,000. Receipt of funds are not contingent upon students agreeing to use these funds to pay down their balances. They are to be used by students to defray any expenses associated with the Cost of Attendance, such as tuition/fees, room/board, books, personal expenses, transportation, and health insurance.	<b>\$ 7,000,000</b>
	<b>Counseling Services</b>	Will support student mental health services including group sessions, licensed mental health contracted services, tele-mental health, increasing scheduled appointments, and other psychological services. The funding will be used specifically to support student mental health services through OPS contracts with licensed mental health professionals, Well Track interactive self-help therapy, Titanium scheduling, and Well Connect tele-counseling after hours on the main campus, College of Law, Pharmacy Satellite campuses, and out of state students.	<b>\$ 246,000</b>
	<b>Financial Aid Office - Technology and Staffing</b>	The pandemic has stressed the office in terms of increased access to students and other constituents within a virtual environment, along with additional traffic due to the adverse impact of the economic downturn on our student population. The Office requires additional staffing and IT to support the processing of supplemental aid. The request for additional positions and IT support will improve the delivery of financial aid services to our student population. The additional resources will improve processing times, increase efficiency, and help ensure students receive the aid for which they are eligible as expeditiously as possible. Improved access to data will also serve to increase productivity and reduce compliance issues. Currently, the University receives more than \$150M annually in Financial Aid resources for our students.	<b>\$ 513,000</b>
<b>Distance Education / Academic Instruction (\$2.6M)</b>	<b>Classroom Upgrades/Instructional Technology</b>	This funding will assist the University with expanding Distance Learning capabilities and instructional technology support. It will be used to upgrade the instructional technology in 50 classrooms, enhance the Canvas Learning Management System, upgrade academic software, and contract with 3rd party services to develop online courses and training programs.	<b>\$ 1,975,000</b>
	<b>Technology and Software for Students, Faculty and Staff</b>	Computers, software and technology will be purchased for students, faculty and staff to support remote learning and working. Software packages/licenses and instructional technology will also be purchased for use by academic programs to support instruction and testing.	<b>\$ 656,563</b>
<b>Operational Costs (\$10.45M)</b>	<b>Auxiliary Revenue Loss (Spring 2021)</b>	Due to the significant decline of in-person traffic, we experienced declines in revenue from the business auxiliary units that provide services to the campus community (e.g., Dining, Parking Services, Copy Service, Bookstore). These offices continue to provide service for in-person and remote campus stakeholders. These funds will be used for operating expenses including repairs, maintenance and staffing for cleaning and sanitization for the Student Center and the Dining Facilities.	<b>\$ 3,500,000</b>
	<b>Technology Upgrades for Contactless Business Operations and Student Services</b>	The funds will be used to provide technology upgrades to the Rattler Card Office, Post Office, Dining Services, and Bookstore services to support contactless operations to reduce potential exposure to COVID-19.	<b>\$ 287,000</b>
	<b>Housing Services Revenue Loss (Summer &amp; Spring 2021)</b>	Due to the significant reduction in on campus housing population, housing revenue declined. These funds will be used for operating expenses of the Department including maintenance, utilities, renovation projects, programming, salaries of student, custodial, maintenance, residence life, and administrative staff.	<b>\$ 2,000,000</b>
	<b>PPE &amp; Sanitization Equipment</b>	Funding is needed for UVC lighting for air handlers and fan coils, motion sensors, hands free fixtures, HVAC filters, face masks and shields, sneeze guards, hand sanitizer, electrostatic sprayers, chemicals, and other needed items.	<b>\$ 1,400,000</b>
	<b>Contracted Services</b>	Funds needed for external supplemental contractor for deep cleaning and mitigation.	<b>\$ 600,000</b>
	<b>OPS and Overtime Pay</b>	Hire temporary staff and provide overtime pay to clean and sanitize University facilities in accordance with established CDC and University reopening plan guidelines.	<b>\$ 600,000</b>
	<b>COVID-19 Vaccine Rollout Expenses</b>	Staffing and supplies needed to manage the University's vaccination site.	<b>\$ 734,000</b>
	<b>COVID-19 Testing Laboratory</b>	Staffing and supplies needed to manage the University testing laboratory.	<b>\$ 734,000</b>
	<b>Facilities Enhancements / Utilities for Testing Sites</b>	Repair and maintain facilities, and cover utilities costs at the University's COVID-19 testing sites.	<b>\$ 600,000</b>
<b>Total:</b>			<b>\$20,845,563</b>

**Action Item:**  
Accounts Receivable Write-offs

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: V

**Subject:** Accounts Receivable Write-Offs

**Background Information and Summary:**

Pursuant to Section 1010.03, Florida Statutes, this is a submission for approval of the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2021. In each instance the receivable is at least two years old and internal collection efforts have been exhausted or the accounts have been returned by our external collection agency as uncollectible. Accounts older than two years are written off for financial reporting purposes. Records of debt to the University are maintained and students are not allowed to register or obtain transcripts.

In FY2020 the Board approved Student Account write-offs totaling \$2,212,155.45 as compared to \$3,434,389.23 proposed for write-off for FY21. The proposed amount results in an increase of \$1,212,233.78 or 55% in uncollectible accounts from the previous fiscal year.

**Recommended Action:**

The recommendation is for the Board of Trustees to approve the Student Accounts Receivable write-off of \$3,424,389.23 for FY 2020-2021.

**Attachments:** Yes

1. AR Summary 20\_21 Write off Student

## Summary of Accounts Receivable Write-offs FY20-21

<u>Uncollectible Accounts</u>	<u>Total</u>
Activity & Service Fees	\$ 75,642.34
Athletic Administration	\$ 111,448.45
Biology - Material/Supplies Fe	\$ 600.00
Book Voucher Program	\$ 6,230.28
Capital Improvement-Board Of R	\$ 36,309.94
Cash Holding Account.	\$ 111,333.95
Diamond Hall	\$ 25.00
FAMU Village	\$ 114,921.03
Food Service-Meal Plan	\$ 50,270.45
Gibbs Hall	\$ 51,115.37
Health Service - Pharmacy	\$ 6,238.65
Hosp O&M St Hlth Cl	\$ 152,834.34
Housing Office	\$ 41,578.24
Incidental Funded Salary	\$ 518,798.30
Lab Fee - Chemistry	\$ 315.00
Library Books	\$ 7,732.73
Material & Supply Fee - Comput	\$ 60.00
Material & Supply Fee - Journa	\$ 54.75
Material & Supply Fee - Pharma	\$ 30.00
McGuinn Hall	\$ 5,109.80
Music Material Supply	\$ 25.00
Orientation Fee	\$ 5,294.48
Paddyfote Complex	\$ 34,203.31
Palmetto Street - Phase 3	\$ 65,899.72
Palmetto Street Apts.-North	\$ 36,301.13
Palmetto Street Apts.-South	\$ 79,107.91
Postal Service	\$ 2,470.00
Reimburse for Duplicate Checks	\$ 2,754.10
Returned Checks/Accounts Recei	\$ 499.11
Sampson Hall	\$ 44,487.86
Sch.Need Base-Financial Aid Fe	\$ 61,751.28
Student Disciplinary Fines	\$ 450.00
Student Fee Trust Fund	\$ 1,246,807.83
Study Abroad Program (Dominica	\$ 5,946.00
Supply Fee - Graphic Arts	\$ 75.00
Technology Fee	\$ 30,911.54
Third Party Sponsor	\$ 42.00
Transcript Fee	\$ 436.00
Truth Hall	\$ 5,226.03
University Bookstore	\$ 140.70
University Commons	\$ 434,687.97
University Parking Services	\$ 54,822.53
University Rattler Card	\$ 8,216.05
Wheatley Hall	\$ 128.88
Young Hall	\$ 13,056.18
<b>TOTAL</b>	<b>\$ 3,424,389.23</b>



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

OFFICE OF THE CONTROLLER  
FINANCE AND ADMINISTRATION  
201 FHAC

TELEPHONE: (850) 561-2273  
FAX: (850) 561-2461

To: Dr. Larry Robinson, University President  
Thru: Dr. Alan Robertson, CFO & VP, Finance and Administration  
From: Tonya Jackson, University Controller & AVP  
RE: **Request Approval for Write-off of Student Accounts**  
Date: February 4, 2021

Pursuant to Florida Statutes 1010.03 and Board of Trustees Regulation 3.019, approval is requested to write-off the following uncollectible accounts and immaterial accounts. Uncollectible Accounts Receivables include accounts received that were placed with collection agencies and returned as uncollectible. Immaterial Accounts Receivable includes student's accounts that are less than \$100.00 and not currently enrolled with the University. The combined total of both account receivables include the write-offs for this year.

Uncollectible Accounts Receivable	\$ 3,424,389.24
Total Write-Offs	\$ 3,424,389.24

Upon your approval, we will place permanent "Holds" on the records of these students. The Holds will prevent release of University records (transcripts, diplomas, etc.) and/or subsequent registration efforts until the debt is paid in full.

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
CFO

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
University President

Attachment

Cc: D'Andrea Cotton, Associate Controller  
Danyell Conner, Assistant Controller  
Natasha Ray, Assistant Controller

**Action Item:**

Revision to BOT Policy 2005-05:  
Preparation and Submission of Budget

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: VI

**Subject:** Revision to BOT Policy 2005-05: Preparation and Submission of Budget

**Proposed Board Action:**

Review and revise the BOT Policy 2005-05: Preparation and Submission of Budget that has not been revised since December 2009. The threshold for FAMU Board of Trustees approval is currently \$100,000 or 2% of the respective fund. The current policy threshold creates issues with everyday processes due to the low threshold that requires BOT approval.

**Recommendation:**

Staff recommends that the Board of Trustees approve the revisions to BOT Policy 2005-05 that gives the President the authority to amend the approved operating budgets as necessary to accommodate changes in revenues, expenditures, statutory budget changes, salary increases, health insurance increases, retirement rate increases, and technical amendments without additional Board of Trustees' approval up to a limit of \$1 million.

**Attachments:** Yes

1. BOT Policy 2005-05: Preparation and Submission of Budget Revision December, 2009
2. BOT Policy 2005-05: Preparation and Submission of Budget Revision March 4, 2021 – MARKUP
3. Additional Budget Authority-Activity and Service Fees (EXAMPLE)
4. Additional Budget Authority-Student Health Insurance (EXAMPLE)



## Florida Agricultural & Mechanical University Board of Trustees Policy

**Board of Trustees Policy Number:** 2005-05

**Date of Adoption/Revision:** February 25, 2005,  
August 20, 2009, December 3, 2009

<b>Subject</b>	<b>PREPARATION AND SUBMISSION OF BUDGET</b>
<b>Authority</b>	1011.40, Florida Statutes Section 7(d) Art. IX, Fla. Const.; 1011.40(2), Florida Statutes, Board of Governors Regulation 9.007; FAMU Regulation 1.021

### **I. Policy Statement and Purpose**

The Board of Trustees desires to implement policies and procedures designed to fulfill requirements for budgeting pursuant to the Board of Governors Regulations, Board policies and regulations and provisions of the General Appropriations Act, to facilitate the effective discharge of its fiduciary responsibility to the University.

The June 17, 2004 action of the Board of Trustees delegating "to the President the authority to amend operating budgets as appropriate during the year, including amendments to provide spending authority for non E&G encumbrances and adjustments required after the 2003-04 fiscal year is closed in July 2004", is hereby revoked.

### **II. Procedures, Approvals/Responsibilities**

The University President shall prepare and submit to the Board of Trustees an annual operating budget for the University's academic programs and support services within the limits of available resources. The budget submission shall include the budget entities outlined in Board of Governors Regulation 9.007 (State University Operating Budgets) and be in sufficient detail identifying the categories of expenditures and the sources and amounts of expected revenues for the fiscal year. The proposed annual budget shall be presented to the Board of Trustees within sixty (60) days prior to the end of the fiscal year.

### **III. Adjustments in Categories of Expenditures**

The President is hereby granted the authority to adjust categories of expenditure of an operating budget approved for the university, provided that the adjustments conform to the approved budget limitations, and reductions in budget plans when resources are projected to be inadequate to support authorized expenditure levels.

### **IV. Amendments to the Operating Budgets**

The President is hereby granted the authority to amend the approved operating budgets, provided that the amendments do not exceed 2% or \$100,000 per fund. A budget report will be provided at each Board of Trustees meeting. Amendments approved in the previous fiscal year will be continued in the subsequent fiscal year if the obligation was not met and cash is certified as available. Budgets for E&G certified forward or non E&G encumbrances do not require Board of Trustees re-approval as these expenditures were approved in the prior year's budget. Changes in certified forward budget requirements will be reflected in the calculation of available carry forward monies.





# Florida Agricultural & Mechanical University

## Board of Trustees Policy

Board of Trustees Policy Number: 2005-05

Date of Adoption/Revision: February 25, 2005, August 20, 2009, December 3, 2009, March 4, 2021

<b>Subject</b>	<b>PREPARATION AND SUBMISSION OF BUDGET</b>
<b>Authority</b>	<del>1011.40, Florida Statutes Section 7(d) Art. IX, Fla. Const.;</del> Section 7(c) Art. IX, Fla. Const.; <b>1011.40(2), Florida Statutes, Board of Governors Regulation 9.007; FAMU Regulation 1.021</b>
<b>Applicability</b>	

### I. Policy Statement and Purpose

The Board of Trustees desires to implement policies and procedures designed to fulfill requirements for Budgeting, pursuant to the Board of Governors Regulations, Board policies and regulations and provisions of the General Appropriations Act, to facilitate the effective discharge of its fiduciary responsibility to the University.

~~The June 17, 2004 action of the Board of Trustees delegating “to the President the authority to amend operating budgets as appropriate during the year, including amendments to provide spending authority for non E&G encumbrances and adjustments required after the 2003-04 fiscal year is closed in July 2004”, is hereby revoked.~~

### II. Procedures, Approvals/Responsibilities

The University President shall prepare and submit to the Board of Trustees an annual operating budget for the University’s academic programs and support services within the limits of available resources. The budget submission shall include the budget entities outlined in the Board of Governors Regulation 9.007 (State University Operating Budgets) and be in sufficient detail identifying the categories of expenditures and the sources and amounts of expected revenues for the fiscal year. The proposed annual budget shall be presented to the Board of Trustees within sixty (60) days prior to the end of the fiscal year.

### III. Adjustments in Categories of Expenditures

The President is hereby granted the authority to adjust categories of expenditure of an operating budget approved for the University, provided that the adjustments conform to the approved budget limitations, and reductions in budget plans when resources are projected to be inadequate to support authorized expenditure levels.

#### **IV. Amendments to the Operating Budgets**

~~The President is hereby granted the authority to amend the approved operating budgets, provided that the amendments do not exceed 2% or \$100,000 per fund. A budget report will be provided at each Board of Trustees meeting. Amendments approved in the previous fiscal year will be continued in the subsequent fiscal year if the obligation was not met and cash is certified as available. Budgets for E&G certified forward or non E&G encumbrances do not require Board of Trustees re-approval as these expenditures were approved in the prior year's budget. Changes in certified forward budget requirements will be reflected in the calculation of available carry forward monies.~~

The President or designee is hereby granted the authority to amend the approved operating budgets as necessary to accommodate changes in revenues, expenditures, statutory budget changes, salary increases, health insurance increases, retirement rate increases, and technical amendments without additional Board of Trustees' approval up to a limit of \$1 million.



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

**Budget & Finance Committee**

**Date: December 4, 2019**

**Agenda Item:**

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 2019-2020 Operating Budget

**Rationale:** Additional Budget Authority is requested in the following budget entity: 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.” The amount of unexpended funds for fiscal year 2018-2019 is \$300,000 and additional budget authority is being requested for this amount.

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2019-2020 Operating Budget.

Prepared by: Budget Office

Approved by: Interim VP Richard Schweigert

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

Thursday, April 28, 2020

Agenda Item:

**Subject:** Approval of Amendment to the FY 2019-2020 Operating Budget

**Rationale:** Additional Budget Authority is requested in the following budget entity:

- **Fund 116 Auxiliaries – \$1,175,765**
- **Student Health Services.** An additional budget authority in the amount of **\$1,175,765** is required to pay the student insurance premiums. The revenue has been collected for Fall semester and partial enrollment for the Spring and Summer Semester, the payment is made to our insurance vendor with the revenue that is collected from the students that opt-in for student health insurance coverage.

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2019-2020 Operating Budget.

**Prepared by:** Budget Office

**Approved by:** Vice President Alan Robertson

**Action Item:**

Revision to BOT Policy 2008-01A:  
Enterprise Information Systems Security  
and Controls

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: VII

**Subject:** Revision to BOT Policy 2008-01A: Enterprise Information Systems Security and Controls

**Proposed Board Action:**

Review and revise the policy adopted in 2008 to eliminate redundancy and to bring it into compliance with federal guidelines established by the National Institute of Standards and Technology (NIST). The two most common cybersecurity NIST protocols are NIST 800-53 *NIST Privacy Framework and Cyber Security* and NIT 800-171 *Protecting Controlled Unclassified Information in Nonfederal Information Systems*. Additionally, compliance with NIST 800-171 is required for federal research funding and may also become a requirement for all federal funding. Our existing University Policy 2008-01a does not adequately address the basic and derived requirements for NIST 800-53 and NIST 800-171. The proposed modification to BOT Policy 2008-01a specifically identifies that compliance with both NIST 800-53 and NIST 800-171 are the basis of the University's Enterprise Information Systems Security and Controls.

**Recommendation:**

Staff recommends that the Board of Trustees approve the revisions to University Policy 2008-01A to improve the overall cybersecurity for Florida A&M University as well as clearly identify the goal of compliance with NIT 800-53 and NIST 800-171.

**Attachments:** Yes

1. BOT Policy 2008-01A Revised

<b>Board of Trustees Policy Number: 2008-01A</b>		<b>Revision Date: March 3, 2021</b>
<b>Subject</b>	<b>Enterprise Information Systems Security and Controls</b>	
<b>Authority</b>	Section 282.318, F.S. Chapter 815; F.S. Florida Computer Crimes Act <i>18 U.S.C 1030</i> ; Fraud and Related Activity in connection with Computers, <i>16 CFR Part 314</i> , Federal Information Security Management Act (FISMA), Public Law (P.L.) 107-347; <i>FIPS Publication 199, Standards for Security Categorization of Federal Information and Information Systems</i> ; FIPS Publication 200 <i>Minimum Security Requirements for Federal Information and Information Systems</i> BOG 3.0075 Security of Data and Related Information Technology Resources	
<b>Applicability</b>	University	

## I. POLICY PURPOSE AND INTENT

The Information Technology Environment is vital to the mission and operations of Florida A&M University. As repositories for critical and sometimes highly proprietary information, to allow improper access, disruption, or the destruction of these resources would create grave consequences for the University. The information stored within the Information Technology Environment may be subject to numerous federal and/or state laws, rules, regulations, policies, and procedures that govern the confidentiality of data.

The National Institute of Standards and Technology (NIST) is the federal agency establish statutory responsibilities under the Federal Information Security Management Act (FISMA), Public Law (P.L.) 107-347. NIST is responsible for developing information security standards and guidelines, including minimum requirements for federal information systems.

The purpose and intent of this policy is to provide guidelines for selecting and specifying security controls for organizations and information systems that meet or exceed the requirements of as defined in NIST Special Publication 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations* as well as NIST Special Publication 800-171, *Protecting Controlled Unclassified Information in Non-Federal Systems and Organizations*. The guidelines apply to all components of an information system that process, store, or transmit university information. The guidelines have been developed to achieve more secure information systems and effective risk management within the University by:

- Facilitating a more consistent, comparable, and repeatable approach for selecting and specifying security controls for information systems and organizations; and
- Providing a stable, yet flexible catalog of security controls to meet current information protection needs and the demands of future protection needs based on changing threats, requirements, and technologies; and
- Providing a recommendation for security controls for information systems categorized in accordance with FIPS Publication 199, *Standards for Security Categorization of Federal Information and Information Systems*; and
- Creating a foundation for the development of assessment methods and procedures for determining security control effectiveness

In addition to the security controls described above, this policy:

- (i) provides a set of information security program management (PM) controls that are typically implemented at the organization level and not directed at individual

- organizational information systems;
- (ii) provides a set of privacy controls based on international standards and best practices that help organizations enforce privacy requirements derived from federal legislation, directives, policies, regulations, and standards; and
  - (iii) establishes a linkage and relationship between privacy and security controls for purposes of enforcing respective privacy and security requirements which may overlap in concept and in implementation within federal information systems, programs, and organizations. Standardized privacy controls provide a more disciplined and structured approach for satisfying privacy requirements and demonstrating compliance to those requirements. Incorporating the same concepts used in managing information security risk, helps organizations implement privacy controls in a more cost-effective, risk-based manner.

Collectively all of the security controls included in each security family will be referred to as the Information Technology Security Controls which are a collection of multiple information technology security guidelines established to achieve and maintain compliance with security requirements published by the National Institute of Standards and Technology (NIST) which establishes Federal guidelines and recommendations related to information and information system security. The Risk Management Framework establishes a high-level approach to identify and manage concerns of Colleges, Schools, and Division related to the design, development, implementation, operation, and disposal of Information Systems and the Information Technology Environment in which those systems operate. The Risk Management Framework consists of the following six steps:

**Step 1: *Categorize*** the Information System

**Step 2: *Select*** the applicable security control families

**Step 3: *Implement*** the security controls and document the design, development, and implementation details for the security controls

**Step 4: *Assess*** the security controls to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting the security requirements for the Information System

**Step 5: *Authorize*** Information System operation based on a determination of risk to University operations and assets resulting from the operation and use of the Information System and the decision that this risk is acceptable

**Step 6: *Monitor*** the security controls applicable to the Information System on an ongoing basis to determine control effectiveness, changes to the system/environment, and compliance to legislation, Executive Orders, directives, policies, regulations, and standards.

## II. SECURITY CONTROL STRUCTURE

Security controls described in this policy have a well-defined organization and structure. For ease of use in the security control selection and specification process, controls are organized into eighteen families. Each family contains security controls related to the general security topic of the family. A two-character identifier uniquely identifies security control families, for example, PS (Personnel Security). Security controls may involve aspects of policy, oversight, supervision, manual processes, actions by individuals, or automated mechanisms implemented by information systems/devices.



Table 1 lists the security control families and the associated family identifiers in the security control catalog.

Under this policy the Division of Information Technology Services shall establish and implement a written policy for each of the specified NIST Security Control families pursuant to NIST Special Publication 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations* as well as NIST Special Publication 800-171, *Protecting Controlled Unclassified Information in Non-Federal Systems and Organizations*. These written policies for each of the NIST Security Control families will be referred to as Information Technology Services Policies. Each Technology Services Policy shall identify security control requirements that coincide with the basic and derived requirements specified within the corresponding NIST Security Control Family. In addition, each Information Technology Services Policy shall have a corresponding Information Technology Services Standard that provides specific detailed security controls that shall be implemented in order to establish and maintain compliance with each requirement identified within the applicable Information Technology Services Policy. The Information Technology Services Policies and Standards shall be established and implemented by the Chief Information Officer. The Division of Audit, Office of Compliance and Ethics, or any entity specified by the Board of Trustees shall conduct periodic assessments of the Information Technology Services Policies and Standards in order to ensure that the policy and standards established by the Division of Information Technology Services meet or exceed the security control requirements specified within NIST Special Publication 800-53, *Security and Privacy Controls for Federal Information Systems and Organizations* as well as NIST Special Publication 800-171, *Protecting Controlled Unclassified Information in Non-Federal Systems and Organizations*.

TABLE 1: SECURITY CONTROL IDENTIFIERS AND FAMILY NAMES

ID	FAMILY	ID	FAMILY
AC	Access Control	MP	Media Protection
AT	Awareness and Training	PE	Physical and Environmental Protection
AU	Audit and Accountability	PL	Planning
CA	Security Assessment and Authorization	PS	Personnel Security
CM	Configuration Management	RA	Risk Assessment
CP	Contingency Planning	SA	System and Services Acquisition
IA	Identification and Authentication	SC	System and Communications Protection
IR	Incident Response	SI	System and Information Integrity
MA	Maintenance	PM	Program Management

Below is a brief summary of the included security control families:

**Access Control (AC):**

Access Control security controls deal with the establishment of User Accounts as well as the authorization to both system access as well as functions and transactions each user may perform within Information Systems.

**Awareness and Training (AT):**

Awareness and Training security controls ensure that users are aware of identified security risks associated with their security-related duties and responsibilities and are properly trained to carry out their assigned security-related duties and responsibilities.

**Audit and Accountability (AU):**

Audit and Accountability security controls create and retain system audit logs and records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful or unauthorized system activity.

**Security Assessment and Authorization (CA):**

Security Assessment and Authorization security controls establish processes and procedures necessary to assess the security controls in the Information System(s) and Information Technology Environment to determine the extent to which the controls are implemented correctly, operating as intended, and producing the desired outcome with respect to meeting established security requirements;

**Configuration Management (CM):**

Configuration Management security controls establish and maintain baseline configurations and inventories of Information Systems (including hardware, software, firmware, and documentation) throughout the respective system development and deployment life cycles. In addition, Configuration Management includes tracking proper implementation of established baseline configurations.

**Contingency Planning (CP):**

Contingency Planning security controls develop a contingency plan for Information Systems in order to ensure continued operations by identifying essential missions and functionality, recovery objectives, restoration priorities, and addresses key contingency roles and responsibilities assigned to University Personnel.

**Identification and Authentication (IA):**

Identification and Authentication security controls establish and maintain a baseline for Information System to utilize to identify and authenticate individual users, process, or devices as a prerequisite for access to University Information Systems.

**Incident Response (IR):**

Incident Response security controls establish an operational incident-handling capability for information systems that includes preparation, detection, analysis, containment, recovery, user response activities, as well as tracking and reporting of security incidents.

**Maintenance (MA):**

Maintenance security controls establish a routine schedule for regular maintenance on Information Systems as well as provide controls on the tools, techniques, mechanisms, and personnel used to conduct system maintenance.

**Media Protection (MP):**

Media Protection security controls define the processes and procedures that will be used to protect any media storing any University data and information. This includes both paper and digital media, limitations on access to any form of media, and proper disposal of any form of media.

**Physical and Environment Protection (PE):**

Physical and Environment Protection security controls provide guidelines that limit physical access to Information Technology Assets and protect and monitor physical facilities and support infrastructure. Additionally, these controls establish baselines for protection against environmental threats like fire, flood, loss of power, temperature control, etc.

**Planning (PL):**

Planning security controls establish guidelines necessary to create and maintain written security plans for each Information System prior to implementation or major upgrades. Security Plan may include, but are not limited to, describing the operational context of the information system in terms of missions and business processes, security categorization of the information system including supporting rationale, operational environment for the information system and relationships with or connections to other information systems, an overview of the security requirements for the system.

**Personnel Security (PS):**

Personnel Security security controls ensure that University Personnel are properly screened prior to receiving access to University Information Systems. In addition, they establish process and procedures to ensure that Information Systems are protected after personnel events like termination or transfer.

**Risk Assessment (RA):**

Risk Assessment security controls define process and procedures to ensure periodic assessment of risk to University operations (including mission, functions, image, or reputation), organizational assets, and individuals, resulting from the operation of Information Systems and the associated processing, storage, or transmission of information and data.

**System and Service Acquisition (SA):**

System and Service Acquisition security controls establish processes and procedures intended to reduce the unnecessary duplication of Information Technology systems and services, expand the use of shared resources, as well as identify additional security-related expenditures prior to the final acquisition of Information Technology systems or services.

**System and Communication (SC):**

System and Communication security controls are implemented in order to monitor, control, and protect communications (i.e., information transmitted or received by information systems) by employing architectural designs, software development techniques, and systems engineering principles that promote effective information security within information systems.

**System and Information Integrity (SI):**

System and Information Integrity security controls provide guidelines to identify, report, and correct system flaws in a timely manner. System flaws may include, but not limited to, outdated security patches, firmware versions, malicious code, etc. These security controls also require monitoring system security alerts and advisories and that University Personnel take action in response to identified flaws.

**Program Management (PM):**

Program Management security controls develop and implement a University-wide information security program to address information security for the information and information systems that support the operations and assets of the University. The information security program

management (PM) controls described in this appendix are typically implemented at the organization level and not directed at individual organizational information systems. The program management controls have been designed to facilitate compliance with applicable federal laws, Executive Orders, directives, policies, regulations, and standards. The controls are independent of any FIPS Publication 200 impact levels and therefore, are not directly associated with any of the security control families. The program management controls do, however, complement the security controls and focus on the programmatic, organization- wide information security requirements that are independent of any particular information system and are essential for managing information security programs. The University shall specify the individual or individuals responsible and accountable for the development, implementation, assessment, authorization, and monitoring of the program management controls. The University-wide information security program plan supplements the individual security plans developed for each individual information system.

In addition to documenting the information security program management controls, the security program plan provides the vehicle for the University, in a central repository, to document all security controls. The information security program management controls and common controls contained in the information security program plan are implemented, assessed for effectiveness and authorized by a senior University official, with the same or similar authority and responsibility for managing risk as the authorization officials for information systems. Plans of action and milestones are developed and maintained for the program management and common controls that are deemed through assessment to be less than effective. Information security program management and common controls are also subject to the same continuous monitoring requirements as security controls employed in individual organizational information systems.

### **III. SECURITY CONTROL EXCEPTIONS**

All information technology resources connected to the Information Technology Environment are expected to comply with campus information technology security policies and standards which are designed to establish the controls necessary to protect university Information Technology Assets. A control deficiency in one business process or IT resource can jeopardize other processes or resources because erroneous data may be inherited, privacy can be compromised or because a conduit for an intrusion into University Information Systems may be created. However, there may be a case where compliance cannot be achieved for a variety of reasons. Each Security Family included in the policy has a corresponding Advisory Team that will be responsible for submitting and exception requests controlled under this policy. An exception request must be documented with an exception justification that includes, but may not be limited to:

- The specific policy/standard for which an exception is being requested
- The specific device, system, or service for which the exception is being requested
- Data classification category of associated device, system or service
- The type of data that will be affected, either directly or indirectly, by the exception
- The nature of the non-compliance, i.e., specific deviation from the policy/standard

- Why an exception is required, e.g., what business need or situation exists, what alternatives were considered, and why are they not appropriate
- Assessment of the potential risk posed by non-compliance, i.e., if the exception is granted
- Plan for managing or mitigating those risks, e.g. compensating controls, alternative approaches
- Additional information as needed, including any specific conditions or requirements for approval

In such cases, an exception request must be approved using this process.

1. Requester requests an exception but completing the Information Technology Security Standards Exception Request Form.
2. Requester submits the completed form to the appropriate Security Control Advisory Team for review. Copies of the Exception Request will also be sent to the University's Chief Information Security Officer and the Information System Owner.
3. The Security Control Advisory Team will gather any necessary background information, determine if other administrative officials need to be consulted, and make a recommendation to approve or deny the request.
4. The Security Control Advisory Team will contact the requester if additional information is required.
5. University's Chief Information Security Officer may notify the Security Control Advisory Team that he/she will be providing a brief position summary to be included as part of the necessary background information.
6. The Security Control Advisory Team may request a brief position summary from the University's Chief Information Security Officer.
7. The Security Control Advisory Team will establish a status of **Recommended** or **Not Recommended** to the Exception Request and notify the requester and Information System Owner in writing as to the basis for the status assessment.
8. Colleges, Schools, and Divisions may appeal a Not Recommended status by submitting additional information or requesting a meeting to discuss the decision. After that, all decisions will be considered final.
9. The Exception Request with the Security Control Advisory Team status will be forwarded to the University's Chief Information Officer for final approval or denial with any appropriate University official's signatures, in accordance to established signature process and procedures.
10. At the discretion of the Chief Information Officer, any Exception Request may be elevated to the Information Technology Steering Committee, Provost, or University President for final approval or denial.
11. All final Exception Requests will be documented and retained by the Security Control Advisory Team. Copies of the final Exception Request will be returned to the Requester, Information System Owner, and University Chief Information Security Officer for their files.

12. Unless otherwise specified, exceptions will be valid for one school term (Fall, Spring, Summer).
13. At the time of renewal, Security Control Advisory Team will ask the requesting Information System Owner to reaffirm the original request.
14. If the conditions or requirements have substantially changed or at the request of the Security Control Advisory Team, Chief Information Security Officer, or Chief Information Officer, a new Exception Request must be submitted.

\_\_\_\_\_  
**Larry Robinson, Ph.D.**  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*\*\*\*\*  
Responsible Vice President

\_\_\_\_\_  
Date

**Information Item:**

Vice President for Finance and Administration's  
Report

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: VIII

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

**Background Information and Summary:** Dr. Alan Robertson, Vice President for Finance and Administration and Chief Financial Officer, will provide information on the following items:

- a. Financial Status Report / Quarterly Budget Review
- b. COVID-19 Expenditures Report to Date (*NOTE: Dr. Erick Akins will present*)
- c. Project Updates – University Construction / Operations
  - i. Center for Access and Student Success (CASS)
  - ii. Student Service Center Dining Hub
  - iii. Student Amphitheater
  - iv. Bragg Memorial Stadium



## **Information Item:**

# Vice President for Finance and Administration's Report

- a) Financial Status Report / Quarterly Budget Review

**FLORIDA A&M UNIVERSITY**  
**Financial Status FY20-21 Quarter 2**

**FLORIDA A&M UNIVERSITY**  
**Financial Status FY19-20 Quarter 2**

Fund	Fund Name	Encumbrances and Expenditures				Percent of Budget Expended %	Encumbrances and Expenditures				
		Approved Budget	PeopleSoft as of 12/31/2020	Budget Status (Over) Under			FY2019-20 Approved Budget	PeopleSoft as of 12/31/2020	Budget Status (Over) Under	Percent of Budget Expended %	
		-1-	-2-	-3-	-4-	-1-	-2-	-3-	-4-		
<b>Education and General</b>						<b>Education and General</b>					
101	General Revenue	\$ 100,412,258	\$ 114,270,171	\$ (13,857,913)		\$ 103,192,373	\$ 123,033,106	\$ (19,840,733)			
102	Tuition and Student Fees	67,801,614	30,939,676	36,861,938		67,801,614	30,606,053	37,195,561			
104	Educational Enhancement (Lottery)	22,663,971	0	22,663,971		19,881,878	0	19,881,878			
<b>Total Educational and General</b>		<b>\$ 190,877,843</b>	<b>\$ 145,209,847</b>	<b>\$ 45,667,996</b>	<b>76%</b>	<b>\$ 190,875,865</b>	<b>\$ 153,639,159</b>	<b>\$ 37,236,706</b>	<b>80%</b>		
<b>Auxiliary Enterprises</b>						<b>Auxiliary Enterprises</b>					
110	Housing Trust Fund	15,575,659	10,114,171	\$ 5,461,488		\$ 19,239,862	\$ 12,942,126	\$ 6,297,736			
116	Auxiliary Trust Fund	26,299,530	14,357,267	11,942,263		33,027,605	15,761,867	17,265,738			
601	Housing R&R Fund	1,190,469	1,188,708	1,761		5,107,802	1,526,050	3,581,752			
603	Auxiliary R&R Fund	3,671,349	181,986	3,489,363		3,181,886	89,752	3,092,134			
701	Housing Debt Service	381,000	2,646,076	(2,265,076)		4,477,932	3,411,194	1,066,738			
<b>Total Auxiliary Enterprises</b>		<b>\$ 47,118,007</b>	<b>\$ 28,488,208</b>	<b>\$ 18,629,799</b>	<b>60%</b>	<b>\$ 65,035,087</b>	<b>\$ 33,730,989</b>	<b>\$ 31,304,098</b>	<b>52%</b>		
<b>Total Intercollegiate Athletics</b>		<b>\$ 6,503,487</b>	<b>\$ 5,596,579</b>	<b>\$ 906,908</b>	<b>86%</b>	<b>\$ 10,231,120</b>	<b>\$ 7,066,362</b>	<b>\$ 3,164,758</b>	<b>69%</b>		
<b>Total Concessions</b>		<b>\$ 71,790</b>	<b>\$ 17,043</b>	<b>\$ 54,747</b>	<b>24%</b>	<b>\$ 241,309</b>	<b>\$ 55,217</b>	<b>\$ 186,092</b>	<b>23%</b>		
<b>Total Technology Fee</b>		<b>\$ 1,840,117</b>	<b>\$ 1,466,060</b>	<b>\$ 374,057</b>	<b>80%</b>	<b>\$ 3,327,952</b>	<b>\$ 1,906,765</b>	<b>\$ 1,421,187</b>	<b>57%</b>		
<b>Student Activities</b>						<b>Student Activities</b>					
117	Late Registration Fee (480910)	\$ 53,566	\$ 25,135	\$ 28,431		\$ 77,021	\$ 46,575	\$ 30,446			
117	Orientation Fee (482000)	247,408	106,470	140,938		389,667	288,251	101,416			
117	Student Activities- Activities and Services Fee (43 Series)	3,136,559	1,961,347	1,175,212		3,622,795	2,714,547	908,248			
<b>Total Student Activities</b>		<b>\$ 3,437,533</b>	<b>\$ 2,092,952</b>	<b>\$ 1,344,581</b>	<b>61%</b>	<b>\$ 4,089,483</b>	<b>\$ 3,049,373</b>	<b>\$ 1,040,110</b>	<b>75%</b>		
<b>Student Financial Aid</b>						<b>Student Financial Aid</b>					
117	Late Payment Fee Controller (480920)	\$ 349,387	\$ 180,363	\$ 169,024		\$ 330,040	\$ 192,365	\$ 137,675			
117	Administrative Expense Fin. Aid (481210)	161,317	99,500	61,817		135,962	146,809	(10,847)			
117	Administrative Controller (481220)	243,223	56,460	186,763		194,182	75,843	118,339			
201	Title IV Administrative Expense (410333)	115,382	115,235	147		199,933	120,469	79,464			
201	College Work Experience Program (410405)	22,200	1,418	20,782		275,000	11,453	263,547			
201	Federal Work Study Program (410452)	825,000	130,170	694,830		825,000	228,262	596,738			
202	Scholarship Fund	33,636,548	17,116,757	16,519,791		42,000,000	19,627,117	22,372,883			
301	Federal Perkins Loan Program (550100) and other Fund 301	130,000	60,100	69,900		400,000	(2,879)	402,879			
901	Other Tuition Assistance Grant (511700)	2,641,472	1,506,209	1,135,263		3,800,000	1,731,368	2,068,632			
<b>Total Financial Aid</b>		<b>\$ 38,124,529</b>	<b>\$ 19,266,212</b>	<b>\$ 18,858,317</b>	<b>51%</b>	<b>\$ 48,160,117</b>	<b>\$ 22,130,807</b>	<b>\$ 26,029,310</b>	<b>46%</b>		
<b>Contracts &amp; Grants</b>						<b>Contracts &amp; Grants</b>					
118	FAMU DRS Trust Fund	\$ 5,215,030	\$ 4,285,619	\$ 929,411		\$ 5,768,769	\$ 5,313,765	\$ 455,004			
203	Sponsored Research Trust Fund (402210)	82,313,195	76,657,375	5,655,820		60,121,126	53,372,393	6,748,733			
<b>Total Contracts and Grants</b>		<b>\$ 87,528,225</b>	<b>\$ 80,942,994</b>	<b>\$ 6,585,231</b>	<b>92%</b>	<b>\$ 65,889,895</b>	<b>\$ 58,686,158</b>	<b>\$ 7,203,737</b>	<b>89%</b>		
<b>Grand Total</b>		<b>\$ 375,501,531</b>	<b>\$ 283,079,895</b>	<b>\$ 92,421,636</b>	<b>75%</b>	<b>\$ 387,850,828</b>	<b>\$ 280,264,830</b>	<b>\$ 107,585,998</b>	<b>72%</b>		

**\*KEY ASSUMPTIONS**

\*Salaries are encumbered for 12 months

## **Information Item:**

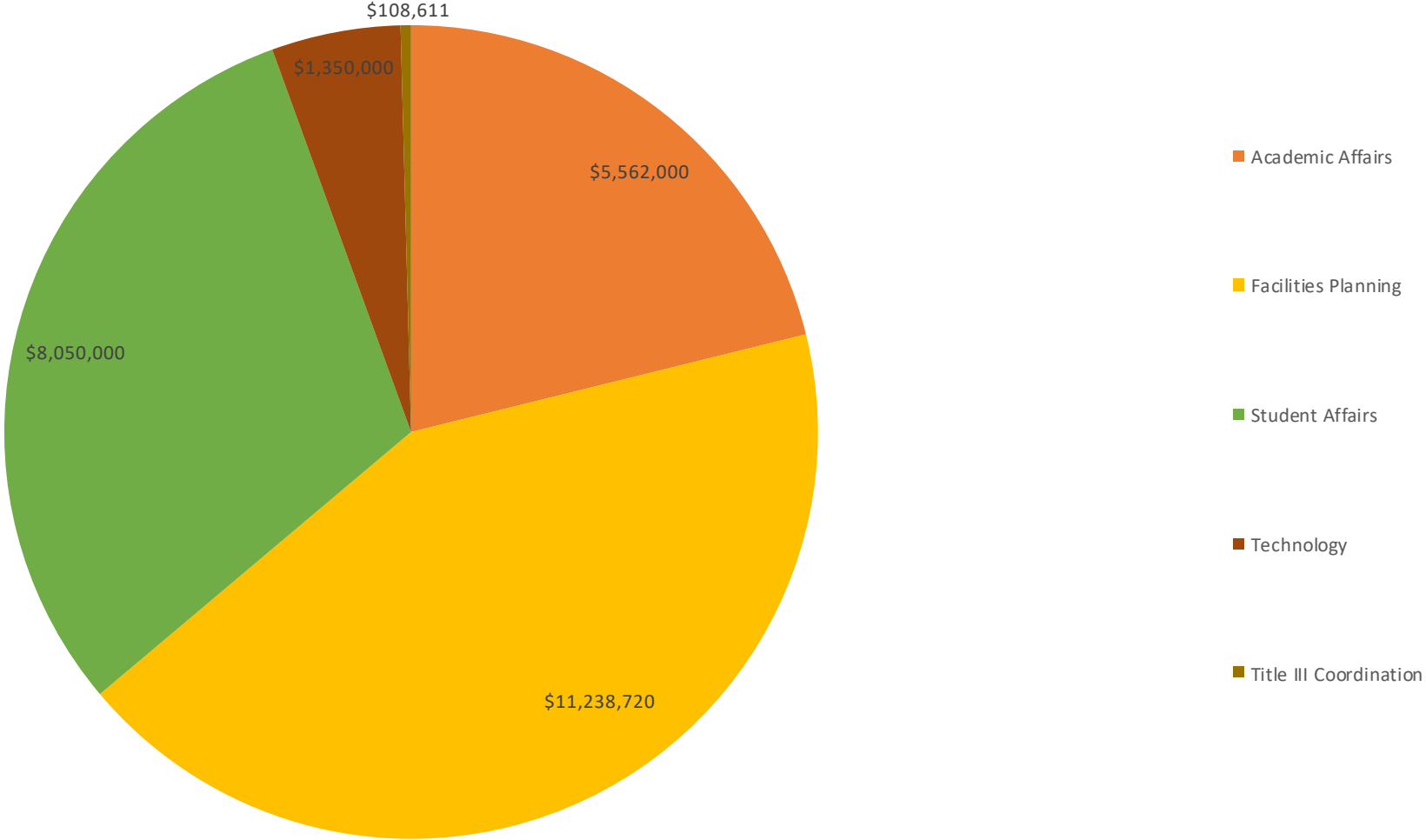
# Vice President for Finance and Administration's Report

- b) COVID 19 Expenditure Report to Date

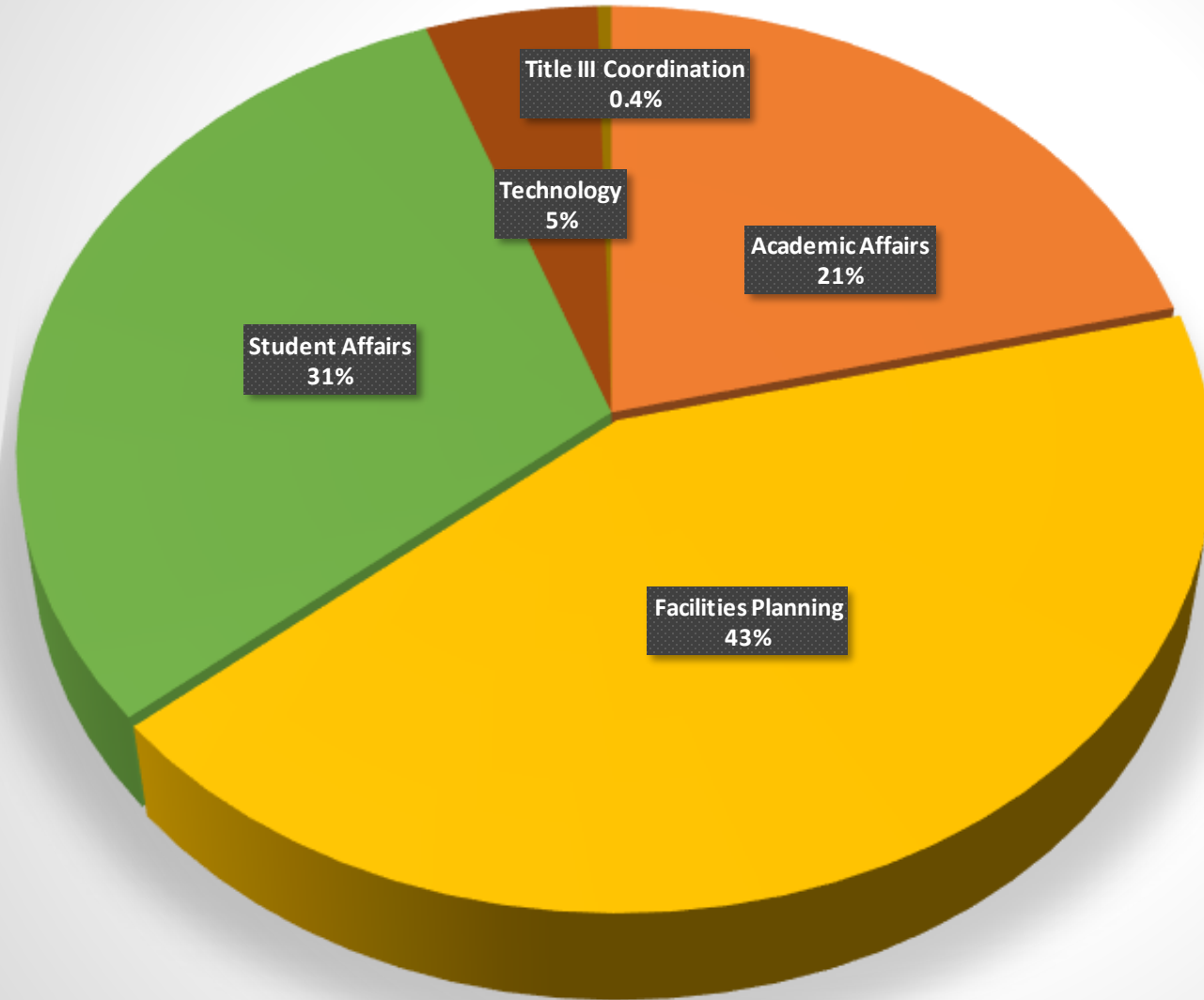
# CARES Act Initial Funding Distribution

\$26,309,331

May 5, 2020 – April 30, 2021



# CARES Act Percentage Distribution

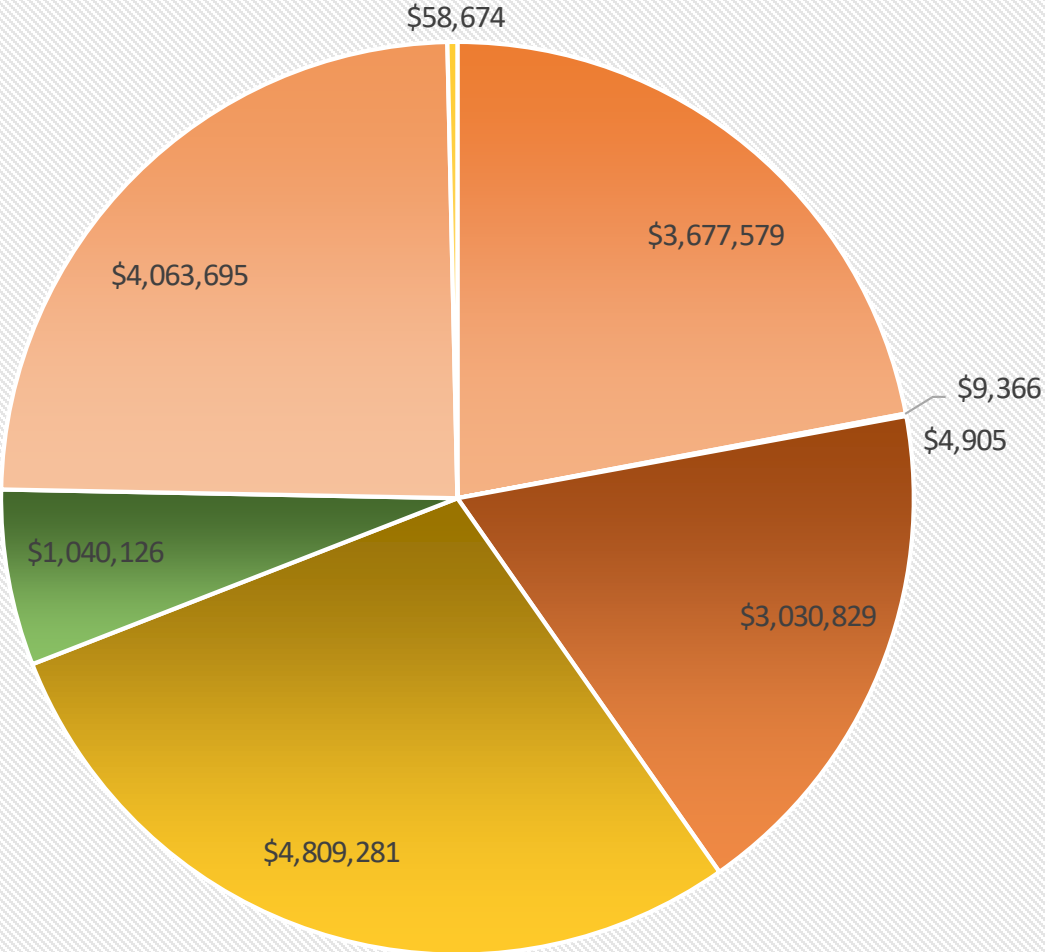


- Academic Affairs
- Facilities Planning
- Student Affairs
- Technology
- Title III Coordination

**CARES Act Quarterly Reporting  
to the  
Department of Education  
May 5, 2020 – February 5, 2021**

# CARES Act Expenditures (Period Ending February 5, 2021)

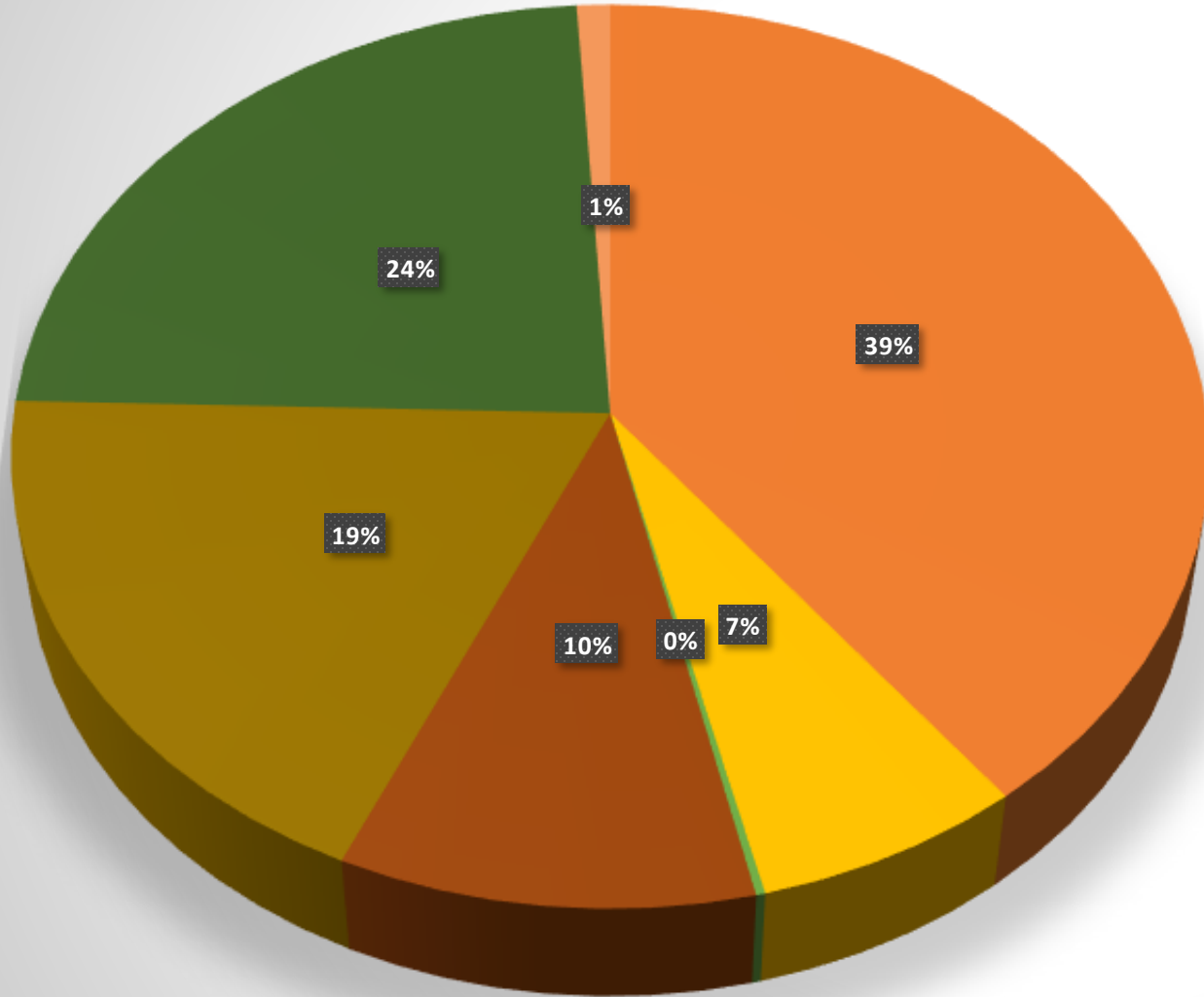
Institutional CARES Act Spending  
\$16,694,455



- Financial Aid Grants to Students
- Providing or subsidizing the costs of high speed internet
- Subsidize off-campus housing costs due to dormitory closure
- Campus Safety/PPE
- Replacing lost revenue from non-tuition sources
- Purchasing faculty and staff training in online instruction or staff providing training
- Purchasing, leasing or renting additional equipment software to enable distance learning
- Other (Administrative Cost)

# CARES Act Expenditures (Period Ending February 5, 2021)

## Institutional CARES Act Spending

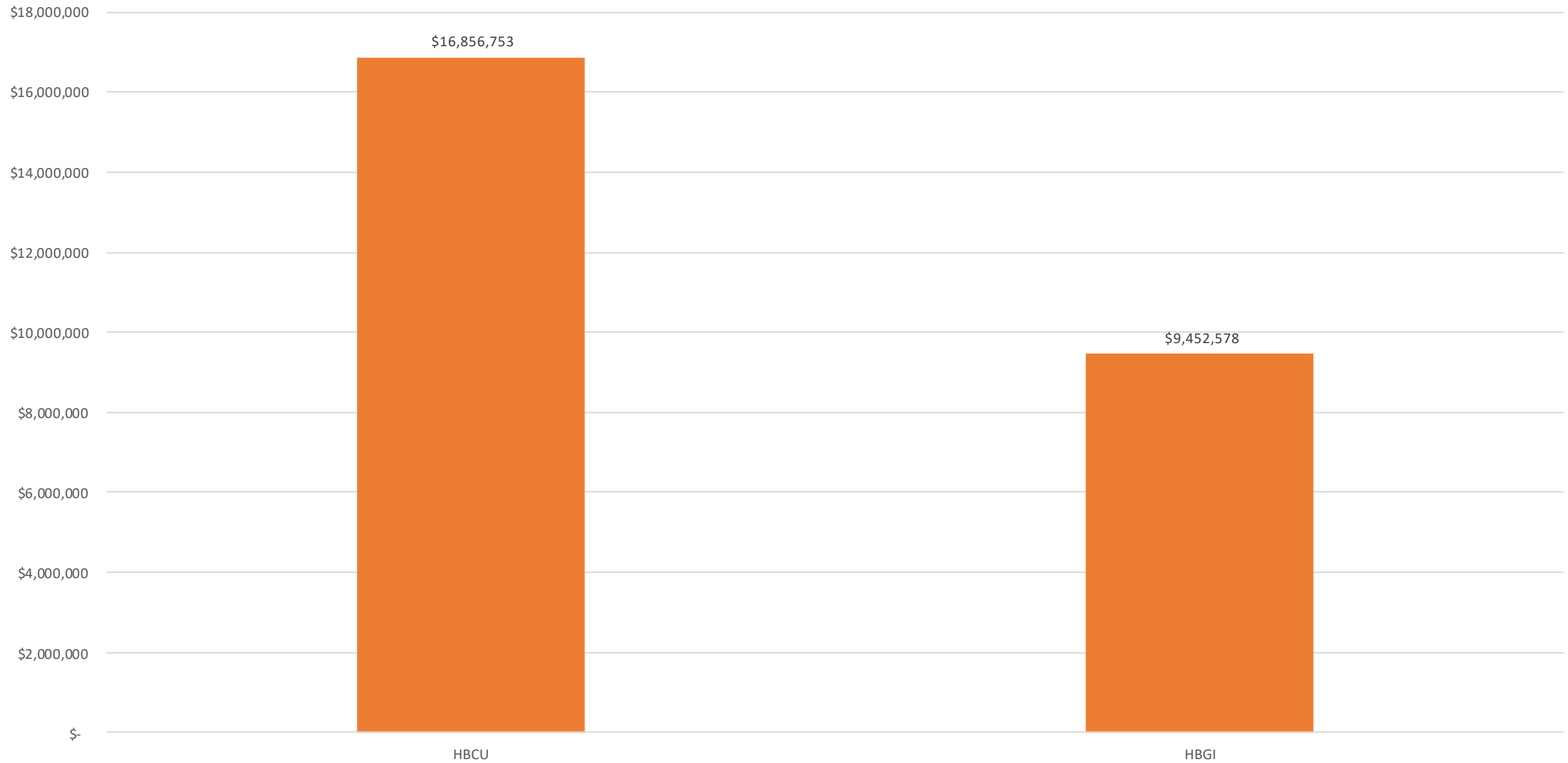


- Financial Aid Grants to Students
- Technology Hardware to Students and High Speed Internet for Students
- Subsidize off-campus housing costs due to dormitory closure
- Campus Safety/PPE
- Purchase of faculty and staff training online
- Purchasing, leasing or renting additional equipment software to enable distance learning
- Other (Administrative Cost)

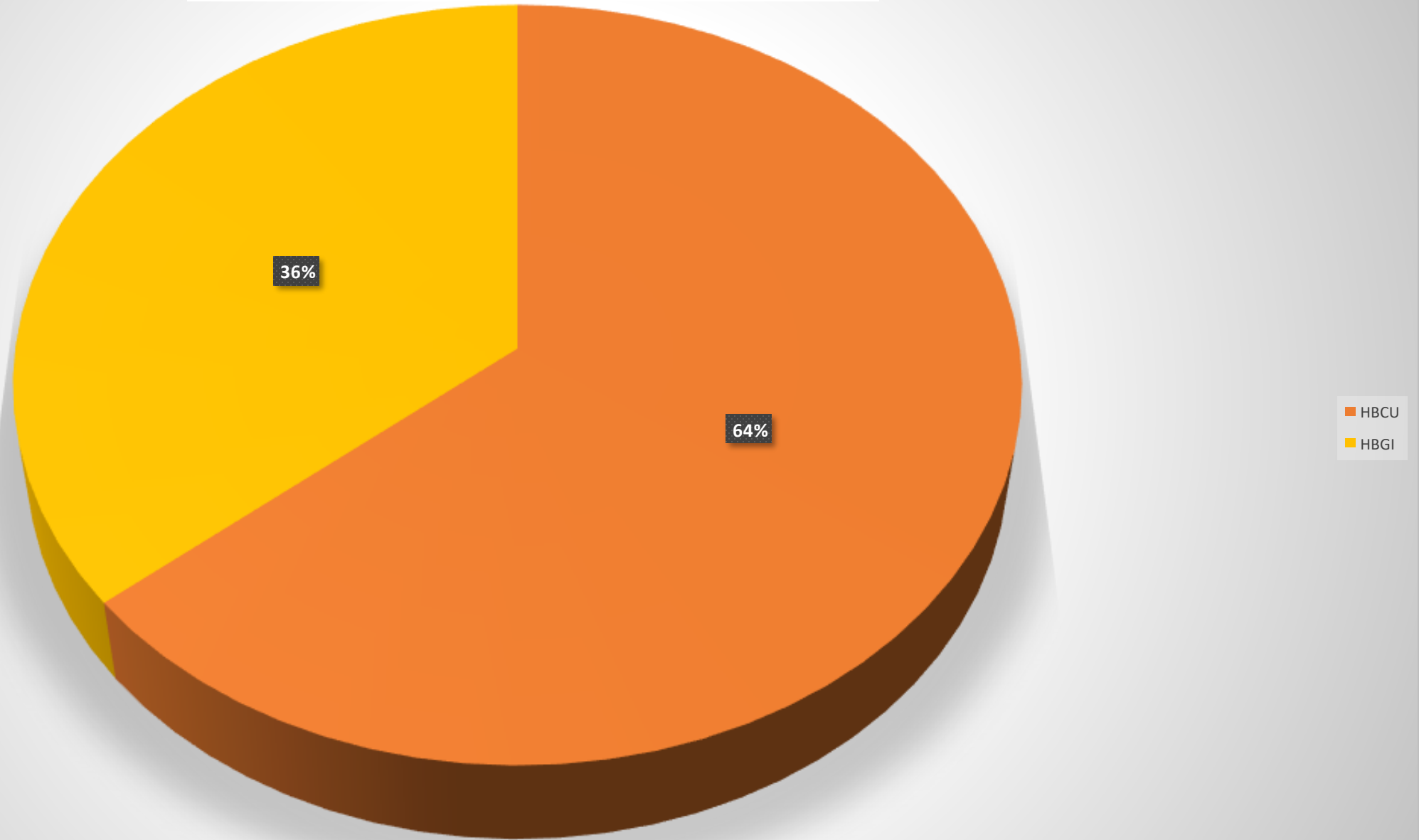


**CARES Act**  
**Most Recent Spending**  
**For following period**  
**May 5, 2020 - February 12, 2021**

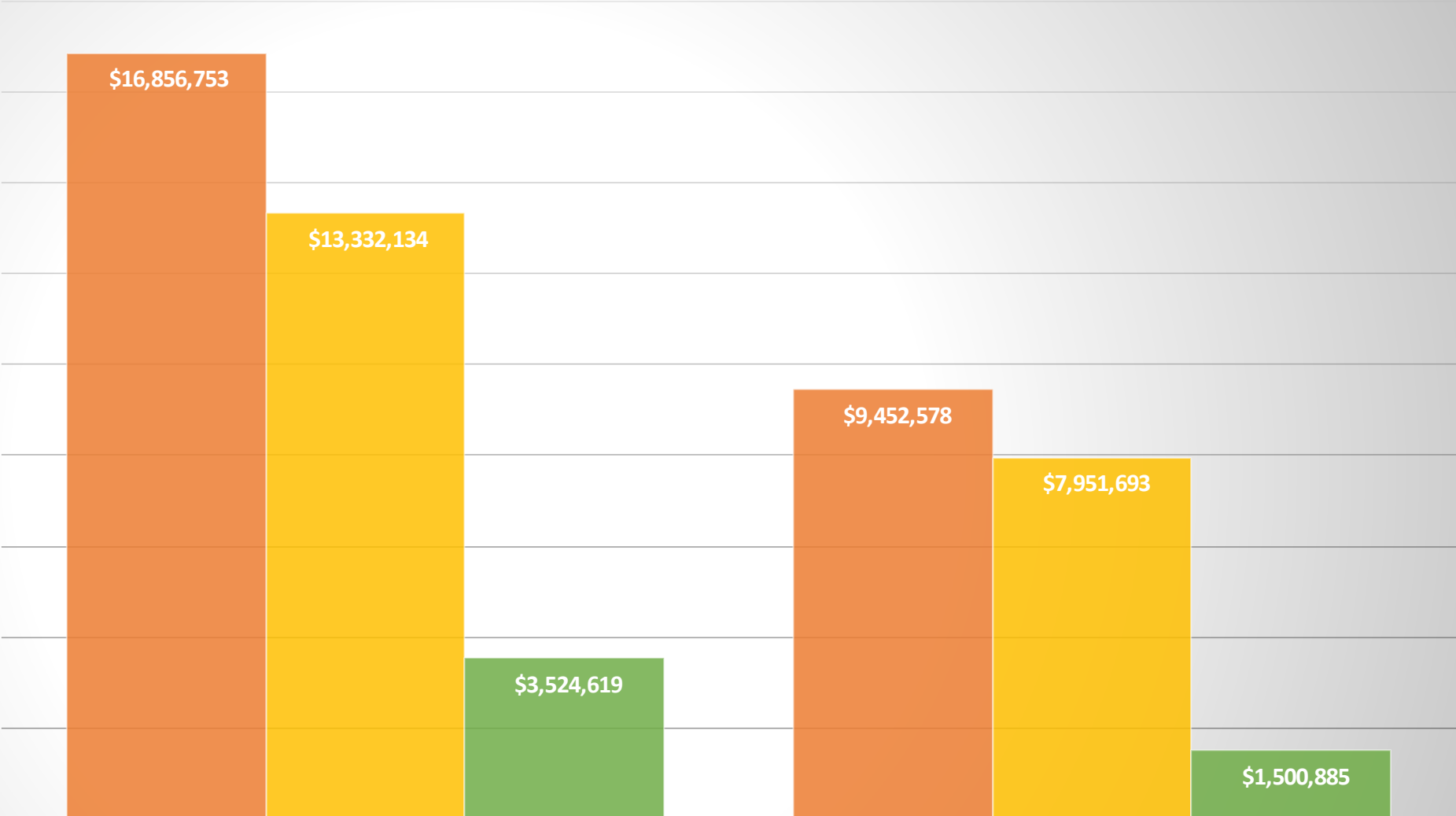
# CARES Act Funding HBCU and HBGI



# Percentage Breakdown of CARES Act Funding



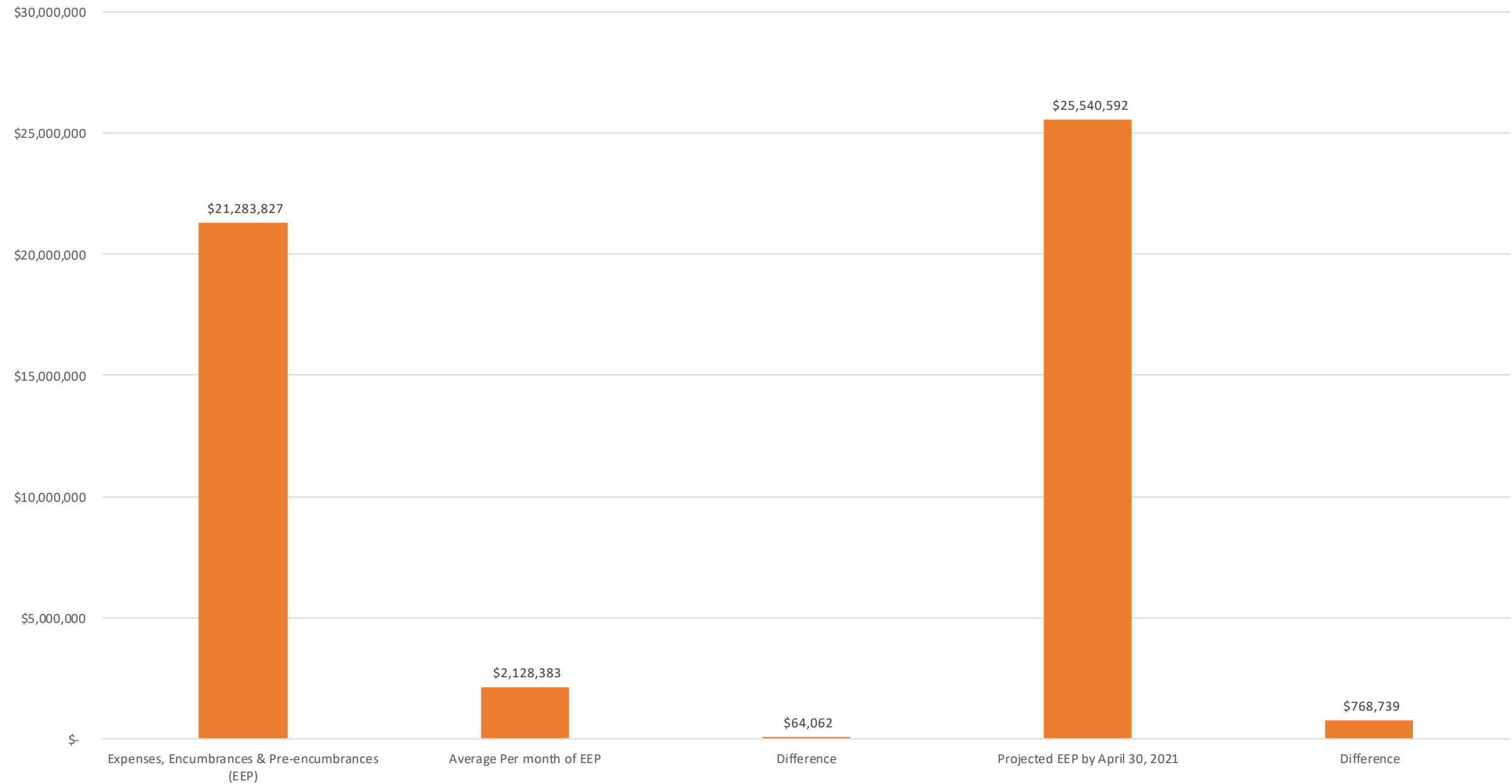
# Budgeted vs. Expenses/Encumbrances/Pre-Encumbrances vs. Available Balance



	HBCU	HBGI
Budget	\$16,856,753	\$9,452,578
Expense, Encumbrance and Pre-Encumbrance	\$13,332,134	\$7,951,693
Available Balance	\$3,524,619	\$1,500,885

■ Budget    
 ■ Expense, Encumbrance and Pre-Encumbrance    
 ■ Available Balance

# Projection (Where we Are)



## **Information Item:**

# Vice President for Finance and Administration's Report

- c) Project Updates – University Construction / Operations
  - i. Center for Access and Student Success
  - ii. Student Service Center Dining Hub
  - iii. Student Amphitheater
  - iv. Bragg Memorial Stadium

# Major Capital Projects Update

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- ❖ **Center for Access and Student Success (CASS)**
- ❖ **FAMU Student Service Center Dining Hub**
- ❖ **Student Amphitheater**
- ❖ **Bragg Memorial Stadium**



# Center for Access and Student Success (CASS)





# Center for Access and Student Success (CASS)

<b>Project Status Report:</b>		<b>Budget: \$41,000,000</b>	<b>Date: 2/18/2021</b>
Project #:	Project Name:	University Project Manager:	<b>Project Status:</b>  <b>Close Out</b>
BRFM 337	Center for Access and Student Success	David Rosenfeld/Craig Talton	
Design Status (% Complete):	Designer:	Substantial Completion Date:	
100%	JRA Architects	Nov 18, 2020	
Construction Status (% Complete):	Contractor:	Occupancy Date:	
100%	Ajax Construction	Dec 31, 2020	
<b>Timely Completion Risk:</b>		COVID-19, Material Delivery	
<b>Mitigation Strategy:</b>		Contractors Following State & Federal Guidelines	
Project Contracts:	Expenses:	Encumbrances:	Remaining:
\$41,000,000	\$34,399,611	\$4,314,352	\$2,286,037



# Student Service Center Dining Hub





# Student Service Center Dining Hub

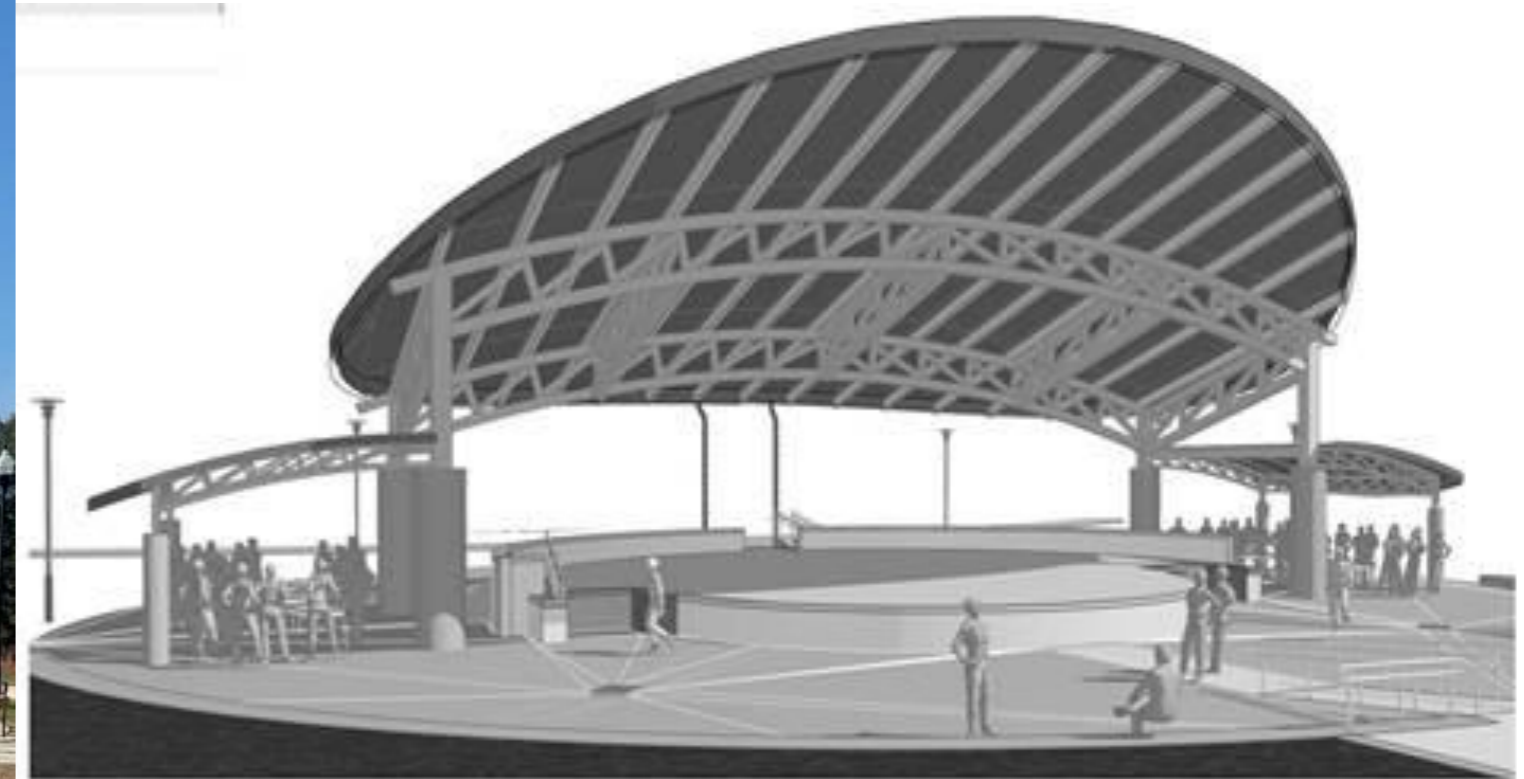
<b>Project Status Report:</b>	<b>Budget: \$10,869,230</b>	<b>Date: 2/18/2021</b>
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<b>Project #:</b>	<b>Project Name:</b>	<b>University Project Manager:</b>	<b>Project Status:</b>  <b>Revised Schedule</b>
BRFM 343	Student Dining Facility	Elston Peets	
<b>Design Status (% Complete):</b>	<b>Designer:</b>	<b>Substantial Completion Date:</b>	
100%	Andy Share and Associates	Feb 22, 2021	
<b>Construction Status (% Complete):</b>	<b>Contractor:</b>	<b>Occupancy Date:</b>	
97%	CTG/Genterra	Feb 28, 2021	

<b>Timely Completion Risk:</b>	Severe weather, equipment delivery, COVID-19.
<b>Mitigation Strategy:</b>	Developer will work with Auxiliary Services, Metz and Genterra weekly to reduce the risk associated with long lead time equipment.

<b>Project Contracts:</b>	<b>Expenses:</b>	<b>Encumbrances:</b>	<b>Remaining:</b>
\$10,869,230	\$7,491,183	\$734,158	\$2,643,890

# Student Amphitheater



# Student Amphitheater

<b>Project Status Report:</b>		<b>Budget: \$2,533,541</b>	<b>Date: 2/18/2021</b>	
Project #:	Project Name:	University Project Manager:	<b>Project Status:</b>  <b>Revised Schedule</b>	
CITF 2019	Student Amphitheater	David Rosenfeld		
Design Status (% Complete):	Designer:	Substantial Completion Date:		
100%	GRC Architects	March 19, 2021		
Construction Status (% Complete):	Contractor:	Occupancy Date:		
93%	RAM Construction	March 31, 2021		
<b>Timely Completion Risk:</b> Severe weather and delivery of materials				
<b>Mitigation Strategy:</b> None				
Project Contracts:	Expenses:	Encumbrances:	Remaining:	
\$2,533,541	\$2,383,340	\$150,178	\$0	



# Bragg Memorial Stadium



# Bragg Memorial Stadium

<b>Project Status Report:</b>		<b>Budget: \$10,000,000</b>	<b>Date: 2/18/2021</b>	
Project #:	Project Name:	University Project Manager:	<b>Project Status:</b>  <b>RFQ/RFP Process</b>	
BRFM 346	Bragg Stadium Renovation	Bodie young/Elston Peets		
Design Status (% Complete):	Designer:	Substantial Completion Date:		
0%	Barkley Engineering	-		
Construction Status (% Complete):	Contractor:	Occupancy Date:		
0%	Ram Construction	-		
<p><b>Timely Completion Risk: Severe weather, material delays, COVID</b>  <b>Mitigation Strategy: Identifying critical path materials that could impact the schedule</b></p>				
Project Contracts:	Expenses:	Encumbrances:	Remaining:	
\$308,175	\$98,850	\$209,325	\$9,691,825	

**Information Item:**  
Duke Energy / Brooksville Update



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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: IX

**Subject:** Duke Energy / Brooksville Update

**Background Information and Summary:**

- In March 2019, the Florida A&M University (FAMU) Board of Trustees (BOT) and Duke Energy Florida (“DEF”) entered into a ground lease for not more than 800 acres at the Brooksville Agricultural and Environmental Research Station to determine the feasibility of building and operating a 75 megawatt solar energy plant.
- The due diligence period was 24 months and expired February 28, 2021. Duke Energy has paid the University \$32,000 per year for each year of the due diligence period.
- Duke Energy will need to request an extension of the due diligence period.

**Attachments: No**

**Information Item:**  
Housing Facilities Update

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

**Budget, Finance and Facilities Committee**

Wednesday, March 3, 2021

Agenda Item: X

**Subject:** Housing Facilities Update

**Background Information and Summary:**

Dr. Jennifer Wilder, Director of University Housing, will present a Housing Update on projections and deferred maintenance progress. Dr. Wilder will be joined by Dr. Alan Robertson for a Gibbs Hall Update.

**Attachments: No.**

# Supplemental Document

List of Contracts > \$100,000

## Contracts over \$100,000

### 1. Contractor: Aesir Consulting

Contract #: C-0152-21

Contract Start Date: November 1, 2020

Contract Expiration Date: April 30, 2021

Contract Amount: This amount will not exceed \$205,000 over the term of the contract.

This contractor will provide IT job positions, in accordance with the referenced contract, located in Tallahassee, Florida. **This contract will provide IT support positions for IT related functions.**

**Funding: Performance Base Funding**

### 2. Contractor: Central Florida Communicators Group

Contract #: C-0156-21

Contract Start Date: December 1, 2020

Contract Expiration Date: December 31, 2021

Contract Amount: This amount will not exceed \$232,000 over the term of the contract.

This contractor will provide Print Media strategy and consulting services, in accordance with the referenced contract, located in Tallahassee, Florida. **This contract will provide print media strategies and consulting services for on medical & unlawful use of marijuana to assist the Florida A&M University. Funding: Medical Marijuana Education and Research Initiative**

### 3. Contractor: Quality Measures Inc.

Contract #: C-0142-21

Contract Start Date: December 15, 2020

Contract Expiration Date: September 30, 2025

Contract Amount: This amount will not exceed \$250,000 over the term of the contract.

This contractor will provide Data Collection and Analysis reports and Summative Evaluations to FAMU, in accordance with the referenced contract. **The Florida Georgia Louis Stokes Alliance for Minority Participation provide increase student retention and graduation in STEM disciplines separate solutions being funded by the university. Funding: Dean Richard Alo and Byron Greene, College of Science & Technology through FGLSAMP DRIVE 2020-2025 grant in Sponsored Research.**

### 4. Contractor: The McConnell Group Inc.

Contract #: C-0163-21

Contract Start Date: December 8, 2020

Contract Expiration Date: June 30, 2021

Contract Amount: This amount will not exceed \$175,000 over the term of the contract.

This contractor will provide Consulting, Technical Assistance, and Staffing services for Laboratory setup and Operations to FAMU, in accordance with the referenced contract.

**The McConnell Group Inc being funded by though the HBCU Cares Act. Funding: Ms. Tonya Tatum, Student Health Services.**

**5. Contractor: MODO Labs**

Contract #: C-0118-21

Contract Start Date: November 1, 2020

Contract Expiration Date: November 30, 2023

Contract Amount: This amount will not exceed \$191,249 over the term of the contract.

This contractor will provide Software License Subscription services, in accordance with the referenced contract. **This contract with FAMU provides student modules for course. Funding: Student Technology Fee Mr. Ronald Henry, Information Technology Services.**