

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

**Budget, Finance, and Facilities Committee Meeting**  
Trustee Kimberly Moore, Committee Chair  
Wednesday, February 15, 2023 Location: FAMU Grand Ballroom

**MINUTES**

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

**Call to Order/Roll Call**

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

**ACTION ITEMS**

**Approval of Minutes – December 7, 2022.**

There were no revisions to the minutes.

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

**Bragg Memorial Stadium Parking Lot Construction Contract**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval to authorize the President to execute the construction contract for up to \$3,000,000 pending the review from General Counsel. The funding source for construction is reserved funds.

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

**Demolition of Gibbs Residence Hall Vendor Contract**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval for the demolition of Gibbs Hall. The existing utilities that service Young and Sampson Hall will be re-routed. VP Brown requests board approval to authorize the President to execute the contract and not exceed \$1.5 million.

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

**Sierra-Cedar Contract**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval to enter into an agreement to execute the amendment to the master hosting agreement with chosen vendor, Sierra-Cedar, for a three-year term, not to exceed 7 million dollars. Sierra-Cedar is partnering with AWS(Amazon Web Services), a cloud-based platform.

Questions/Comments re: Sierra-Cedar

- Trustee Dubose asked IT how this fits into the three to five-year plan regarding the IT infrastructure. Response: CIO/VP Seniors responded that it aligns perfectly with the three to five-year plan. The transition to AWS puts the University in a very strong posture for reliability and security.

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

**John Wiley & Sons, Inc. Agreement Amendment**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval to execute the contract amendment pending the review from General Counsel. The agreement has a three-year term; however, the amount in year three will increase by 3% or \$195,000.00 which will result in the total contract amount exceeding \$1M.

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

**Medical Marijuana Education and Research Initiative Vendor Contracts**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval for two vendor contracts for MMERI. The first contract approval is a one-year renewal with iHeartMedia for a total contract amount of approximately \$4.1 million, pending the review of the General Counsel. The second contract approval is for a multi-year renewal for SVI Learning Mobile LLC. for a total contract amount of approximately 1.9 million dollars, pending the review of the General Counsel. Both contracts exceed the 1 million presidential authority.

Questions/Comments re: MMERI

- Trustee Moore stated that an outside source provides the funding to fund the contract agreements.
- Trustee Lawson stated that iHeartMedia outsources to smaller minority businesses as subcontractors and appears to be in good standing. They are doing exactly what we asked of them at the very beginning.

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

**Campus-wide Utility Infrastructure Project Architect/Engineer Contract**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval to authorize the President to execute the Architect/Engineer contracts after the review of the General Counsel.

Questions/Comments re: Campus-wide Utility Infrastructure Project Architect/Engineer Contract

- Trustee Dubose stated that with large contracts, what's the minority participation with large expenditures? It will be helpful moving forward that in our plan we know the direction given around minority and small businesses spending.
- President Robinson stated that we can't specify contracts to go to anyone. The process is a competitive bid, but I'm impressed with the number and percentage of minority and women-owned businesses that have stepped up and taken advantage of providing services supporting the university.

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

**Deferred Maintenance/Renovation Projects – Continuing Service Contracts > \$1M**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval to authorize the President to execute contracts and amendments for the six projects identified pending the review of the General Counsel.

Questions/Comments re: Deferred Maintenance/Renovation Projects – Continuing Service Contracts > \$1M

- Trustee Washington asked that we consider when we bring the discrete items we bring them together as a whole to seek and make sure we have allocated and proceeding as we need to with regard to both the deferred maintenance and the expenditure of these funds.
- *Deferred Maintenance Projects:*
  - *SBI South*
  - *Foote-Hillyer*
  - *Ware Rhaney*
  - *Southern Electrical Sub-Station/School of Architecture*
  - *Coleman Library/BL Perry (Re-roofing)*
  - *Dynamic Ceramics Contract Amendment*

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

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

**Accounts Receivables Write-offs**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval of student accounts receivable write-off of \$1.4 million for the fiscal year 2022-23.

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

**Surplus Property Write-offs**

Mrs. Brown, VP for Finance and Administration/CFO, requested board approval for the two-year surplus property write-off. The inventory cycle was valued at an acquisition cost of \$70,672.62 with a net book value of \$6,127.25.

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

**INFORMATION ITEMS**

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

**a. Quarterly Financial Report - Budget to Actuals**

VP Brown presented an update of the budget to actuals, comparing the second quarter fiscal years 21-22 to years 22-23. VP Brown reported a few categories with a plus or minus 10% change, and those two will be the focus. The first category is the technology fee. There was a 16% increase attributed to maintenance subscriptions related to items purchased in previous years with stimulus relief funds. The second category is financial aid which saw a 19% increase based on the enrollment of 9,000 to be more reflective of the current enrollment.

Questions/Comments re: Quarterly Financial Report - Budget to Actuals

- a. Trustee Washington asked VP Brown to go in-depth on explaining the technology fee. Is this maintainable and sustainable over the years?

*Response: Ms. Murry stated that VP Seniors saved money from last fiscal year to pay for maintenance for software and equipment that he purchased with HERF dollars. Mrs. Murry noted that technology enhancements would be maintained with the 23-24 budget development, not tech fees.*

**b. Quarterly Spend Report on Selected IT-related Vendors (R. Seniors)**

VP Seniors reported quarter two for selected vendors: Data Set Ready, Presidio, and Signal House. The current spending dollars for the quarter is approximately 3.4 million, and 3.6 million for this fiscal year. IT has completed upgrades in several academic and residential facilities.

**c. Compensation Study Update**

Ms. Ella Kiselyuk reported on the compensation update, informing the board that the Siegel group can move our plans to complete the compensation study by December 2023, initially presented as March 2024. Siegel is ahead of the timeline and is currently in the first phase. Ms. Kiselyuk provided an update on the HR Matters newsletter that provides updates for the University and community.

Questions/Comments re: Compensation Study Update

- a. Trustee Dubose asked about the ratings and the guidelines for the ratings for merit increases and tenure.

*Response: Ms. Kiselyuk stated that Siegel would compare us to other schools similar to our school.*

- b. Trustee Cavasos commented that she wants to thank the team for shortening the timeline of the execution of the study. Trustee Canasos stated the faculty had expressed their concerns about why the faculty has fifteen contact hours as opposed to the other SUS sister schools with twelve contact hours. The second concern the faculty had was the impact of the contact hours being changed to twelve.

*Response: Ms. Kiselyuk stated that she and Interim Provost Watson would meet regularly to ensure input and provide feedback on the study.*

**d. Project Updates - University Facilities Planning, Construction, and Operations**

- Property – Acquisitions, Construction, and Demolition
  - *VP Brown reported that the University closed on the Citivue Apartments property on February 13, 2023.*
- Deferred Maintenance / Utilities Infrastructure
  - *VP Brown reported on the ongoing and completed activities related to deferred maintenance from the last report.*
- Videoboard Construction / Acquisition
  - *VP Brown reported that Anthony James Partner, LLC, will assist in design and development. The new video board will have a better game fan experience, potential new revenue streams, and curriculum enhancements. VP Brown reported she believes that the video board will be operative for the first home game on September 16, 2023.*

**e. MWBE Update**

VP Brown provided a summary of the year-to-date expenditures associated with minority and women-owned businesses enterprises for fiscal year 22-23. The University has expended \$17.4 million overall. VP Brown stated that the University will continue its efforts to increase supplier engagement and promotion of MWBE businesses. Director Hood reported that the procurement office continues to partner with ITS and update supplier records. Director Hood stated that upcoming activity in the procurement office is scheduled to occur in April.

Questions/Comments re: MSBE Update

- a. Trustee Dubose asked how the pairing process is between a small business and a large/majority business. How is the process working? What can the University do better, move faster or be even more robust?  
*Response: Mr. McLaughlin stated that SBDC prepares workshops, training, and DEI participation.*

**f. Stimulus Funding Expenditure Report to Date**

Dr. Akins presented an update on expenditures, encumbrances, pre-encumbrances, and the impact of stimulus funding.

Questions/Comments re: Stimulus Funding Expenditure Report to Date

- a. Trustee Cavasos asked how was the 3.3 million spent for the College of Law.  
*Response: Dr. Akins stated that money went directly to the student. On average, each student received \$5,000.*
- b. Trustee Dubose asked if there was a plan to disperse to every student and how the allocation was designed. He also asked if this funding is going to be sustainable.  
*Response: Dean Keller reported that there was an application process for students to receive the Covid funds. Dr. Akins stated that this funding is not sustainable.*

**Budget, Finance, and Facilities Committee Action Plan 2022-2023**

Trustee Moore stated that her report is a living report and encouraged the board to review it.

**The meeting adjourned.**