



**FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**FINANCE AND FACILITIES COMMITTEE**

Wednesday, September 18, 2019  
8:45 am *\*approximate start time*  
Florida International University  
Modesto A. Maidique Campus  
MARC 290, Earlene and Albert Dotson Pavilion

**Committee Membership:**

Leonard Boord, *Chair*; Rogelio Tovar, *Vice Chair*; Cesar L. Alvarez; Dean C. Colson; Natasha Lowell; Joerg Reinhold; Marc D. Sarnoff

**AGENDA**

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|--|--------------------|
| 1. Call to Order and Chair's Remarks   | Leonard Boord      |
| 2. Approval of Minutes   | Leonard Boord      |
| 3. Follow-up from Previous Meeting   | Leonard Boord      |
| 4. Action Items  |                    |
| FF1. Approval of Carryforward Expenditures   | Kenneth A. Jessell |
| FF2. Public Safety and Emergency Management Facilities<br>Expansion- Amendment                                     | Kenneth A. Jessell |
| FF3. Amendment to Regulation FIU-1101 Tuition and Fees<br>Schedule   | Kenneth A. Jessell |
| FF4. Amendment to Regulation FIU-2201 Purchasing   | Kenneth A. Jessell |
| FF5. Proposed Revisions to Finance and Facilities Committee<br>Charter   | Carlos B. Castillo |
| 5. Discussion Items <i>(No Action Required)</i>  |                    |
| 5.1 Review of FIU 2017 Operational Audit Findings and<br>Recommendations for Calendar Year Ended December 31, 2017 | Kenneth A. Jessell |
| 5.2 Financial Performance Review FY 2018-19  | Kenneth A. Jessell |
| 5.3 CasaCuba Building Update   | Kenneth A. Jessell |

**6. Reports** *(For Information Only)*

<b>6.1 Athletics Update</b>	<b>Pete Garcia</b>
<b>6.2 Business Services Report</b>	<b>Aime Martinez</b>
<b>6.3 Emergency Management Status Report</b>	<b>Amy Aiken</b>
<b>6.4 Facilities and Construction Update</b>	<b>John Cal</b>
<b>6.5 Foundation Report</b>	<b>Andre L. Teixeira</b>
<b>6.6 Safety and Environmental Compliance Report</b>	<b>Amy Aiken</b>
<b>6.7 Treasury Report</b>	<b>Benjamin Jarrell</b>
<b>6.8 Procurement Report</b>	<b>Kelly Loll</b>

**7. New Business**

FF6. Approval of 2019-2020 Fixed Capital Outlay Budget	Kenneth A. Jessell
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**8. Concluding Remarks and Adjournment** **Leonard Boord**

**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES**

**Finance and Facilities Committee**

September 5, 2019

**Subject: Approval of Minutes of Meeting held June 19, 2019**

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**Proposed Committee Action:**

Approval of Minutes of the Finance and Facilities Committee meeting held on Wednesday, June 19, 2019 at the FIU, Modesto A. Maidique Campus, Graham Center Ballrooms.

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**Background Information:**

Committee members will review and approve the Minutes of the Finance and Facilities Committee meeting held on Wednesday, June 19, 2019 at the FIU, Modesto A. Maidique Campus, Graham Center Ballrooms.

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**Supporting Documentation:** Minutes: Finance and Facilities Committee Meeting, June 19, 2019

**Facilitator/Presenter:** Leonard Boord, *Finance and Facilities Committee Chair*



**FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES  
FINANCE AND FACILITIES COMMITTEE  
MINUTES  
JUNE 19, 2019**

**1. Call to Order and Chair's Remarks**

The Florida International University Board of Trustees' Finance and Facilities Committee meeting was called to order by Committee Chair Leonard Boord at 9:46 am on Wednesday, June 19, 2019 at the FIU, Modesto A. Maidique Campus, Graham Center Ballrooms.

Deputy General Counsel Liz Marston conducted roll call of the Finance and Facilities Committee members and verified a quorum. Present were Trustees Leonard Boord, *Chair*; Rogelio Tovar, *Vice Chair*; Cesar L. Alvarez; Dean C. Colson; Natasha Lowell; Joerg Reinhold; and Marc D. Sarnoff (arrived late).

Trustees Gerald C. Grant, Jr. and Sabrina L. Rosell and University President Mark B. Rosenberg also were in attendance.

Committee Chair Boord welcomed all Trustees and University faculty and staff to the meeting.

Committee Chair Boord explained that the Committee will continue the discussion on the risks and yields in terms of the University's Investment Program at the next regularly scheduled Finance and Facilities Committee meeting.

**2. Approval of Minutes**

Committee Chair Boord asked that the Committee approve the Minutes of the meeting held on April 18, 2019. A motion was made and unanimously passed to approve the Minutes of the Finance and Facilities Committee meeting held on Thursday, April 18, 2019.

**3. Action Items**

**FF1. Proposed 2019-2020 University and Direct Support Organizations Operating Budget**

Senior Vice President and Chief Financial Officer Kenneth A. Jessell presented for Committee review the University and DSO Operating Budgets, totaling \$1,517.8M. In terms of E&G tuition and the importance of student financial aid in supporting academic success, he explained that the net amount out-of-pocket tuition paid by students totals approximately \$84M, out of \$228M total E&G tuition. In response to Trustee Cesar L. Alvarez's comment regarding growing concerns over student loan debt, Sr. VP and CFO Jessell indicated that student loans are a critical component of financing higher education careers for many learners.

Sr. VP and CFO Jessell delineated total expenditures, stating that projected E&G expenditures for the University totaled \$513.7M and that projected E&G expenditures for the Herbert Wertheim College of Medicine (HWCOC) totaled \$50.8M. He presented an overview of University and HWCOC E&G State appropriations, highlighting that the \$15M increase in base funding was offset by a \$4.6M base funding reduction and \$9.5M decrease in state investment in performance funding due to a 2018-19 "Top Three" non-recurring allocation. He pointed out that the proposed operating budget does not include tuition increases and he delineated a historical overview of State appropriations and tuition in terms of Full-time Equivalent (FTE) student adjusted by the Consumer Price Index. He described the authorized uses of E&G fund balances as prescribed by Senate Bill 190 and pointed out that the estimated E&G University Carry Forward available fund balance after encumbrances totals \$77.4M and that the statutory reserve requirement is increasing to 7%, representing a new statutory reserve of \$37.6M. He highlighted major components of the preliminary spending plan for the use of the remaining \$39.8M, namely \$8.6M in support for the FIU Foundation capital campaign, \$4.9M to fund remodeling, renovations, and repairs, and \$4.0M for research support.

In response to Trustee Dean C. Colson's inquiry, Sr. VP and CFO Jessell explained that the final list of the proposed Carry Forward expenditures will be presented for the Board's review at the next regularly scheduled meeting. In terms of the \$8.6M support for the FIU Foundation, Trustees Colson and Roger Tovar requested additional details relating to the utilization of the funds and the return on investment. Sr. VP and CFO Jessell explained that the funding amount may be decreased based on improved investment returns performance for the Foundation. In response to an inquiry from Trustee Alvarez pertaining to the availability of Foundation assets to provide the additional needed support, Senior Vice President for Advancement, Howard R. Lipman explained that most assets are earmarked and restricted for only the intended purpose.

Sr. VP and CFO Jessell provided a detailed summary of key aspects of each budgetary component. He described the proposed maximum \$2.5M loan to address the Athletics deficit. He explained that a \$1.5M increase in revenue is primarily the result of a decrease in the Activity and Service fee of \$.40 per credit hour and an increase in the Athletics fee of \$.40 per credit hour and the elimination of the athletic fee waiver for fully online students. Sr. VP and CFO Jessell delineated the contributing factors leading to the deficit, namely, the reduction in Conference USA television revenues and increases in travel expenses. Trustees engaged in a substantive discussion regarding the loan to address the Athletics deficit. Sr. VP and CFO Jessell stated that the University Fee Committee comprised of four students and four faculty/staff members unanimously recommended the changes.

In response to Trustee Tovar's inquiry, Sr. VP and CFO Jessell explained that no prior loans have been extended to Athletics in terms of funding to support operations and that the prior loans to Athletics were for capital investments to support the stadium expansion and the recreation and practice fields. Trustee Sabrina L. Rosell stated that student-related services will not be negatively impacted. Trustee Tovar commented that various initiatives are expected to yield positive affects relating to the Athletics budget. In response to Committee Chair Boord's inquiry, Sr. VP and CFO Jessell explained that the Athletics budgetary shortfall, prior to the implementation of additional revenues and other initiatives, is currently estimated at \$1.6M.

Sr. VP and CFO Jessell explained that Board of Trustees authorization is being requested to assign and transfer \$30K in royalties' revenue from the University to the FIU Research Foundation Inc. In terms of the requirements delineated under Florida Statute 1004.28 and FIU Regulation 1502 pertaining to resources and space utilized by the University's Direct Support Organizations (DSOs), Sr. VP and CFO Jessell indicated that approximately 151.2 FTE of personal services and approximately 16,600 square feet of space, valued at \$414K, are utilized. Also relating to the DSOs, he added that projected expenditures are estimated at \$16.1M, of which \$5.5M will be reimbursed by DSOs.

In response to an inquiry from Trustee Alvarez relating to the fundraising ratio, Foundation Board of Directors Treasurer Andre L. Teixeira explained that approximately \$.50 is spent to raise \$1.0 and that when compared to other universities, FIU is in alignment with other institutions in terms of spending, headcount, and how much is raised. Trustee Tovar requested clarity pertaining to the fundraising ratio, namely, direct operating expenses.

A motion was made and unanimously passed that the FIU Board of Trustees Finance and Facilities Committee recommend that the Florida International University Board of Trustees (the BOT) approve the FIU 2019-20 University and Direct Support Organizations Operating Budgets, and authorize the University President to amend the budgets consistent with Legislative, Board of Governors' and BOT directives and guidelines.

#### **FF2. Proposed Amendments to Regulation FIU-1101 Tuition and Fees Schedule and FIU-1114 Tuition and Fee Refunds**

Sr. VP and CFO Jessell presented the proposed amendments to Regulation FIU-1101 Tuition and Fees Schedule and FIU-1114 Tuition and Fee Refunds for Committee review, explaining that in addition to the earlier discussion [decrease in the Activity and Service fee of \$.40 per credit hour and an increase in the Athletics fee of \$.40 per credit hour and the elimination of the athletic fee waiver for fully online students], the Regulation also includes edits for consistency with Florida statutes and Board of Governors regulations and incorporates changes to refund the excess hour surcharge assessed for up to 12 hours if the FTIC student graduates within four years.

A motion was made and unanimously passed that the FIU Board of Trustees Finance and Facilities Committee recommend that the Florida International University Board of Trustees approve the revisions to Regulations FIU-1101 Tuition and Fees Schedule and FIU-1114 Tuition and Fee Refunds, and delegate authority to the University President to approve any subsequent non-material amendments based on comments to the Regulations received from the Florida Board of Governors or as a result of the regulation-making process.

#### **FF3. Proposed Amendment to FIU-1105 University Traffic and Parking Regulations**

Sr. VP and CFO Jessell presented the proposed amendment to FIU-1105 University Traffic and Parking Regulations for Committee review, indicating that parking fees have not changed since Fall 2012. He explained that the proposed request to increase the faculty and staff parking fees and student access transportation fee by 5% will help support a free Golden Panther Express shuttle between the Modesto A. Maidique Campus and Biscayne Bay Campus for students in addition to deferred maintenance repairs. Trustee Rosell highlighted utilization rates, noting that while the free

shuttle is expected to provide increased accessibility and lead to the unification of the campuses, she will continue the discussions with the University's administration in terms of expanding existing services, which can have an impact on a larger population of students.

A motion was made and unanimously passed that the FIU Board of Trustees Finance and Facilities Committee recommend that the Florida International University Board of Trustees approve the proposed amendments to FIU-1105 University Traffic and Parking Regulations and delegate authority to the University President to approve any subsequent amendments that are based on comments to the Regulation received from the Florida Board of Governors and as a result of the regulation-making process.

#### **FF4. Proposed 2019-20 Fixed Capital Outlay Budget/Capital Improvement**

Sr. VP and CFO Jessell presented the proposed 2019-20 Fixed Capital Outlay Budget/Capital Improvement request for Committee review, explaining that the Fixed Capital Outlay Budget governs the University's capital expenditures during the year. He indicated that FIU's request for 2019-20 Fixed Capital Outlay Budget for Capital Improvement Trust Fund projects totaled \$6,319,109 for the expansion of the Graham Center.

A motion was made and unanimously passed that the FIU Board of Trustees Finance and Facilities Committee recommend to The Florida International University Board of Trustees (the BOT) approval of Florida International University's 2019-20 Fixed Capital Outlay Budget and authorize the University President to amend the budget as necessary, consistent with Legislative, Florida Board of Governors', and BOT directives and guidelines.

#### **FF5. Request for Approval of Florida International University's 2020-2021 Fixed Capital Outlay Legislative Budget Request, consisting of the five-year Capital Improvement Plan**

Sr. VP and CFO Jessell presented the request for approval of FIU's 2020-21 Fixed Capital Outlay Legislative Budget Request, consisting of the five-year Capital Improvement Plan for the Committee's review, providing an overview of 2020-21 Public Education Capital Outlay-eligible project requests. He explained that the continuation/completion of funding for projects previously funded by the Legislature is now first in the priority order and that one FIU project included in this category is the Engineering building, phase I and II. He indicated that discussions will take place regarding the new facility request for the Honors College project, which is envisioned to be remodeled space being vacated in the Deuxieme Maison building once Phase II of the School of International and Public Affairs building is completed.

A motion was made and unanimously passed that the FIU Board of Trustees Finance and Facilities Committee recommend to the Florida International University Board of Trustees (the BOT) approval of FIU's 2020-2021 Fixed Capital Outlay Legislative Budget Request, consisting of the five-year Capital Improvement Plan and authorize the University President to amend the Legislative Budget Request as necessary, consistent with Florida Board of Governors and BOT directives and guidelines.

#### **FF6. Public Safety and Emergency Management Facilities Expansion-Amendment**

Sr. VP and CFO Jessell presented the Public Safety and Emergency Management facilities expansion amendment for Committee review, indicating that the request pertains to increasing the budget for the Public Safety and Emergency Management facilities expansion. He explained that the architectural and engineering (A/E) and construction management (CM) services for this project were competitively solicited and that the A/E is PGAL and the CM is Biltmore Construction. He stated that PGAL has completed the 50 percent construction drawings, and Biltmore Construction has been costing the project with subcontractors and suppliers. Sr. VP and CFO Jessell stated that an additional \$3.37M more than the approved project is being requested.

Sr. VP and CFO explained that approximately 2,500 square feet of the existing space will be reconfigured and that the expansion will include approximately 9,000 square feet of space on the second floor of PG-5, just east of the existing space utilized by Public Safety and Emergency Management, to provide a large emergency operations center, food storage and service operations, equipment storage, offices, conference rooms, and meeting breakout rooms. Trustees engaged in a substantive discussion relating to the additional costs associated with retrofitting within an already existing space and whether new construction in an alternate location would be more cost effective. In response to Trustee comments, Sr. VP and CFO Jessell explained that, in times of an emergency, it is critical to house the different components of emergency management and public safety in one central location. While Trustees concurred with the need for expansion, they voiced concerns over the cost structure. President Mark B. Rosenberg noted that, when amortized over a period of decades, the additional funds will be cost effective in that the University will have optimal and immediate response capabilities.

In response to Trustee Alvarez's inquiry, Sr. VP and CFO Jessell explained that it is anticipated that PGAL will complete the 100 percent construction drawings within the next two months and estimated that construction could be finalized between nine months to one year. In response to Trustee Colson's recommendation of continuing with the drawings and bids, Sr. VP and CFO Jessell clarified that the University will proceed with the A/E to complete the 100 percent construction drawings and with CM to secure all the bids for the project. He added that the guaranteed maximum price will be presented to the Committee at its next regularly scheduled meeting. In response to Trustee Natasha Lowell's inquiry, Sr. VP and CFO Jessell indicated that the University has previously worked with PGAL on several projects.

At the request of Committee Chair Boord, Deputy General Counsel Marston read the proposed Committee action in terms of the Public Safety and Emergency Management facilities expansion-amendment agenda item: "Recommend to the Florida International University Board of Trustees approval of an amendment to the budget for the expansion of space within Parking Garage 5 "Market Station" (PG-5) to provide additional hardened space for Public Safety and Emergency Management Operations including offices, emergency operations center, planning conference breakout/meeting rooms, locker room and showers, storage, and sleeping space."

Trustees concurred with proceeding with the design and bid phase only of the project with a follow-up review at the next regularly scheduled meeting.



In terms of the proposed Board action relating to the Public Safety and Emergency Management facilities expansion amendment, Deputy General Counsel Marston presented revised language for the Committee's consideration, namely: "Recommend to the Florida International University Board of Trustees approval of an amendment to the budget for the expansion of space within Parking Garage 5 "Market Station" (PG-5) to provide additional hardened space for Public Safety and Emergency Management Operations including offices, emergency operations center, planning conference breakout/meeting rooms, locker room and showers, storage, and sleeping space, to proceed with the design and bid phase only."

A motion was made and passed that the FIU Board of Trustees Finance and Facilities Committee recommend to the Florida International University Board of Trustees approval of an amendment to the budget for the expansion of space within Parking Garage 5 "Market Station" (PG-5) to provide additional hardened space for Public Safety and Emergency Management Operations including offices, emergency operations center, planning conference breakout/meeting rooms, locker room and showers, storage, and sleeping space, to proceed with the design and bid phase only.

Trustee Marc D. Sarnoff voted against the motion.

#### **FF7. Approval of contract \$1 million to \$3 million**

Sr. VP and CFO Jessell presented the contract with vendor John Wiley & Sons, Inc. for the Committee's review and approval, explaining that the master contract includes e-journal subscriptions and certain non-journal content and was vetted and signed by the University of Florida Board of Trustees, on behalf of participating institutions of the State University System.

A motion was made and unanimously passed that, pursuant to the Delegations of Authority from the Florida International University Board of Trustees to the University President, as reflected in the Resolution on the President's Powers and Duties approved by the Board of Trustees on March 4, 2019, the FIU Board of Trustees Finance and Facilities Committee (i) approve the University entering into the contract listed and described in the agenda materials and (ii) authorize the University President or his designee to execute, on behalf of the University, the aforementioned contract.

## **4. Discussion Items**

### **4.1 Finance and Facilities Committee Charter**

Deputy General Counsel Marston explained that the FIU Board of Trustees' Finance and Facilities Committee Charter requires a review at least every two years. She indicated that members of the University administration will confer with Committee Chair Boord in terms of what recommendations, if any, should be presented to the Board of Trustees. She explained that, if there are changes as a result of the review, the proposed amendments will be presented to the Committee and Full Board at the next regularly scheduled meeting.

### **4.2 Financial Performance Review – Third Quarter FY 2018-19**

Sr. VP and CFO Jessell indicated that operating revenues are above estimates by \$13.2M or 1 percent, which can be primarily attributed to higher DSO revenues, lower graduate and out-of-state

waivers, and higher National Forensic Science and Technology Center reimbursements. He stated that operating expenses are below estimates by \$23M or 2 percent, explaining that savings primarily from vacant positions and parental, sabbatical, and medical leave were offset by higher expenses related to the unit research support and student financial aid.

## **5. Reports**

There were no questions from the Committee members in terms of the reports included as part of the agenda materials: Athletics Update; Business Services Report; Emergency Management Status Report; Facilities and Construction Update; Foundation Report; Safety and Environmental Compliance Report; and Treasury Report.

## **6. New Business**

*No new business was raised.*

## **7. Concluding Remarks and Adjournment**

With no other business, Committee Chair Leonard Boord adjourned the meeting of the Florida International University Board of Trustees Finance and Facilities Committee on Wednesday, June 19, 2019 at 12:13 p.m.

*Trustee Request:*

*Trustee Roger Tovar requested clarity pertaining to the fundraising ratio, namely direct operating expenses.*

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**

September 5, 2019

**Subject: Approval of Educational and General Carryforward Funds**

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**Proposed Committee Action:**

Recommend to The Florida International University Board of Trustees (the BOT) approval of the Florida International University (FIU) Educational and General (E&G) expenditure plan for carryforward funds in accordance with State University System of Florida Board of Governors (BOG) Regulation 9.007 *State University Operating Budgets* and Florida Statute 1011.45 End of Year Balance of Funds; submit the BOT-approved expenditure plan to the BOG for approval at its October 29-30, 2019 meetings; authorize the University Chief Financial Officer to certify the unexpended amount of funds appropriated to the University from the General Revenue Fund, the Educational Enhancement Trust Fund, and the Education/General Student and Other Fees Trust Fund as of June 30, 2019; and authorize the University President to amend the BOT expenditure plan as necessary and report to the BOT and the BOG any amendments to the spending plan in a format prescribed by the BOG Office of University Budgets.

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**Background Information:**

Beginning in 1985, State University System (SUS) institutions received statutory authority to carry forward unexpended E&G funds in the current year operating budget and include these funds in the operating budget the following year. Carryforward fund balances are used for activities such as, but not limited to, student success, potential budget reductions, anticipated increases in university operations and prior-year encumbrances. During the 2019 legislative session, Florida Statute 1011.45 was amended to provide greater specificity on allowable expenditures from E&G carryforward fund balances. Key amendments include:

- *Maintenance of a minimum carryforward balance of 7 percent (previously 5 percent)*
- *BOT approval of an expenditure plan for carryforward balances in excess of the 7 percent minimum*
- *BOG review and approval of the BOT carryforward expenditure plan*
- *Authorized expenditures in the E&G carryforward expenditure plan may include:*
  - *Commitment of funds to a PECO project that has received a prior appropriation in order to complete the project*
  - *Completion of a renovation, repair, or maintenance project up to \$5 million per project*
  - *Replacement of a minor facility not exceeding 10,000 square feet up to \$2 million*
  - *Completion of a remodeling or infrastructure project that is survey recommended up to \$10 million*
  - *Completion of a repair or replacement project necessary due to damage caused by a natural disaster for buildings*
  - *Operating expenditures that support the university mission and that are nonrecurring*
  - *Any purpose specified by the board or in the General Appropriations Act*

The E&G expenditure plan shall include the estimated cost per planned expenditure and a timeline for completion of the expenditure. Additionally, F.S. 1011.45 now requires the chief financial officer of each university to certify annually, by September 30, the unexpended amount of funds appropriated to the university from the General Revenue Fund, the Educational Enhancement Trust Fund, and the Education/General Student and Other Fees Trust Fund as of June 30 of the previous year. F.S. 1011.45 also allows the university to spend the minimum carryforward balance of 7 percent if a demonstrated emergency exists and the plan is approved by the university's board of trustees and the Board of Governors. In accordance with F.S. 1011.45 and BOG Regulation 9.007, any amendments to the approved E&G carryforward spending plan during the fiscal year shall be reported to the Board of Governors in a format prescribed by the Board's Office of University Budgets.

The E&G carryforward fund balance as of July 1, 2019, including accounts receivables, accounts payables, and deferred student tuition and fees, totals \$90,612,131 for the University and \$12,593,168 for the Herbert Wertheim College of Medicine (HWCOM). After the 7 percent statutory reserve of \$37,609,649 for the University and \$3,579,829 for HWCOM, the carryforward spending plans total \$53,002,482 for the University and \$9,103,339 for HWCOM.

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<b>Supporting Documentation:</b>	University and HWCOM Carryforward Spending Plans State University System of Florida Board of Governors 2019-2020 Fixed Capital, Operating & Carryforward Budget Certification Florida Statute 1011.45 BOG Regulation 9.007(including proposed revisions)
<b>Facilitator/Presenter:</b>	Kenneth A. Jessell

**Florida International University**  
**Education and General**  
**Carryforward Spending Plan Summary**  
**Approved by University Board of Trustees**  
**September 1, 2019**

	<u>University E&amp;G</u>	<u>Medical School</u>
<b>A. Beginning E&amp;G Carryforward Fund Balance - July 1, 2019 :</b>		
Cash	\$ 87,264,671	\$ 13,454,147
Investments	\$ -	\$ -
Accounts Receivable	\$ 12,833,976	\$ 0
Less: Accounts Payable	\$ 8,352,579	\$ 845,379
Less: Deferred Student Tuition & Fees	\$ 1,133,937	\$ 15,600
<b>Beginning E&amp;G Fund Balance (Net of Payables/Receivables/Deferred Fees) :</b>	\$ 90,612,131	\$ 12,593,168
<b>7% Statutory Reserve Requirement</b> (per SB 190, 1011.45(1) F.S.)	\$ 37,609,649	\$ 3,579,829
<b>E. E&amp;G Carryforward Fund Balance Less 7% Statutory Reserve Requirement</b> ( Amount Requiring Approved Spending Plan ) :	<b>\$ 53,002,482</b>	<b>\$ 9,013,339</b>
<b>F. * Restricted / Contractual Obligations</b>		
Restricted by Appropriations	\$ 5,670,845	\$ 3,319,683
University Board of Trustees Reserve Requirement	\$ 2,141,172	\$ -
<b>Restricted by Contractual Obligations :</b>	\$ -	\$ -
Compliance Program Enhancements	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -
Campus Security and Safety Enhancements	\$ 653,612	\$ -
Student Services, Enrollment, and Retention Efforts	\$ 1,133,047	\$ -
Student Financial Aid	\$ 3,308,824	\$ 1,973,451
 Faculty/Staff, Instructional and Advising Support and Start-up Funding	 \$ 103,031	 \$ 1,017,500
Faculty Research and Public Service Support and Start-Up Funding	\$ 3,146,707	\$ 2,482,000
Library Resources	\$ 234,144	\$ -
Utilities	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 299,308	\$ 220,705
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 3,868,520	\$ -
USF St. Pete Restricted Reserve-USC Funding Guarantee	\$ -	\$ -
PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	\$ 2,330,078	\$ -
Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	\$ 8,737,778	\$ -
Replacement of Minor Facility (< or = 10,000 gsf) up to \$2M (SB 190)	\$ 65,068	\$ -
Complete Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools) up to \$10M (SB 190)	\$ -	\$ -
<b>Total Restricted Funds :</b> (Should agree with restricted column total on "Planned Expenditure Details" tab)	<b>\$ 31,692,133</b>	<b>\$ 9,013,339</b>
<b>G. * Commitments</b>		
<b>Compliance, Audit, and Security</b>		
Compliance Program Enhancements	\$ 30,000	\$ -
Audit Program Enhancements	\$ -	\$ -
Campus Security and Safety Enhancements	\$ 1,682,538	\$ -
<b>Academic and Student Affairs</b>		
Student Services, Enrollment, and Retention Efforts	\$ 582,303	\$ -
Student Financial Aid	\$ -	\$ -
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 1,453,268	\$ -
Faculty Research and Public Service Support and Start-Up Funding	\$ 870,934	\$ -
Library Resources	\$ -	\$ -
<b>Facilities, Infrastructure, and Information Technology</b>		
Utilities	\$ -	\$ -

**Florida International University**  
**Education and General**  
**Carryforward Spending Plan Summary**  
**Approved by University Board of Trustees**  
**September 1, 2019**

	<u>University E&amp;G</u>	<u>Medical School</u>
Information Technology (ERP, Equipment, etc.)	\$ 1,000,000	\$ -
PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	\$ 475,291	\$ -
Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	\$ 10,910,216	\$ -
Replacement of Minor Facility (< or = 10,000 gsf) up to \$2M (SB 190)	\$ -	\$ -
Complete Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools) up to \$10M (SB 190)	\$ 8,134	\$ -
<b>Other UBOT Approved Operating Requirements</b>		
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 4,297,665	\$ -
<b>Total Commitments :</b> (Should agree with committed column total on "Planned Expenditure Details" tab)	<b>\$ 21,310,349</b>	<b>\$ -</b>
<b>H. Available E&amp;G Carryforward Balance as of September 1, 2019 :</b>	<b>\$ -</b>	<b>\$ 0</b>

\* Please provide supplemental detailed descriptions for these multiple-item categories in sections F and G using Board of Governors template (use worksheet tab "Planned Expenditure Detail" included with this file).

**Notes :**

1. Florida Polytechnic University amounts include the Phosphate Research Trust Fund.
2. **2019 Senate Bill 190 amends 1011.45 F.S.** regarding university Education & General carryforward minimum reserve balances, reporting requirements, and allowable uses. 1011.45(2) states that "Each university that retains a state operating fund carry forward balance in excess of the 7 percent minimum shall submit a spending plan for it's excess carry forward balance. The spending plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend if necessary, each university's carry forward spending plan by October 1, 2020, and each October 1 thereafter." 1011.45(3) adds "A university's carry forward spending plan shall include the **estimated cost per planned expenditure and a timeline for completion of the expenditure.**" An additional tab is provided with this file to allow reporting of university detailed expenditure plans for each planned expenditure, a completion timeline, and amount budgeted for expenditure during the current fiscal year.

Supplemental Detail - University E&G Carryforward Spending Plans for Fund Balance Amount Exceeding 7% Statutory Reserve

Senate Bill 190 / 1011.45 F.S. Requirement

September 1, 2019

Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
		Estimated/Planned to be Funded from E&G Carryforward - Total Cost	RESTRICTED	COMMITTED	Amount Budgeted for Expenditure FY 2019-2020	Estimated Completion Date (Year)	Current Expenditure Year, #	Total Years of Expenditure / Project, #	Capital Outlay	
			Remaining Balance as of September 1, 2019	Remaining Balance as of September 1, 2019					Project Included in FY 2019-2020 University Fixed Capital Outlay Budget ?	
1. Restricted by Appropriations	FY 2007-08 Life Sciences - Medical Initiative	\$ 577	\$ 577	\$ -	\$ 577	2020	1	1	No	
2. Restricted by Appropriations	Information Technology Performance Funds	\$ 527,978	\$ 527,978	\$ -	\$ 248,190	2023	3	5	No	
3. Restricted by Appropriations	FY 2014-15 Economic Development Study	\$ 1,431	\$ 1,431	\$ -	\$ 1,431	2020	1	1	No	
4. Restricted by Appropriations	FIUnique	\$ 910,570	\$ 910,570	\$ -	\$ 910,570	2020	1	1	No	
5. Restricted by Appropriations	FY 2016-17 University Security Management Technology	\$ 59,790	\$ 59,790	\$ -	\$ 59,790	2020	1	1	No	
6. Restricted by Appropriations	World Class Faculty & Scholar Program	\$ 2,264,881	\$ 2,264,881	\$ -	\$ 1,132,440	2021	3	4	No	
7. Restricted by Appropriations	FY 2018-19 Targeted STEM	\$ 1,905,618	\$ 1,905,618	\$ -	\$ 853,068	2021	1	2	No	
<b>Restricted by Appropriations Total</b>		<b>\$ 5,670,845</b>	<b>\$ 5,670,845</b>	<b>\$ -</b>	<b>\$ 3,206,067</b>					
8. University Board of Trustees Reserve Requirement	Hurricane / Catastrophe Reserve	\$ 800,000	\$ 800,000	\$ -	\$ 800,000	2020	1	1	No	Pre-impact and / or post-impact expenses in the event of a hurricane or catastrophe
9. University Board of Trustees Reserve Requirement	Hurricane Irma recovery expenses	\$ 341,172	\$ 341,172	\$ -	\$ 310,636	2021	2	3	No	Completion of repairs to infrastructure which sustained damage due to Hurricane Irma; projects include Aquarius re-roofing; Biscayne Bay Campus Academic Center 2 window replacement, building waterproofing and repairs; Engineering & Computer Science building water intrusion; Academic Health Center 2 storm water infiltration; and other smaller projects
10. University Board of Trustees Reserve Requirement	Bridge collapse expenses (legal fees, etc.)	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 500,000	2021	1	2	No	
<b>University Board of Trustees Reserve Requirement Total</b>		<b>\$ 2,141,172</b>	<b>\$ 2,141,172</b>	<b>\$ -</b>	<b>\$ 1,610,636</b>					
11. Compliance Program Enhancements	Consulting fees for compliance program effectiveness evaluation	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	2020	1	1	No	To conduct baseline compliance program effectiveness assessment
<b>Compliance Program Enhancements Total</b>		<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>					
12. Campus Security and Safety Enhancements	Emergency infrastructure hardening	\$ 2,277,378	\$ 601,009	\$ 1,676,369	\$ 1,683,154	2021	2	3	No	Emergency generators, hardening of vulnerable windows and doors, HVAC and UPS protection for university data center and telecom rooms, and improving communications infrastructure
13. Campus Security and Safety Enhancements	Equipment for police officers	\$ 58,772	\$ 52,603	\$ 6,169	\$ 58,772	2020	1	1	No	Supplies used by police officers such as radio batteries, gas masks, antennas, other equipment, and equipment installation.
<b>Campus Security and Safety Enhancements Total</b>		<b>\$ 2,336,150</b>	<b>\$ 653,612</b>	<b>\$ 1,682,538</b>	<b>\$ 1,741,926</b>					
14. Student Services, Enrollment, and Retention Efforts	Student support services and software: Financial aid call center support services provided by EdFinancial Services and Brainware optical character recognition (OCR) software to expedite transcript workflow	\$ 1,071,976	\$ 1,071,976	\$ -	\$ 1,071,976	2020	1	1	No	The financial aid call center will assist students with financial aid questions on topics such as general information, resources, application process, etc., and provide recommendations that will speed processing, and reduce call volume and repeat callers
15. Student Services, Enrollment, and Retention Efforts	Renovations and furniture and equipment for various areas which provide student support	\$ 382,461	\$ 61,071	\$ 321,390	\$ 382,461	2020	1	1	No	Mainly renovations as a result of reorganizations in the Division of Student Affairs
16. Student Services, Enrollment, and Retention Efforts	Division of Student Affairs Initiatives: professional services and professional development	\$ 119,771	\$ -	\$ 119,771	\$ 119,771	2020	1	1	No	Professional services to review and implement technology improvements to better serve students; professional services to redesign the web site of the merged areas of Academic and Student Affairs; professional development; and other non-recurring costs to develop various programs such as the Affinity Initiative, Panther Connect, and micro credentialing

Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
			RESTRICTED	COMMITTED					Capital Outlay	
		Estimated/Planned to be Funded from E&G Carryforward - Total Cost	Remaining Balance as of September 1, 2019	Remaining Balance as of September 1, 2019	Amount Budgeted for Expenditure FY 2019-2020	Estimated Completion Date (Year)	Current Expenditure Year, #	Total Years of Expenditure / Project, #	Project Included in FY 2019-2020 University Fixed Capital Outlay Budget ?	
17. Efforts	Student Services, Enrollment, and Retention Post-graduation data analysis	\$ 97,927	\$ -	\$ 97,927	\$ 97,927	2020	1	1	No	Temporary data analyst to mine data and enhance understanding of post-graduation outcomes, which will be used to inform interventions related to increasing post-graduation outcomes
18. Efforts	Student Services, Enrollment, and Retention Career Services software and subscription: Handshake software and vault.com database subscription	\$ 38,000	\$ -	\$ 38,000	\$ 38,000	2020	1	1	No	Handshake platform allows employers to post jobs, request interviews, and register for career fairs; vault.com gives access to prospective internships and post-graduation job opportunities
19. Efforts	Student Services, Enrollment, and Retention Improve locational / directional signage at Biscayne Bay Campus	\$ 5,215	\$ -	\$ 5,215	\$ 5,215	2020	1	1	No	
Student Services, Enrollment, and Retention Efforts Total		\$ 1,715,350	\$ 1,133,047	\$ 582,303	\$ 1,715,350					
20. Student Financial Aid	Student Financial Aid in support of undergraduate merit scholarship programs, e.g. Gold and Blue scholarships and raise.me	\$ 3,308,824	\$ 3,308,824	\$ -	\$ 3,308,824	2020	1	1	No	
Student Financial Aid Total		\$ 3,308,824	\$ 3,308,824	\$ -	\$ 3,308,824					
21. Support and Start-up Funding	Faculty/Staff, Instructional and Advising Furniture, fixtures, and equipment for various classrooms, labs, offices, and academic spaces - 2021 completion date	\$ 693,930	\$ -	\$ 693,930	\$ 346,965	2021	1	2	No	Hospitality Management classrooms, Student Academic Support Center, Owa Ehan labs, College of Business Complex panels and tablets, and Green Library first floor carpeting
22. Support and Start-up Funding	Faculty/Staff, Instructional and Advising Summer faculty	\$ 393,980	\$ -	\$ 393,980	\$ 393,980	2020	1	1	No	To promote on-time student graduation
23. Support and Start-up Funding	Faculty/Staff, Instructional and Advising Faculty start-up	\$ 267,922	\$ -	\$ 267,922	\$ 267,922	2020	1	1	No	
24. Support and Start-up Funding	Faculty/Staff, Instructional and Advising Furniture, fixtures, and equipment for various classrooms, labs, offices, and academic spaces - 2020 completion date	\$ 107,264	\$ 103,031	\$ 4,232	\$ 107,264	2020	1	1	No	Student Athletics Academic Center, Viertes Haus
25. Support and Start-up Funding	Faculty/Staff, Instructional and Advising Graduate Assistants	\$ 93,204	\$ -	\$ 93,204	\$ 93,204	2020	1	1	No	To promote on-time student graduation
Faculty/Staff, Instructional and Advising Support and Start-up Funding Total		\$ 1,556,299	\$ 103,031	\$ 1,453,268	\$ 1,209,334					
26. and Start-Up Funding	Faculty Research and Public Service Support New faculty researchers start-up support for Torrey Pines facility	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 300,000	2024	1	5	No	
27. and Start-Up Funding	Faculty Research and Public Service Support Post-doctorate faculty and graduate assistants	\$ 834,599	\$ -	\$ 834,599	\$ 834,599	2020	1	1	No	Hire post-doctorate faculty to gain experience with seasoned research faculty and in the process to assist the faculty in conducting their research; Enhance the graduate student experience and supplement in-class learning by assisting faculty with research
28. and Start-Up Funding	Faculty Research and Public Service Support Furniture and computer equipment	\$ 538,197	\$ 538,197	\$ -	\$ 538,197	2020	1	1	No	Mainly Management and Advanced Research Center and Center for Children and Families faculty and staff work areas
29. and Start-Up Funding	Faculty Research and Public Service Support Research equipment and supplies	\$ 523,441	\$ 487,105	\$ 36,335	\$ 523,441	2020	1	1	No	Mainly customized scientific equipment for structural testing and other research equipment and supplies
30. and Start-Up Funding	Faculty Research and Public Service Support Start-up funding for researchers	\$ 507,804	\$ 507,804	\$ -	\$ 507,804	2020	1	1	No	
31. and Start-Up Funding	Faculty Research and Public Service Support Frost museum consulting services	\$ 113,600	\$ 113,600	\$ -	\$ 113,600	2020	1	1	No	
Faculty Research and Public Service Support and Start-Up Funding Total		\$ 4,017,641	\$ 3,146,707	\$ 870,934	\$ 2,817,641					
32. Library Resources	Library Resources Refresh servers and storage units in the Green Library and Glenn Hubert Library	\$ 234,144	\$ 234,144	\$ -	\$ 234,144	2020	1	1	No	
Library Resources Total		\$ 234,144	\$ 234,144	\$ -	\$ 234,144					
33. etc.)	Information Technology (ERP, Equipment, Facilities Project Management Software	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	2020	1	1	No	To streamline tasks, aid in more efficient use of resources, and support additional project reporting requirements



Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
			RESTRICTED	COMMITTED					Capital Outlay	
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34. Information Technology (ERP, Equipment, etc.)	Service subscriptions and licenses and IT consulting services	\$ 174,874	\$ 174,874	\$ -	\$ 174,874	2020	1	1	No	Oracle Business Intelligence Cloud Services; consulting services for PeopleSoft Campus Solutions and other functions; Oracle support and license update; security assessments; and Splunk renewal
35. Information Technology (ERP, Equipment, etc.)	Software licenses for Sightlines Facilities Benchmarking Software System	\$ 124,434	\$ 124,434	\$ -	\$ 62,217	2021	2	3	No	Facilities Benchmarking Software System required by the BOG; provides data on operating and deferred maintenance, new construction needs, and ultimately, future funding appropriations for old deteriorating infrastructure due to age of the facilities
Information Technology (ERP, Equipment, etc.) Total		\$ 1,299,308	\$ 299,308	\$ 1,000,000	\$ 1,237,091					
36. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	University-wide non-recurring employee performance bonuses	\$ 2,760,538	\$ 1,304,006	\$ 1,456,532	\$ 2,760,538	2020	1	1	No	Collective bargaining agreement and out-of-unit
37. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Branding, marketing and communications services	\$ 1,279,895	\$ 1,279,895	\$ -	\$ 873,945	2021	2	3	No	BOT Strategic Plan for integrated branding, marketing and communications services and other media contracts
38. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Professional services / shared services / efficiencies	\$ 1,037,915	\$ 178,862	\$ 859,053	\$ 1,037,915	2020	2	2	No	Public relations and communications consulting fees, report writers, salary encumbrances deployment in PeopleSoft, shared services, efficiencies, and various studies
39. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Director of Accreditation -- self-study	\$ 633,337	\$ 633,337	\$ -	\$ 211,112	2022	1	3	No	Temporary support personnel in preparation for SACSCOC reaffirmation visit in Spring 2021 and completion of final report
40. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Non-recurring unexpected operating expenditures	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	2020	1	1	No	In support of unexpected, non-recurring operating expenditures that arise during the year
41. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	PO&M - in the absence of new PO&M funding from legislature	\$ 496,544	\$ -	\$ 496,544	\$ 496,544	2020	1	1	No	
42. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Vehicle fleet replacement (golf carts, haulers, etc.)	\$ 356,047	\$ 356,047	\$ -	\$ 356,047	2020	2	2	No	
43. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Maintenance and repairs; building insurance appraisal	\$ 319,993	\$ 26,825	\$ 293,168	\$ 319,993	2020	2	2	No	
44. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Furniture, fixtures and equipment	\$ 307,205	\$ 50,547	\$ 256,658	\$ 307,205	2020	2	2	No	Across various administrative areas
45. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Case Management Software service for Employee and Labor Relations; purchase and installation of four lactation suites throughout campus	\$ 214,407	\$ -	\$ 214,407	\$ 214,407	2020	1	1	No	Case Management software to track and manage employee cases and facilitate reporting; Lactation suites to enhance compliance with legal requirements to provide space for lactating mothers.
46. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Professional development, travel, and performance bonus / temporary payments	\$ 118,739	\$ 39,000	\$ 79,739	\$ 118,739	2020	1	1	No	
47. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	FIU Geopolitical Summit	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	2020	1	1	No	Guest speakers at lecture series hosted by the President
48. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	State University System Stakeholder Outreach Campaign -- FIU allocation	\$ 30,863	\$ -	\$ 30,863	\$ 30,863	2020	1	1	No	
49. Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Install fencing around the nature preserve	\$ 10,701	\$ -	\$ 10,701	\$ 10,701	2020	1	1	No	
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission) Total		\$ 8,166,184	\$ 3,868,520	\$ 4,297,665	\$ 7,338,010					

Carryforward Spending Plan Category		Specific Expenditure/Project Title		Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
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50.	PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	Ambulatory Care Center Faculty and Staff Work Area Renovations & Repairs	\$ 81,172	\$ 80,846	\$ 326	\$ 81,172	2020	6	6	Yes		
51.	PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	Parking Garage Six Classroom/Lab Renovations & Repairs	\$ 474,966	\$ -	\$ 474,966	\$ 316,644	2021	2	3	Yes		
52.	PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	School of International & Public Affairs II Classroom/Lab Renovations & Repairs	\$ 898,496	\$ 898,496	\$ -	\$ 598,997	2021	2	3	Yes		
53.	PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)	University City Prosperity Project Renovation & Repairs -- walkways for safety	\$ 1,350,736	\$ 1,350,736	\$ -	\$ 675,368	2022	2	4	Yes		
PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190) Total			\$ 2,805,369	\$ 2,330,078	\$ 475,291	\$ 1,672,181						
54.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic One Classroom/Lab Renovations & Repairs	\$ 828,621	\$ 366,533	\$ 462,088	\$ 828,621	2020	2	2	No		
55.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Two Classroom/Lab Renovations & Repairs	\$ 35,343	\$ 4,652	\$ 30,691	\$ 35,343	2020	3	3	No		
56.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Health Center 1 Building Envelope & Roof Structures Repairs	\$ 848,867	\$ 764,530	\$ 84,337	\$ 424,434	2021	1	2	No		
57.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Health Center 2 Building Envelope Repairs	\$ 1,556,639	\$ 1,401,123	\$ 155,515	\$ 1,556,639	2020	1	1	Yes		
58.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Health Center 3 Classroom/Lab Renovations & Repairs	\$ 45,956	\$ 20,856	\$ 25,100	\$ 45,956	2020	2	2	No		
59.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Health Center 4 Classroom/Lab Renovations & Repairs	\$ 85,636	\$ 83,378	\$ 2,258	\$ 85,636	2020	2	2	No		
60.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Academic Health Center 5 Classroom/Lab Renovations & Repairs	\$ 51,000	\$ -	\$ 51,000	\$ 51,000	2020	3	3	No		
61.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Aquarius Medina Re-roofing	\$ 77,306	\$ 77,306	\$ -	\$ 77,306	2020	2	2	No		
62.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Arena Classroom/Lab Renovations & Repairs	\$ 66,749	\$ 64,988	\$ 1,761	\$ 66,749	2020	2	2	No		
63.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	College of Arts, Sciences, & Education Faculty and Staff Work Area Renovations & Repairs	\$ 17,606	\$ 13,051	\$ 4,555	\$ 17,606	2020	2	2	No		
64.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	College of Business Complex Classroom/Lab Renovations & Repairs	\$ 2,522	\$ 2,522	\$ -	\$ 2,522	2020	2	2	No		
65.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Chemistry & Physics Classroom/Lab Renovations & Repairs	\$ 6,310	\$ 5,387	\$ 923	\$ 6,310	2020	2	2	No		
66.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Campus Support Complex Faculty and Staff Work Area Renovations & Repairs	\$ 320,654	\$ 211,076	\$ 109,578	\$ 213,769	2021	2	3	No		
67.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Central Utilities One Exterior Metal Stairs Replacement	\$ 114,137	\$ 103,761	\$ 10,376	\$ 114,137	2020	2	2	No		
68.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Deuxieme Maison Faculty and Staff Work Area Renovations & Repairs	\$ 19,496	\$ 19,318	\$ 177	\$ 19,496	2020	2	2	No		
69.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Engineering Center Classroom/Lab Renovations & Repairs	\$ 571,133	\$ 167,027	\$ 404,107	\$ 285,567	2022	2	4	No		
70.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Engineering Center Faculty and Staff Work Area Renovation & Repairs	\$ 148,657	\$ 82,357	\$ 66,301	\$ 99,105	2021	2	3	No		
71.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Engineering Center Infrastructure Upgrades	\$ 6,116	\$ -	\$ 6,116	\$ 6,116	2020	2	2	No		
72.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Engineering & Computer Science Classroom/Lab Renovations & Repairs	\$ 693,256	\$ 486,569	\$ 206,688	\$ 519,942	2021	3	4	No		
73.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	FIU I-75 Metropolitan Center Faculty and Staff Work Area Renovations & Repairs	\$ 34,391	\$ 24,181	\$ 10,209	\$ 34,391	2020	2	2	No		
74.	Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)	Ernest R. Graham University Center Classroom/Lab Renovations & Repairs	\$ 100,913	\$ 30,345	\$ 70,568	\$ 67,275	2021	2	3	No		

Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
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			Remaining Balance as of September 1, 2019	Remaining Balance as of September 1, 2019					Project Included in FY 2019-2020 University Fixed Capital Outlay Budget ?	
Completion of Renovation, Repair, or	Steven & Dorothea Green Library Classroom/Lab									
75. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 32,281	\$ 79	\$ 32,202	\$ 32,281	2020	2	2	No	
Completion of Renovation, Repair, or	Grounds and Roadways Infrastructure Renovations &									
76. Maintenance Project up to \$5M (SB 190)	Repair	\$ 583,689	\$ 231,659	\$ 352,030	\$ 389,126	2021	2	3	No	
Completion of Renovation, Repair, or	Grounds and Roadways Improvement University									
77. Maintenance Project up to \$5M (SB 190)	Wide Area Infrastructure	\$ 731,650	\$ 654,553	\$ 77,097	\$ 487,767	2021	2	3	No	
Completion of Renovation, Repair, or	Glenn Hubert Library Classroom/Lab Renovations &									
78. Maintenance Project up to \$5M (SB 190)	Repairs	\$ 21,831	\$ 840	\$ 20,991	\$ 21,831	2020	2	2	No	
Completion of Renovation, Repair, or	Hospitality Management Classroom/Lab Renovations									
79. Maintenance Project up to \$5M (SB 190)	& Repairs	\$ 84,939	\$ 84,939	\$ -	\$ 84,939	2020	2	2	No	
Completion of Renovation, Repair, or										
80. Maintenance Project up to \$5M (SB 190)	Jewish Museum Exterior Sign Renovation & Repair	\$ 1,071	\$ -	\$ 1,071	\$ 1,071	2020	2	2	No	
Completion of Renovation, Repair, or	Roz & Cal Kovens Conference Center Main Entrance									
81. Maintenance Project up to \$5M (SB 190)	Sign Renovation & Repair	\$ 10,248	\$ 10,248	\$ -	\$ 10,248	2020	2	2	No	
Completion of Renovation, Repair, or										
82. Maintenance Project up to \$5M (SB 190)	Management & Advanced Research Center Faculty and Staff Work Area Renovations & Repairs	\$ 639,334	\$ 603,541	\$ 35,792	\$ 639,334	2020	2	2	No	
Completion of Renovation, Repair, or										
83. Maintenance Project up to \$5M (SB 190)	Modesto A. Maidique Campus Light Poles Retrofit	\$ 20,822	\$ 20,822	\$ -	\$ 20,822	2020	2	2	No	
Completion of Renovation, Repair, or	Marine Science Building Pedestrian Trail Blue Call									
84. Maintenance Project up to \$5M (SB 190)	Box	\$ 1,254	\$ 1,254	\$ -	\$ 1,254	2020	2	2	No	
Completion of Renovation, Repair, or	Owa Ehan 291-293 & Stockrooms 266,269 & 272									
85. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 722,363	\$ 681,724	\$ 40,639	\$ 722,363	2020	2	2	Yes	
Completion of Renovation, Repair, or										
86. Maintenance Project up to \$5M (SB 190)	Owa Ehan Classroom/Lab Renovations & Repairs	\$ 364,463	\$ 352,069	\$ 12,394	\$ 364,463	2020	2	2	No	
Completion of Renovation, Repair, or	Operations/Utility Classroom/Lab Renovations &									
87. Maintenance Project up to \$5M (SB 190)	Repairs	\$ 402,318	\$ 95,706	\$ 306,612	\$ 268,212	2021	2	3	No	
Completion of Renovation, Repair, or	Charles E. Perry Primera Casa Classroom/Lab									
88. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 9,915	\$ -	\$ 9,915	\$ 9,915	2020	2	2	No	
Completion of Renovation, Repair, or	Charles E. Perry Primera Casa Faculty and Staff Work									
89. Maintenance Project up to \$5M (SB 190)	Area Renovations & Repairs	\$ 720,806	\$ 651,238	\$ 69,569	\$ 480,538	2021	2	3	No	
Completion of Renovation, Repair, or	Paul Cejas Architecture Faculty and Staff Work Area									
90. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 2,941	\$ -	\$ 2,941	\$ 2,941	2020	2	2	No	
Completion of Renovation, Repair, or										
91. Maintenance Project up to \$5M (SB 190)	West Side Exit Roadway at SW 11th Street	\$ 739,768	\$ 600,791	\$ 138,977	\$ 739,768	2020	2	2	No	
Completion of Renovation, Repair, or	Red Parking Garage Faculty and Staff Work area									
92. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 2,764	\$ -	\$ 2,764	\$ 2,764	2020	2	2	No	
Completion of Renovation, Repair, or	Parking Garage 5 Market Station Classroom/Lab									
93. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 228,582	\$ 3,822	\$ 224,760	\$ 228,582	2020	2	2	No	
Completion of Renovation, Repair, or										
94. Maintenance Project up to \$5M (SB 190)	Parking Garage Six Panther Station Bus Terminal -- plans review and building inspection services	\$ 15,847	\$ 9,298	\$ 6,550	\$ 15,847	2020	2	2	No	
Completion of Renovation, Repair, or										
95. Maintenance Project up to \$5M (SB 190)	Artificial Turf and Sod Replacement	\$ 233,499	\$ 222,380	\$ 11,119	\$ 233,499	2020	2	2	No	
Completion of Renovation, Repair, or	Rafael Diaz-Balart Hall Classroom/Lab Renovations &									
96. Maintenance Project up to \$5M (SB 190)	Repairs	\$ 36,128	\$ 28,625	\$ 7,502	\$ 36,128	2020	2	2	No	
Completion of Renovation, Repair, or	Ronald Reagan House Faculty and Staff Work Area									
97. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 7,992	\$ 6,783	\$ 1,209	\$ 7,992	2020	2	2	No	
Completion of Renovation, Repair, or	Student Athletics Academic Center Classroom/Lab									
98. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 81,578	\$ 3,455	\$ 78,123	\$ 81,578	2020	2	2	No	
Completion of Renovation, Repair, or	Student Academic Support Center Classroom/Lab									
99. Maintenance Project up to \$5M (SB 190)	Renovations & Repairs	\$ 150,454	\$ 128,850	\$ 21,604	\$ 150,454	2020	2	2	Yes	
Completion of Renovation, Repair, or	School of International & Public Affairs I									
100. Maintenance Project up to \$5M (SB 190)	Classroom/Lab Renovations & Repairs	\$ 6,243	\$ -	\$ 6,243	\$ 6,243	2020	2	2	No	
Completion of Renovation, Repair, or	New Sidewalk Entrance at SW 11 Street and SW 107									
101. Maintenance Project up to \$5M (SB 190)	Avenue	\$ 189,506	\$ 11,374	\$ 178,132	\$ 189,506	2020	2	2	No	
Completion of Renovation, Repair, or										
102. Maintenance Project up to \$5M (SB 190)	Viertes Haus Classroom/Lab Renovations & Repairs	\$ 46,221	\$ 43,393	\$ 2,828	\$ 46,221	2020	2	2	No	



Supplemental Detail - University E&G Carryforward Spending Plans for Fund Balance Amount Exceeding 7% Statutory Reserve  
Senate Bill 190 / 1011.45 F.S. Requirement  
September 1, 2019

Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Estimated Timeline for Completion			Tie to Fixed	Comments/Explanations
		Estimated/Planned to be Funded from E&G Carryforward - Total Cost	RESTRICTED	COMMITTED		Estimated Completion Date (Year)	Current Expenditure Year, #	Total Years of Expenditure / Project, #	Capital Outlay	
			Remaining Balance as of September 1, 2019	Remaining Balance as of September 1, 2019	Amount Budgeted for Expenditure FY 2019-2020				Project Included in FY 2019-2020 University Fixed Capital Outlay Budget ?	
1. Restricted by Appropriations	Primary Care Residency Program	\$ 3,319,683	\$ 3,319,683	\$ -	\$ 829,921	2023	1	4	No	
2. Student Financial Aid	Medical students need and diversity based admissions scholarships	\$ 1,973,451	\$ 1,973,451	\$ -	\$ 1,973,451	2020	1	1	No	
3. Faculty/Staff, Instructional and Advising Support and Start-up Funding	Teaching contracts, travel, visiting faculty & OPS appointments	\$ 1,017,500	\$ 1,017,500	\$ -	\$ 1,017,500	2020	1	1	No	
4. Faculty Research and Public Service Support and Start-Up Funding	Start-Up Funding for Research and Faculty Initiatives	\$ 2,482,000	\$ 2,482,000	\$ -	\$ 790,803	2021	1	2	No	
5. Information Technology (ERP, Equipment, etc.)	Technology equipment purchases, repairs and ERP updates	\$ 220,705	\$ 220,705	\$ -	\$ 220,705	2020	1	1	No	
6.		\$ -	\$ -	\$ -	\$ -					
7.		\$ -	\$ -	\$ -	\$ -					
8.		\$ -	\$ -	\$ -	\$ -					
9.		\$ -	\$ -	\$ -	\$ -					
10.		\$ -	\$ -	\$ -	\$ -					
11.		\$ -	\$ -	\$ -	\$ -					
12.		\$ -	\$ -	\$ -	\$ -					
13.		\$ -	\$ -	\$ -	\$ -					
14.		\$ -	\$ -	\$ -	\$ -					
15.		\$ -	\$ -	\$ -	\$ -					
16.		\$ -	\$ -	\$ -	\$ -					
17.		\$ -	\$ -	\$ -	\$ -					
18.		\$ -	\$ -	\$ -	\$ -					
Add Additional Lines as Needed					\$ 4,832,380					
* Total <u>Restricted</u> as of September 1, 2019 :			\$ 9,013,339							
* Total <u>Committed</u> as of September 1, 2019 :				\$ -						

\*Note: Should agree with respective category totals on "CFWD Spending Plan Template" tab.

# State University System

## Education & General Carryforward Spending Plan

### Reporting Definitions

#### I. Definitions for Use With Carryforward Spending Plan Template

1. Expenditures to Date	Actual disbursements of E&G carryforward funds during the period July 1 through the spending plan reporting date.
2. Encumbrances to Date	Unpaid balances remaining in active purchase orders, travel authorizations, etc., to be paid using E&G carryforward funds. May also include nonrecurring employee compensation amounts through the end of the current fiscal year.
3. 7% Statutory Reserve Requirement	Required E&G reserve requirement per 2019 Senate Bill 190 and 1011.45 F.S. - amends previous 1011.40 F.S. requirement. Based on percentage of state operating budget.
4. Restricted/Contractual Obligations	Should generally be supported by documentation that memorializes an agreement with another party (e.g. contract, offer letter, construction contract/project number, etc.).
5. Commitments	Monies designated for a specific purpose which are not yet encumbered/contracted/restricted. Discretion may still be exercised with respect to the use of these funds.
6. University Board of Trustees Reserve Requirement	The amount of unrestricted funds set aside by the University Board of Trustees to address critical, unforeseen, or non-discretionary items that require immediate funding, such as unanticipated or uninsured catastrophic events, unforeseen contingencies, state budget shortfalls, or university revenue shortfalls.
7. Restricted by Appropriations	Funds appropriated by the Legislature for a specific purpose or intended use as identified by law or through legislative work papers.
8. Compliance Program Enhancements	Initiatives associated with being in compliance with federal law, state law, Board of Governors Regulations or any other entity with which the University must comply.
9. Audit Program Enhancements	Initiatives associated with implementing audit programs of the institution.
10. Campus Security and Safety Enhancements	The support of campus security and/or safety issues, such as the recruitment of police officers, vehicles, equipment, and investments which promote security and safety at the institution. This issue may also include mental health counseling and services.
11. Student Services, Enrollment, and Retention Efforts	Funds to promote student success through supporting student services programs, addressing enrollment, and assisting with retention efforts to support timely graduation.
12. Student Financial Aid	Funds aimed to reduce student costs and provide the opportunity to obtain a degree in an affordable and timely fashion.
13. Faculty/Staff Instructional and Advising Support and Start-Up Funding	Funds identified to support instructional and advising activities, and/or start-up packages for new faculty. Start up packages are often expended over a multi-year period.
14. Faculty Research and Public Service Support and Start-Up Funding	Funds identified to support research and public service, and any associated start up funding—Start up packages are often expended over a multi-year period.
15. Library Resources	Materials and database access required to support programs of study and research.
16. Utilities	Support of utility costs throughout the university.
17. Information Technology (ERP, Equipment, Etc.)	Funds to improve operational productivity, educational improvements, and technological innovation, implementation and/or maintenance of ERP systems, and technological equipment purchases.
18. Other Operating Requirements	Other expenditures/projects that support the university's mission, are <b>nonrecurring</b> in nature, and are approved by the university board of trustees.

# State University System

## Education & General Carryforward Spending Plan

### Reporting Definitions

- |     |   |   |
|-----|---|---|
| 19. | PECO Projects - Supplemental Funds to Complete Projects That Received Previous Appropriation (SB 190)         | Commitment of funds to a public education capital outlay project for which an appropriation has previously been provided that requires additional funds for completion and which is included in the list required by 1001.706(12)(d) F.S.   |
| 20. | Completion of Renovation, Repair, or Maintenance Project up to \$5M (SB 190)                                  | For projects that are consistent with the provisions of 1013.64(1), up to \$5 million per project. Refer to Board of Governors Regulation 9.007(3) for the definitions of renovation, repair, and maintenance.  |
| 21. | Replacement of Minor Facility (< 10,000 gsf) up to \$2M (SB 190)  | Replacement of minor facility project that does not exceed 10,000 gross square feet in size, up to \$2 million.   |
| 22. | Complete Survey-Recommended Remodeling or Infrastructure Project (Including DRS Schools) up to \$10M (SB 190) | Completion of a remodeling or infrastructure project, including a project for a developmental research school, up to \$10 million per project, if such project is survey recommended pursuant to 1013.31 F.S. Refer to Board of Governors Regulation 9.007(3) for the definition of remodeling. |

#### II. Definitions for Use With Planned Expenditure Detail Worksheet

- |                      |   |   |
|----------------------|---|---|
| 1.                   | Spending Plan Category  | Functional category brought forward from the Carryforward Spending Plan reporting template.   |
| 2.                   | Specific Expenditure/ Project Title                             | Detailed title of planned expenditure item or project, with sufficient details to be tracked individually through the expenditure cycle to completion.  |
| <b><u>Budget</u></b> |   |   |
| 3.                   | Estimated/Planned Total Cost to be Funded From E&G Carryforward | The grand total estimated cost to be paid from E&G carryforward funds for the specific expenditure item or project. Should agree with Total Project Cost on the Fixed Capital Outlay Budget if classified as fixed capital project.         |
| 4.                   | Remaining Balance as of September 1, 2019                       | The remaining balance of the specific expenditure or project as of the date of the report. The sum total of this column should equal the total of sections F and G of the University Board of Trustees-Approved Carryforward Spending Plan. |
| 5.                   | Amount Budgeted for Expenditure FY 2019-2020                    | This column represents the current budgetary year's estimated disbursement of E&G carryforward towards the total planned expenditure item or project.   |

#### **Estimated Timeline for Completion**

- |    |   |  |
|----|---|--|
| 6. | Estimated Completion Date   | Estimated target date (month and year) for the full expenditure of E&G carryforward funds for the specific expenditure plan item or project. |
| 7. | Expenditure Year, #   | The current year in the project completion timeline, e.g. year 2 of a 4 year project. Input is number only.                                  |
| 8. | Total Years of Expenditure / Project, #                                   | The total number of years over which the expenditure item / project will span.   |
| 9. | Project included in FY 2019-2020 University Fixed Capital Outlay Budget ? | Is this project reflected as being funded by E&G carryforward funds (in whole or part) on the current year Fixed Capital Outlay Budget ?     |

#### **Comments**

- |     |                       |  |
|-----|-----------------------|--|
| 10. | Comments/Explanations | Additional information including, but not limited to, a description of the expenditure item / project and how it supports the university's mission and operations. |
|-----|-----------------------|--|



STATE  
UNIVERSITY  
SYSTEM  
of FLORIDA  
Board of Governors

# 2019-2020 Fixed Capital, Operating & Carryforward Budget Certification

University Name: \_\_\_\_\_

## Fixed Capital Outlay, Operating & Carryforward Budgets Certification Representations

I hereby certify to the Board of Governors that the referenced fixed capital outlay, operating and carryforward budget information provided to the Board of Governors in accordance with my fiduciary responsibility to the university is true and materially correct to the best of my knowledge. I further certify that these budgets have been reviewed and approved by the board of trustees at its meeting held on \_\_\_\_\_, and that funds will only be expended in accordance with the approved budget as well as all applicable Statutes, Board of Governors Regulations, and university regulations. I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements may render this certification void. My signature below acknowledges that I have read and understand these statements.

Certification: \_\_\_\_\_ Date \_\_\_\_\_  
Chief Financial Officer

Certification: \_\_\_\_\_ Date \_\_\_\_\_  
President

I certify that the above referenced university budgets for fiscal year 2019-2020 has been approved by the university board of trustees and is true and materially correct to the best of my knowledge.

Certification: \_\_\_\_\_ Date \_\_\_\_\_  
Board of Trustees Chair





Select Year: 2019 ▼ Go

## The 2019 Florida Statutes

[Title XLVIII](#)  
K-20 EDUCATION CODE

[Chapter 1011](#)  
PLANNING AND BUDGETING

[View Entire Chapter](#)

**1011.45 End of year balance of funds.**—Unexpended amounts in any fund in a university current year operating budget shall be carried forward and included as the balance forward for that fund in the approved operating budget for the following year.

(1) Each university shall maintain a minimum carry forward balance of at least 7 percent of its state operating budget. If a university fails to maintain a 7 percent balance in state operating funds, the university shall submit a plan to the Board of Governors to attain the 7 percent balance of state operating funds within the next fiscal year.

(2) Each university that retains a state operating fund carry forward balance in excess of the 7 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall be submitted to the university's board of trustees for review, approval, or, if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend, if necessary, each university's carry forward spending plan by October 1, 2020, and each October 1 thereafter.

(3) A university's carry forward spending plan shall include the estimated cost per planned expenditure and a timeline for completion of the expenditure. Authorized expenditures in a carry forward spending plan may include:

(a) Commitment of funds to a public education capital outlay project for which an appropriation has previously been provided that requires additional funds for completion and which is included in the list required by s. [1001.706\(12\)\(d\)](#);

(b) Completion of a renovation, repair, or maintenance project that is consistent with the provisions of s. [1013.64\(1\)](#), up to \$5 million per project and replacement of a minor facility that does not exceed 10,000 gross square feet in size up to \$2 million;

(c) Completion of a remodeling or infrastructure project, including a project for a development research school, up to \$10 million per project, if such project is survey recommended pursuant to s. [1013.31](#);

(d) Completion of a repair or replacement project necessary due to damage caused by a natural disaster for buildings included in the inventory required pursuant to s. [1013.31](#);

(e) Operating expenditures that support the university mission and that are nonrecurring; and

(f) Any purpose specified by the board or in the General Appropriations Act.

(4) Annually, by September 30, the chief financial officer of each university shall certify the unexpended amount of funds appropriated to the university from the General Revenue Fund, the Educational Enhancement Trust Fund, and the Education/General Student and Other Fees Trust Fund as of June 30 of the previous fiscal year.

(5) A university may spend the minimum carryforward balance of 7 percent if a demonstrated emergency exists and the plan is approved by the university's board of trustees and the Board of Governors.

**History.**—s. 640, ch. 2002-387; s. 15, ch. 2019-103.

## 9.007 State University Operating Budgets

(1) Each university president shall prepare an operating budget, including an Education & General (E&G) Carryforward Spending Plan, for approval by the university board of trustees in accordance with instructions, guidelines and standard formats provided by the Board of Governors.

(2) Each university board of trustees shall adopt an operating budget, including an E&G Carryforward Spending Plan, for the general operation of the university as prescribed by the regulations of the Board of Governors. The university board of trustees-ratified operating budget and E&G Carryforward Spending Plan must be is presented to the Board of Governors for approval by a date established by the Chancellor. Each university president shall implement the operating budget and E&G Carryforward Spending Plan of the university as prescribed by Florida Statutes, regulations of the Board of Governors, policies of the university board of trustees, provisions of the General Appropriations Act, and data reflected within the State University System Allocation Summary and Workpapers publication.

(3) The operating budgets of each state university shall consist of represent the following budget entities:

(a) Education and General (E&G)- reports actual and estimated fiscal year operating revenues and expenditures for all E&G funds, including: General Revenue, Student and Other Fees Trust Fund, Educational Enhancement Trust Fund (Lottery), Phosphate Research Trust Fund, – and including the following previously-appropriated trust funds: Experiment Station Federal Grant, Experiment Station Incidental, Extension Service Federal Grant, Extension Service Incidental, UF-HSC Incidental, and UF-Health Science Center Operations and Maintenance. In addition, expenditures from university E&G carryforward funds (unexpended E&G balances from all prior-period E&G appropriations) shall be included in the actual history fiscal year reporting. University budgeted E&G carryforward funds shall not be included in any estimated-year (budgeted) amounts shall be reported in the E&G Carryforward Spending Plan Fund Balance Composition Report.

1. Except as Unless otherwise provided expressed by law, E&G funds are to be used for E&G operating activities only, such as, but not limited to, general instruction, research, public service, plant operations and maintenance, furniture, fixtures, and equipment, student services, libraries, administrative support, and other enrollment-related and stand-alone operations of the universities.

2. Universities shall accumulate ending E&G fund balances for activities such as those outlined in section 3(a)(4), but not limited to, student success contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in university operations, and prior year encumbrances. The ending E&G carryforward fund balances can only be used for nonrecurring expenditures. At any time the unencumbered available balance in the E&G fund of the university board of trustees approved operating budget falls below seven (7) percent five (5) percent of the approved total, the university president shall provide a written notification and plan explanation to the Board of Governors to attain a seven (7) percent balance of state operating funds within the next fiscal year.
3. Each university that retains a state operating fund carryforward balance in excess of the seven (7) percent minimum shall submit an E&G Carryforward Spending Plan for its excess carry forward balance. The Carryforward Spending Plan shall be submitted to the university's board of trustees for review, approval, or if necessary, amendment by September 1, 2020, and each September 1 thereafter. The Board of Governors shall review, approve, and amend, if necessary, each university's E&G Carryforward Spending Plan by October 1, 2020, and each October 1 thereafter.
4. A university's E&G Carryforward Spending Plan shall include the estimated cost per planned expenditure and a projected timeline for completion of the expenditure. Authorized expenditures in an E&G Carryforward Spending Plan may include:
  - a. Commitment of funds to a public education capital outlay project for which an appropriation has previously been provided that requires additional funds for completion and which is included in the list required by section 1001.706(12)(d);
  - b. Completion of a renovation, repair, or maintenance project (as defined in Board Regulation 14.0025) that is consistent with the provisions of section 1013.64(1), up to \$5 million per project and replacement of a minor facility that does not exceed 10,000 gross square feet in size up to \$2 million;
  - c. Completion of a remodeling or infrastructure project (as defined in Board Regulation 14.0025), including a project for a developmental research school, up to \$10 million per project, if such project is survey recommended pursuant to section 1013.31;

- d. Completion of a repair or replacement project necessary due to damage caused by a natural disaster for buildings included in the inventory required pursuant to section 1013.31;
  - e. Operating expenditures that support the university mission and that are nonrecurring; and
  - f. Any purpose specified by the university board of trustees or in the General Appropriations Act.
5. Annually, by September 30, the chief financial officer of each university shall certify the unexpended amount of funds appropriated to the university from the General Revenue Fund, the Educational Enhancement Trust Fund, and the Student and Other Fees Trust Fund as of June 30 of the previous fiscal year.

2.6.A University may spend the minimum carry forward balance of seven (7) percent if a demonstrated emergency exists and the plan is approved by the university's board of trustees and the Board of Governors.

7. Expenditures from any source of funds by any university shall not exceed the funds available. No expenditure of funds, contract, or agreement of any nature shall be made that requires additional appropriation of state funds by the Legislature unless specifically authorized in advance by law or the General Appropriations Act.

8. The following units are required to report under this budget entity:

State Universities  
UF - Institute of Food and Agricultural Science  
UF Health Science Center  
USF Medical Center  
FSU Medical School  
UCF Medical School  
FIU Medical School  
FAU Medical School  
FAMU-/FSU College of Engineering  
Florida Postsecondary Comprehensive Transition Program (UCF)

- (b) Contracts and Grants – reports actual and estimated year revenues, expenditures, and positions for university functions which are supported by foundations, various state and federal agencies, local units of governments, businesses, and industries. Universities shall comply with all applicable federal, state, local, and university

regulations and guidelines as they relate to grants, contracts, and sponsored research programs.

- (c) Auxiliary Enterprises – reports actual and estimated year revenues, expenditures, and positions for self-supporting functions such as, but not limited to, parking services, housing, bookstore operations, and food services.
- (d) Local Funds – reports actual and estimated year revenues, expenditures, and positions for the following specific areas:
  - 1. Student Activities – revenues generated primarily from the activity and service fee each university is authorized to charge its students as a component of the mandatory fee schedule. Activities commonly supported by these revenues include student government, cultural events, student organizations, and intramural/club events.
  - 2. Intercollegiate Athletics – revenues generated from the student athletic fee that each university is authorized to collect as a component of the mandatory fee schedule, and from other sources including ticket sales, radio/TV, bowl games, and tournament revenues.
  - 3. Concession Fund – revenues generated from various vending activities located around the campuses. The university's budget must reflect the various departments/activities on each campus which benefit from receipt of these funds.
  - 4. Student Financial Aid – revenues received by the university for loans, grants, scholarships, and other student financial aid. Expenditures of these funds must be reported by activities such as externally-funded loans, student scholarships, need-based financial aid, academic-based financial aid, and athletic grants/scholarships.
  - 5. Technology Fee – revenues generated from the technology fee that a university is authorized to charge its students as a component of the mandatory fee schedule. Proceeds from this fee shall be used to enhance instructional technology resources for students and faculty.
  - 6. Board-Approved Fees – student fees presented to the Board of Governors for approval by a university board of trustees that is intended to address a student need not currently being met through existing university services, operations, or another fee.
  - 7. Self-Insurance Programs – revenues received by the university from entities and individuals protected by the self-insurance

programs. This budget must reflect expenditures related to the administration of the self-insurance programs and the judgments or claims arising out of activities for which the self-insurance program was created.

- (e) Faculty Practice Plan – related to the activities for the state universities’ medical schools and health centers. This budget must be designed to report the monetary level of clinical activity regarding the training of students, post-graduate health professionals, and medical faculty.

(4) The operating budgets of each university shall represent the following:

- (a) The university’s plan for utilizing the resources available through direct or continuing appropriations by the Legislature, allocation amendments, or from local sources including student tuition and fees. The provisions of the General Appropriations Act and the SUS Allocation Summary and Workpapers publication will be taken into consideration in the development and preparation of the E&G data.
- (b) Actual prior-year revenues, expenditures (including E&G carryforward amounts expended), and positions, as well as current-year estimated revenues, expenditures, and positions. University E&G carryforward funds shall not be included in any estimated-year (budgeted) amounts, but shall be reported budgeted in the E&G Carryforward Spending Plan.
- (c) Assurance that the universities are in compliance with general legislative intent for expenditure of the appropriated state funds and with the Board of Governors’ regulations, guidelines and priorities for all funding sources.

(5) Any earnings (interest, investment or other) earnings resulting from the investment of current-year E&G appropriations are considered to be of the same nature as the original appropriations, and are subject to the same expenditure regulations as the original appropriations. E&G interest earnings are not to be utilized for non-E&G related activities or for fixed capital outlay activities except as provided where expressly allowed by law. Interest Earnings resulting from invested E&G carryforward funds are considered to be additions to the university’s E&G carryforward balance .and shall be expended in accordance with section (3)(a) of this regulation.

Anticipated interest earnings for the estimated year from invested E&G funds should not be included when building the detailed operating budget schedules. Estimated-year E&G interest earnings and planned expenditures of these funds should only be reported on the manually-prepared E&G Schedule I and Summary Schedule I reports.

(6) Any unexpended E&G appropriation carried forward to the fund balance in a new fiscal year shall be utilized in support of nonrecurring E&G operating activities only except as otherwise provided where expressly allow by law.

(7) E&G non-recurring is defined as an expenditure that is not expected to be needed or available after a point in time. Non-recurring expenditures have distinct elements:

- (a) Time limited in nature, where an end date to a given contract or activity is known,
- (b) There is no promise or guarantee of future funding,
- (c) May cross multiple years, but the above two provisions apply,
- (d) May address financial challenges resulting from external factors (examples could include, but are not limited to, federal government shutdown, drop in state revenue resulting in a mid-year reduction)

(8) Any amendments to the approved E&G Carryforward Spending Plan during the fiscal year shall be reported to the Board of Governors for a time period and in a format as prescribed by the ChancellorB.

Authority: Section 7(d), Art. IX, Fla. Const., History: New 12-6-07, Amended 11-21-13, 9-22-16,\_\_\_\_\_.

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**

September 5, 2019

**Subject: Public Safety and Emergency Management Facilities Expansion-Amendment**

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**Proposed Committee Action:**

Recommend to the Florida International University Board of Trustees approval of an amendment to the budget for the expansion of space within Parking Garage 5 “Market Station” (PG-5) to provide additional hardened space for Public Safety and Emergency Operations including offices, emergency operations center, conference/breakout/meeting room, locker room and showers, and storage.

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**Background Information**

The Florida International University Board of Trustees (the BOT) approved the expansion of the Public Safety and Emergency Management Operations facility at Parking Garage 5 at the February 27, 2018 meeting. The BOT-approved budget associated with the expansion was \$5,500,000, paid from unrestricted auxiliary funds.

At the June 19, 2019 BOT meeting, considering the anticipated higher project cost, the BOT approved proceeding with the 100 percent construction drawings with the Architectural and Engineering firm PGAL and obtaining competitive bids for the complete project using the Construction Manager firm Biltmore and to then present the final guaranteed maximum price to the Finance and Facilities Committee for consideration of the project at its September 5, 2019 meeting.

The expansion utilizes parking space on the second floor of PG-5, just north of the existing space utilized by Public Safety and Emergency Management, to provide a large emergency operations center, food storage and service operations, equipment storage, offices, conference rooms, and meeting breakout rooms. Additionally, existing Public Safety and Emergency Management space will be reconfigured to provide for a locker room, showers, laundry service space, and offices that are needed during emergency events when occupied on a continuous basis, not only by Public Safety and Emergency Management personnel but also FIU essential personnel from Facilities, Information Technology, External Relations, FIU Health, Environmental Health and Safety, Parking and Transportation, Finance and Administration, and Business Services. The reconfigured space will also accommodate the significant increase in police officers hired over the past three years.

The architectural and engineering (A/E) and construction management (CM) services for this project were competitively solicited. The A/E is PGAL and the CM is Biltmore Construction. PGAL has completed the 100 percent construction drawings and Biltmore Construction has provided a guaranteed maximum price. Total construction cost is \$6,540,090. The total project cost, including telecommunications, professional fees for architectural/engineering services, construction management services, inspections, surveys, and furnishings and equipment is estimated at \$8,322,914, approximately \$2.82 million more than the budget approved by the BOT in February 2018. The higher cost is the result of continuing increases in construction costs in the Miami market and the following factors:



- Increase in new construction area from 9,000 to 10,682 square feet, additional corridor hardening on the first floor of 368 square feet to meet building code egress requirements and increase in renovation space from 2,500 to 4,058 square feet in order to meet the programmatic and space needs identified in the building program.
- Increased complexity of constructing space within an existing garage, particularly concrete and structural reinforcement of the parking deck required by code as load bearing requirements for the intended occupancy are greater than the existing requirements for vehicles (approximately \$1,100,000).

Based upon the completion of the 100 percent construction drawings and the guaranteed maximum price, the following are the adjusted per square foot costs (new space plus one-half of renovation space and corridor hardening [12,895]:

- Total construction cost (\$6,540,090) per adjusted square foot (12,895): \$507
- Total project cost (\$8,322,914) per adjusted square foot (12,895): \$645\*

*\*Total project cost per adjusted square foot is \$574 excluding furniture and fixtures, telecommunications, security cameras, and contingency (\$923,816)*

Working with PGAL and Biltmore Construction, FIU estimates that a stand-alone facility would require a minimum of 13,377 square feet at a projected construction cost of \$8.3 million (\$623 per square foot) and a projected total project cost of \$11.2 million, assuming two years of cost escalation due to additional planning and design. The 13,377 square feet represents replicating the 10,682 square feet in the proposed expansion budget plus approximately 2,695 of additional square feet required to replicate existing space that is already in place in the existing facility, such as lobby, conference room, kitchenette/breakroom, restrooms, emergency egress/stairwells, mechanical room, janitorial room, and elevator. These estimates assume there is no additional gross-to-net adjustments for circulation and required mechanical systems. Additionally, we would be using valuable land for a small facility and there is no allowance for renovation of existing space vacated by Emergency Management for use by Public Safety.

FIU also obtained comparable data for recently completed municipal Emergency Operations Centers in Texas (League City, Dayton, Houston) and Florida (St. Petersburg). Construction costs for these projects, adjusted to 2019, range from \$270 to \$561 per square foot; if adjusted to a 2021 opening, the estimated range is \$301 to \$624 per square foot. The Pinellas County Largo Emergency operations Center, which opened in 2019, was the most comparable facility, which contained 13,180 square feet at a construction cost of \$520 per square foot, estimated at \$579, or 11 percent more, if designed, priced and built for 2021 opening.

The additional \$2.82 million funding will come from unrestricted auxiliary funds and, with Board of Governors approval, carryforward funding.

**Supporting Documentation:**

Design Drawings

- *Current design floor plan*
- *Existing floor plan*
- *Proposed floor plan*
- *Comparison floor plan*

Construction and Total Project Cost Information

Benchmarking Information

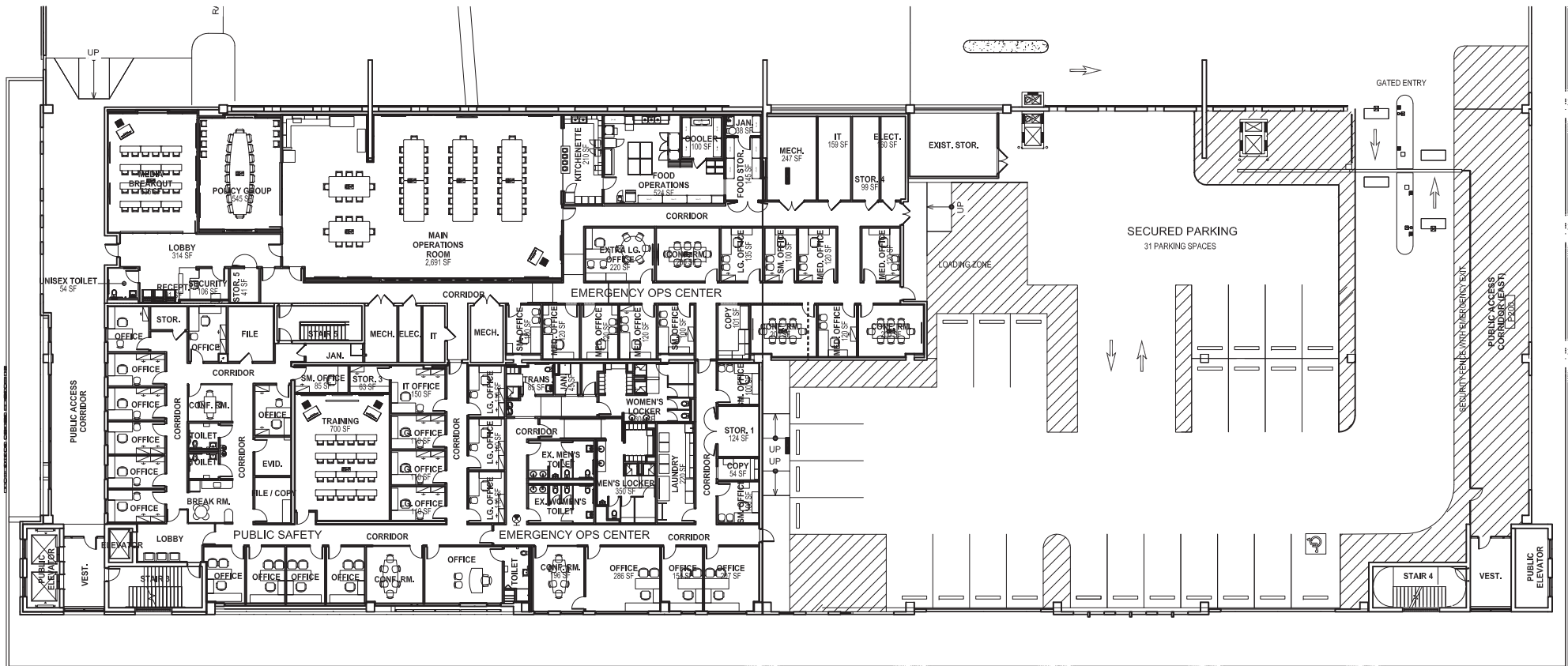
Facility Program

**Facilitator/Presenter:**

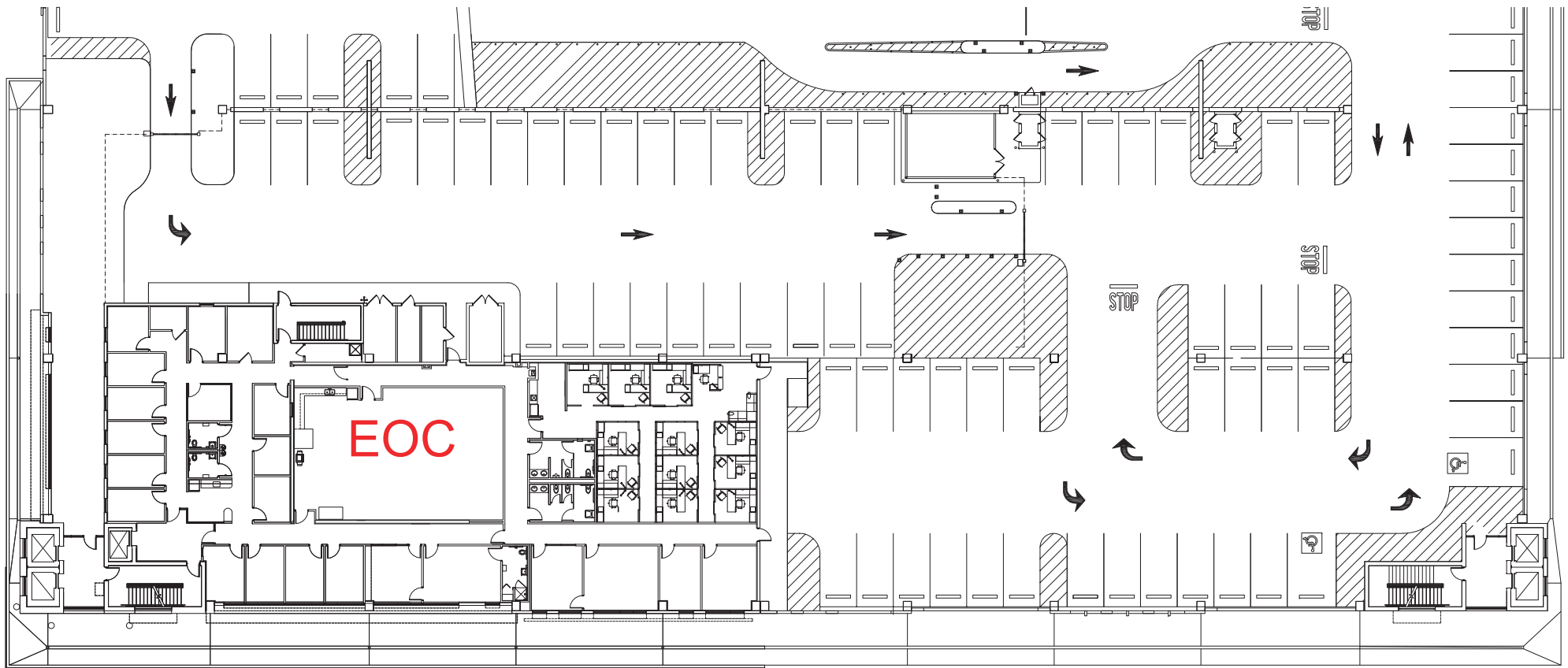
Kenneth A. Jessell

# BT 923 - PG5 PUBLIC SAFETY EMERGENCY MANAGEMENT EXPANSION

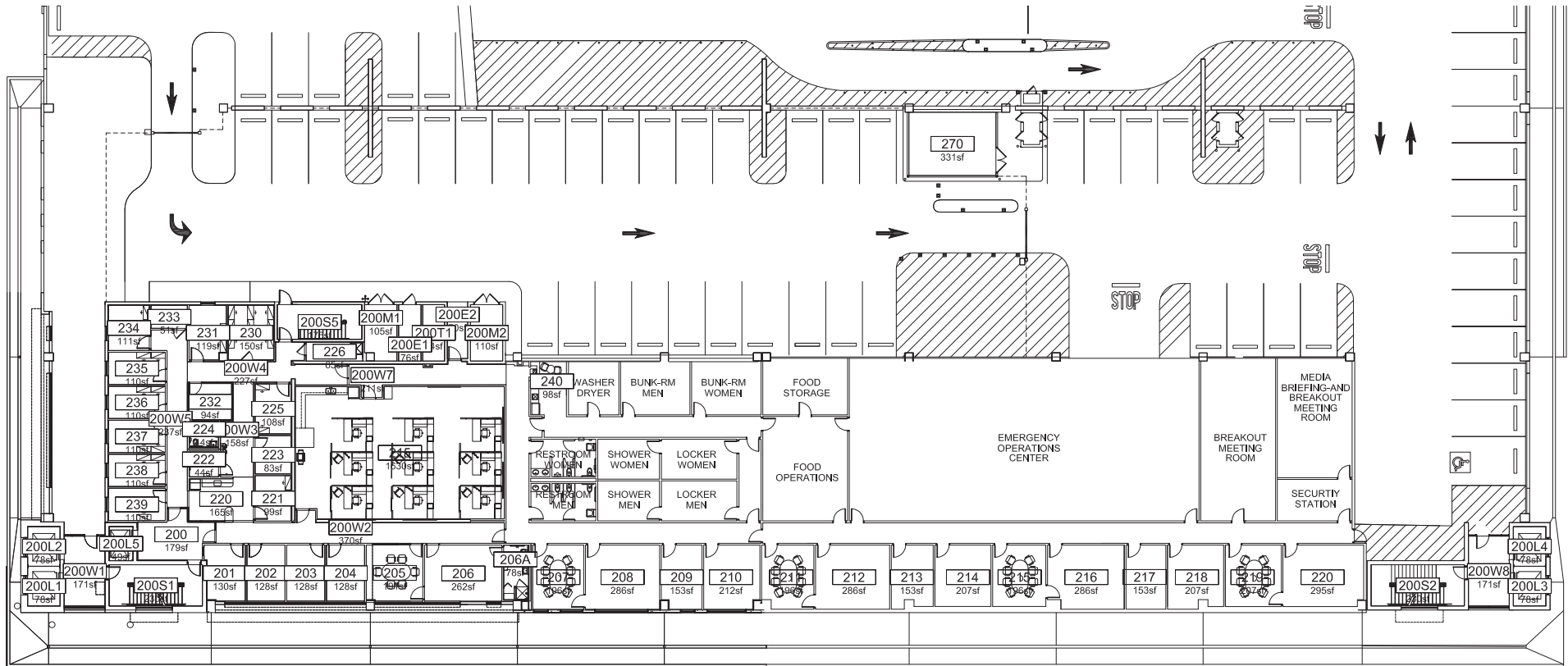
## CURRENT DESIGN FLOOR PLAN - September 5, 2019



# BT 923: PG5 - PUBLIC SAFETY EMERGENCY MANAGEMENT EXPANSION EXISTING FLOOR PLAN



BT 923: PG5 PUBLIC SAFETY EMERGENCY MANAGEMENT EXPANSION  
PROPOSED FLOOR PLAN - February 7, 2018







## Facilities Construction Services FINAL COST PROJECTION

**PROJECT:** PG5 Public Safety Emergency Management Expansion

**PROJECT NUMBER:** BT 923

September 5, 2019

COST PROJECTION					
ITEM	DESCRIPTION	Initial GMP	COMMENTS/ REMARKS	Change	Total
	<b>PART A: CONSTRUCTION COST</b>				
1	DEMOLITION	\$ 153,000.00			\$153,000.00
2	MASONRY WALL	\$ 1,321,622.51			\$1,321,622.51
3	STRUCTURAL STEEL AND MISC. METALS	\$ 132,600.00	Subcontractor selection	\$35,088.00	\$97,512.00
4	MILLWORK	\$ 35,774.00			\$35,774.00
5	WATERPROOFING	\$ 200,634.00	Remove pnl to pnl sealant requir.	\$90,000.00	\$110,634.00
6	GLASS AND GLAZING	\$ 37,825.00	Deduct tint glass/ 3 storefront syst.	\$19,656.00	\$18,169.00
7	DRYWALL/ FRAMING/ INSULATION	\$ 804,831.00	Deduct drywall soffits	\$58,321.00	\$746,510.00
8	PAINTING	\$ 42,876.00			\$42,876.00
9	FLOORING/ BASE/ TILE	\$ 154,384.87			\$154,384.87
10	TERRAZZO AND EPOXY FLOORING	\$ 48,150.00			\$48,150.00
11	DOOR/ FRAMES/ HARDWARE	\$ 177,030.68	Deduct roll up shutters	\$16,930.00	\$160,100.68
12	CONTROLLED DOOR ACCESS	\$ 59,981.00			\$59,981.00
13	METAL MESH PARTITION	\$ 23,800.00	Deduct for separate Owner project	\$23,800.00	
14	OPERABLE TRAFFIC GATES	\$ 95,277.00	Deduct for separate Owner project	\$95,277.00	
15	ACOUSTICAL CEILINGS	\$ 162,475.00	Ceiling Changes 7-30-19)	\$18,100.00	\$144,375.00
16	TOILET PARTITIONS AND ACCESSORIES	\$ 23,191.00			\$23,191.00
17	METAL LOCKERS	\$ 6,999.00			\$6,999.00
18	FIRE EXTINGUISHERS AND ACCESSORIES	\$ 4,000.00			\$4,000.00
19	SIGNAGE		By owner		
20	FOOD SERVICE EQUIPMENT	\$ 161,539.00	Deduct by Owner	\$161,539.00	
21	FIRE PROTECTION	\$ 76,732.56	Pending details for ceiling changes		\$76,732.56
22	PLUMBING	\$ 279,000.00			\$279,000.00
23	HVAC	\$ 539,580.00		\$60,000.00	\$479,580.00
24	ELECTRICAL AND FIRE ALARM	\$ 862,752.72	VE lighting fixt.package/ MDP panel	\$32,000.00	\$830,752.72
25			Added items as requested by SFM		\$40,000.00
26	<b>SUBTOTAL - CONSTRUCTION WORK</b>	<b>\$ 5,404,055.34</b>			<b>\$ 4,833,344.34</b>



27	BUILDER'S RISK ALLOWANCE ITEM	\$70,000.00			\$70,000.00
28	PERMITTING				\$0.00
29	PERFORMANCE AND PAYMENTS BONDS	\$66,196.31	Multiplier		\$59,295.81
30	LIABILITY INSURANCE PREMIUMS	\$74,536.34	Multiplier		\$60,613.49
31	GENERAL CONDITIONS	\$330,390.00	Deduct LEED	\$35,000.00	\$295,390.00
32	PHASE FEE/ CM PERSONNEL	\$773,000.00	Reduce Labor Multiplier to 1.34	\$58,621.94	\$714,378.06
33	C.M. CONTINGENCY	\$286,722.26	Multiplier		\$241,667.22
34	SUBTOTAL - INSURANCE/ GENERAL CONDS/ CONTINGENCY	\$ 1,600,844.91			\$ 1,441,344.58
35	TOTAL COST	\$ 7,004,900.25			\$ 6,274,688.92
36	CONSTRUCTION MANAGER'S FEE @ 5%	\$ 350,245.01			\$313,734.45
37	SUBTOTAL W CM FEE	\$ 7,355,145.26			\$ 6,588,423.37
38	Anticipated Tax Savings (Owner Direct Purchase @ 1% of Trade Cost)	\$ (48,333.44)		\$48,333.44	\$ (48,333.44)
39	TOTAL	\$ 7,306,811.82			\$ 6,540,089.93
40	PART A: TOTAL CONSTRUCTION COMPONENTS				\$ 6,540,089.93
ITEM	DESCRIPTION	ORIGINAL	COMMENTS/ REMARKS	Change	Total
	PART B: OTHER CONSTRUCTION COST				
41	PROFESSIONAL FEES - A/E DMS FEE CCURVE "B"	\$335,000.00	7.61% of \$4,833,344	\$33,000.00	\$368,000.00
42	AS 01				\$35,000.00
43	AS 02				\$16,440.00
44	FIRE MARSHALL FEES				\$11,000.00
45	CM FEES - PRE CONSTRUCTION		1% of construction cost		\$65,400.90
46	INSPECTION SERVICES				
47	ON-SITE REPRESENTATION				\$50,000.00
48	CODE INSPECTIONS				\$44,450.00
49	BIM CONSULTANT				\$4,370.00
50	SURVEY & TEST				\$30,000.00
51	PERMIT/ IMPACT/ ENVIRONMENTAL FEES				\$5,000.00
52	FURNITURE				\$350,000.00
53	COMMERCIAL KITCHEN	\$ 161,539.00	Not included in GMP		
54	PARKING: METAL MESH PARTITIONS	\$ 23,800.00	Not included in GMP		
55	OPERABLE TRAFFIC GATES	\$ 95,277.00	Not included in GMP		
56	TELECOMMUNICATIONS				\$178,820.20
57	SECURITY CAMERAS				\$10,210.00
58	SIGNAGE				\$4,000.00
59			TOTAL		\$ 1,172,691.10
60	PART A AND B: TOTAL				\$ 7,712,781.03
61			CONTINGENCY (5%)		\$385,639.05
62			CSR FEE (+/-3%)		\$224,493.87
63	TOTAL PROJECT COST				\$ 8,322,913.95



## Public Safety and Emergency Management Facilities Expansion--Comparable Information

Project	Year Built	Size SF	Vertical Construction Cost	Building Construction Cost/SF Year Built	Building Construction Cost Escalation to 2019 (d)	Building Construction Cost 5.5% Annual Escalation to 2021 (e)	Estimated 2021 Total Project Cost (f)
City of League City EOC, Police & Public Safety Building - Near Galveston, TX - (a)	2014	72,466	\$30,435,720	\$420	\$466	\$519	Unkown
City of Port Neches EOC & Fire Station - Near Port Arthur, TX (a)	2014	11,773	\$4,414,875	\$375	\$416	\$463	Unkown
City of Dayton Public Safety and EOC - East of Houston, TX - (a)	2018	30,000	\$7,950,000	\$265	\$270	\$301	Unkown
East Harris County Communications and EOC - Houston, TX (a)	2018	5,500	\$3,025,000	\$550	\$561	\$624	Unkown
Harris County 911 and EOC - Houston, TX (a)	2009	48,600	\$16,038,000	\$330	\$417	\$464	Unkown
Pinellas County Largo EOC - St. Petersburg, FL (b)	2019	13,180	\$6,853,505	\$520	\$520	\$579	Unkown
FIU Stand-Alone EOC (Biltmore <u>estimate</u> ) Assumes construction start 7/2020 (b)	2019	13,377	\$7,491,129	\$560	\$560	\$623	\$11,250,726

FIU PG5 EOC Expansion (Biltmore GMP updated 8/9/2019) (c)	2019-20	12,895	\$6,540,090	\$507	\$507		\$8,322,914
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### Footnotes:

(a) Construction cost data for year of construction provided by PGAL. Cost escalation assumptions and calculations were made by FIU and reviewed by PGAL for concurrence.

(b) Construction cost data for year of construction provided by Biltmore Construction. Square feet is calculated as 10,682 base square feet (expansion project) plus additional 2,695 to replicate shared space, lobby, mechanical, elevator, and egress, janitorial, kitchenette, and circulation/corridor space. Assumes 0 gross-to-net calculation. Cost escalation assumptions and calculations were made by FIU and reviewed by Biltmore for concurrence.

(c) New space:	10,682 gsf
Renovation & 1st floor corridor hardening:	4,426 gsf
Gross Total:	15,108 gsf
50% Discount Renovation/corridor:	(2,213 gsf)
Net Total Adjusted Square Feet:	12,895 gsf

(d) Construction cost escalation through 2019 is based on RS Means cost indexes.

(e) From 2019-2021, cost escalation is 5.5% per year. Design of a new stand-alone facility would also require an additional 12-18 months for planning and design of a new facility. These cost estimates do not consider the cost of real estate.

(f) FIU estimate of total project cost including sitework, furniture, equipment, design, inspection, testing, etc. is limited to those projects where FIU has a reasonable basis for estimation. The additional project costs amount to 35% of construction cost. The total project cost for the PG5 EOC Expansion is based on the current 2019 GMP; the soft cost factor of 27% is lower due to no site improvement costs.

**I - FACILITY PROGRAM DOCUMENT**

**Public Safety and Emergency Management Facilities  
Expansion**

**BT- 923**



**Florida International University**

**Modesto A. Maidique Campus**

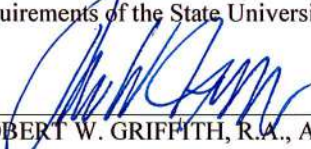
**March 20, 2018**

## **II. TABLE OF CONTENTS**

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**III. SIGNATURE SHEET**

1. Educational Specifications contained in this document have been developed in accordance with the statutory requirements of the State University System of Florida as outlined in FIU Standard Operating Procedure #FIU-15-001:

  
Date: 3/20/2018  
ROBERT W. GRIFFITH, R.A., A.U.A., DIRECTOR OF PLANNING FACILITIES MANAGEMENT

2. This document is recommended by the appointed University Building Program Committee:

  
Date: 3/22/18  
JAVIER I. MARQUES, VICE PRESIDENT FOR OPERATIONS & SAFETY AND CHIEF OF STAFF  
COMMITTEE CHAIRPERSON

3. Information Technology and Communications Resource Specifications contained in this document have been developed in conformance with the requirements of Chapter 282, Florida Statutes, and University standard practices:

  
Date: 3/22/18  
ROBERT GRILLO, VICE PRESIDENT & CIO INFORMATION RESOURCE MANAGEMENT

4. This document is recommended for approval:

  
Date: 3/22/18  
JOHN CAL, ASSOCIATE VICE PRESIDENT, FACILITIES MANAGEMENT

5. This document is recommended for approval:

  
Date: 3-22-18  
KENNETH JESSELL, CFO & SENIOR VICE PRESIDENT, FINANCE & ADMINISTRATION

6. This document is hereby approved:

  
Date: 3-23-18  
MARK B. ROSENBERG, PRESIDENT, FLORIDA INTERNATIONAL UNIVERSITY

### **FACILITY PROGRAM COMMITTEE**

This building program represents the University's requirements for the development of the Project in as specific and complete a form as is presently available. It is a comprehensive effort of the members of the Building Program Committee who have each contributed, by drawing from their expertise and respective responsibilities, the essential information required by the architects and engineers to conceptualize and develop the project. This committee will monitor the development of the design and assist the design Architects/Engineers by refining details and clarifying any ambiguities herein in a manner consistent with this program. Coordination of the program requirements (compatibility, standards, finishes, utility connections, equipment, etc.) and scheduling throughout the duration of the project will be maintained by the University's office of Facilities Management, Planning, and Construction sections.

The members of the Program Committee are:

Chairperson: Javier I. Marques, Vice President for Operations & Safety and Chief of Staff

Members: Ruben D. Almaguer, AVP Disaster Management & Emergency Operations  
Alexander D. Casas, Chief of Police  
Felecia Townsend, Director of Business Services Operations  
Maydel Santana, Assistant Vice President of Communication  
Robert Grillo, Vice President & CIO Information Resource Management

Ex-Officio: Associate Vice President, Planning & Institutional Effectiveness  
Associate Vice President, Facilities Management  
Associate Director, Facilities Management/Operations  
Associate Vice President, Information Technology  
Associate Vice President, Environmental Health & Safety  
Chairperson, Faculty Senate  
Chairperson, Ad Hoc Building and Environment Committee  
Associate Director, Facilities Management/Utilities  
Director, Auxiliary Services  
Director, Purchasing  
Director, Academic Space Management  
Director, Facilities Management/Minor Projects & Construction  
Director, Facilities Management/Planning  
Senior Project Manager/Facilities Management

## **IV. INTRODUCTION**

### **Project Summary:**

The proposed expansion will infill existing parking space on the second floor of PG-5 just east of the existing space utilized by Public Safety and Emergency Management to provide a large emergency operations center, food storage and service operations, equipment storage, offices, conference rooms, and meeting breakout rooms.

Additionally, adjacent existing space will be reconfigured to provide for a locker room, showers, sleeping space, laundry service space, and offices that are needed during emergency events when occupied on a continuous basis, not only by Public Safety and Emergency Management personnel but also FIU essential personnel from Facilities, Information Technology, External Relations, FIU Health, Environmental Health & Safety, Parking and Transportation, Finance and Administration, and Business Services when activated.

### **Project Background and Rationale:**

Prior to 2011, FIU Public Safety and Emergency Management Operations were located at the abandoned Tamiami Airport Air Traffic Controller's Tower located at the center of the Modesto A. Maidique campus. This facility, which was the site of the first meeting FIU President Charles Perry had with three community leaders to help create the vision he had for FIU (and hence considered the "birthplace" of FIU), had never been significantly renovated and was in is very poor condition and unsuitable for occupancy. Utilizing appropriated Public Education Capital Outlay (PECO) funding, FIU was able to incorporate Public Safety and Emergency Management Operations into the construction of Parking Garage 5. Funding at the time was insufficient to accommodate the space needs for these essential operations dedicated to the safety and security of FIU students, faculty, staff and visitors, and the need for space is even greater today with the expanded importance of public safety and emergency management in today's environment and the additional investments in officers and safety personnel made by FIU since 2010. FIU's Police Department must be prepared to respond to spontaneous critical incidents such as bomb threats and active shooters as well as drawn out critical incidents such as hurricanes and special events. These incidents require appropriate space for planning and operations as well as for storage of the highly sensitive specialized equipment necessary to carry out these assignments. The sensitive nature of the required planning and equipment necessitates a secured facility to address this. Additionally, as reported in the Public Safety Officers Implementation Plan that was approved by the FIU Board of Trustees in September 7, 2017, FIU has increased police staffing from 47 in 2009-10 to 63 in 2017-18 and the goal is to add two additional officers per year over the next few years. The inadequacy of the current space became very evident during Hurricane Irma where we found it very difficult to efficiently deal with all of the issues impacting FIU students, faculty and staff while also addressing the sheltering and safety needs of the general population and special needs evacuees from Monroe County as well as the personnel from the Miami-Dade County Health Department, United States Public Health Services, and first responders from many counties and municipalities.

### **Project Goals and Benefits:**

The expansion of facilities for Public Safety will allow the police department to better address growing campus security needs. The expansion of facilities for Emergency Management will allow the department to properly function prior to and during a major storm event and to maintain function for many days following the event at a time when travel in the area is not possible and outside support is not able to assist.

**Project Delivery:**

The project is proposed to be delivered using the Construction Management - At Risk Method. Refer to Florida Board of Governors Regulation 14.0055 (2) (b), (c), (d) and (e) below for project delivery justification:

- (a) Whether the size of the project is sufficiently large and/or complex to require major emphasis on the qualification of the contractor to have specific expertise in performing highly specialized cost estimating, value engineering, and scheduling during the design process with continuity of construction management through both the design and construction phases;
- (b) Whether the initial construction funding is appropriated and construction is begun with the expectation of substantial appropriations in subsequent years, thereby making it advantageous to retain a single contractor for the duration of the project;
- (c) Whether the project is an alteration of an occupied facility which requires working around or relocating occupants while keeping the facility fully operational; or,
- (d) Whether the project is a repair or renovation where the conditions requiring correction cannot be determined and specified without extensive contractor involvement in the removal and examination process during the design phase.
- (e) Whether the timely completion of the project is critical to the university's ability to repay debt service or to meet grant obligations.

The design team selected for this commission will be responsible for the development of the design and development of contract documents, bidding and construction administration services.

**Sustainability:**

In recognition of the University's commitment to sustainability practices and the inherent complexity of this building type, this project will be designed and built with the goal of meeting the USGBC's LEED "Silver" certification rating level at a minimum. The Project shall comply with Florida Statutes 255.251 Energy Conservation and Sustainable Buildings Act including 255.252 (3) and (4). The Project shall comply with Florida Statute 255.2575 Energy-efficient and sustainable buildings requirements that all state university buildings be constructed to comply with a sustainable building rating system or a national model green building code.

## **V. ACADEMIC PLAN**

The Public Safety Training Room, The Emergency Operations Center, the Policy Group Room and the Media Briefing Room will be available for specific academic uses at certain times.

### **Academy for International Disaster Preparedness**

Florida International University (FIU) offers a 30-credit Master in Disaster Management through the Robert Stempel College of Public Health and Social Work. The graduate degree program has been developed in response to the growing recognition and need for graduate level education in disaster management. Drawing on faculty from across FIU's nationally recognized colleges and programs as well as disaster practitioners with international and national preparedness and response disaster experience, the program's curriculum is interdisciplinary in nature and scope and designed to develop and improve the skills of disaster practitioners and those interested in entering the exciting field of disaster management. The graduate degree will be offered in an 11-month executive format culminating with a disaster field operations course whereby students will engage in a field simulated exercise focusing on the practical issues that arise in a disaster (rapid damage and public health assessment, shelter and site planning, field cluster sampling, water, sanitation and hygiene, personal security, food aid, and operational approaches to relations with the military).

The graduate degree program has been designed to be completed within a year and will cover national and international disaster management. Offered on the Modesto Maidique Campus (Saturdays only), students will be required to complete two courses every eight weeks until all coursework is completed. The graduate degree program consists of the following ten courses:

- FES 6846 Comparative Disaster Management Systems
- FES 6826 Disaster Preparedness and Planning Methodologies
- FES 6806 Disaster Response and Recovery
- FES 6857 Introduction to Vulnerability Analysis and Hazard Mitigation
- FES 6858 Crisis Communications
- SYG 6932 Special Topics in Disaster Studies
- FES 6847 Foundations in Humanitarian Assistance and Coordination
- FES 6848 Disaster Health Readiness
- PHC 6374 Environmental Disasters and Human Health
- FES 6805 Disaster Field Operations

As the second most affordable value-added graduate degree program offered through the University, tuition includes the cost for books, fees (health, parking, athletic, orientation and ID) and a disaster field simulation exercise.



## VI. SPACE NEEDS ASSESSMENT

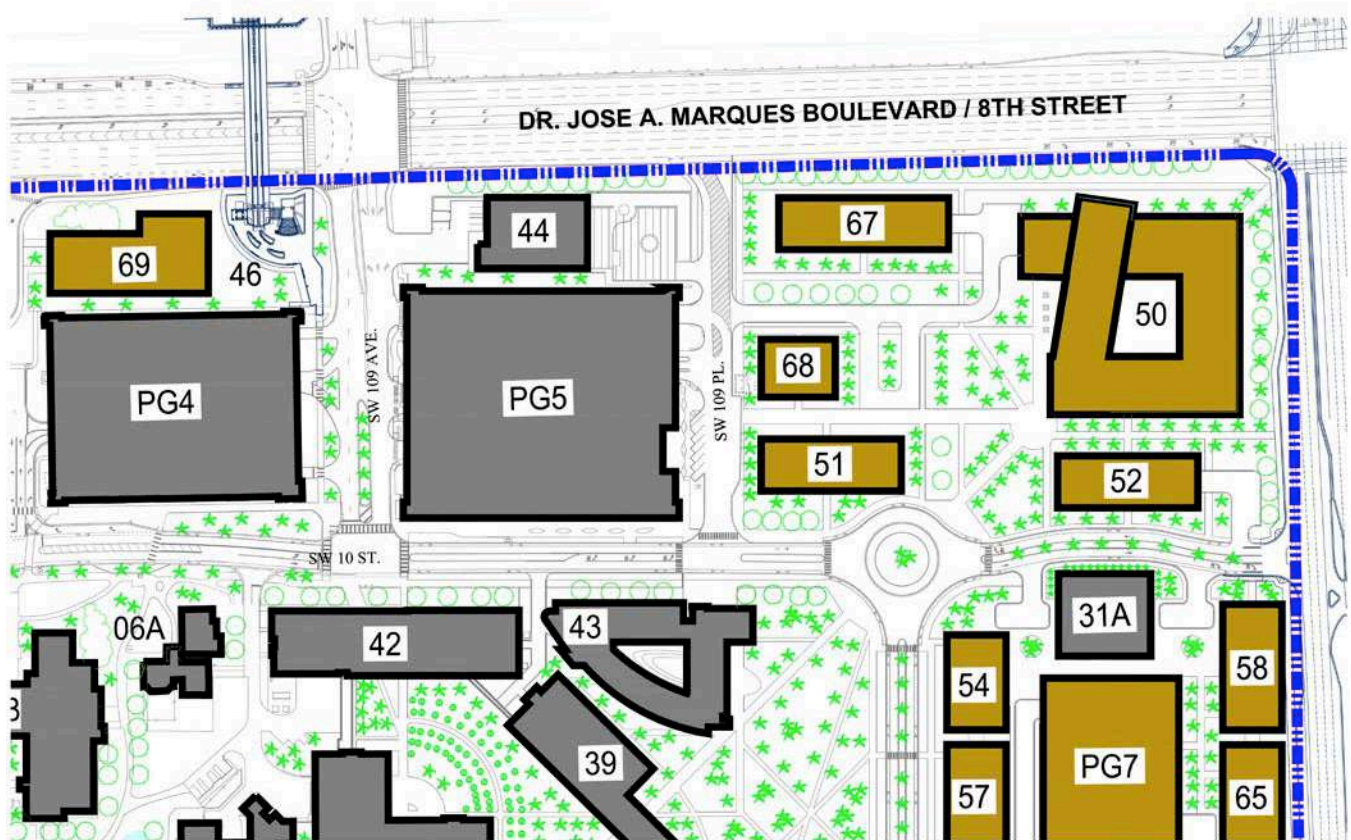
### SUMMARY OF SPACE REQUIREMENTS

3/14/2018

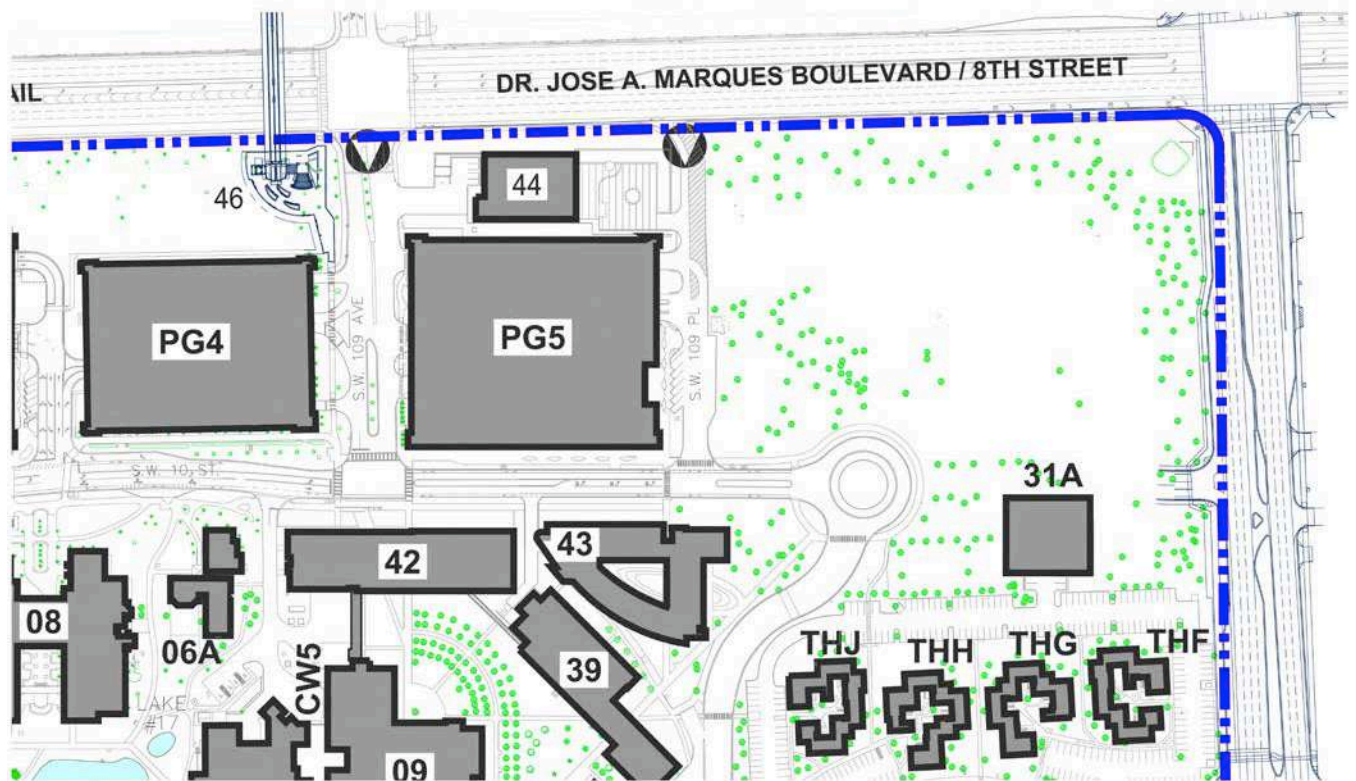
#### Public Safety & Emergency Operations Facilities

Space Description	# of Spaces	# of Occupants	Sq. Ft. per Occupant	Room NASF	Total NASF
REMODELED AREAS			Total Remodeled (NASF)		4,554
Public Safety					
Large Modular Office	6	1	110	110	660
Small Modular Office	1	1	85	85	85
IT Office	1	1	150	150	150
Storage Closet/Cabinet	1	1	35	35	35
Training Room (Enclosed)	1	28	25	700	700
Reception Area	1	1	140	140	140
Circulation				-	100
				Sub-Total	1,870
Emergency Operations Center					
Laundry "Washer-Dryer" (In Remodeled Area)	1	1	190	190	190
Bunk Room (In Remodeled Area)	1	8	80	640	640
Shower Room (In Remodeled Area)	2	2	70	140	280
Locker Room (In Remodeled Area)	2	5	50	250	500
Large Office	3	1	215	215	645
Circulation				-	429
				Sub-Total	2,684
EXPANSION AREA			Total Expansion (NASF)		8,269
Emergency Operations Center					
Main Operations Room	1	65	50	3,250	3,250
- Kitchenette Area	1	1	200	200	200
Food Operations	1	1	600	600	600
Food Storage	1	1	200	200	200
Policy Group	1	30	25	750	750
Media Briefing/Breakout Room	1	20	22	440	440
Security Office	1	1	120	120	120
Medium Office	8	1	120	120	960
Conference Room	5	8	25	200	1,000
Small Office	3	1	100	100	300
Extra-Large Office	1	1	220	220	220
Unisex Toilet Room (Can Help Meet Requirements for Add)	1	1	49	49	49
Storage Closet	3	1	60	60	180
				Sub-Total	8,269
				Total NASF	12,823

**VII. ANALYSIS OF IMPACT ON MASTER PLAN**



### VIII. SITE ANALYSIS



### **VIII. SITE ANALYSIS (continued)**

Particular attention must be given to the layout of the building to achieve the following:

- Develop a building plan that establishes a clear linkage with existing facilities allowing for easy pedestrian access.
- Maintain vehicular access to existing buildings for drop-off, deliveries and unloading/loading trash removal service and emergency vehicles. Maintain access to existing building support facilities including trash rooms, electrical and mechanical rooms, etc.
- Building addition should reflect the look and feel of the existing facility.

**IX. PROGRAM AREA**

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Reception and Seating Area</li> <li>• Adjacent to Clerical Office</li> <li>• Waiting for 2 to 3 visitors</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Acoustical ceiling with flush lighting</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs</li> <li>• Voice/Data communications outlets for reception desk.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Reception Desk</li> <li>• Chairs / Sofa for visitors</li> <li>• Coffee Table</li> <li>• Wall-mounted clock</li> <li>• 1 48"x72" wall-mounted tack board/bulletin board.</li> <li>• Telephone</li> <li>• Magazine rack</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>140 NASF</b> </div> <div> <b>Office Reception (PS)</b> </div> </div>		

**BT-923 – Public Safety and Emergency Management Facilities Expansion**  
 FLORIDA INTERNATIONAL UNIVERSITY  
 MODESTO A. MAIDIQUE CAMPUS

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Accessible to other offices.</li> <li>• Carpeted floor</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30"x60") with return and lockable drawers.</li> <li>• Credenza</li> <li>• Overhead Storage with Task Light</li> <li>• File Cabinets</li> <li>• 1 Desk Chair</li> <li>• 1 Guest Chair</li> <li>• Telephone</li> <li>• Desktop Computer with 2 Monitors.</li> <li>• Printer</li> <li>• Garment hooks on door or wall.</li> <li>• Wastebasket/recycle basket</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>110 NASF</b> </div> <div> <b>Support Staff Large Office (PS)</b> </div> </div>		

**BT-923 – Public Safety and Emergency Management Facilities Expansion**  
 FLORIDA INTERNATIONAL UNIVERSITY  
 MODESTO A. MAIDIQUE CAMPUS

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Accessible to other offices.</li> <li>• Carpeted floor</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30"x60") with return and lockable drawers.</li> <li>• Credenza</li> <li>• Overhead Storage with Task Light</li> <li>• File Cabinets</li> <li>• 1 Desk Chair</li> <li>• Telephone</li> <li>• Desktop Computer with 2 Monitors.</li> <li>• Printer</li> <li>• Garment hook on door or wall.</li> <li>• Wastebasket/recycle basket</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>85 NASF</b> </div> <div> <b>Support Staff Small Office (PS)</b> </div> </div>		

**BT-923 – Public Safety and Emergency Management Facilities Expansion**  
 FLORIDA INTERNATIONAL UNIVERSITY  
 MODESTO A. MAIDIQUE CAMPUS

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Accessible to other offices.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide at least 7 125V 20A Duplex receptacles and 4 Voice/Data Ports for general needs with two duplex outlets and two data ports in close proximity to Work Bench/Table.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Standing Desk</li> <li>• Credenza</li> <li>• File Cabinets</li> <li>• 1 Guest Chair</li> <li>• Telephone</li> <li>• Work Bench/Table</li> <li>• Lockable Storage Cabinet with Adjustable Shelves</li> <li>• Desktop Computer with 2 Monitors.</li> <li>• Printer</li> <li>• Garment hooks on door or wall.</li> <li>• Wastebasket/recycle basket</li> </ul>
<b>INSTITUTIONAL SUPPORT</b> <b>150 NASF</b>		<b>IT Office (PS)</b>



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<ul style="list-style-type: none"> <li>• Near to IT Office</li> <li>• Storage for all technology items (non-flammable).</li> <li>• Resilient or Carpet Flooring</li> <li>• Include space for spare computer units and monitors, and accessories.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Acoustical ceiling with flush lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable Metal Storage Shelving.</li> <li>• Lockable Metal Storage Cabinets.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>35 NASF</b> </div> <div> <b>IT Storage Closet/Cabinet (PS)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• For 25 to 28 Students, accessible from public circulation core.</li> <li>• Provisions must be made for complete room darkening and general illumination which controls the amount of light on the projection screen by the use of independently controlled lighting zones. Lighting for seating areas should be dimmable to facilitate note taking.</li> <li>• Provisions must be made for recessed motorized projection screen(s) location to be determined at building design stage for best location that will not interfere with presentations, whiteboards and video conferencing <u>or as an alternative</u> to projection screens and video projectors, investigate use of LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted.</li> <li>• Partition systems shall be sound retardant above and below ceiling. Provisions must be made for acoustical privacy and isolation from noisy areas.</li> <li>• Presentation podium will house controls for audiovisual equipment, computer, monitor, and all projection, lighting and sound systems.</li> <li>• Design should achieve maximum flexibility of presentation area and control of equipment.</li> <li>• Speakers for the sound system must be recessed in the ceiling. Number of speakers and best locations to be determined in design phase.</li> <li>• Provision for electronic locking system that will properly secure content of room when not in use.</li> <li>• Carpeted floor.</li> <li>• Self-Recording Course-Capturing cameras and microphones to allow recording and real-time transmission of sound and video of presenter and student questions.</li> <li>• Seating for students to be chairs and tables.</li> <li>• Carpeted Floor.</li> </ul>	<ul style="list-style-type: none"> <li>• A/C with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels should reflect studies conducted in recent years concerning conferencing and instructional areas requirements. In addition, it should support live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers should be rated for the lowest possible radio frequency and electrical interference.</li> <li>• Provide two 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Accommodations should be made (electrical mount) for one computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. The mount must be in line with the center of the screen. A conduit will be required to run the signal and control lines from the projector position to the presentation podium or control equipment cabinet.</li> <li>• Wi-Fi</li> <li>• Power/Voice/Data communications outlets in floor at Instructor Position.</li> <li>• Power and data outlets for use by students in classroom configuration.</li> </ul>	<ul style="list-style-type: none"> <li>• Seating for students, properly spaced to accommodate testing and comfort, plus teaching table / workstation with ergonomic chair.</li> <li>• 1 Computer with 2 monitors and keyboard</li> <li>• Recessed Projection screen(s), motorized</li> <li>• 1 "opaque projector" camera unit for video projection of materials from stand at podium.</li> <li>• Video projection unit(s), computer compatible, ceiling mounted with security ceiling mount</li> <li>• 1 Presentation podium with equipment controls built-in.</li> <li>• 1 Sound system</li> <li>• ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted.</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Smart board or similar technology to capture notes handwritten by instructor.</li> <li>• Regular Phone and Emergency Phone</li> <li>• Conferencing System</li> <li>• File cabinet</li> <li>• 3 Trash and Recycling Bins</li> </ul>
<div> <div>INSTITUTIONAL SUPPORT 700 NASF</div> <div>Training Room (PS)</div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Accessible from public circulation core near Policy Group Room.</li> <li>• Seating for minimum 60 staff members at work tables in groups by discipline.</li> <li>• Provisions must be made for complete room darkening and general illumination which controls the amount of light on the projection screen by the use of independently controlled lighting zones. Lighting for seating areas should be dimmable to facilitate note taking.</li> <li>• Recessed motorized projection screen in location that will not interfere with presentations, whiteboards and video conferencing <u>or as an alternative</u> to projection screen and video projector, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions shall be sound retardant above and below ceiling. Provisions must be made for acoustical privacy and isolation from noisy areas.</li> <li>• Speakers for the sound system recessed in the ceiling. Number of speakers and best locations to be determined in design phase.</li> <li>• Provision for electronic locking system that will properly secure content of room when not in use.</li> <li>• Carpeted floor.</li> <li>• Possible One-Way Mirror Windows from Policy Group and/or Media Briefing Room.</li> <li>• <u>NOTE: Most Furniture and Equipment from Existing EOC will be moved to new Facility.</u></li> </ul>	<ul style="list-style-type: none"> <li>• A/C with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers should be rated for the lowest possible radio frequency and electrical interference.</li> <li>• Provide 125V 20A duplex outlets spaced at 6-foot intervals on each wall for general power needs. Also, provide floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Accommodations should be made (electrical mount) for one computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. The mount must be in line with the center of the screen. A conduit will be required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Podium.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Recessed Projection screen, motorized</li> <li>• 1 Video projection Unit, computer compatible, ceiling mounted with security ceiling mount</li> <li>• 1 Presentation credenza/video podium with computer and monitor and other equipment, remote controls and connections built-in.</li> <li>• ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Wall-mounted display to include tack board plus classroom-sized glassboards totaling at least 20 feet.</li> <li>• Regular Phone and Emergency Phone</li> <li>• 36 inch x 48 inch Flat File / Map File with 5 to 10 Lockable Drawers.</li> <li>• Floor Standing Copier-Printer</li> <li>• 48" Wide Floor Standing Ink Jet Plotter</li> <li>• Gun Safe</li> <li>• Charging Desk for Hand-Held Radios</li> <li>• Recycle Bins and Waste Baskets</li> <li>• Ceiling-mounted speakers and microphones for table groups.</li> <li>• Course-capture/video conference system</li> </ul>
<b>INSTITUTIONAL SUPPORT</b> <b>3250 NASF (Plus Kitchenette)</b>		<b>Main Emergency Operations Room (EOC)</b>

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Part of Main Emergency Operations Room</li> <li>• Kitchenette for Emergency Staff On Duty</li> <li>• Part of Main Emergency Operations Room</li> <li>• Resilient Floor</li> <li>• Lockable Cabinets</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat</li> <li>• Acoustical ceiling with flush lighting</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and electrical outlets for microwave oven, toaster oven and refrigerator.</li> <li>• Provide hot and cold water and sewer connections for 2-compartment stainless steel kitchen sink</li> <li>• Provide voice communication outlet near round table location</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 18-19 Cu. Ft. Refrigerator no-frost top freezer and automatic ice maker. (NIC)</li> <li>• 900 Watt Microwave Oven (NIC)</li> <li>• Space for Coffee Maker and Toaster Oven (NIC).</li> <li>• Minimum 20 lineal feet kitchen counter with sink and base cabinets with drawers and upper cabinets. Cabinet doors to be lockable. Must be accessible.</li> <li>• Fire Extinguisher</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>200 Sq. Ft.</b> </div> <div> <b>Kitchenette (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Used to serve food to on-duty and resting staff living at the Emergency Operations Center prior to, during and after emergencies.</li> <li>• Near Emergency Operations Room.</li> <li>• Working room for 3 to 4 food service staff.</li> <li>• Space and electrical supply and drains and exhaust connections for equipment.</li> <li>• Space for food tray rolling racks.</li> <li>• Serving counter/window area.</li> <li>• Separate In and Out Doors.</li> <li>• Impervious Fiber-Reinforced Plastic Wall Protection up to 6-foot height, corner guards and door protection.</li> <li>• Mop sink area.</li> <li>• Hand Wash with Hands-Free Soap and Towels.</li> <li>• Non-slip seamless resinous flooring or ceramic tile, TBD.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with kitchen and equipment exhaust.</li> <li>• Washable acoustical ceiling with flush sealed lighting</li> <li>• Provide one 125V 20A duplex outlet on each wall at 6-foot spacing for general power needs.</li> <li>• Water heater/boiler capable of providing 50 gallons of 140 deg. F. water per hour and higher temperatures as required for dishwashing.</li> <li>• Grey water drains.</li> <li>• Grease traps as required.</li> <li>• Floor drains as required.</li> <li>• Provide voice/data communication outlets to monitor equipment.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 wall mounted telephone</li> <li>• 1 48"x72" wall-mounted tack board/bulletin board.</li> <li>• One 10 ft. x 10 ft. Walk-In Cooler</li> <li>• Three Reach-In freezers with roll-in cart capacity.</li> <li>• Nine Green Metro Shelving Racks (60"Lx24"Dx69" High) 5 for walk-in cooler and 4 for kitchen storage.</li> <li>• Two Dunnage Racks (30"Lx22"Wx34"H)</li> <li>• Four Bun Racks – Heavy Duty 20 pan capacity.</li> <li>• Three flat stainless steel work tables (72"Lx30"Wx34"H)</li> <li>• Three-Well Hot Food Service Table with Sneeze Guard.</li> <li>• One 18 cu. Ft. refrigerated Buffet Table (15 pan) with sneeze guard.</li> <li>• One 18-pan hot holding insulated food storage – hot box.</li> <li>• Two Two-Compartment Sinks.</li> <li>• One High-Temperature Dish Machine with racks.</li> <li>• One Ice Machine with 560 LB. Capacity 30" L. x 34" W.</li> <li>• Two Large Microwave Ovens.</li> <li>• Two Commercial Coffee Makers.</li> <li>• Cutting boards, large garbage cans and recycle bins.</li> <li>• Mop Sink.</li> </ul>
<div> <div data-bbox="149 1321 533 1382"> <b>INSTITUTIONAL SUPPORT</b>  <b>600 NASF</b> </div> <div data-bbox="1654 1338 1955 1370"> <b>Food Operations (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Adjacent to Food Operations Room.</li> <li>• Space for cots.</li> <li>• Non-slip seamless resinous flooring or ceramic tile, TBD.</li> <li>• Impervious Fiber-Reinforced Plastic Wall Protection up to 6-foot height, corner guards and door protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Drywall ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs.</li> <li>• 1 Voice/Data communications outlet.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate need for adjustable metal shelving and cabinets.</li> <li>• Four Green Metro shelving racks (60”L x 24”D x 69”H) for kitchen storage.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>200 NASF</b> </div> <div> <b>Food Storage (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Near Bunk Room</li> <li>• Suitable for washing linens (towels and bedding), uniforms and personal clothing during extended emergencies.</li> <li>• Space for two commercial washing machines and two commercial dryers (gas or electric TBD).</li> <li>• Min. 12 lineal feet of counter and upper and lower cabinet space.</li> <li>• 3 ft. x 6 ft. table for folding/sorting.</li> <li>• Non-slip seamless resinous flooring.</li> <li>• Space for two laundry carts.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Non-corroding dryer exhaust to exterior.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and two additional outlets (duplex) in close proximity to refreshment table and computer</li> <li>• Floor drains as required.</li> <li>• Voice/Data communications outlets</li> <li>• TV monitor outlet</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Two Commercial Washers</li> <li>• Two Commercial Dryers</li> <li>• TV and Wall Mount (NIC)</li> <li>• Counter-type portable ironing board.</li> <li>• Single compartment resin/composite laundry sink.</li> <li>• Hanging rods near dryers.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>190 NASF</b> </div> <div> <b>Laundry (EOC)</b> </div> </div>		

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<ul style="list-style-type: none"> <li>• Near Laundry.</li> <li>• Space for 8 cots or 4 metal-framed military barrack-type bunk beds (TBD).</li> <li>• Arranged to be divisible by cubicle curtains.</li> <li>• Arranged with for space open wardrobe cabinets and side tables at each cot/bunk.</li> <li>• Carpet floor or Resilient Tile (TBD).</li> <li>• Room to be able to be completely darkened and have dimmable lights and a “red light night mode system.”</li> <li>• Sound/light vestibule with two doors in series at entry.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical insulation in walls above and below ceiling.</li> <li>• Acoustical ceiling with dimmable recessed lighting.</li> <li>• 125V 20A duplex outlets along walls and each bunk for general power needs.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 36-inch x 75-inch cots or metal-framed military barrack bunk beds (TBD).</li> <li>• Cubicle curtains on ceiling tracks (TBD).</li> <li>• Wardrobe cabinets.</li> <li>• Side tables.</li> <li>• Sofa and Coffee Table.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>640 NASF</b> </div> <div> <b>Bunk Room (EOC)</b> </div> </div>		



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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Near existing Men's and Women's Restrooms.</li> <li>• Toilet facilities sized for 24-hour occupancy under operating conditions with a total of 60 to 100 lockers and benches for seating.</li> <li>• Minimum 2 Men's and 2 Women's showers with individual lockable private changing room alcoves.</li> <li>• Ceramic Tile or Non-slip seamless resinous flooring, TBD.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat. 100 Percent Exhaust.</li> <li>• Sealed Lighting.</li> <li>• Moisture resistant ceiling.</li> <li>• Sound-absorbing panels as required.</li> <li>• 125V 20A duplex outlets along walls for general power needs and at lavatories.</li> <li>• Hose bibs for cleaning.</li> <li>• Floor drains as required.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately 60 Wardrobe metal lockers and benches each for men's and women's locker rooms.</li> <li>• Standard toilet and shower accessories. Dispensers by custodial service company.</li> <li>• Towel dispensing shelves and soiled towel hampers.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>500 NASF + 280 NASF</b> </div> <div> <b>Locker Rooms/Shower Rooms (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• For 30 Leadership staff, accessible from public circulation core.</li> <li>• Higher grade finishes such as paneling, wainscoting, moldings, special ceiling treatment and lighting.</li> <li>• Provisions must be made for complete room darkening and general illumination which controls the amount of light on the projection screen by the use of independently controlled lighting zones. Lighting for seating areas should be dimmable to facilitate note taking.</li> <li>• Recessed motorized projection screen in location that will not interfere with presentations, whiteboards and video conferencing or as an alternative to projection screen and video projector, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions shall be sound retardant above and below ceiling. Provisions must be made for acoustical privacy and isolation from noisy areas.</li> <li>• Speakers for the sound system recessed in the ceiling. Number of speakers and best locations to be determined in design phase.</li> <li>• Minimum 20 lineal feet of whiteboard.</li> <li>• Provision for electronic locking system that will properly secure content of room when not in use.</li> <li>• Carpeted floor.</li> <li>• Possible One-Way Mirror Windows into Main EOC and/or Media Briefing Room.</li> </ul>	<ul style="list-style-type: none"> <li>• A/C with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels should reflect studies conducted in recent years concerning conferencing and instructional areas requirements. In addition, it should support live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers should be rated for the lowest possible radio frequency and electrical interference.</li> <li>• Provide two 125V 20A duplex outlet on each wall for general power needs. Also, provide floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Accommodations should be made (electrical mount) for one computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. The mount must be in line with the center of the screen. A conduit will be required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Instructor Position.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Computer with monitor and keyboard</li> <li>• 1 Recessed Projection screen, motorized</li> <li>• 1 Video projection Unit, computer compatible, ceiling mounted with security ceiling mount</li> <li>• 1 Presentation credenza with equipment remote controls and connections built-in to conference table.</li> <li>• ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Regular Phone and Emergency Phone</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>750 NASE</b> </div> <div> <b>Policy Group Conference Room (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• For up to 20 participants, accessible from public circulation.</li> <li>• Near Unisex Toilet Room.</li> <li>• Possibly adjacent to Policy Group Conference Room.</li> <li>• Solid Blue Front wall with FIU Logo</li> <li>• Provisions must be made for complete room dimming and general illumination which controls the amount of light on the projection screen by the use of independently controlled lighting zones. Lighting for seating areas should be dimmable to facilitate note taking.</li> <li>• Recessed motorized projection screen in location that will not interfere with presentations, whiteboards and video conferencing or as an alternative to projection screen and video projector, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions shall be sound retardant above and below ceiling. Sound isolation should be broadcast studio quality. Provisions must be made for acoustical privacy and isolation from inside and outside noisy areas. Increased sound isolation required to allow for broadcast-ready presentations.</li> <li>• Speakers for the sound system recessed in the ceiling. Number of speakers and best locations to be determined in design phase.</li> <li>• Provision for electronic locking system that will properly secure content of room when not in use.</li> <li>• Carpeted floor.</li> <li>• Possible One-Way Mirror Windows into Main EOC and/or from Policy Group Room.</li> </ul>	<ul style="list-style-type: none"> <li>• A/C with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels should reflect studies conducted in recent years concerning conferencing and instructional areas requirements. In addition, it should support live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers should be rated for the lowest possible radio frequency and electrical interference.</li> <li>• Provide two 125V 20A duplex outlet on each wall for general power needs. Also, provide floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Accommodations should be made (electrical mount) for one computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. The mount must be in line with the center of the screen. A conduit will be required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Podium.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Computer with monitor and keyboard</li> <li>• 1 Recessed Projection screen, motorized</li> <li>• 1 Video projection Unit, computer compatible, ceiling mounted with security ceiling mount</li> <li>• 1 Presentation podium with equipment remote controls and connections built-in.</li> <li>• 1 movable simple podium with FIU sign and mic that feeds into multi-box.</li> <li>• ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Regular Phone and Emergency Phones.</li> <li>• Ceiling mounted dimmable, broadcast studio lights with ability to adjust color temperature so as to properly illuminate speaker podium/front part of room.</li> <li>• Active Press Box with 1 Mic/Line in to 20 Mic/2 Line Out or similar larger as required TBD.</li> <li>• Movable seating and desks (TBD) for 20.</li> <li>• 3 to 5 small TV's with cable to monitor local and network television coverage.</li> </ul>
<b>INSTITUTIONAL SUPPORT</b> <b>440 NASF</b>		<b>Media Briefing / Breakout Room (EOC)</b>

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• To control facility East/Main Entry</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Carpet</li> <li>• Electronic lock on door</li> <li>• Large ballistic-rated “Teller Window” with service drawer and intercom.</li> <li>• Near Unisex Toilet Room.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location.</li> <li>• Wi-Fi</li> <li>• Room walls, ceiling, penetrations and openings Sound Transmission Class (STC) Rating Greater than 56.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30"x66") with return and lockable drawers.</li> <li>• 1 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Lockable 5-drawer File Cabinet</li> <li>• Telephone</li> <li>• Desktop computer with 2 Monitors</li> <li>• Lockable overhead/wall or credenza storage</li> <li>• Garment hook on door or wall.</li> <li>• Wastebasket/recycle basket</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>120 NASF</b> </div> <div> <b>Security Office (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to exterior desired</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location (including direct line access to mainframe computer)</li> <li>• Wi-Fi</li> <li>• Room walls, ceiling, penetrations and openings Sound Transmission Class (STC) Rating Greater than 56.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Executive Desk (30"x72") with return and lockable BBF drawers.</li> <li>• 1 Executive Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18"x 72") with F/F Drawers</li> <li>• (2) Bookcase (5 shelves)</li> <li>• Window Blinds</li> <li>• Desktop computer with 2 Monitors</li> <li>• Telephone</li> <li>• Small conference table with seating for 8 people (using 2 guest chairs)</li> <li>• Overhead/wall storage</li> <li>• Wastebasket/recycle basket</li> <li>• Wardrobe Cabinet</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>215 NASF</b> </div> <div> <b>Large Office (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to clerical areas and other staff offices.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to exterior desired</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location.</li> <li>• Wi-Fi</li> <li>• Room walls, ceiling, penetrations and openings Sound Transmission Class (STC) Rating Greater than 56.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30"x66") with return and lockable drawers.</li> <li>• 1 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Lockable 5-drawer File Cabinet</li> <li>• Window Blinds</li> <li>• Telephone</li> <li>• Desktop computer with 2 Monitors</li> <li>• Desktop printer.</li> <li>• Lockable overhead/wall or credenza storage</li> <li>• Garment hooks on door or wall.</li> <li>• Wastebasket/recycle basket</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>120 NASF</b> </div> <div> <b>Medium Office (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to clerical areas and other staff offices.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to exterior desired</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desks (30"x60") with return and lockable drawers.</li> <li>• 1 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Bookcases (4 shelves)</li> <li>• Window Blinds</li> <li>• 1 Desktop computer with Monitor and Tabletop Printer</li> <li>• 1 Telephone</li> <li>• Overhead/wall or credenza storage</li> <li>• Garment hook on door or wall.</li> <li>• Wastebasket/recycle baskets</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>100 NASF</b> </div> <div> <b>Small Office (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Near Offices</li> <li>• Accommodating 8 people</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Presentations require audio/visual capability</li> <li>• Carpeted floor</li> <li>• Lock on doors</li> <li>• Natural light / view to exterior desired</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and two additional outlets (duplex) in close proximity to refreshment table and computer</li> <li>• Voice/Data communications outlets</li> <li>• TV monitor outlet</li> <li>• Floor outlets for power, data, HDMI video centered below conference table.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Modular, flexible table sections</li> <li>• 8 Conference Chairs</li> <li>• Window blinds (and darkening drapery) if necessary.</li> <li>• Telephone at Table for Conference Calls and Wall-Mounted Emergency Phone</li> <li>• Minimum 60" LCD-LED flat screen display with connection for desktop and laptop computers.</li> </ul>
<b>INSTITUTIONAL SUPPORT</b> <b>200 NASF</b>		<b>Small Conference Room (EOC)</b>



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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to exterior desired</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Provide one 125V 20A duplex outlet on each wall for general power needs and two duplex outlets in close proximity to desk for calculator, etc.</li> <li>• Voice/Data communications outlet near desk location (including direct line access to mainframe computer)</li> <li>• Wi-Fi</li> <li>• Room walls, ceiling, penetrations and openings Sound Transmission Class (STC) Rating Greater than 56.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Executive Desk (30"x72") with return and lockable BBF drawers.</li> <li>• 1 Executive Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18"x 72") with F/F Drawers</li> <li>• (2) Bookcase (5 shelves)</li> <li>• Window Blinds</li> <li>• Desktop computer with 2 Monitors</li> <li>• Telephone</li> <li>• Small conference table with seating for 8 people (using 2 guest chairs)</li> <li>• Overhead/wall storage</li> <li>• Wastebasket/recycle basket</li> <li>• Wardrobe Cabinet</li> </ul>
<div> <div data-bbox="149 1320 533 1383"> <b>INSTITUTIONAL SUPPORT</b>  <b>220 NASF</b> </div> <div data-bbox="1625 1336 1955 1369"> <b>Extra-Large Office (EOC)</b> </div> </div>		

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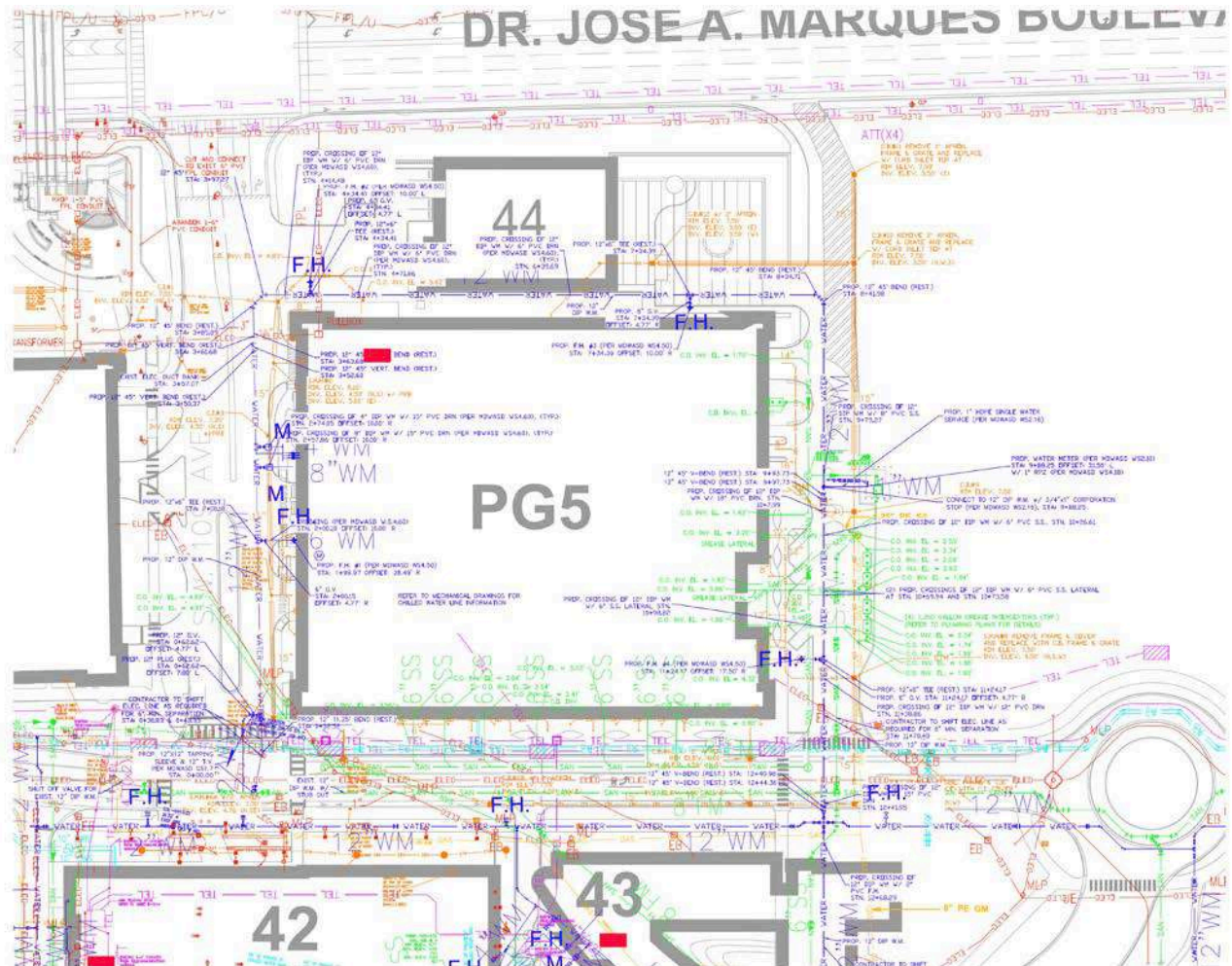
SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Adjacent to Security Office</li> <li>• For use by Security Team and visiting media.</li> <li>• Ceramic tile floor and walls</li> <li>• Handicapped Accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with exhaust fan.</li> <li>• Drywall ceiling with flush lighting.</li> <li>• One 125V 20A GFCI duplex wall outlet at lavatory.</li> <li>• Floor drain.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal FIU Toilet Accessories.</li> </ul>
<div> <div data-bbox="142 1268 533 1328"> <b>INSTITUTIONAL SUPPORT</b>  <b>49 NASF</b> </div> <div data-bbox="1598 1279 1969 1315"> <b>Unisex Toilet Room (EOC)</b> </div> </div>		

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SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for stackable chairs and folding rectangular tables.</li> <li>• Space for cots.</li> <li>• Sealed concrete floor.</li> <li>• Wall protection up to 6-foot height, corner guards and door protection.</li> <li>• Space for shelter supplies.</li> <li>• Consider Door wider than 3 feet.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• One 125V 20A duplex wall outlet below light switch general power needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate need for adjustable metal shelving and cabinets.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT</b>  <b>60 NASF</b> </div> <div> <b>Storage Closet (EOC)</b> </div> </div>		

**X. UTILITIES IMPACT ANALYSIS**

The Project Budget includes all site development associated with required utility extensions and hookups, walkways, landscape irrigation, drainage systems, plant materials, lighting, and landscape furnishings (benches, trash containers, etc.). The consulting design team shall thoroughly review FIU utility atlases and coordinate underground utility location services that may be required.



## **X. UTILITIES IMPACT ANALYSIS (continued)**

In addition, this project budget includes campus infrastructure as follows: TBD – To be determined.

Water. Fire and domestic water are required at this building. Amount – TBD. The projected consumption is to be determined.

Sanitary Sewer System. Connection to Sanitary Sewer System required.

Storm Water System: Catch basins with ex-filtration trenches may be required based on storm drainage engineering analysis. The effect that reduction in the size or elimination of the existing detention pond will have on stormwater management must be analyzed.

Electrical. Service is TBD (Volts). Verify transformer requirements with Facilities Management. The projected electrical capacity is to be determined (KVA). Study feasibility of feeding the PG-5 building from 2 different FPL Substations.

Chilled Water System: Service will be available from the existing chiller lines in the vicinity of the proposed building area.

Communications. Service connection available at nearby vault. Coordination with Facilities Management and Telecommunications Department for specific telephone and data requirements is required.

Road Work. Not anticipated

Projected Demand:

Power = TBD - KVA

Water = TBD - GPM

Projected Consumption / Year:

Power = TBD - KWH

Water = TBD – Gallons

Utility Metering: Meters or sub-meters must be installed as part of the project to accurately determine utility usage attributable to this project.

Total estimated infrastructure construction costs associated with this building project including normal building service connection to the existing networks is itemized in section XV.

## **XI. INFORMATION/COMMUNICATION RESOURCE REQUIREMENTS**

Refer to Telecommunications Wiring Standards appendix “C”. General equipment/furniture requirements are noted in section IX - Program Area Summary, Functional Description of space Details. Detailed computer hardwire requirements and network linkage relationships will be established in the Furniture/Equipment expenditure plan which should be developed following completion of design development. The FIU Telecommunications wiring standards are designed to accommodate a maximum degree of flexibility in the arrangement of data and voice communications systems. Wiring and cabling as well as data / voice outlets are specified by space type and should accommodate all normal operations as identified in this program.

**APPENDIX "C" STANDARDS FOR TELECOMMUNICATIONS FACILITIES FOR NONRESIDENTIAL & RESIDENTIAL LIFE BUILDINGS (REVISED AS OF FEBRUARY 2018)**

The purpose of this standard is to provide for the planning and installation of telecommunications facilities in new buildings and major renovations. This standard has been developed with little knowledge of the telecommunications equipment that subsequently will be installed. Therefore, the definitions included herewith are for generic telecommunications facilities that will support a multitude of rapidly changing telecommunications technologies in a multivendor and variable end user environment.

This standard recognizes three fundamental concepts related to telecommunications and buildings:

- (1) Buildings are dynamic. Renovation, remodeling and upgrading are more the rule than exception. This standard takes into account that change will occur.
- (2) Building telecommunications systems and media are dynamic. As time passes both telecommunications equipment and media change considerably. This standard recognizes this fact and the facilities prescribed herein are capable of supporting a vast array of telecommunications systems and media.
- (3) Telecommunications is more than telephones. Telecommunications is inclusive of a variety of building systems including data systems, environmental control, security, audio, television, sensing, alarms, emergency communications and much more.

Above all, this standard recognizes a fact of fundamental importance: if a building is to be properly designed, built and provisioned for telecommunications systems, it is imperative that the telecommunications design be incorporated during the architectural design phase.

The FIU/DoIT Infrastructure Department developed this document in accordance with industry specifications. It is the standard by which the University defines the physical facilities required for the provisioning of telecommunications systems for new buildings and major renovations to existing buildings. These specifications take into account the physical facilities such as the size and provisioning of telecommunications rooms, cable distance limitations, vertical and horizontal cabling considerations, number and size of conduits and numbers and types of information outlets. The general cabling requirements are not addressed, because FIU/DoIT is solely responsible for the installation of all the telecommunications wiring in all FIU buildings and campuses.

APPENDIX “C” TABLE OF CONTENTS

1.0 GENERAL	C-3
2.0 CABLE PATHWAYS	C-3
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3.0 TELECOMMUNICATIONS ROOMS	C-7
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## 1.0 GENERAL

1.1 **RESPONSIBILITY** It is the responsibility of the project architect/engineer to ensure the inclusion of the standards for building telecommunications facilities into the design and construction documents for new and major renovation projects.

1.2 **REFERENCES** In addition to the specifications included herewith the architect/engineer is encouraged to refer to the following publications for guidance during the design of the communications infrastructure:

Building Industry Consulting Service International (BICSI); Telecommunications Distribution Methods Manual (Latest Edition).

Electronic Industries Association, Telecommunications Industry Association (EIA/TIA) Building Telecommunications Wiring Standards.

NFPA's National Electric Code (NEC).

FIU/DoIT Infrastructure Department.

1.3 **COORDINATION** - Prior to the start of any telecommunications related work, the contractor shall coordinate the installation with the DoIT/Infrastructure Department ..

## 2.0 CABLE PATHWAYS

### 2.1 INFORMATION OUTLETS

2.1.1 **REQUIREMENTS** Specific requirements for information outlets for each room and each project must be coordinated with the building occupants at the onset of the design phase of major renovations and new construction projects. The architect/engineer for major renovation and new construction projects is cautioned that the Building Program for the project includes requirements, but may not be all-inclusive regarding communication facilities. Therefore, the project architect/engineer must work closely with the building occupant and the FIU/DoIT Infrastructure Department to minimize the need for revisions and changes after the completion of the design phase.

2.1.2 **FLOOR MOUNTED** The use of floor mounted information outlets is strongly discouraged as it does not allow for flexibility in furniture layout and inhibits future changes to the telecommunications system.

2.1.3 **ELECTRICAL BOXES** Locations for information/wireless outlets must be equipped with a 4 in. X 4 in. X 2.5-in. electrical box equipped with a mudring sized for the installation of a standard duplex outlet.

2.1.3.1 **WATERPROOF BOXES**- Outdoor wireless access point or antenna, outdoor paging horns , and outdoor security cameras locations must be equipped with a 4 in. X 4 in. X 2.5-in waterproof box with blank cover.

2.1.4 **MOUNTING HEIGHT** - Electrical boxes installed for information outlets must be placed at the same level as the adjacent duplex electrical receptacles or at least fifteen (15) inches above the finished floor.

2.1.4.1 Electrical boxes installed for information outlets located above counters equipped with a splash back must be placed at 6 in. above the top of the counter. (Measure to the center of the outlet.)

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2.1.4.2 Electrical boxes installed for information outlets located above counters not equipped with a splash back must be placed at 12 in. above the top of the counter. (Measure to the center of the outlet.)

2.1.4.3 Electrical boxes installed for emergency phones in classrooms/lecture halls/auditoriums/labs/lounges/conference rooms/ shall be mounted 48 in. above finished floor.

2.1.4.4 Electrical boxes installed for indoor wireless access points information outlets shall be located above drop ceiling spaces or alternate location that is determined by DoIT after site survey is completed.

2.1.4.5 Waterproof boxes for outdoor wireless antennas and emergency paging horns installation heights will be provided to contractor after a site survey of building is conducted by DoIT.

2.1.4.6 Electrical boxes installed for emergency call buttons in all Residential Life building apartments shall be mounted 48 in. above finished floor by apartment entrance.

2.1.4.7 Electrical boxes installed for indoor security cameras outlets shall be located above drop ceiling spaces or alternate location that is determined by DoIT and Facilities after site survey is completed.

2.1.5 FACULTY/ADMINISTRATIVE OFFICES must have a minimum of one (1) information outlet per designated occupant, however two (2) are recommended for furniture relocation of additional staff.

2.1.6 CLERICAL/STAFF OFFICES shall have a minimum of one (1) information outlet per designated occupant plus one (1) information outlet for every two (2) additional occupants.

2.1.7 SECRETARY/ADMINISTRATIVE ASSISTANT OFFICES shall have a minimum of one information outlet per designated occupant plus two (2) outlets per office or two (2) extra outlets per five (5) people.

2.1.8 CLASSROOM/LECTURE HALLS/Auditoriums shall have a minimum of one (1) information outlet for emergency phone, and one (1) to four (4) information outlets for data depending on occupancy size:

Classroom Size (Student Occupancy)	Minimum Number of Outlets
1-50	1
51-100	2
101-200	3
201 or more	4

2.1.8.1 The recommended location priority relationship for the information outlets must be: chalkboard/dry eraser board, lectern, projection booth/rear wall and remaining sides. The recommended location for emergency phone must be: next to chalkboard/dry erase board or teaching station podium.

2.1.9 GRADUATE STUDENT OFFICES shall have a minimum of one (1) information outlets per designated occupant.

2.1.10 LABORATORIES shall have a minimum of one (1) information outlet per room; actual number may be more depending on function and occupant requirements.

2.1.11 CONFERENCE ROOMS shall have a minimum of one (1) information outlet per room. Rooms with more than 500 ft<sup>2</sup> shall have a minimum of two (2) information outlets installed.

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2.1.12 STORAGE AREAS shall have a minimum of one (1) information outlet for rooms over 500 ft<sup>2</sup> and one (1) additional outlet for each additional 2000 ft<sup>2</sup>.

2.1.13 INDOOR WIRELESS AREAS shall have a minimum of one (1) information outlet location per access point, which will be located above ceiling. Exact location will be determined by DoIT and provided to engineer or architect.

2.1.14 OUTDOOR WIRELESS AREAS shall have a minimum of one (1) information outlet location per access point, to be located above ceiling on the inside of the outside wall of building. Exact location will be determined by DoIT and provided to engineer or architect.

2.1.15 OUTDOOR EMERGENCY PAGING HORNS shall have a minimum of (1) information outlet location per horn, to be located on the outside wall of building. Exact location will be determined by DoIT and provided to engineer or architect.

2.1.16 RESIDENTIAL LIFE APARTMENTS shall have a minimum of (1) information outlet location, in each bedroom, and common area.

## **2.2 CONDUITS**

2.2.1 A 1 inch EMT conduit must be installed from each information outlet electrical box including indoor/outdoor wireless access point, emergency call buttons, security cameras, EMS, and emergency paging horn location and "stubbed" up above the ceiling level to cable tray. (Please see attached drawing, Fig. 2.2.1-A)

2.2.2 If fixed ceilings are installed cable trays cannot be used and conduit from information outlets must be "homerun" to the telecommunications room or nearest cable tray.

2.2.3 The open ends of conduits and/or sleeves must be equipped with bushings to avoid damage to cable sheaths and must be readily accessible and not concealed within walls.

2.2.4 Telecommunications rooms contain the vertical cable riser space. Conduits and/or sleeves must be used to interconnect telecommunications rooms. The open ends of conduits and/or sleeves must be located a maximum of 3 in. from the wall and extend a minimum of 1 in. above the finished floor.

2.2.5 **REQUIRED NUMBER** The minimum number of conduits, and/or sleeves interconnecting the telecommunications rooms must be determined as follows:

<u>Building Total (Square Footage)</u>	<u>Quantity of Conduits</u>	<u>Size of Conduit</u>
Up to 50,000 ft <sup>2</sup>	3	4"
50,001 ft <sup>2</sup> to 100,000 ft <sup>2</sup>	4	4"
100,001 ft <sup>2</sup> to 300,001 ft <sup>2</sup>	5-8	4"
300,001 ft <sup>2</sup> to 500,000 ft <sup>2</sup>	9 12	4"

2.2.6 **PULL BOXES** A pull box must be installed in sections of conduit longer than 100 ft. or containing more than two 90-degree bends or if there is a reverse bend in the run.

2.2.7 Minimum requirements for installed conduit, such as support, end protection, and continuity, are found in appropriate electrical codes.

2.2.8 The inside radius of a bend in conduit must be at least 6 times the internal diameter. When the conduit size is greater than 2 in. the inside radius must be at least 10 times the internal diameter of the conduit.

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2.2.9 **PULL CORDS** All conduits must have a fish tape or pull cord, rated for 200 lbs. of pull force, and installed end-to-end.

2.2.10 **ELEVATOR** – A 1” conduit must be installed from each elevator equipment room to the nearest telecommunication room or cable tray.

2.2.11 **EMS** – A 1” conduit must be installed from each mechanical room “homerun” back to the nearest telecommunication room or cable tray.

2.2.12 **FIREALARM** - A 1” conduit must be installed from the fire alarm panel to the nearest telecommunication room or cable tray.

Note: (1) Under **no** circumstances will flexible metallic conduit be used for any telecommunication wiring.  
(2) Under **no** circumstances will any conduits be “daisy-chained” together.

### **2.3 CABLE TRAYS**

2.3.1 Cable trays are rigid structures for the containment of telecommunications cables.

2.3.2 **GROUNDING** Cable trays must be installed and grounded in accordance with the National Electric Code (NEC) and local requirements. (Please see attached drawing, Fig. 2.3.2-A)

2.3.3 **TYPE** Cable trays must be of the 12 to 18-in. ladder type, equivalent to Wiremold, Part No. A060612, unless otherwise specified by the DoIT Project Manager.

2.3.4 Cable trays must be installed above false ceilings and run down hallways and corridors providing a pathway for telecommunications cable from the information outlets to the respective telecommunications closet.

2.3.5 Cable tray installation must be coordinated with all work of other trades to avoid any interference. Cable trays must be installed such that they are not obstructed by other trades equipment, i.e. air conditioning ducts, electrical conduit etc. Cable trays must be easily accessible for the installation of cables and, future changes to telecommunications systems.

2.3.6 A minimum of 3-in. clear vertical space must be available between the top of the ceiling tiles and the bottom of the cable tray. A minimum of 12 in of clear horizontal space on each side of the cable tray must be available. Also, minimum of 6 in of clearance must be available between the top of the cable tray and any other utilities.

2.3.7 Under no circumstances, shall any other utilities pass within the distances specified in 2.3.6

2.3.8 To avoid electromagnetic interference, all cable pathways must provide clearances of at least:

4 ft. from large motors or transformers.

1 ft. from conduit and cables used for electrical power distribution.

5 in. from fluorescent lighting. Pathways should cross perpendicular to fluorescent lighting and electrical power cables or conduits.

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### **3.0 TELECOMMUNICATIONS ROOMS**

#### **3.1 DESCRIPTION/DEFINITION**

3.1.1 Telecommunications rooms must be dedicated to the telecommunications function and related support facilities. Telecommunications rooms must not be shared with janitorial facilities or other trades especially with electrical installations other than those required for telecommunications systems.

3.1.2 Telecommunications room refers to any room where telecommunications facilities terminate and telecommunications system equipment is housed.

3.1.3 The term building Intermediate Cross Connect (IC) is used to indicate the telecommunications room where the campus backbone facilities enter the building.

3.1.4 The term Telecommunications Rooms (TR) is used to designate the telecommunications room required for the distribution of facilities to adjoining floors and areas exceeding distance limitations.

3.1.5 **NUMBER OF ROOMS.** There must be a minimum of one telecommunications room per floor and centrally located in the building, unless otherwise specified by the UTS Project Manager. Additional telecommunications rooms must be provided when:

- (1) The floor area to be served exceeds 10,000 ft<sup>2</sup>, or
- (2) The horizontal distribution distance to the workstation exceeds 295 ft. ,

3.1.6 **SIZING OF ROOMS.** Telecommunications rooms must be sized as follows:

Serving Area (net bldg. ft <sup>2</sup> )	Room Size
10,000 ft <sup>2</sup>	10 ft. X 11 ft.
8,000 ft <sup>2</sup>	10 ft. X 9 ft.
5,000 ft <sup>2</sup> - less	10 ft. X 7 ft.

10 ft. X 7 ft. is the minimum size for telecommunications rooms.

3.1.7 Telecommunications rooms must be stacked vertically to provide for the installation of telecommunications facilities between floors. Telecommunications rooms must be interconnected as specified in section 2.2.5.

3.1.8 **BACKBOARDS** – All four walls must be covered with rigidly fixed 3/4 in. x 4 ft. X 8 ft. A C plywood, preferably void free, capable of supporting attached equipment and painted with black fire retardant paint.

3.1.9 **LIGHTING** Lighting must be a minimum of 50-ft. candles measured 3 ft. above the finished floor, mounted 8.5 ft. minimum above finished floor.

3.1.10 **CEILINGS** False ceilings are not allowed in any Telecommunication Room.

3.1.11 **DOORS** The door must be a minimum of 36 in. wide and 80 in. high, without doorsill, hinged to open outward and fitted with a lock.

3.1.12 **KEYING** Access to all telecommunication rooms will be through an electronic key system. Facilities Management will establish the lock type to be used.

3.1.13 **TREATMENT** Floors, walls, and ceiling must be treated to eliminate dust. Floors must be sealed.

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**3.1.14 ELECTRICAL REQUIREMENTS** Two dedicated 30 A, 110 or 208 V AC electrical outlets (L5-30R/120, L6-30R/208), each on separate circuits, must be provided for equipment power, unless otherwise specified by UTS Project Manager. In addition, a third 20A, 110 V AC circuit shall feed duplex outlets, which must be placed at 6 ft. intervals around the perimeter wall, at a height of 18 in above the floor. In addition, all dedicated outlets in IC's and TR's must be connected to the emergency power system (generator). All dedicated circuit outlets must be readily identifiable by using a different color outlet.

**3.1.15 GROUNDING** Each telecommunications room must have direct attachment to the closest point in the building's electrical service grounding electrode system. A Number 6 AWG solid conductor cable must be placed between the ground source and a bus bar of the type: Chatsworth Products, Inc. part number 13622-010 or equivalent.

**3.1.15.1** A #6 THW ground cable shall be installed for each Outdoor Wireless Access Point location from the nearest Intermediate Closet (IC) or Telecommunications Room (TR).

**3.1.16 SLEEVES/CONDUIT** Sleeves or conduit passing through the telecommunications room floor should be adjacent to the door with a minimum of 1 in. exposed above the finished floor. Sleeves and conduit must be no more than 3 in. away from the wall. Sleeves and conduit shall not be left open except during cable installation and must be properly fire stopped per the applicable codes.

**3.1.17 FIRE PROTECTION** Fire protection of the telecommunications rooms, if required, must be provided as per applicable code. All conduits and cable trays penetrating any Telecommunications Rooms must be properly sealed with the appropriate fire stopping material, as per NEC and local fire codes.

If used, fire sprinklers shall not be water based. An optional gaseous system must be used.

**3.1.18 AIR CONDITIONING** HVAC must be provided on a 24 hours per day, 365-days per year basis. If the building system cannot assure continuous operation for large equipment applications, a stand-alone unit must be provided for the equipment room.

**3.1.19 TEMPERATURE** The temperature and humidity must be controlled to provide continuous operating ranges of 64 degrees F to 75 degrees F with 30% to 55% relative humidity.

**3.1.20 COLLOCATION OF OTHER TRADES** No water, sewer etc. pipes must be placed within or pass through the telecommunications rooms.

**3.1.21 PLENUM AIR SPACE** - All Telecommunications Rooms must be completely separated from Plenum air space in accordance with NEC and BICSI standards. (Please see 1.2 reference)

**3.1.22 LOCATION OF ROOM** - All Telecommunications rooms must be accessible at all times. The IC (building main telecommunications room) must be designed to be adjacent to an outside wall in order to facilitate the addition of entrance conduits if needed, unless specified by DoIT Project Manager.

## **4.0 OUTSIDE PLANT**

### **4.1 DEFINITION DESCRIPTION**

**4.1.1** All new building construction planning must provide for connection of the building to the campus communications infrastructure.

**4.1.2 CONDUIT SIZE** - All direct buried conduits used to connect to the University Telecommunications infrastructure must be 4" PVC, Schedule 40.

**4.1.3 NUMBER REQUIRED** The minimum number of conduits connecting the building IC to the campus MC must be at least four four-inch (4 - 4") conduits. Note: More entrance conduits might be needed

depending on the size and utilization of the building.

4.1.4 DEPTH - The top of the conduit bank must be buried at least 30 inches below the ground surface and separated from other service structures as required for fiber optical cable under EIA/TIA specifications.

Separation of telecommunications conduits from other utilities shall meet the following guidelines:

<b>Separation of Telecommunications Conduits from Other Utilities</b>
---

Structure	Minimum Separation
Power or other conduit	3 inches in concrete 4 inches in masonry 12 inches in earth
Pipes (gas, oil, water)	6 inches when crossing pipe 12 inches when parallel to pipe
Power conduit terminated on poles	Separate poles, if possible. If on same pole, 180 degree separation preferable, but not less than 90 degrees.

The conduits must be placed in accordance with the requirements specified in the FIU building manual. In particular, bidders must pay special attention to the Telecommunications requirements specified in Appendix C.

4.1.5 DUCT BANK PROTECTION - Conduit must be encased in concrete when:

- (1) Minimum conduit depth of 30 inches cannot be attained.
- (2) Conduits pass under roads, driveways, or railroad tracks.
- (3) Bend points are subject to movement.

Note: A detectable warning tape must be placed 18 inches above all duct banks (detectable: containing metallic tracings).

4.1.6 SLOPE - Underground conduit must be installed such that a slope exists at all points of the run to allow drainage and prevent the accumulation of water. A drain slope of no less than .125 in. per foot is desirable.

## 4.2 MANHOLES (MAINTENANCE HOLES)

4.2.1 DESCRIPTION - A manhole (maintenance hole) is used to pull in and splice cables in an underground, concealed manner. Manholes will not have any bottoms, corrosion resistant pulling iron, cable racks, and manhole ladders. Concrete used for manholes must be of at least 3500 lb./in<sup>2</sup> strength. All manholes must be properly grounded as required by BICSI. (Please refer to 1.2)

4.2.2 SIZE - Manholes must be sized at 6-ft. width X 12-ft. length X 7-ft. height, unless specified by the DoIT Project Manager. All manholes must be equipped with a round ring and cover, clearly labeled "TELECOM" or "TELEPHONE". (Please see attached drawing, Fig. 4.2.2-A)

4.2.3 WHERE REQUIRED Manholes must be placed when the conduit section length exceeds 500 ft, whenever a cable splice will be required, when bends exceed a total of 180 degrees or two bends, or the section length of conduit requires the pulling in of cable in two segments.

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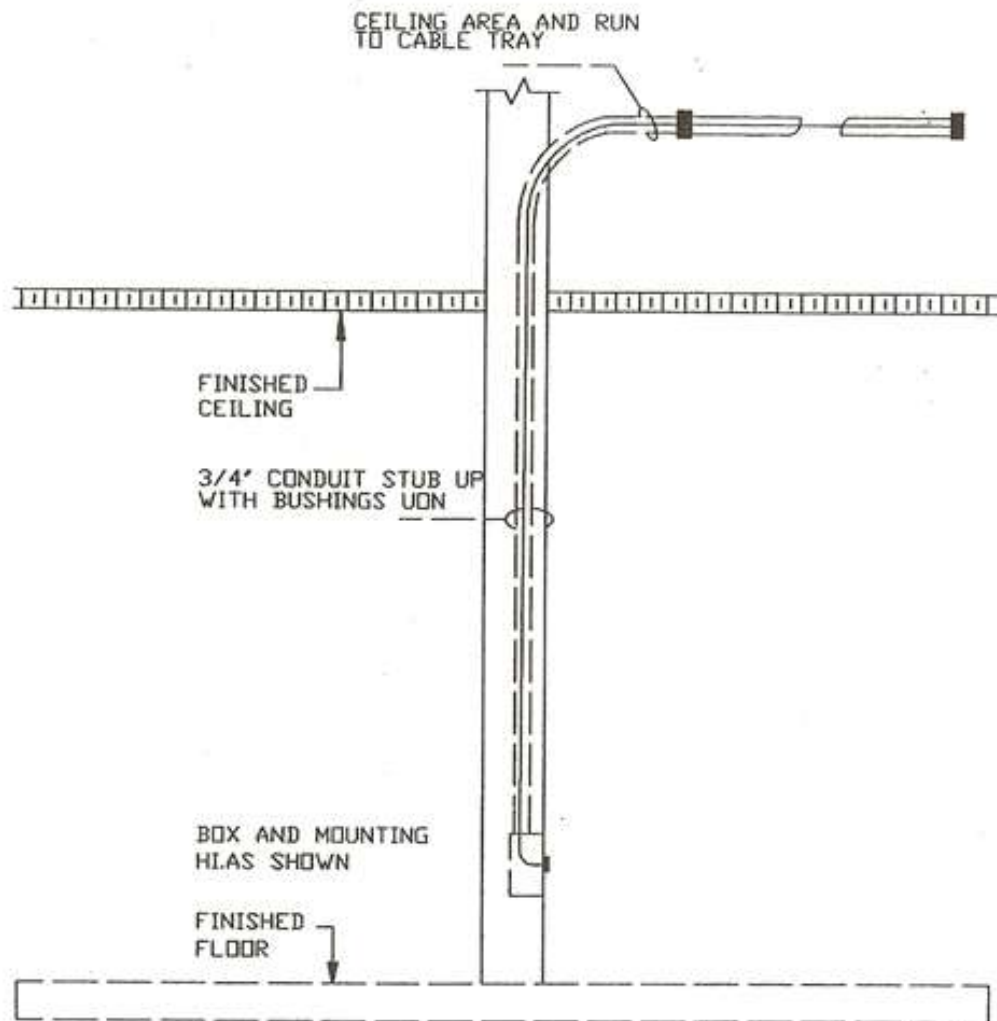
4.2.4 HANDHOLES are not an acceptable alternative to manholes described in section 4.2.1, 4.2.2. Handholes can only be used in place of manholes after consultation with and receipt of written approval from the DoIT/Infrastructure Department. (Please see attached drawing, Fig. 4.2.4-A)

4.2.5 PULL POINTS - Wherever distances between manholes exceeds 200 feet or there are more than two 90 degree bends in the conduit run, a 4' x 4' x 4' pull box must be placed. The number of conduits going in and out of the pull box shall not exceed six. Under no circumstances shall a pull box replace a manhole. (Please see attached drawing, Fig. 4.2.5-A)

4.2.6 POSITIONING OF CONDUITS IN MANHOLE - Conduits entering a manhole shall do so only through the manhole walls designed for conduit penetration. Under no circumstances shall the structural integrity of the manhole be compromised.

Note: Conduits being added to a manhole must be placed as deep as possible in order to accommodate future expansion of ductbanks and guarantee maximum utilization of the manhole.

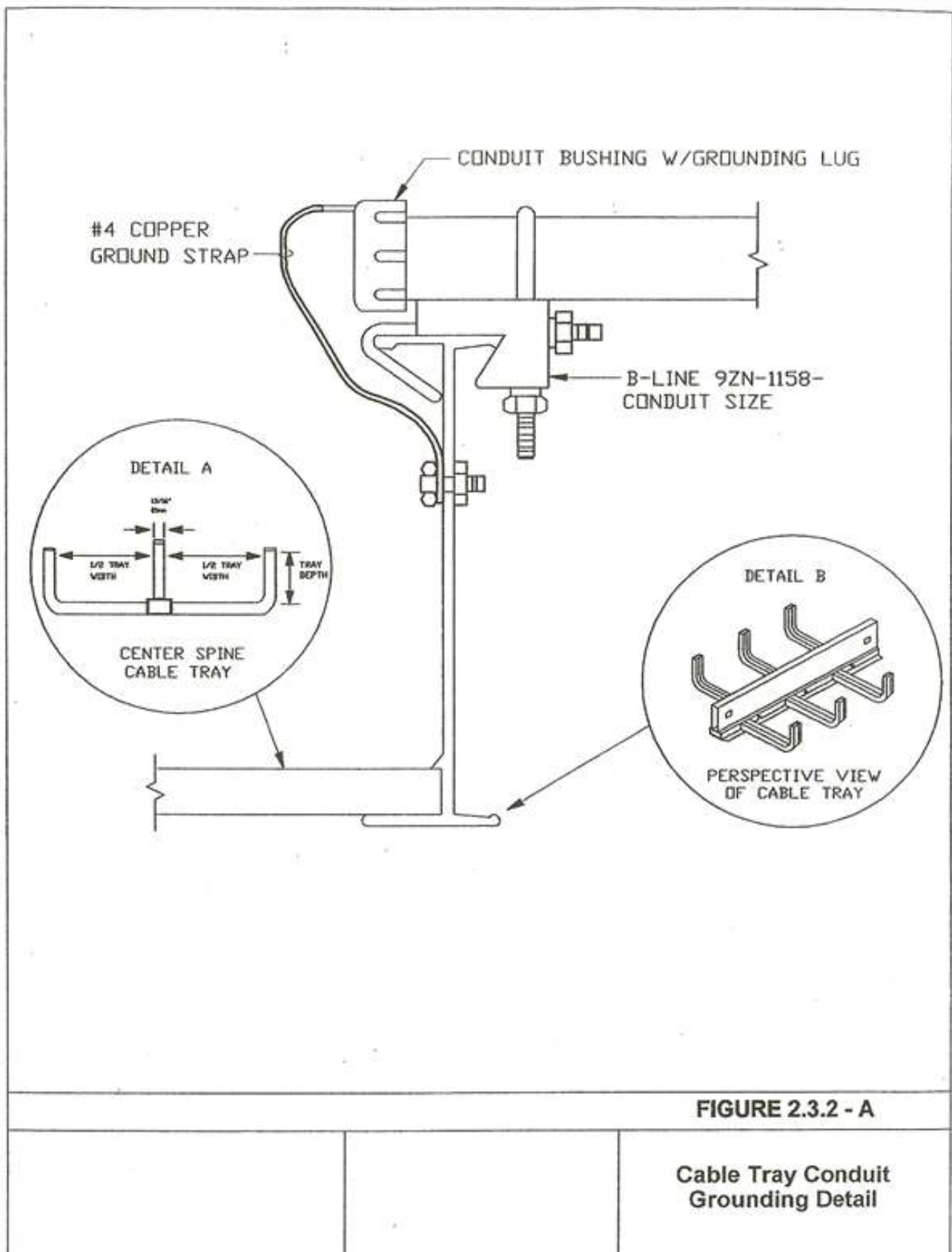




**WALL STUB-UP DETAIL**

**FIGURE 2.2.1 - A**

**Wall Stub-Up Detail**



## MODESTO A. MAIDIQUE CAMPUS

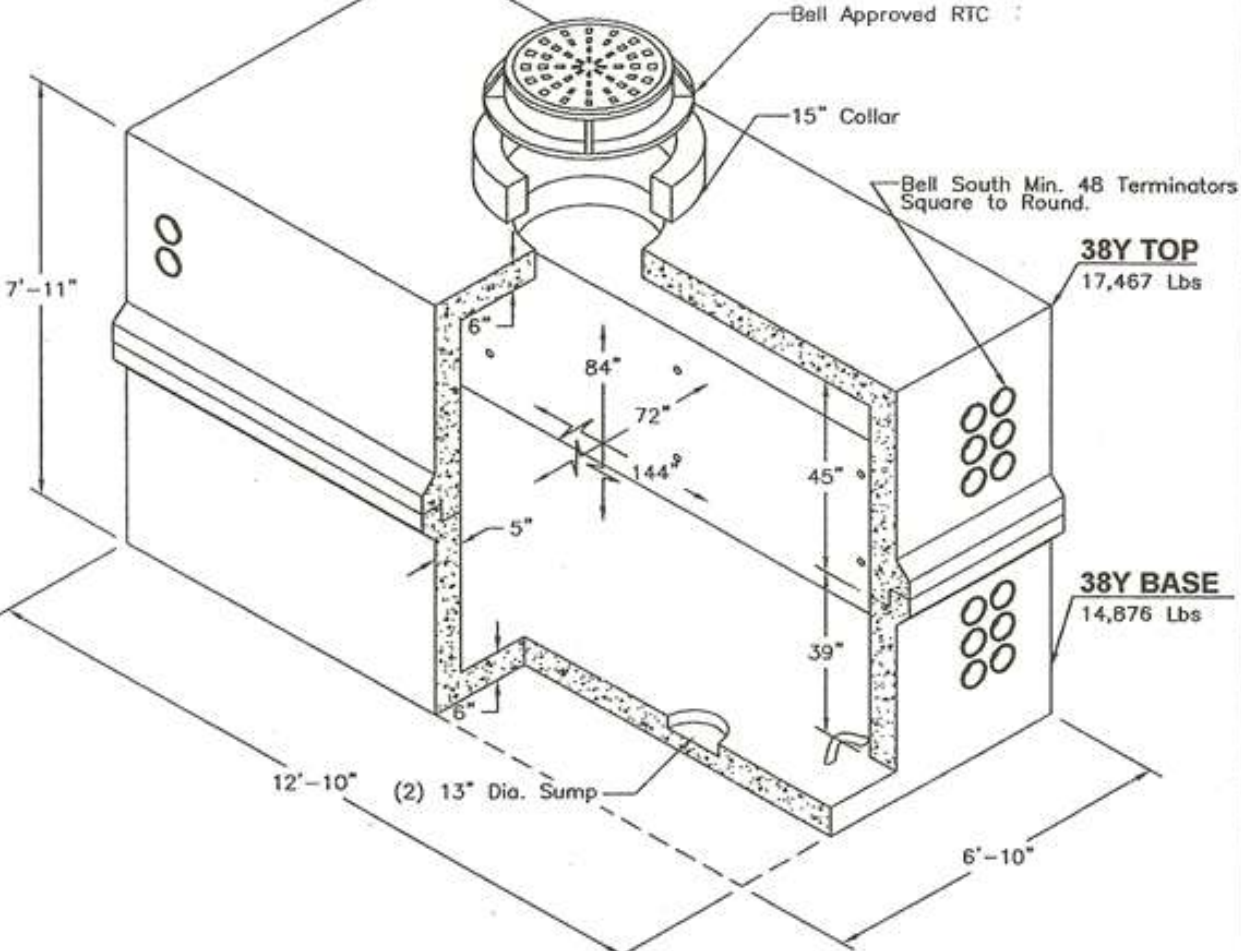


FIGURE 4.2.2 - A



7311 N.W. 77th Street, Medley, Florida 33166  
Phone: 305.887.3527 Fax: 305-887-7119

PB72144BELLALAT

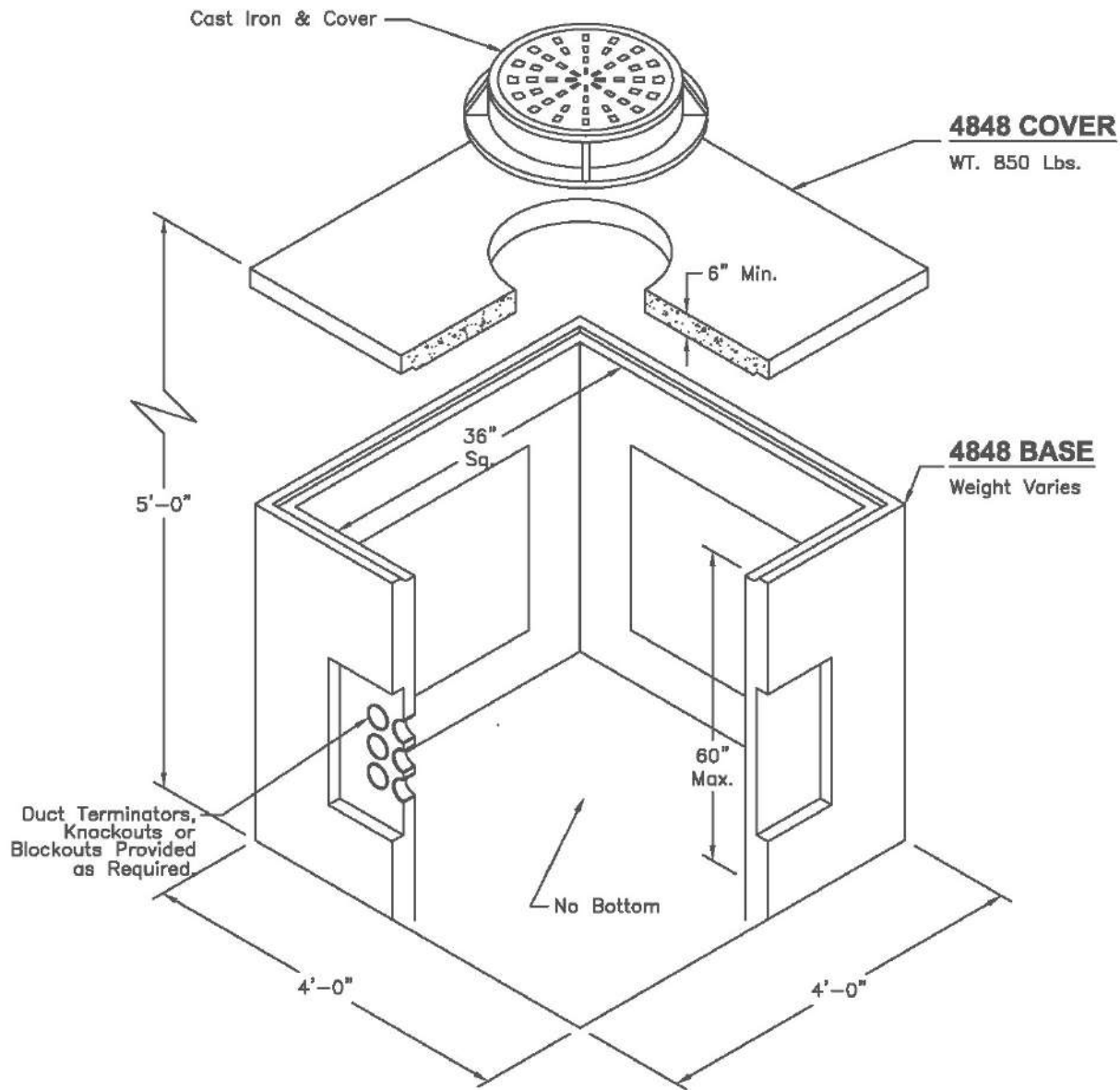
FILE NAME: 376UTFP872144BELLALAT\_ISO.DWG

ISSUE DATE: January, 2002

[www.oldcastleprecast.com](http://www.oldcastleprecast.com)

6'-0" x 12'-0" x 7'-0" I.D.  
Manhole  
Type A-Lateral Duct  
32,343 Lbs

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**Figure 4.2.4 - A**



7311 N.W. 77th Street, Medley, Florida 33166  
 Phone: 305.887.3527 Fax: 305-887-7119

**HH4848**

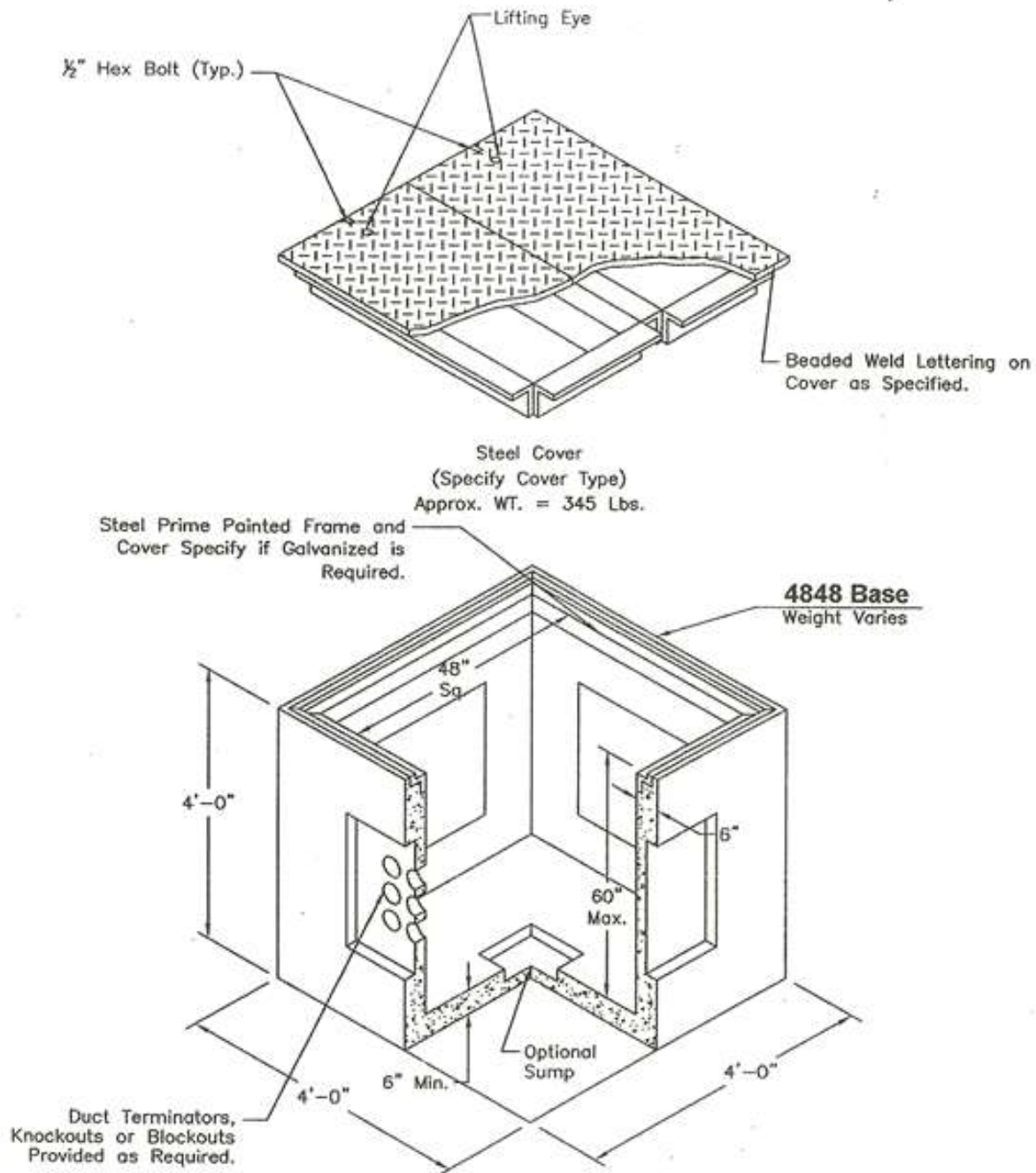
FILE NAME: 376UTFHH4848\_ISO.DWG

ISSUE DATE: February, 2018

[www.oldcastleprecast.com](http://www.oldcastleprecast.com)

**4'-0" x 4'-0" x 5'-0" I.D.**  
**Handhole**  
**with 6" Walls**  
**Weight Varies**

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**FIGURE 4.2.5 - A**



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 Phone: 305.887.3527 Fax: 305-887-7119

**PB4848**

FILE NAME: 376UTPB4848\_ISO.DWG

ISSUE DATE: January, 2002

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**4'-0" x 4'-0" x 4'-0" I.D.**  
**Pull Box**  
**with 6" Walls**  
**Weight Varies**

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## **XII. CODES AND STANDARDS - BUILDING STANDARDS**

- A. This building will conform to the following applicable building standards: In case of conflict, the strictest requirements will govern. Written approvals will be obtained when required from the State of Florida Fire Marshall, Miami-Dade Water and Sewer Department, Florida Power and Light Company, and Florida Department of Environmental Protection (NPDES). Refer to FIU Building Code Administration Webpage here:

[http://facilities.fiu.edu/Documents/Facilities\\_Management/BuildingOfficialPDFs/Bldg\\_Permit\\_App\\_2014\\_Revised\\_07-01-2015.pdf](http://facilities.fiu.edu/Documents/Facilities_Management/BuildingOfficialPDFs/Bldg_Permit_App_2014_Revised_07-01-2015.pdf)

1. a. Florida Building Code (B, A, EC, M, P, & FG), 6th Edition-2017  
Florida Fire Prevention Code, 2017 6<sup>th</sup> edition  
NFPA-70, National Electrical Code, 2014 edition  
Florida Building Code Accessibility, 2017 Edition

In all cases the date of Building Permit Application determines applicable code(s).

- b. All proposed landscape shall conform to the current FIU landscape design guidelines (element 16 of Campus Master Plan).
2. Statewide Impact Codes.
  - a. NFPA 101 (Life Safety) as amended and incorporated into the Florida Fire Prevention Code.
  - b. HRS (Health and Rehabilitative Services Codes)  
Water Management District Standards
  - c. American National Standard Safety Code ANSI a 17.1 for elevators, dumbwaiters, escalators and moving walks including provisions of 399 Florida Statutes, ANSI 117.1 and Chapter 11 of the Florida Building Code, Accessibility (FACBC).
  - d. Department of Education Space Criteria Code, DOE Chapter 6A-2 (latest edition).
  - e. Department of Transportation
  - f. SMACMA
  - g. Corps of Engineers
  - h. South Florida Water Management District
  - i. Department of Natural Resources
  - j. ASHRAE 62 latest edition.
  - k. Florida Department of Environmental Protection
  - l. Phase I and Phase II NPDES Storm water Program
  - m. Miami-Dade County Water and Sewer Department



## **XII. CODES AND STANDARDS - BUILDING STANDARDS (continued)**

3. Structural Materials Design Codes:
    - a. All provisions of the High Velocity Hurricane Zone of the Florida Building Code.
    - b. Referenced standards in Chapter 35 of the Florida Building Code.
    - c. Referenced standards in Section 423.25 Public Shelter Design Criteria, State Requirements for Educational Facilities.
  4. New or Revised Legislation
    - a. Threshold law s.553.77, F.S.
    - b. Building Code and reinforcement s.553.71, F.S.
    - c. High hazard occupancy new definition s.633.021, F.S.
    - d. Fire Marshall inspection s.633.085, F.S.
    - e. Fire Marshall authority to order vacating of building s. 633.121, F.S.
    - f. Master Planning (Comprehensive Capital Facilities Planning and Budget Process) amending s.255.25 and 255.29.
    - g. Trench Safety Act CS/SB 2626 which adopts OSHA excavation safety standards.
    - h. Compliance with Florida Statutes on “Florida Friendly” plant usage.
    - i. Americans with Disabilities Act (ADA) - Public accommodations regulations and accessibility guidelines for buildings and facilities.
  5. Compliance with applicable local ordinances as required.
- A. The design of the facilities shall meet all requirements of the State University System Energy Efficiency Analysis criteria. The University also is requesting that a Leadership in Energy and Environmental Design (LEED) be considered to obtain certification for this project based on New Construction Green Building Rating system by the US Green Building Certification Institute. The desired rating is Silver level, or better.
  - B. It is the express intent of this program to acknowledge this building as a continuum relating the existing and future developments on this campus, as outlined in the University Campus Master Plan, through the selection of design, materials, and systems utilized. Comprehensive systematizing of the campus complex provides energy and construction cost efficiencies and maintenance and repair savings by reducing replacement parts inventories and simplifying service needs, aesthetic cohesiveness, and overall life cycle cost savings based on existing plant experience.
  - C. Design of this building and infrastructure must be closely coordinated with plans of the existing structures, systems development, campus utilities development, and University Campus Master Plan for building development and landscape development.
  - D. The Architect/Engineer is responsible, as part of the basic services requirements, for the compliance of the construction documents with all codes until the date the project is released for bidding.

## **XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS**

It is the intent of this program to define building standards and specifications which will ensure environmental sensitivity, construction materials quality, construction system efficiency, adherence to building codes and standards, and awareness of university requirements to ensure functionality, ease of maintenance, energy efficiency, and cohesiveness to the existing campus mega structure.

Planning of this project will include review of the University's Building Standards. Review of this document will be coordinated with the University's Facilities Development staff. This document sets forth standards for construction materials, interior and exterior finishes, paving surfaces, common building elements, accent materials, utilities, environmental and building systems, landscaping, and other design guidelines which are appropriate for this campus. The current FIU Building standards are to be followed unless specific deviations are coordinated with and agreed to, in advance, by the Facilities Development Department.

In the development of conceptual design, careful consideration must be given to the following items:

1. Building design should be functional and take advantage of prevailing breezes and the subtropical climate. Natural ventilation should be developed wherever practical and desirable based on initial costs, operating costs, energy conservation, and the degree of environmental control required in various functional areas. Building design should eliminate the need for excessive mechanical controls through the use of such design parameters as building orientation, sun control, breezeways, operable windows, insulating exterior materials, etc.
2. Careful consideration must be given to alternative means of accommodating level changes. The nature of the functions housed in this facility requires that most of them be directly and conveniently accessible. Design should attempt to maximize vertical accessibility to all floors in this building. Concepts to be explored include ramped walkways, exterior multi-level design and terracing. Where stairs are used, they must be prominent, inviting, and readily accessible.
3. The facility will be designed for functional flexibility and expansion. It must be acknowledged from the outset that this building should be designed considering the desire for future expansion even if the expansion may not be directly contiguous.
4. The A/E's documented monitoring of overall project costs, as well as costs of specific design elements will be reviewed with the Facilities Development Department. Construction cost control is understood to be a major developmental objective.
5. Together with planning for user convenience, organize and arrange departments into building/floor zones and provide accessibility for changes in mechanical and electrical services and for maintenance access requirements. Consider future economies in special revisions, and plan to affect economies in operations of mechanical systems.
6. In order to affect maximum flexibility, the building should be designed around a public circulation core which includes all required public access areas and all building services.



**XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS (continued)**

7. Interior finishes should be responsive to the traffic levels to which they will be subjected with recognition of the permanence of the facility and a desire for low maintenance. Hard or resilient floor surfaces will be specified for high volume, public traffic areas. Specific room areas should be carpeted with strong, tight weave fibers, and easily replaceable colors, easy cleaning and/or repair. Wall surfaces in public traffic areas should anticipate wear and abuse due to student traffic volumes; use washable latex paints.
8. Furnishings and equipment, interior finishes, and color selections will be coordinated with University Facilities Development personnel in design stages of project development prior to implementation. Materials samples and color will require university approval prior to design development.
9. Large glass areas which may cause sun and weather problems peculiar to South Florida should be avoided, but daylight illumination should be present for psychological reasons. Uses of shaded or screened glass windows to permit views of the campus are encouraged. All exposed glazing must have Miami-Dade Product Approval.
10. All utility services (electrical, plumbing, floor drains, etc.) will be provided in conditioned spaces.
11. There should be one custodial work room for each 18,000 square feet or less of floor space. All space within the building should be reachable from one of these work rooms without negotiating any stairways. Each work room should be at least 80 net square feet with an 8" minimum dimension and a 36" minimum out-swinging door. Each room shall include a floor base utility sink, with floor drain. It shall be of cast iron exterior and porcelain interior with a metal spillage. No telephone panels, electrical panels, alarm system panels, or pipe chases are to be included in these rooms.
12. The A/E will include in the project design, fabrication, and installation of an informational graphics and signage system in accordance with University standards to be coordinated through the Facilities Development Department.
13. Roofing construction details will be designed in accordance with the 2006 National Roofing Contractors Association Construction Details publication. A reference copy is available in the University Facilities Development Department. Slope roofs for positive directional drainage.
14. At construction completion inspection, provide the following to the University:
  - a. Complete set of reproducible "As-Built" drawings.
  - b. Operating manuals on all types of equipment used in the building.
  - c. List of all Contractors, Subcontractors, and their suppliers of materials and equipment.
  - d. Three copies of cut sheets on all door hardware, window hardware, keying schedule, and all interior and exterior mechanical, electrical, fixed equipment, and plumbing installed in the building, will be provided in loose leaf binders.

**XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS (continued)**

- e. One copy of all “as-built” construction drawings (site and floor plans) in electronic medium.  
Compatible with AutoCAD systems located in University Facilities Planning & Construction offices.
  - f. 10% of each type and color of ceiling tile, carpet, vinyl tile, and ceramic tile.
  - g. One gallon of each color paint and five gallons of primary color paint.
- 15 All fluorescent lighting should have an electronic ballast and energy efficient bulbs.
- 16 Acoustical ceiling tile system should be easily removable for maintenance access.
- 17 Provisions should be made for one air conditioned voice/data communication (telephone) equipment room on each building floor level, each with area of not less than 4’x8’ with a door not less than 3’ wide for equipment access, and a 125 Volt 20 Amp electrical power outlet.
18. The first floor elevation shall meet a minimum of +10 feet NGVD as required by the Campus Master Plan.
19. Asbestos and lead-based Paint Survey, operations & Maintenance, and Abatement:
- a. Rules of the Florida Department of Labor and Employment Security
  - b. Requirements of Sections 255.551-565 and Chapter 469, Florida Statutes
  - c. Rules of the Florida Department of Environmental protection.
  - d. Regulations of OSHA and the Environmental Protection Agency
  - e. Licensing regulations of Asbestos Consultants, the Florida Department of Business and professional Regulation.
  - f. Lead-based paint minimum abatement standards of the Department of Housing and Urban Development and current state of the art procedures to protect university personnel, students and visitors
  - g. All asbestos abatement contractors are to be pre-qualified under the SUS owner Provided Insurance Program.
20. The Project shall comply with the FIU Building Information Modeling (BIM) Standard & Guide Version 1 – Nov. 2014.
- It is intended that this program will generate an overall building facility that will be attractive, dignified, easy to maintain, economically staffed and operated, and functionally and aesthetically satisfying to the majority of persons who see and use it. These ends can probably be best achieved through a plan that is devoted to flexible use of space with appropriate materials, light, and color, as opposed to a plan centered upon a particular architectural style, symmetry, or other non-functional planning considerations.

## **XII. CODES AND STANDARDS - BARRIER FREE DESIGN**

It is the policy of Florida International University to provide all architectural features to permit accessibility for the physically disabled. The University has adopted ANSI 117.1-1986 and the Department of Community Affairs Accessibility Requirements Manual and current revisions for standard disabled design materials, for compliance, as a part of the University Building Standards and should be used in conjunction with the State of Florida Handicap requirements and Americans with Disabilities Act (ADA) accessibility guidelines identified under "Statewide Impact Codes" in the Codes and Standards - Building Standards section of this program.

Of particular interest in these regulations will be provisions for physically disabled students and staff in the following areas:

1. Wheelchair, crutches, and braces restrictions to mobility.
2. Building access: entrance door thresholds, closers and handles, interior and exterior multi-level transitions by means of ramps, stairs, elevators, or escalators, emergency exits from all levels for the physically disabled, and hallway and corridor clearances.
3. Design criteria for public service areas, such as, restrooms (with doors), drinking fountains, telephones, etc.
  - a. Visual fire alarm signals in all public toilet rooms.
  - b. Door levers approved for handicap use in all major rooms. Coordinate locations with Facilities Development.
  - c. Handicap drinking fountains.
  - e. Handicap water closets, urinals, lavatories and mirrors in all public restrooms.
  - f. Handicap parking stalls minimum 12' x 20' plus 5' x 20'.
  - g. Braille numbers on elevator doors, cabs, and public room identification plaques.
4. Increase ANSI standards of 32" for closet doors to 36".

## **XII. CODES AND STANDARDS - SITE DEVELOPMENT AND CAMPUS INTEGRATION**

Site and building planning and design will conform to the BT acknowledged 2010-2020 Campus Master Plan Update, dated March 2014, adopted March 27, 2014. In the development of the conceptual designs, careful consideration must be given to the following items:

1. Site design will be coordinated with all physical facilities existing and/or currently planned for the campus. The Campus Master Plan outlines all facilities, existing or planned. Site boundaries for this project are outlined in this building program.
2. Pedestrian circulation systems between the proposed buildings must be integrated into the design which will preferably provide weather-protected connections. Perimeter walkways, exterior courtyards, and plaza areas should be designed to visually relate to the other campus adjacent buildings.
3. Any service roads and/or yards will be constructed according to the Dade County standards for vehicular blacktop surfaces; additional road and service yard requirements include planting, landscaping, irrigation system, lighting, signage, and graphics.
4. In engineering design and construction, particular care must be exercised for positive storm water drainage and disposal. This requirement will be strictly enforced by the University.
5. In design planning and construction staging, consideration should be given to disruption of the existing roads to ensure orderly traffic flow.
6. Energy efficient exterior lighting is required for service road and/or yard, site, and building. Because of the heavy use of the facility at night, particular care should be taken in the design of exterior lighting for vandal resistance, security, and aesthetics. Lighting of service yards should be controlled by clock timers with electric photo cells. Investigate use of lighting color differences to differentiate exterior functions, i.e., service road and/or yard vs. pedestrian walkway.
7. All site utilities will be provided underground from the nearest existing primary services (power, telephone, and sanitary sewer and water distribution systems). Communications and control systems will be provided as extensions of the campus underground network to and/or from existing and future adjacent buildings to engage with central terminal (control) equipment.
8. Site design should be developed to take full advantage of South Florida's subtropical climate including the use of "Florida Friendly" landscape concepts. Landscaping should be used to articulate exterior areas, provide shade for outdoor use, and provide natural buffer between zones of conflicting use and future development.
9. Particular care should be taken to provide attractive site boundaries, and building vistas from surrounding campus areas. Native landscape materials which are capable of withstanding the sun and wind conditions found in South Florida should be used. Irrigation systems for all landscaped areas are required, except where the Xeriphytic concepts are used.

**XII. CODES AND STANDARDS - SITE DEVELOPMENT AND CAMPUS INTEGRATION**  
**(continued)**

10. The A/E will exercise particular care in designing storm drainage. All components of the construction exposed to weather will have positive drainage to a storm-water drainage system or equivalent. Scuppers or roof runoffs will not occur over pedestrian walks or terraces. Primary circulation paths will be drained so as to ensure against storm-water accumulation during heavy rainstorms. The A/E will provide a comprehensive storm-water drainage plan for the building, connecting walkways, all weather-exposed stairways, as a part of the Design Development stage.
11. Exterior handrails will be of a non-corrosive material and will not overheat when exposed to the sun.
12. Roadway and walkway post lights should be located at least 4 feet from the edge of roadway/walkway. All roadway, walkway, and exterior building lights should be controlled by photo-cell.

## **XII. CODES AND STANDARDS - ENVIRONMENTAL SYSTEMS**

Mechanical and electrical systems should be designed to afford maximum energy efficiency and operating economy. Mechanical systems should be designed in as efficient a manner as possible in order that these systems not preclude vital space essential to the building's main purpose. Particular attention should be paid to the following:

1. Zone controls of air-conditioning to permit emphasis to selected areas; alleviating total operation when necessary, particularly as relates to exhaust hoods when applicable. Design systems which maintain air movements for humidity control. Control equipment will be pneumatic coupled to an electronic energy management system compatible with existing EMS at the Central Utility Plant
2. Zoned lighting controls to allow for selective control of all overhead lighting. Lower ambient light levels and increase task lighting. Flexibility to adjust lighting levels as needed for particular functions. Specifically as they deal with light quality, aesthetic illumination, intensity for general and task lighting, and energy efficiency for cost savings. Consult with the department of Facilities Development.
3. The building mechanical and electrical system should be designed to allow incremental expansion as future needs require additions and alterations and should follow guidelines indicated in the Master Plan Update. Mechanical and Electrical systems to be designed for excess capacity of 10%.
4. All HVAC Systems must be designed and specified with special consideration for sound transmission and quiet operation. Appropriate air duct velocity and vibration isolation must be designed and field verified during construction. Air handlers should be remote from office space and enclosed by sound resistant partitions. Air handlers servicing units to be accessible for maintenance/repairs from common areas (corridors) without access through private offices or classrooms.

This building should be designed to function for short time periods with limited power consumption and without the use of air-conditioning. Features listed above - such as natural ventilation, sun control, zoned environmental controls - should be coupled with overall building design considerations such as siting to take advantage of prevailing winds, window design to accommodate breezes, and minimize heat build-up, etc. In order to service the building economically and preserve the architectural plans for flexibility, the following mechanical systems for the building should be incorporated:

- a. Central utility core with minimum distribution distances.
- b. Accessible vertical and horizontal chases where flexibility is required.
- c. Provisions for changing power and telephone distribution.
- d. Accessible mechanical rooms housing no other functions.
- e. Maintenance staff should not have to enter student spaces. Provide access to utilities from common areas. Provide space to remove coils and filters for HVAC.

## **XII. CODES AND STANDARDS - ENVIRONMENTAL SYSTEMS (continued)**

5. Basic systems:
  - a. Heat/air-conditioning distribution and control. Design criteria to be 76 degrees Fahrenheit with 50% relative humidity.
  - b. Lighting fixtures with local controls and central monitoring and disconnect control panel.
  - c. Automatically starting battery powered emergency lighting and U.P.S. system back-up for communications/computers.
  - d. Smoke detection and fire alarm with central annunciator panel at or near the front desk/main entrance. The fire alarm system should be an addressable system, not a zone system.
  - e. For specific criteria for systems standards, refer to Florida International University Building Standards.
  - f. Electric power reserve will be 150% greater than initial demand. The electrical distribution system will also be designed and constructed to accommodate this reserve.
  - g. Water - gas fire central hot water and cold water with sufficient shut-off valves as required by residential and programs and/or maintenance functions. Hose bibs inside and outside of the building as required.
  - h. Sanitary waste system - as required by applicable codes.
  - i. Storm drainage - positive drainage from room entrances and all exterior areas.
  - j. Gas lines, properly tested, with shut-off valves as required; add 30% reserve over initial building demand.
  - k. Elevators - combination service and passenger-type with electrical eye equipped doors; self-lowering and automatic open doors in accordance with fire codes. It must also comply with applicable ADA requirements.
  - l. Clocks - battery emergency powered.
  - m. Inter-campus and public telephone system. Two phone service source.
  - n. Irrigation - Central.
  - o. Exterior building lighting - Energy efficient and vandal resistant.
  - p. Exterior door card security system.
  - q. Energy management systems in compliance with the Master Plan Update guidelines (Control in Central Utility Plant).
  - r. Security alarm system connected to the campus Public Safety Department, including Closed Circuit High-Definition Video Monitoring.
  - s. Fire alarm system connected to the campus Public Safety Department.
  - t. Provide automatic fire sprinkler system as required by code.
  - u. Smoke Exhaust System with emergency power, if required by building occupancy, type and size.
6. Central controls for this facility connected to the Central Utility Plant should be provided for the following:
  - a. Exterior lighting
  - b. Environmental systems (HVAC)
7. Reserve utilities capacity for power and gas, water and sewer, and communications are to be provided.
8. Provisions should be made for one telephone equipment room (air-conditioned if it is to be used in conjunction with electronic equipment) on each building level each with area and other requirements as indicated in "Appendix C."

## **XII. CODES AND STANDARDS - FURNITURE STANDARDS AND EQUIPMENT**

In order to facilitate the design of the specific functional areas, lists have been compiled indicating the anticipated equipment needs of each. These lists have been included in the detailed description of each area. These lists may not be complete, and include items which will not be purchased under the projects Capital Outlay Furniture and Equipment budget; however, their inclusion in the design is required for efficient space planning by the Architect and Engineers.

It is also important to recognize that some of the office equipment presently utilized in other buildings on campus may be re-utilized if, after inventory, they are deemed to be in satisfactory condition for relocation.

Installation for all fixed equipment, built-in shelving, counters, and any equipment requiring hookup other than electrical convenience outlet will be included in the construction cost and bid documents. Institutional quality equipment and premium grade casework shall be provided.

All movable equipment and furnishings will only be included in the equipment and furniture design layouts, but should be indicated as "not-in-contract". All movable equipment will be furnished by the University and funded from the Furniture and Equipment budget; see Project Budget.

All special equipment will be specified to be on contract for servicing. A complete set of "as-built" drawings from manufacturers and installers is required. The A/E and contractor will field demonstrate and discuss maintenance procedures with appropriate personnel from the department of Facilities Operations upon Substantial Completion of the construction.

Inventory of equipment, other than in this construction program, will be provided by the Office of Facilities Development.



### **XIII. PROJECT SCHEDULE**

Milestone dates for this project are planned as follows:

<b>FIU EOC EXPANSION (REALISTIC SCHEDULE)</b>			<b>2/27/2018</b>
<b>Task No.</b>	<b>Description of Task</b>	<b>Date Completed</b>	<b>No. of Days</b>
1	Program Final Draft	Friday, March 30, 2018	
2	Approve Program	Monday, April 30, 2018	31
3	A/E- Submit Legal Adv't in FAR	Tuesday, May 01, 2018	1
4	A/E- FAW Adv't Posted	Wednesday, May 02, 2018	1
5	A/E- Qualifications Deadline	Wednesday, May 30, 2018	28
6	A/E- Shortlist Meeting	Wednesday, June 13, 2018	14
7	A/E- Presentations & Interviews	Monday, July 09, 2018	26
8	A/E- Selection Notice	Monday, July 23, 2018	14
9	A/E- Negotiations & Contract Award	Monday, August 06, 2018	14
10	AE- Notice to Proceed (latest start date)	Monday, August 13, 2018	7
11	Program Verification	Thursday, August 23, 2018	10
12	Conceptual Schematics	Thursday, August 23, 2018	10
13	FIU review	Tuesday, August 28, 2018	5
14	Advanced Schematics	Thursday, September 13, 2018	21
15	FIU review	Tuesday, September 18, 2018	5
16	CM- Submit Legal Adv't in FAR	Monday, July 23, 2018	0
17	CM- FAR Adv't Posted	Wednesday, July 25, 2018	2
18	CM- Qualifications Deadline	Wednesday, August 22, 2018	28
19	CM- Shortlist Meeting	Friday, August 31, 2018	9
20	CM- Presentations & Interviews	Monday, September 17, 2018	17
21	CM- Selection Notice	Monday, October 01, 2018	14
22	CM- Negotiations & Contract Award	Monday, October 15, 2018	14
23	CM- Notice to Proceed (pre-construction)	Monday, October 29, 2018	14
24	Design Development	Monday, October 29, 2018	46
25	CM/FIU review	Monday, November 12, 2018	14
26	50% Contract Documents	Friday, December 14, 2018	46
27	CM/FIU review	Friday, January 04, 2019	21
28	100% Contract Documents	Monday, February 18, 2019	45
29	CM/FIU Review	Monday, March 11, 2019	21
30	Bid Date/Issuance of GMP	Friday, April 05, 2019	46
31	Award Date/Notice to Proceed	Friday, May 03, 2019	28
32	Building Permit	Monday, May 13, 2019	10
33	Construction Start	Friday, May 24, 2019	11
34	Substantial Completion	Friday, December 20, 2019	210
35	Final Completion	Monday, January 20, 2020	31
36	Occupancy/ F & E Installation	Monday, January 20, 2020	0
37	Closeout Documentation (after Subs.Comp)	Wednesday, March 04, 2020	44

**BT-923 – Public Safety and Emergency Management Facilities Expansion**  
FLORIDA INTERNATIONAL UNIVERSITY  
MODESTO A. MAIDIQUE CAMPUS

Mutual coordination between the A/E and the University will be required to resolve questions of scheduling, compatibility, finishes, environmental systems, connections, etc. Scheduling of these meetings and establishment of dates for this coordination will be the task of the University's Office of Facilities Planning. Among those items which will require coordination are the following: Pre-design Informational conferences, Design Submissions and Presentations, Project Reviews, Evaluations and Approvals by the Board of Trustees. Final Document Approvals, Bidding Dates and Procedures, Award of Contracts and Construction Start, Pre-construction and Periodic Construction Conferences, Construction Interfacing with University Operations, Disruption of Services for Utility Connections, Substantial and Final Completion Inspections, and Guarantee Expiration Inspection.

- Pre-design Informational conferences
- Design Submissions and Presentations
- Project Reviews, Evaluations and Approvals by the University
- Final Document Approvals
- Bidding Dates and Procedures
- Award of Contracts and Construction Start
- Pre-construction and Periodic Construction Conferences
- Construction Interfacing with University Operations
- Disruption of Services for Utility Connections
- Substantial and Final Completion Inspections
- Guarantee Expiration Inspection

#### **XIV. PROGRAM FUNDS**

**The planning, construction, and equipment funding source is projected as follows:**

FIU Unrestricted Funds

**XV. PROJECT BUDGET SUMMARY**

EOC Expansion - Program Budget Summary - Reduced				VERSION 3	3/28/2018
Facility/Space Type	Net Area (NASF)	Net to Gross Conversion	Gross Area (GSF)	Unit Cost (Cost/GSF)	FIU MMC Construction Cost
					\$0.00
					\$0.00
Added Space	8,269	1.2	9,923	\$275.00	\$2,728,770.00
Remodeled Space	4,554	1	4,554	\$200.00	\$910,800.00
Totals	12,823	-	14,477	-	\$3,639,570
Total Construction - New					Inflated 2.5% Annually From 9/30/2017 to 9/30/2018
					\$3,730,559
SCHEDULE OF PROJECT COMPONENTS					ESTIMATED COSTS
Basic Construction Cost					
1. a. Construction Cost (from above)					\$3,730,559
Add'l/Extraordinary Const. Costs					
b. Environmental Impacts/Mitigation					\$0
c. Site Preparation					\$0
d. Landscape/Irrigation					\$0
e. Plaza/Walks					\$0
f. Roadway and Parking Improvements					\$0
h. Telecommunication and Security System					\$150,000
i. Electrical Service					\$0
j. Water Service					\$0
k. Sanitary Sewer					\$0
l. Chilled Water System					\$0
m. Storm Water System					\$0
n. Emergency Chiller Upgrades					\$200,000
o. Protections for Openings 2nd Floor					\$289,290
p. Generator and Switch Gear Upgrades/Alterations					\$0
Total Construction Costs					\$4,369,849
2. Other Project Costs					
a. Land/existing facility acquisition					
b1. Professional Fees - A/E DMS Fee Curve					
b2. CM Fees -Pre-Construction					
c. Fire Marshall Fees					
d. Inspection Services - total					
* On-site representation					
* Code inspections					
e. Insurance Consultant					
f. Surveys & Tests					
g. Permit/Impact/Environmental Fees					
h. Artwork					
i. Moveable Furnishings & Equipment (+/-12.43 %) – Some Furniture & Equipment Re-Used					
j. Commercial Kitchen and Laundry Equipment, Media/Broadcast Equip.					
k. Project Contingency 5%					
m. Construction Service Reimbursement					
Total - Other Project Costs					\$1,130,151
ALL COSTS 1+2					\$5,500,000
TOTAL PROJECT COST					

\*No Generator, No Kitchen Equipment & reduced F&E

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
September 5, 2019

**Subject: Amendment to Regulation FIU-1101 Tuition and Fees Schedule**

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**Proposed Committee Action:**

Recommend that the Florida International University Board of Trustees (the BOT) approve the revisions to Regulation FIU-1101 Tuition and Fees Schedule, and delegate authority to the University President to approve any subsequent non-material amendments based on comments to the Regulation received from the Florida Board of Governors (BOG) or as a result of the regulation-making process.

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**Background Information:**

Regulation FIU-1101 Tuition and Fees Schedule is a select regulation that must be reviewed and approved by the BOG prior to implementation in accordance with the BOG's Regulation Development Procedure. At its June 19, 2019 meeting, the BOT approved amendments to FIU-1101. Subsequent to BOT approval, the BOG provided substantive changes as a result of the review process.

This revised regulation incorporates substantive changes and comments received from the BOG as part of the regulation-making process. The amendments to Regulation FIU-1101 Tuition and Fees Schedule are statutorily required changes to the excess credit hours calculations in response to the passage of Senate Bill 190, which became effective July 1, 2019.

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**Supporting Documentation:** Regulation FIU-1101 Tuition and Fees Schedule

**Facilitator/Presenter:** Kenneth A. Jessell

**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
FLORIDA BOARD OF GOVERNORS**

**NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**REGULATION TITLE:** Tuition and Fees Schedule

**REGULATION NO.:** FIU-1101

**SUMMARY:** The proposed revisions to this regulation include statutory changes to the excess credit hours calculations in response to the passage of Senate Bill 190, which became effective July 1, 2019.

**TEXT OF REGULATION:** The full text of the proposed amendments can be viewed below and on the website of The Florida International University Board of Trustees, <http://regulations.fiu.edu>. If you would like a copy of the regulation, please contact Eli Deville, Departmental Administrator, Office of the General Counsel, [devillee@fiu.edu](mailto:devillee@fiu.edu) (305) 348-2103.

**AUTHORITY:** Board of Governors Regulations 1.001, 7.001, and 7.003.

**NAME OF PERSON INITIATING PROPOSED REGULATION:** Kenneth Jessell, CFO and Senior Vice President

ANY PERSON SEEKING TO COMMENT ON THE PROPOSED REGULATION MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

**CONTACT PERSON REGARDING THE PROPOSED REGULATION:**

Eli Deville, Departmental Administrator, Office of the General Counsel, Florida International University, 11200 SW 8 Street, PC 511, Miami, FL 33199. Email: [devillee@fiu.edu](mailto:devillee@fiu.edu). Phone: (305) 348-2103, Fax: (305) 348-3272.

**DATE OF PUBLICATION:** July 17, 2019

THE FULL TEXT OF THE PROPOSED REGULATION IS PROVIDED BELOW.

## FIU-1101 Tuition and Fees Schedule

1. Tuition is defined as the basic fee charged to a student for enrollment in credit courses provided by the Florida International University and the out-of-state fee assessed to non-residents. Tuition and associated fees consist of the following:

- i. Tuition (basic fee);
- ii. Student Financial Aid Fee;
- iii. Capital Improvement Trust Fund Fee;
- iv. Health Fee;
- v. Athletic Fee;
- vi. Activity and Service Fee;
- vii. Tuition Differential Fee (Undergraduates); and
- viii. Technology Fee.

In addition to the fees set forth above, a non-resident student, as defined by the Florida Board of Governors, will pay the Out-of-State Fee and the Non-Resident Student Financial Aid Fee.

2. Registration is defined as consisting of two components:

- i. Formal enrollment in one or more credit courses approved and scheduled by the University; and
- ii. Payment of tuition and associated fees, or other appropriate arrangements for payment (installment payment, deferment, or third party billing), for the courses in which the student is enrolled.

3. A student is liable for tuition associated with all courses for which the student is registered at the end of the drop/add period. The fee payment deadline shall be as determined by the University.

4. The following tuition and associated fees shall be levied and collected on a per credit hour basis, effective the fall semester indicated for each student regularly enrolled, unless provided otherwise by law, or Florida Board of Governors or University regulation.

### (a) Undergraduate – Fall 2019

Fees- Per Credit Hour	Undergraduate	
	Resident	Non-resident
Tuition	\$105.07	\$105.07
*Tuition Differential <sup>1</sup>	\$52.29	\$52.29
Out of State Fee	---	\$393.62
Financial Aid	\$5.25	\$5.25
Out of State Financial Aid	---	\$19.68
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$5.25	\$5.25

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<sup>1</sup> Tuition Differential fee shall not be charged to students who are beneficiaries of prepaid tuition contracts and exempt under the requirements as described in Florida Statutes section 1009.24 or to any student who was in attendance at FIU before July 1, 2007, and who maintains \*continuous enrollment.

\*For purposes of the Tuition Differential fee, the Graduate fees, and the Law Fees “continuous enrollment” means the student has not been absent from the university for two (2) or more consecutive terms (excluding summer terms and military withdrawals).

(b) **Graduate – Fall 2019<sup>2</sup>**

<b>Fees- Per Credit Hour</b>	<b>Graduate</b>	
	<b>Students enrolled prior to Fall 2006</b>	
	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$362.71	\$362.71
Out of State Fee	---	\$520.05
Financial Aid	\$18.13	\$18.13
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$18.13	\$18.13

<b>Fees- Per Credit Hour</b>	<b>Graduate</b>	
	<b>Students enrolled in Fall 2006 or thereafter</b>	
	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$379.95	\$379.95
Out of State Fee	---	\$520.05
Financial Aid	\$18.99	\$18.99
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$18.99	\$18.99

(c) **Law – Fall 2019<sup>3</sup>**

<b>Fees- Per Credit Hour</b>	<b>Law</b>	
	<b>Students enrolled prior to Fall 2006</b>	
	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$566.48	\$566.48
Out of State Fee	---	\$437.61
Financial Aid	\$28.32	\$28.32
Out of State Financial Aid	---	\$21.88
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$28.32	\$28.32

<sup>2</sup> The additional Graduate fees for students enrolled in Graduate programs in the fall 2006 or thereafter shall not apply to a graduate student who was enrolled in a graduate program prior to fall 2006, and such student's enrollment has not lapsed in four terms before re-enrolling in the same graduate program. Effective spring term 2009, the additional fees for students enrolled in the fall 2006 or thereafter shall not apply to a graduate student who was enrolled in a graduate program prior to fall 2006, provided such student maintains \*continuous enrollment.

<sup>3</sup> The additional Law fees for students enrolled in the law school in the fall 2006, or thereafter, shall not apply to a law school student who was enrolled in a law program prior to fall 2006, and such student's enrollment has not lapsed in four terms before re-enrolling in the same law program. Effective spring term 2009, the additional fees for students enrolled in the fall 2006, or thereafter, shall not apply to a law school student who was enrolled in a law program prior to fall 2006, provided such student maintains \*continuous enrollment.



<b>Fees- Per Credit Hour</b>	<b>Law</b>	
	<b>Students enrolled in Fall 2006 or thereafter</b>	
	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$593.49	\$593.49
Out of State Fee	---	\$437.61
Financial Aid	\$29.67	\$29.67
Out of State Financial Aid	---	\$21.88
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$29.67	\$29.67

**(d) Master of Laws (LLM) – Fall 2019**

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$715.00	\$715.00
Out of State Fee	---	---
Financial Aid	\$35.75	\$35.75
Out of State Financial Aid	----	----
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$35.75	\$35.75

**(e) Nursing Practicum Programs – Fall 2019**

**Master of Science in Nursing in Advanced Adult Gerontology Nurse Practitioner**  
**Master of Science in Nursing in Advanced Child Nurse Practitioner**  
**Master of Science in Nursing in Advanced Family Nurse Practitioner**  
**Master of Science in Nursing in Psychiatric and Mental Health Nurse Practitioner**  
**Master of Science in Nursing in Nurse Administration**

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$537.08	\$537.08
Out of State Fee	---	\$480.08
Financial Aid	\$26.85	\$26.85
Out of State Financial Aid	---	\$24.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$26.85	\$26.85

### Master of Science in Nursing in Nurse Anesthetist

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$665.19	\$665.19
Out of State Fee	---	\$520.05
Financial Aid	\$33.25	\$33.25
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$33.25	\$33.25

### Master of Science in Athletic Training Education

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$509.73	\$509.73
Out of State Fee	---	\$480.08
Financial Aid	\$25.48	\$25.48
Out of State Financial Aid	---	\$24.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$25.48	\$25.48

### Master of Science in Speech Language Pathology

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$616.85	\$616.85
Out of State Fee	---	\$520.05
Financial Aid	\$30.84	\$30.84
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$30.84	\$30.84

### Master of Science in Occupational Therapy

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$561.23	\$561.23
Out of State Fee	---	\$520.05
Financial Aid	\$28.06	\$28.06
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$28.06	\$28.06

### Doctorate in Nursing Practice

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$537.08	\$537.08
Out of State Fee	---	\$480.08
Financial Aid	\$26.85	\$26.85
Out of State Financial Aid	---	\$24.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$26.85	\$26.85

### Doctorate in Physical Therapy

<b>Fees- Per Credit Hour</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$579.77	\$579.77
Out of State Fee	---	\$520.05
Financial Aid	\$28.98	\$28.98
Out of State Financial Aid	---	\$26.00
Capital Improvement Trust Fund	\$6.76	\$6.76
Activity & Service	\$14.45	\$14.45
Athletic	\$16.50	\$16.50
Technology Fee	\$28.98	\$28.98

5. The following College of Medicine tuition and associated fees shall be levied and collected on an academic year basis, effective the fall semester indicated for each student regularly enrolled, unless provided otherwise by law, or Board of Governor or University regulation.

### College of Medicine – Fall 2019

<b>Fees- Per Academic Year</b>	<b>Resident</b>	<b>Non-resident</b>
Tuition	\$32,736.83	\$32,736.83
Out of State Fee	---	\$30,000.00
Financial Aid	\$1,636.84	\$1,636.84
Out of State Financial Aid	---	\$1,500.00
Capital Improvement Trust Fund	\$270.40	\$270.40
Activity & Service	\$578.00	\$578.00
Athletic	\$680.00	\$680.00
Technology Fee	\$1,636.84	\$1,636.84
Health	\$187.38	\$187.38
<b>Total</b>	<b>\$37,726.29</b>	<b>\$69,226.29</b>

6. Effective the fall 2005 term, during any semester in which a graduate non-resident student has been appointed as a Graduate Assistant for at least .25 FT, the Out-of-State fee for the student shall be \$0.00 per credit hour.

7. Effective the fall 2009 term, during any semester in which a graduate non-resident is

receiving a full fellowship, the Out-of-State fee for the student shall be \$0.00 per credit hour.

8. The following fees shall be levied and collected on a per semester basis, effective the fall semester indicated for each student regularly enrolled (excluding College of Medicine students, whose fees are charged on an annual basis), unless provided otherwise by law, or Florida Board of Governors or University regulation.

#### **Fall- 2019**

<b>Fees- Per Semester</b>	<b>Resident</b>	<b>Non-resident</b>
Health	\$93.69	\$93.69
Athletic	\$10.00	\$10.00

9. Effective the fall semester 2009, each student enrolled in the same undergraduate course more than twice shall be assessed an additional sum to cover 100 percent of the full cost of instruction as established by the Florida Board of Governors for each such course in addition to the tuition and associated fees set forth above.

10. Students in their last year of Law School shall pay a test preparation fee, at cost, to cover test preparation programs offered as part of the law school program of instruction, including a Florida Bar examination preparation course.

#### **11. Optional Fees.**

Orientation fee	\$35.00
Tuition Installment Service Charge	\$15.00
Identification Card (annually)	\$10.00
Replacement	\$15.00
Transcript fee	\$10.00
Diploma Replacement fee	\$10.00
Late Payment fee	\$100.00
Late Registration fee	\$100.00
Off-Campus fee	cost
Distance Learning fee	cost
Fingerprinting	cost
Materials and Supplies fee	cost
Equipment Use fee	cost
Convenience fee	cost
Library Fines and Penalties	varies

12. For students who enter a community college or university for the first time in the 2009-2010 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 50 percent of the tuition rate set forth in (4)(a) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours [if it exceeds the credit hours required for the original degree program.](#)

13. For students who enter a community college or university for the first time in the 2011-2012 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 100 percent of the tuition rate set forth in (4)(a) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in

which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours if it exceeds the credit hours required for the original degree program.

14. For students who enter a community college or university for the first time in the 2012-2013 academic year through Spring 2019~~and thereafter~~, the University shall require the student to pay an excess hour surcharge equal to 100 percent of the tuition rate set forth in (4)(a) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Beginning Summer 2019 and thereafter, the University shall require the student to pay an excess credit hour surcharge equal to 100 percent of the tuition rate set forth in (4)(s) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Effective July 1, 2018, the excess hour surcharge for up to twelve (12) credit hours assessed to any first-time-in-college student who completes a baccalaureate degree program within four (4) years after their initial enrollment shall be refunded.

15. Undergraduate tuition per credit hour shall be established by law. Tuition for all other academic programs shall be determined in accordance with applicable law and Florida Board of Governors and University regulations.

16. Throughout this regulation where the University is charging a fee or service based on cost, the University President or designee has the authority to approve the amount of the charge provided the charge complies with applicable law and Florida Board of Governors regulations.

Authority: Florida Board of Governors Regulations 1.001, 7.001, 7.003. ; History: New 11-3-02, Amended 9-3-03, 8-22-04, 9-1-05, Formerly 6C8-6.010, Amended 6-20-06, 7-20-07, 11-20-07, 6-25-08, 9-29-08, 7-14-09, 8-10-10, 7-5-11, 7-9-12, 7-17-13, 10-22-13, 7-14-14, 1-12-15, 7-24-15, 7-16-19.

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
September 5, 2019

**Subject: Amendment to Regulation FIU-2201 Purchasing**

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**Proposed Committee Action:**

Recommend that the Florida International University Board of Trustees approve the revisions to Regulation FIU-2201 Purchasing, and delegate authority to the University President to approve any subsequent non-material amendments based on comments to the Regulation received from the Florida Board of Governors or as a result of the regulation-making process.

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**Background Information:**

Regulation FIU-2201 Purchasing provides the basic criteria related to procurement, including but not limited to: definitions, the Procurement Department's duties, information regarding the competitive solicitation process, ethical obligations, and contracts.

The proposed revisions to Regulation FIU-2201 are to formalize the practices that have been followed during FIU's procurement process, and also to make it consistent with the Board of Governors' Purchasing regulations, including but not limited to:

- changing provisions regarding contract extensions and renewals;
- clarifying the language on exceptions from the competitive solicitation requirements, and
- specifying more in detail the standard of conduct during the procurement process.

Section 1001.706 (7)(b) of the Florida Statutes, provides, in relevant part, that each board of trustees shall have responsibility to develop guidelines for university boards of trustees relating to the use, maintenance, protection, and control of university-owned or university-controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the university.

Florida Board of Governors Regulation 1.001(3)(j), University Board of Trustees Powers and Duties, provides that each board of trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedures adopted by the Board of Governors.

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**Supporting Documentation:** Regulation FIU-2201 Purchasing

**Facilitator/Presenter:** Kenneth A. Jessell

**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES  
FLORIDA BOARD OF GOVERNORS**

**NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**REGULATION NO.:** FIU-2201

**REGULATION TITLE:** Purchasing

**SUMMARY:** FIU Purchasing Regulation is being amended to formalize the practices that have been followed during FIU's procurement process, and also to make it consistent with the Board of Governors' Purchasing regulations, including but not limited to: by changing provisions regarding contract extensions and renewals; clarifying the language on exceptions from the competitive solicitation requirements, and specifying more in detail the standard of conduct during the procurement process.

**TEXT OF REGULATION:** The full text of the proposed regulation can be viewed below and on the website of The Florida International University Board of Trustees, <http://regulations.fiu.edu/>. If you would like a copy of the proposed regulation, please contact Eli Deville, Departmental Administrator, Office of the General Counsel, (305) 348-2103, [devillee@fiu.edu](mailto:devillee@fiu.edu).

**AUTHORITY:** Board of Governors' Regulation 1.001., and Board of Governors' Regulation 18.001.

**NAME OF PERSON INITIATING PROPOSED REGULATION:** Kenneth Jessell, CFO and Senior Vice President

ANY PERSON SEEKING TO COMMENT ON THE PROPOSED REGULATION MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

**CONTACT PERSON REGARDING THE PROPOSED REGULATION:**

Eli Deville, Departmental Administrator, Office of the General Counsel, Florida International University, 11200 SW 8 Street, PC 511, Miami, FL 33199. Email: [devillee@fiu.edu](mailto:devillee@fiu.edu). Phone: (305) 348-2103, Fax: (305) 348-3272.

**DATE OF PUBLICATION:** June 7, 2019

THE FULL TEXT OF THE PROPOSED REGULATION IS PROVIDED BELOW.

## FIU-2201 Purchasing

**(1) ~~(1)~~ Statement of Intent.** These Purchasing regulations are supplemental to Chapter 18 of the Florida Board of Governors' Purchasing regulations. It is the intent of the University to acquire quality commodities and contractual services within reasonable or required time frames, while promoting fair and open competition in the public procurement process. Responsible ~~purchasing~~procurement officials shall be protected from improper pressures of external political or business interests. ~~The purpose of the process is to reduce the appearance and opportunity for favoritism, ensure that contracts are awarded equitably and economically, and establish effective management oversight in the acquisition of commodities and~~ contractual services, in order to preserve the integrity of public ~~purchasing~~procurement and contracting.

~~The opportunity to bid on University contracts is a privilege, not a right.~~

### **(2) Definitions.**

**(a) ~~(a)~~ Artistic Services** – Services provided by a contractor who professes and practices a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, web design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio or tape and sound recording or in any other related field.

**(b) ~~(b)~~ Commodity** – Any of the various supplies, materials, goods, merchandise, food, equipment or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University. "Commodity" also includes interest on deferred-payment contracts entered into by the University for the purchase of other commodities. The printing of publications and licensing of software- are commodities.

**(c) ~~(c)~~ Competitive Response** – The response submitted to an Invitation to Bid, Invitation to Negotiate, or a Request for Proposal by a responsive and qualified bidder or offeror.

**(d) ~~(d)~~ Competitive Solicitation** – An Invitation to Bid, Request for Proposal or Invitation to Negotiate to competitively select a contractor/vendor.

**(e) ~~(e)~~ Contractor/Vendor-** A person, ~~vendor, corporation, business~~ or firm that sells commodities or contractual services to the University.

**(f) ~~(f)~~ Contractual service** – The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by contractors who are independent contractors. "Service" does not include labor or materials or selection of professional services for the construction, renovation, repair or demolition of facilities.

**(g) Independent Contractor** – A person or firm who provides a service to the University, but does not have any employment or other relationship or connection with the University, except as ~~permitted~~provided by Florida law.



~~(h)~~ ~~(g)~~ **Invitation to Bid** – A written solicitation for competitive responses for the commodity, group of commodities and/or contractual services defined.

~~(i)~~ ~~(h)~~ **Invitation to Negotiate** – A written solicitation for prospective contractors, whether by advertisement, written solicitation, electronic media or any other form of communication, to negotiate with the University to define the specifications, terms and conditions of a contract for commodities and/or contractual services. Cost may or may not be a consideration in the initial stages of evaluation or negotiation. An invitation to negotiate may be used when negotiations are beneficial to achieve the best outcome for the University.

~~(j)~~ ~~————~~ ~~(i)~~ **Purchase** – An acquisition of commodities and/or contractual services obtained by credit card purchase, purchase order or contract whether by rent, lease, installment- or lease-purchase, outright purchase, or license.

~~(k)~~ ~~(j)~~ **Purchases for Resale** – The purchase of commodities and/or contractual services by the University for the purpose of selling them for the benefit of the University.

~~(l)~~ ~~(k)~~ **Renewal** – Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the contract specify an option to renew.

~~(m)~~ ~~(l)~~ **Request for Proposal** – A written solicitation for competitive responses for commodities and/or contractual services. The request for proposal may be used when the scope of work is not clearly defined by the University.

~~(n)~~ ~~(m)~~ **Responsive and Qualified Bidder or Offeror** – A contractor who has submitted a competitive response that conforms in all material respects to a competitive solicitation.

~~(o)~~ ~~(n)~~ **Service** ~~—The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by contractors who are independent contractors. “Service” does not include labor or materials or selection of professional services for the construction, renovation, repair or demolition of facilities.~~ **Motor vehicle** – Includes any automobile, truck, motorcycle, bicycle, golf cart, watercraft or other vehicle designed primarily for transporting persons, as well as construction vehicles or farm equipment.

(3) **PurchasingProcurement Department’s Duties.** –The University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual -services required by the University. The **PurchasingProcurement** Department has the duty to:

(a) Develop ~~purchasing~~Procurement procedures.

(b) Canvass sources of supply and contracting for the purchase or lease of all commodities and contractual services for the University, in any manner, including purchase by installment- or lease-purchase contracts. Installment- or lease-purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.

(bc) Remove any contractor from the University's competitive vendor list that fails to ~~respond to three (3) or more competitive solicitations or fails to~~ fulfill any of its duties specified in a contract with the University and to reinstate any such contractor when satisfied that further instances of default will not occur.

~~If a contractor replies to a competitive solicitation by submitting a "No Response," such will be treated as a response for purposes of this provision.~~

(ed) Plan and coordinate purchases in volume and negotiate and execute contracts for commodities and contractual services under which the University may make purchases.

(de) Develop and maintain an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities and contractual services that are frequently purchased and are available from a sole source.

(ef) Evaluate, approve and ~~approve~~ utilize -contracts that are entered into after a public and open competitive solicitation awarded by any State of Florida agency or department, the Federal Government, other states, political subdivisions, ~~not for profit~~ cooperatives or ~~consortiums~~consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts ~~awarded~~let by such other entities, and to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings, with the goal of achieving a five-percent savings on existing contract prices.

(fg) Issue competitive solicitations and requests for information on behalf of the University and oversee and facilitate the process of selection of contractors and award of contracts pursuant to the competitive solicitation process.

(gh) Award contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a University-wide, regional or multiple State University System-wide basis and the contracts may be for multiple years.

(hi) Reject any or all competitive responses or cancel any competitive solicitations when it is determined to be in the best interest of the University.

#### (4) Competitive Solicitations.

(a) ~~(a)~~ General.

1. The opportunity to bid on a University contract is a privilege, not a right.

2. All contracts for the purchase of commodities and/or contractual services exceeding \$75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein.

—3. The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.

4. ~~(b)~~ When only one response is received to a competitive solicitations for commodities or contractual services exceeding \$75,000, the University may review the solicitation response to determine if a second call for a competitive solicitation is in the best interest of the University. —If it is determined that a second call would not serve a useful purpose, the University may proceed with the acquisition.

5~~(e)~~. —When multiple responses that are equal in all respects are received to a competitive solicitation or quote process, the University will give preference to responses that include commodities manufactured in the state, Florida businesses, businesses with a drug-free workplace program, and/or out-of-state manufacturers located in the state to determine the contract award, or, if these conditions do not exist or are the equivalent between two or more responses, the contract award will be determined by the toss of a coin.

~~6. (d) The purchase of commodities and services shall not be divided to avoid the requirement of competitive solicitation.~~

~~(e)~~ Competitive solicitations for commodities and/or for contractual services shall be advertised in the Florida Administrative Weekly, the Florida Communities Network (MyFlorida.com), or ~~the University~~ FIU's PurchasingProcurement Department's website.

7. ~~(f)~~ Competitive responses and negotiations will be confidential only to the extent permitted by Florida law.

~~(g)~~ 8. In the case of extension errors in a competitive response, the unit price will prevail.

~~(h)~~ 9. The intended award shall be publicly posted by the University for 72 hours which is interpreted as three working days excluding Saturdays, Sundays, and State and University Holidays.

10. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, Invitations to Bid, Request for Proposals and/or Invitations to Negotiate shall be excluded from competing for such procurements.

11. Withdrawal of competitive response. A contractor may withdraw its competitive response in writing if done within seventy-two (72) hours of the competitive solicitation opening, or where the competitive response is clearly

erroneous, if done prior to final award or the purchase order being issued.

**(5b) Competitive Solicitation Exceptions.** Purchasing/Procurement actions that are not subject to the competitive solicitation process are as follows: ~~and include all of the competitive solicitation exceptions provided in the Board of Governors' Purchasing regulations;~~

~~(a) 1. All exceptions provided in the Board of Governors' -Purchasing regulations. Emergency Purchases. When the President or his or her designee determines, in writing, that the delay due to the competitive solicitation process is an immediate danger to the public health or safety or the welfare of the University, including University tangible and/or intangible assets; or would otherwise cause significant injury or harm not in the best interest of the University, the University may proceed with the procurement of commodities or services without a competitive solicitation.~~

~~(b) Sole Source Purchases. Commodities or services available from a single source may be exempted from the competitive solicitation process.~~

~~(2. e)~~ Construction Direct Purchase Program. Commodities to be incorporated into any public work (as that term is defined in Rule 12A-1.094, F.A.C. ) which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.

~~(6) Code of Ethics. All persons taking part in the development of specifications or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall follow all relevant portions of the State of Florida Code of Ethics for Public Officers and Employees, and the University's policy on outside activities.~~

~~—(75) Contracts.~~

(a) Contracts for commodities and/or contractual services shall consist of a purchase order or shall consist of a bilateral agreement signed by the President of the University or designee prior to the commodities or contractual services being rendered by the contractor. This provision does not apply to appropriate ProCard (University issued procurement card) purchases that are made in accordance with applicable policies and procedures.

(b) Any contract for the purchase of commodities and/or contractual services for a period in excess of one fiscal year shall include the following statement: "The University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."

(c) Contract extensions, renewals, modifications to terms, conditions and scope, or amendments shall be permitted, shall be in writing, signed by all parties, and, where applicable, are subject to annual appropriations by the Florida Legislature. ~~Extension~~

1. The extension of a contract, entered into as a result of a competitive solicitation, shall be permitted for up to twelve (12) months or until completion of the competitive solicitation and award or protest, whichever is longer.

~~\_shall be for a period not to exceed 12 months, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the contract being extended. There shall be only one extension of a contract.~~

~~(d)~~ 2. A contract may contain provisions for renewal. The renewal of a contract, entered into as a result of a competitive solicitation, shall be permitted for a period that may not exceed five (5) years or twice the term of the original contract, whichever is longer. This provision is not intended to apply retroactively; existing contracts entered into prior to January 1, 2017, including any specified renewal period(s) may continue in accordance with the existing contract terms. ~~If the commodity or service is purchased as a result of an Invitation to Bid or a Request for Proposals,~~ The cost of any contemplated renewal must be included in the competitive response.

~~All contract renewals are subject to sufficient annual appropriations.~~

~~(e)~~ d The President has the authority to enter into deferred payment agreements utilizing the State of Florida Chief Financial Office's Consolidated Equipment Financing Program. When a commodity contract requires deferred payments and the payment of interest under that program, the contract will be submitted to the State of Florida Chief Financial Office for the purpose of pre-audit review and approval prior to acceptance by the University. No agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

~~(f)~~ e In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a contractor consistent with Florida law.

(g) The total value of the contract shall be the purchase price for the initial term plus all renewal costs.

## ~~(8)~~ 6 **Standard of Conduct.**

(a) All individuals participating in the procurement process are bound by the State of Florida Code of Ethics for Public Employees, Chapter 112, Part 3, F.S., and the University's policies, including but not limited to, policies on conflicts of interest, gifts and ethics in purchasing.

(b) -All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in the entities evaluated and selected. University employees and University direct support organization employees participating on a procurement selection committee for commodities or services are prohibited from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

(c) It shall be a breach of ethical standards for any employee of the University to

accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It shall also be a breach of ethical standards for any potential contractor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

~~(9)~~(7) **Protest Procedures.** Protests arising from all University contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations shall be handled in accordance with BOG Regulation 18.002.

**(8) Purchase of Motor Vehicles.**

~~(a) The term “motor vehicle” includes any automobile, truck, watercraft or other vehicle designed primarily for transporting persons, construction vehicles, or farm equipment.~~

~~(b)~~a) The University has authority to:

1. Establish standard classes of motor vehicles to be leased, purchased, or used by University personnel for University business purposes;
2. Obtain the most effective and efficient use of motor vehicles for University business purposes;
3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control, and regulation of University-owned motor vehicles. Acquisition may be by purchase, lease, installment-purchase, or by any other legal means and may include a trade-in. All motor vehicles purchased or leased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University;
4. Contract for specialized maintenance services.

~~(e)~~b) Motor vehicles owned, leased, or operated by the University shall be available for official University business only.

*Specific Authority: Board of Governors’ Regulation 1.001~~Florida Board of Governors resolution dated 1-7-03~~, BOG Regulation 18.00 . Law Implemented Chapter 18 of the Board of Governors regulations History– New 12-2-02, Amended 8-22-04. Formerly 6C8-7.030, Amended 9-12-08, Amended.*

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**

September 5, 2019

**Subject: Proposed revisions to Finance and Facilities Committee Charter**

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**Proposed Committee Action:**

Recommend to the Florida International University Board of Trustees approval of the proposed revisions to the Finance and Facilities Committee Charter.

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**Background Information:**

The Florida International University Board of Trustees (the BOT) Finance and Facilities Committee Charter states, in relevant part, that the Committee will: (5.24) Review the Committee charter at least every two (2) years and discuss any required changes with the Board; and (5.25) Ensure that the charter is approved or reapproved by the Board, after each update.

The BOT Bylaws provide that each Committee shall have a written statement of purpose and primary responsibilities, or charter, as approved by the Board.

Board of Governors' Regulation 1.001, University Board of Trustees Powers and Duties, (3)(b) states that each board of trustees may establish committees of the board to address matters, including, but not limited to, academic and student affairs, strategic planning, finance, audit, property acquisition and construction, personnel, and budgets.

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<b>Supporting Documentation:</b>	Finance and Facilities Committee Charter, proposed revisions, <i>redline</i>
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<b>Facilitator/Presenter:</b>	Carlos B. Castillo
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**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES**

**FINANCE AND FACILITIES COMMITTEE CHARTER**

**1. Overall Purpose/Objectives**

The Finance and Facilities Committee (“Committee”) is a committee of the Florida International University Board of Trustees (“Board”), whose members are appointed by the Chairperson of the Board. The general purpose of the Committee is to provide review, policy guidance and strategic oversight of the [University's](#) financial matters, financial reporting statements, campus master planning activities and other real estate type activities for both the University and its direct support organizations (“DSO”).

For [University](#) financial matters, the Committee will review actions to be presented to the Board and provide a recommendation. This includes, but is not limited to, the annual University budget and all tuition, room rents, and other student fees that are required by state statute to be approved by the Board. The committee will schedule and periodically review financial reports from the university’s DSO.

For campus master planning and other real estate matters, the Committee will coordinate the campus master planning process and provide recommendations to the Board for action. The Committee will annually review the capital improvement plan submissions to the Board of Governors and State legislature, and periodically review programs that ensure the maintenance and safety of University facilities. The Committee will review any real estate related projects or facilities involving the University or any of its DSOs, or any other [University](#) entities that may arise in the future by whatever designation, and make recommendations to the full Board. The Committee will participate in, review and approve the planning process for any DSO-initiated program that will materially affect the University either financially or in reputation, or involve any real estate related matters on or off campus.

**2. Authority**

The Board authorizes the Committee to:

- 2.1 Perform activities within the capacity of its charter.
- 2.2 Participate, through the Chair [of the Board of Trustees](#), in the process of the appointment and dismissal of the Senior Vice President and Chief Financial Officer.
- 2.3 Engage independent counsel and other advisers as it deems necessary to carry out its duties, with approval of the Board or the President.



- 2.4 Have unrestricted access to management, faculty and employees of the University and its DSOs, as well as to all books, records, and facilities thereof.

### **3. Organization Membership**

- 3.1 The Chair of the Board of Trustees will appoint the chair and members of the Committee.
- 3.2 The Committee consists of at least five (5) members, all of whom are voting Trustees of the University.
- 3.3 A majority of Committee members, if not all, shall possess general accounting, business and financial knowledge, including the ability to read and understand fundamental financial statements.
  - 3.3.1 If possible, the Committee will include at least one member who is a "accounting or financial expert"; a person who has an understanding of generally accepted accounting principles and financial statements; the ability to assess the application of these principles in connection with accounting for estimates, accruals and reserves; and an understanding of committee functions; experience preparing financial statements, or experience actively supervising persons engaged in such activities. The person must have acquired these attributes through one or more of the following: education or experience actually doing these functions or similar ones; actively supervising someone who is performing these functions or similar ones; experience overseeing or assessing the performance of companies or public accountants who are preparing or evaluating financial statements; or other relevant experience.
- 3.4 Members will serve on the Committee until their resignation or replacement by the Chair of the Board.

### **4. Meetings**

- 4.1 A simple majority of the members of the Committee will constitute a quorum for the transaction of business.
- 4.2 Meetings shall be held not less than four (4) times per year and shall correspond with the University's financial reporting cycle.
- 4.3 The Committee shall maintain written minutes of its meetings, and for the Committee Chair to approve each meeting's agenda.
- 4.4 The Senior Vice President and Chief Financial Officer, who has operational responsibility for facilities planning, will be the liaison to the Committee from the FIU Administration. Said Senior Vice President and Chief Financial Officer will regularly meet and correspond with the Chair of the Committee and in consultation

with the Chair, prepare the agenda for meetings of the Committee. Said Senior Vice President and Chief Financial Officer -will further advise and keep informed, as needed, both the President and the Chair of the Board on a regular basis regarding matters brought before and actions taken by the Committee.

- 4.5 The Committee shall provide regular updates of Committee activities to the Board for matters within the Committee's area of responsibility.
- 4.6 The Committee may request special presentations or reports that may enhance members' understanding of their responsibilities.
- 4.7 It is the intent of the Committee for matters within its purview to come before the Committee as early as possible so that the Committee can issue its recommendations and exercise its oversight at the beginning of any particular project or matter.

## **5. Roles and Responsibilities**

### **FINANCE**

With regard to each item listed below, the **C**ommittee will:

- 5.1 Review the annual operating budgets of the University and recommend appropriate action to the Board.
- 5.2 Review the financial statements of the University's DSOs, making recommendations for action to the Board as needed; (frequency of review is at the discretion of the **C**ommittee, but will be not less than once each year).
- 5.3 Review the annual capital budget request of the University and recommend appropriate action to the Board.
- 5.4 Review annual (or interim) changes to the University's tuition and fees and any related policy changes, and recommend appropriate action to the Board.
- 5.5 Review and approve material, non-mandated changes to accounting policies and practices.
- 5.6 Advise Senior Management, based upon the Committee's review, whether the Committee believes that the annual audited financial statements (including the footnotes) contain any material misstatements or omissions.
- 5.7 Review with Senior Management at the completion of the annual financial statement audit:
  - 5.7.1 the University's annual financial statements and related footnotes, including their degree of clarity;

- 5.7.2 the Auditor General's opinion regarding the financial statements;
  - 5.7.3 any significant changes required to the state auditor's audit plan;
  - 5.7.4 any difficulties or disputes with management encountered during the audit, including an overall assessment of management cooperation;
  - 5.7.5 the University's accounting principles, including the consistency, appropriateness and quality (not just acceptability) thereof, with particular emphasis on sensitive accounting estimates and accruals;
  - 5.7.6 the University's overall level of compliance with governmental regulations;
  - 5.7.7 reports concerning internal controls, including significant findings and recommendations and management's response;
  - 5.7.8 other matters that should be communicated to the Committee under generally accepted auditing standards; and
  - 5.7.9 any other financial filings required by law or regulation.
- 5.8 Consult annually with the CFO regarding the integrity of the University's financial reporting processes and related internal controls.

## **FACILITIES**

- 5.9 Become familiar with the current campus master plan and the philosophies behind its development.
- 5.10 Understand the statutorily required process and frequency of updates to the plan.
- 5.11 Recommend amendments to the plan to the Board.
- 5.12 Recommend appropriate action regarding the acquisition and disposition of real property.
- 5.13 Review material proposed additions to and renovations of existing facilities, to include facilities of the University and DSOs.
- 5.14 Review and recommend to the Board the annual list of capital improvements for funding by the Legislature.
- 5.15 Periodically review and recommend to the Board matters and facilities relating specifically to student housing, both on and off campus and further review a long-term strategic planning program for said student housing.

### **Direct Support Organizations**

- 5.16 Participate in the planning process for any DSO involvement in capital projects that affect the University either financially or in reputation or involve any real estate.
- 5.17 Review, provide oversight with respect to, and provide recommendations to the Board for any actions that may be required stemming from a DSO initiated capital project.

### **Maintenance of Facilities**

- 5.18 Review the effectiveness of the various University and DSO organizations in maintaining the buildings and grounds that are responsibilities of the Board.
- 5.19 Review the effectiveness of University law enforcement in protecting the physical assets of the University and providing a safe environment for the various University constituencies.
- 5.20 Review the effectiveness of the campus organizations responsible for environmental health and safety both in the buildings and on the grounds.
- 5.21 Provide recommended action items to the Board on all of the items above to the Board when necessary.

### **Reporting Responsibilities**

- 5.22 Regularly update the Board about Committee activities and make appropriate recommendations.
- 5.23 Ensure the Board is aware of matters within the purview or responsibility of the Committee that may significantly impact the financial condition or legal liability of the University.

### **Charter Review**

- 5.24 Review the Committee charter at least every two (2) years and discuss any required changes with the Board.
- 5.25 Ensure that the charter is approved or reapproved by the Board, after each update.

**FLORIDA INTERNATIONAL UNIVERSITY**



Sherrill F. Norman, CPA  
Auditor General

## Board of Trustees and President

During the period January 2017 through December 2017, Dr. Mark B. Rosenberg served as President of Florida International University and the following individuals served as Members of the Board of Trustees:

Claudia Puig, Chair	Michael G. Joseph
Jorge L. Arrizurieta, Vice Chair	Natasha Lowell
Cesar L. Alvarez J.D.	Albert Maury through 3-29-17
Dr. Jose J. Armas M.D.	Justo L. Pozo
Leonard Boord	Marc D. Sarnoff
Alian Collazo through 5-14-17 <sup>a</sup>	Krista M. Schmidt from 5-15-17 <sup>a</sup>
Dean C. Colson from 3-30-17	Dr. Kathleen L. Wilson <sup>b</sup>
Gerald C. Grant Jr.	

<sup>a</sup> Student Body President.

<sup>b</sup> Faculty Senate Chair.

The team leader was Elias I. Jaime, CPA, and the audit was supervised by Hector J. Quevedo, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at [jaimehoelscher@aud.state.fl.us](mailto:jaimehoelscher@aud.state.fl.us) or by telephone at (850) 412-2868.

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# FLORIDA INTERNATIONAL UNIVERSITY

## **SUMMARY**

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This operational audit of Florida International University (University) focused on selected University processes and administrative activities and included a follow-up on findings noted in our report No. 2016-187. Our operational audit disclosed the following:

**Finding 1:** University textbook affordability procedures continue to need improvement.

**Finding 2:** The University over allocated \$8.2 million net investment income to the Auxiliary Enterprises Fund and under allocated that same amount to other funds, which increased the risk that income from restricted resources will not be used consistent with the restrictions governing those resources.

**Finding 3:** University procedures need improvement to ensure that investment information required by State law is presented to the Board and investment account reconciliations are performed timely.

**Finding 4:** The University made severance payments that exceeded the limits established in State law. A similar finding was noted in our report No. 2016-187.

**Finding 5:** University rules and records supporting University property, facilities, and personal services used by the University direct-support organizations (DSOs) could be improved. In addition, absent legal authority, the University should discontinue the transfer of royalty and licensing fees to DSOs.

**Finding 6:** The University intercollegiate athletic programs were not self-supporting and continued to experience fund deficits.

**Finding 7:** The University did not always timely cancel purchasing card privileges when a cardholder separated from University employment.

**Finding 8:** Certain University information technology (IT) access controls over finance applications need improvement.

**Finding 9:** Some unnecessary IT user access privileges existed that increase the risk that unauthorized disclosure of sensitive personal information of students may occur.

## **BACKGROUND**

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The Florida International University (University) is part of the State university system of public universities, which is under the general direction and control of the Florida Board of Governors (BOG). The University is directly governed by a Board of Trustees (Trustees) consisting of 13 members. The Governor appoints 6 citizen members and the BOG appoints 5 citizen members. These members are confirmed by the Florida Senate and serve staggered 5-year terms. The Faculty Senate Chair and Student Body President also are members.

The BOG establishes the powers and duties of the Trustees. The Trustees are responsible for setting University policies, which provide governance in accordance with State law and BOG Regulations. The University President is selected by the Trustees and confirmed by the BOG. The University President

serves as the Executive Officer and the Corporate Secretary of the Trustees and is responsible for administering the policies prescribed by the Trustees for the University.

## ***FINDINGS AND RECOMMENDATIONS***

### **Finding 1: Textbook Affordability**

State law<sup>1</sup> requires each university to post prominently in the course registration system and on its Web site, as early as feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the university during the upcoming term. In addition, State law<sup>2</sup> requires universities to report to the Chancellor of the State University System (SUS) no later than September 30, 2017, the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous fiscal year.

According to University personnel, course instructors submit a list of required and recommended textbooks and instructional materials to the Bookstore Vendor to determine whether the items are available for purchase. If immediately available, the textbooks and instructional materials are posted on the University Web site and in the student registration system. University guidelines<sup>3</sup> also require course instructors to confirm to the Bookstore Vendor the courses and course sections that will require no textbooks or instructional materials.

Our examination of University records supporting textbooks and instructional materials for the Spring, Summer, and Fall 2017 Semesters and discussions with University personnel disclosed that:

- The University contracted with the Bookstore Vendor to manage and operate the bookstore, as well as compile and post adopted textbooks and instructional materials in the course registration system and on the University Bookstore Web site. Table 1 shows, for the Spring, Summer, and Fall 2017 Semesters, the posted status of course sections and the percentage of course sections timely posted.

**Table 1**  
**Textbook and Instructional Materials Postings**

	Spring 2017	Summer 2017	Fall 2017
Posted Status	Course Sections	Course Sections	Course Sections
Timely	6,996	3,355	7,619
Late	499	196	738
Not Posted	281	145	317
<b>Totals</b>	<b><u>7,776</u></b>	<b><u>3,696</u></b>	<b><u>8,674</u></b>
<b>Percent Timely</b>	<b><u>90%</u></b>	<b><u>91%</u></b>	<b><u>88%</u></b>

Source: University records.

<sup>1</sup> Section 1004.085(6), Florida Statutes.

<sup>2</sup> Section 1004.085(8), Florida Statutes.

<sup>3</sup> University Textbook Adoption Process.



As the University only timely posted the textbooks and instructional materials for 90, 91, and 88 percent of the course sections during the Spring, Summer, and Fall 2017 Semesters, respectively, the University did not comply with State law requiring such information be timely posted for at least 95 percent of the course sections. In response to our inquiries, University personnel indicated that delays occurred because, for several course sections, the instructors revised the textbook and instructional material information that would be used in their respective courses after the 45-day deadlines. The timely posting of required and recommended textbook and instructional material information in the course registration system and on the University Bookstore Web site is necessary for students to understand course textbook requirements, have sufficient time to consider textbook purchase options, and limit their textbook costs.

- The University Report to the Chancellor of the SUS for the Spring and Fall 2017 Semesters indicated that textbook and instructional materials information for 5 percent of the course sections did not meet the posting deadline and, therefore, the University represented that 95 percent of course sections met the posting deadline for each semester. In response to our inquiries regarding the differences for the 95 percent represented for both semesters and the 90 and 88 percent of textbooks and instructional materials timely posted for those semesters, respectively, University personnel indicated that the University report was based on the course section information available at the posting deadlines and, therefore, did not include changes to course sections after the posting deadline. Accurate information reported to the SUS Chancellor is required by State law and helps the Chancellor summarize and report the information by institution to the Board of Governors.

A similar finding was noted in our report No. 2016-187.

**Recommendation: To promote compliance with State law and help ensure that University textbooks and instructional materials of acceptable quality are available to students at the lowest prices, the University should:**

- **At least 45 days before the first day of classes, prominently post in the course registration system and on its Web site, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the University during the upcoming term.**
- **Include changes to course sections made after the posting deadlines when reporting to the SUS Chancellor.**

## **Finding 2: Net Investment Income Allocations**

Board of Governor (BOG) regulations<sup>4</sup> require that interest earnings resulting from the investment of current-year education and general (E&G) State appropriations be considered of the same nature and subject to the same expenditure regulations as the original appropriations. Similarly, BOG regulations provide that interest earnings resulting from invested carry forward funds be considered additions to the University's carry forward balance. As a good business practice, when restricted funds are commingled with other funds for investment purposes, it is important for records to demonstrate the equitable allocation of the generated investment income to the respective funding source to ensure that restricted income is used for purposes consistent with applicable funding restrictions.

Our examination of University records and discussions with University personnel disclosed that, for the 2017-18 fiscal year, the University maintained an average monthly investment balance of \$371.9 million

<sup>4</sup> BOG Regulation 9.007(5), *State University Operating Budgets*.

for all University funds, including \$364.6 million or 98 percent that represented various resources accounted for in the Auxiliary Enterprises<sup>5</sup> Fund. Table 2 details the sources of the \$364.6 million that were maintained in the Auxiliary Enterprises Fund for that period, including auxiliary enterprises resources, E&G Funds resources,<sup>6</sup> and other resources.<sup>7</sup> According to University records, investment income was allocated to the respective contributing funds based on each fund's cash balance and contribution to the Auxiliary Enterprises Fund investments, and either the State of Florida Special Purpose Investment Account (SPIA) interest rate or the 30-day United States Treasury Bill (US T-Bill) interest rate, depending on the restrictive nature of each fund's resources.

**Table 2**  
**Auxiliary Enterprises Fund**  
**Monthly Average Investment Balances**  
**2017-18 Fiscal Year**  
**(Amounts in Millions)**

Source of Investments	Amount	Percentage
Auxiliary Enterprises Fund	\$152.7	42%
E&G Funds	103.5	28%
Other Funds	108.4	30%
<b>Total Investment Balance</b>	<b><u>\$364.6</u></b>	<b><u>100%</u></b>

Source: University records.

Table 3 details the \$16.1 million in University net investment income generated by investments maintained in the Auxiliary Enterprises Fund during the 2017-18 fiscal year, including \$14.9 million retained in the Auxiliary Enterprises Fund, \$0.5 million allocated to E&G Funds, and \$0.7 million allocated to other funds.

<sup>5</sup> Section 1011.47(1), Florida Statutes, defines auxiliary enterprises as activities that directly or indirectly provide a product or service, or both, to a university or its students, faculty, or staff and for which a charge is made. These auxiliary enterprises are business activities of a university which require no support from the General Revenue Fund, and include activities such as food services, bookstores, and intercollegiate athletic programs.

<sup>6</sup> E&G State appropriations, such as the General Revenue Fund, Educational Enhancement Fund, and College of Medicine (COM) Fund, are designated for specified operational purposes and, therefore, may not be used for major capital acquisitions.

<sup>7</sup> Other resources were from funds that supported housing, parking, and Federal and State grant activities.

**Table 3**  
**Investment Income and Expenses**  
**For Investments in the Auxiliary Enterprises Fund**  
**2017-18 Fiscal Year**  
**(Amounts in Millions)**

Investment Income/Expense	All Funds		Auxiliary Enterprises Fund		E&G Funds		Other Funds	
	Amount	Percentage	Amount	Percentage	Amount	Percentage	Amount	Percentage
Interest and Dividend Income	\$6.1	100%	\$4.9	80%	\$0.5	8%	\$0.7	12%
Realized Gains on Sale of Investments	25.2	100%	25.2	100%	-	-	-	-
Unrealized Losses on Investments	(14.1)	100%	(14.1)	100%	-	-	-	-
Investment Expenses	(1.1)	100%	(1.1)	100%	-	-	-	-
<b>Total Net Investment Income</b>	<b>\$16.1</b>	<b>100%</b>	<b>\$14.9</b>	<b>93%</b>	<b>\$0.5</b>	<b>3%</b>	<b>\$0.7</b>	<b>4%</b>

Source: University records.

Based on the information compiled in Tables 2 and 3, we estimated that, as shown in Table 4, the University over allocated net investment income to the Auxiliary Enterprises Fund by \$8.2 million and under allocated net investment income to other funding sources by that same amount.

**Table 4**  
**Estimated Net Investment Income Over (Under) Allocated**  
**2017-18 Fiscal Year**  
**(Amounts in Millions)**

	Total Net Investment Income of \$16.1 Million Multiplied By	Estimated Net Investment Income Over (Under) Allocated
<b>Auxiliary Enterprises Fund</b>	51% <sup>a</sup>	\$ 8.2
<b>E&amp;G Funds</b>	(25)% <sup>b</sup>	\$(4.0)
<b>Other Funds</b>	(26)% <sup>c</sup>	\$(4.2)

<sup>a</sup> Table 3: 93% minus Table 2: 42%.

<sup>b</sup> Table 3: 3% minus Table 2: 28%.

<sup>c</sup> Table 3: 4% minus Table 2: 30%.

The University over and under allocated these amounts because net investment income was commingled and not equitably allocated to the respective funding sources based on the investment balances attributable to each funding source. In response to our inquiries regarding the University's investment income allocation process, University personnel responded that:

- The allocation method allowed for those resources accumulated in the Auxiliary Enterprises Fund to be used to subsidize student scholarships. For example, during the 2017-18 fiscal year, the University used \$5.9 million of the investment income retained in the Auxiliary Enterprises Fund to subsidize student scholarships provided through the Current Unrestricted Scholarship Fund.

- Participating funds with net negative cash balances were not allocated any investment earnings and funds with positive cash balances were allocated investment income based on the SPIA interest rate or the 30-day US T-Bill interest rate.
- The allocation process was implemented to guarantee investment income to participating funds, regardless of the actual performance of the underlying investments, and to protect participating funds, including E&G Funds, from proportionally sharing significant investment losses during periods when investments experience losses.

Notwithstanding these responses, while unrestricted investment income accumulated in the Auxiliary Enterprises Fund may be used to subsidize student scholarships, because the resources accumulated in that Fund also include earnings on restricted investment balances, the University's investment income allocation process increases the risk that income earned on restricted funds will be used to fund scholarships which is not consistent with the restrictions governing those funds. In addition, as disclosed in Table 4, certain restricted funds with positive cash balances, such as E&G Funds, were not equitably allocated investment income and, as the University investments were mainly in mutual funds (i.e., not invested exclusively in SPIA and US T-Bills), the rates used by the University to allocate investment income to funds with positive cash balances were not the actual rates of return generated by the investments.

**Recommendation: The University should establish and adhere to an appropriate methodology for equitably allocating and recording investment income to the respective resources that generated the income. In addition, the University should maintain, by fund, records that adequately and accurately account for the restricted resource investments and related income. The University should also restore the appropriate amount (e.g., \$8.2 million) from the Auxiliary Enterprises Fund to the respective funds that generated the investment income or document the reasonableness and equity of the investment income allocations for the 2017-18 fiscal year.**

### **Finding 3: Investment Reporting and Reconciliations**

State law<sup>8</sup> requires University investment policy to provide for appropriate annual or more frequent reporting of investment activities and, to that end, University officials are to prepare for the University Trustees periodic reports that include securities in the portfolio by class or type, book value, income earned, and market value as of the report date. University policies<sup>9</sup> established the Investment Committee, which is to meet quarterly to review the performance of University investment portfolios, determine whether investment objectives are being met and University guidelines are being followed, and provide the Trustees with regular performance reports on the investment portfolios. In addition, good business practices require that investment accounts be periodically reconciled to accounting records and that the University establish procedures to periodically reconcile investment accounts (e.g., 30 to 45 days after the end of each quarter).

During the 2017 calendar year, the Investment Committee presented to the Trustees quarterly reports consisting of a general overview of the University's liquidity position, the composition of investments (including asset allocation), performance benchmarks by asset class, and outstanding debt. While the reports presented to the Trustees had many positive features, the reports did not include, as prescribed

<sup>8</sup> Section 218.415(15), Florida Statutes.

<sup>9</sup> University Policy 1160.010 - *Investment Policy*.

by State law, securities in the portfolio by book value and income earned. In response to our inquiries, University personnel indicated that the investment reports lacked this information because State law only suggested, instead of required, that this information be presented to the Trustees. University personnel also indicated that, in December 2018, the University began including the book value and income earned for the securities in the investment portfolios presented to the Trustees.

As part of our audit, we reviewed the four quarterly investment reconciliations performed by the University during the 2017 calendar year. Our examination disclosed that the University did not always timely reconcile the investment accounts as the accounts were reconciled 87 to 309 days, or an average of 202 days, after the end of each quarter. In response to our inquiries, University personnel indicated that the untimeliness of the reconciliations was due to the untimely receipt of documentation from the investment managers, malware, and changes in the shared drive used by University personnel.

Without complete investment report presentations to the Board and timely investment account reconciliations, there is an increased risk that the Board may not be informed and understand the performance of University investments, increasing the risk that errors or fraud could occur without prompt detection and resolution.

**Recommendation: The University should ensure that the investment information presented to the Board includes all the information required by State law and that investment reconciliations are timely performed.**

#### **Finding 4: Severance Pay**

State law<sup>10</sup> provides that a unit of government that enters into a contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay must also include a provision in the contract or employment agreement that precludes severance pay from exceeding 20 weeks of compensation and prohibits the pay in instances of misconduct. State law defines severance pay as salary, benefits, or perquisites for employment services yet to be rendered that are provided to an employee who has recently been or is about to be terminated.

Contrary to State law, University policies and procedures<sup>11</sup> provide that upon termination without cause, non-bargaining unit employees with 10 years of consecutive service as of June 30, 2005, are to be paid 6 months of severance pay. According to University records, 56 employees received severance payments totaling \$1.3 million during the period December 2016 through December 2017. As part of our audit, we examined University records supporting payments totaling \$1.2 million made to 22 selected employees and noted that 4 employees received amounts in excess of those established in State law. Specifically:

- As noted in our report No. 2016-187, the University entered into a multi-year agreement with an athletic coach on January 4, 2013, and the University subsequently amended the agreement on September 5, 2014, to provide for a salary increase. The amended agreement provided that, upon termination without cause, the coach would be paid the lesser of 2 contract years' annual base salary or the base salary payable during the remaining term of the agreement. The athletic coach was terminated without cause by the University in September 2016 and, subsequently, the

<sup>10</sup> Section 215.425(4), Florida Statutes.

<sup>11</sup> University Policy 1710.280 – *Separations of Employment and Separation of Employment Payout Chart*.

University made severance payments totaling \$646,193 to the former athletic coach. The severance payments were equivalent to 60 weeks of the former athletic coach's weekly salary and resulted in severance payments that exceeded the amount allowed by State law by a total of \$431,698. In response to our inquiries, University personnel indicated that the payments made to the coach represented liquidated damages and that the University was contractually obligated to make the payments.

- The University made 3 severance payments totaling \$110,787 to 3 employees for 26 weeks of severance pay, which resulted in severance payments that exceeded the amount allowed by State law by a total of \$26,262. In response to our inquiries, University personnel indicated that the payments were made pursuant to University policies and procedures that provide, in part, that certain University employees may receive up to 26 weeks of severance pay.

These payment amounts represented compensation for employment services not yet rendered and were provided to employees whose employment had recently been terminated. Therefore, as the payments exceeded the statutory severance pay limits, the payments appear contrary to State law. A similar finding was noted in our report No. 2016-187.

**Recommendation:** The University should ensure that the severance pay provisions in University employment agreements are consistent with State law and that severance payments do not exceed the amounts established in State law.

#### **Finding 5: Direct-Support Organizations**

To promote accountability over University property, facility, and personal services use, it is important that public records prescribe the conditions for such use, document appropriate approval before the use occurs, and demonstrate appropriate use. Such records help document authorization for the use, demonstrate the reasonableness of the value associated with that use, and enhance government transparency.

State law<sup>12</sup> provides that a direct-support organization (DSO) is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of the University. Additionally, State law<sup>13</sup> authorizes the Trustees to permit the use of University property, facilities, and personal services by a DSO, and requires the Trustees to prescribe by regulation any condition with which a DSO must comply for such use.

The Trustees approved the Florida International University Foundation, Inc. (Foundation), the FIU Athletics Finance Corporation (AFC), the Florida International University Academic Health Center Health Care Network Faculty Group Practice, Inc. (HCN), and the Florida International Research Foundation, Inc. (Research Foundation) as DSOs that routinely receive and use charitable contributions for the benefit of the University. University regulations<sup>14</sup> require that, upon approval by the Trustees, a DSO shall be certified and authorized to use University property, facilities, and personal services to the extent permissible by applicable law and the conditions prescribed by University regulations.

<sup>12</sup> Section 1004.28(1)(a)2., Florida Statutes.

<sup>13</sup> Section 1004.28(2)(b), Florida Statutes.

<sup>14</sup> FIU Regulation 1502 – *Direct Support Organizations*.

## DSO-Use of University Property or Facilities and Personal Services

According to University personnel, during the 2017 calendar year, the Foundation received personal services and used University property and facilities. The Foundation received University personal services totaling \$11.4 million provided by 127 University employees and reimbursed the University \$3.2 million related to these costs. The 127 employees included 125 who were compensated \$8.1 million and devoted 100 percent of their time and effort to the Foundation and 2 who were compensated \$100,000 and provided a portion of their time and effort to the Foundation.

While the University-approved employee job descriptions and position summaries included the percentages of allocated time expected to be provided to the Foundation for personal services, University records did not document the 2 employees' actual time and effort spent on services for the University and on services for the Foundation. In response to our request for University records to support the basis for the reimbursement of \$3.2 million, University personnel provided a March 2010 memorandum of understanding between the Foundation and the University that was approved by the University President. However, the Trustees did not approve the memorandum and the memorandum did not specify the amount the Foundation would reimburse to the University for personal services. In addition, in response to our request, the University provided a list of the University facilities used by the Foundation during the 2017 calendar year. However, although we requested, University records were not provided to document the value of such use.

In response to our request for records supporting the approval of the personal services and the Foundation's use of University property and facilities, University personnel indicated that the 2016-17 and 2017-18 fiscal year budgets, which included the expected personnel cost contribution and allowed for Foundation use of University property and facilities, were presented to the Trustees and subsequently approved. According to University personnel, the budget approval represented an acknowledgment and approval of the Foundation-related costs by the Trustees. Notwithstanding, without Trustees-approved agreements, there is an increased risk of misunderstanding between the University Trustees and a DSO and for over and under reimbursements to occur.

Although University regulations establish procedures with conditions for DSO use of University property, facilities, and personal services, University records associated with such use could be improved by obtaining:

- The Trustees' approval of anticipated DSO use and the estimated value of the associated University resources before the use occurs.
- Confirmations and other documentation from DSO management affirming that University resources were used only for purposes approved by the Trustees.

Approvals by the Board of Trustees and documentation affirming the actual use of University resources would provide additional assurance that DSO use of University resources is consistent with the Trustees' intent and enhance transparency for such use. Subsequent to our review, in June 2018 the University separately itemized and submitted to the Trustees for approval the expected personnel costs and use of University property and facilities by the Foundation for the 2018-19 fiscal year.



## Cash Transfers to DSOs

Our review of University records disclosed that during the 2017 calendar year, the University transferred \$43,775 received for technology and merchandise licensing and royalty fees to its DSOs. In response to our inquiry, University personnel indicated that, by approving the DSO budgets, which disclosed that projected revenues would be generated from royalty income, the Trustees had approved the payments of the royalty fees to the DSOs. However, University records did not document the Trustees' authority for transferring University royalty fees to the DSOs.

### **Recommendation: We recommend that:**

- **The University document University employee actual time and effort provided to DSOs to support the purpose for and value of such services and the distribution of applicable personal services costs among specific University and DSO activities.**
- **The Trustees enter into agreements with DSOs to establish the basis for DSO reimbursements.**
- **The University document the Trustees' consideration and approval of DSO anticipated use of University resources, at least on an annual basis, before the use occurs. To enhance government transparency, Trustee approval documentation should identify the positions of the employees who will provide the personal services, the square footage of the office space and related buildings that will be used by the respective DSOs, and the value of such use.**
- **The University obtain confirmations and other documentation from DSO management affirming that University resources were used only for purposes approved by the Trustees.**
- **In the absence of specific authority, the University discontinue the transfer of royalty and licensing fees to its DSOs.**

## **Finding 6: Intercollegiate Athletic Programs – Deficit Fund Balances**

Auxiliary enterprises are operated by the University or contracted to vendors to provide goods and services to faculty, staff, students, and others. State law<sup>15</sup> provides that auxiliary enterprises include, for example, bookstore, food service, housing, and intercollegiate athletic activities. BOG regulations<sup>16</sup> provide that each university may determine whether its auxiliary services will be self-supporting on an individual or collective basis, except for intercollegiate athletics, which must be a self-supporting entity.

The University elected to account for its intercollegiate athletic programs in a separate auxiliary enterprise fund. Our examination of University records supporting the financial results of University auxiliary enterprises for the past 9 fiscal years disclosed that the intercollegiate athletic programs did not produce sufficient resources to be self-supporting. Specifically, for each of the past 9 fiscal years, the auxiliary enterprise fund intercollegiate athletic programs had a deficit fund balance. Table 5 shows the deficit fund balances reported for the intercollegiate athletic programs for the fiscal years ended June 30, 2010, through June 30, 2018.

<sup>15</sup> Section 1011.47(1), Florida Statutes.

<sup>16</sup> BOG Regulation 9.013 – *Auxiliary Operations*.



**Table 5**  
**Auxiliary Enterprise Fund**  
**Intercollegiate Athletic Programs**

<b>Fiscal Year Ended June 30</b>	<b>Deficit Fund Balances</b>
2010	\$ (1,170,953)
2011	(1,887,676)
2012	(4,654,342)
2013	(1,688,004)
2014	(1,502,367)
2015	(3,932,824)
2016	(3,172,191)
2017	(5,616,165)
2018	(11,761,454)

Source: University records.

While the deficit fund balances do not represent University bank account cash deficits, the balances require the use of cash resources from other auxiliary enterprises to finance expenses of intercollegiate athletic programs. On May 3, 2010, an interdepartmental loan agreement was entered into between the intercollegiate athletic programs and other auxiliary enterprises funds to loan over the next 4 fiscal years \$5 million to fund budget deficits for the intercollegiate athletic programs and on June 4, 2010, the Trustees approved the agreement. The loan agreement provided for the repayment of principal plus 2 percent interest beginning June 15, 2019, and ending June 15, 2035. The accrued interest was to be capitalized and added to the principal amount. On June 26, 2015, a one-time principal pre-payment of \$631,000 was made, which reduced the principal amount.

On January 18, 2018, another interdepartmental loan agreement for \$4.4 million to fund the construction of athletic practice fields was entered into between the intercollegiate athletic programs and other auxiliary enterprises funds (e.g., food service and bookstore concessions). The construction of the athletic practice fields and the funding of the project with an interdepartmental loan were approved by the Trustees on December 9, 2015. The agreement for this loan also provided for the repayment of principal plus 2 percent interest beginning June 15, 2020, and ending June 15, 2043. The accrued interest for this loan was also to be capitalized and added to the principal amount. From June 15, 2019, through June 15, 2043, principal and interest payments of the loaned amounts will range from \$125,000 to \$600,000. After consideration of the loans, at June 30, 2018, the intercollegiate athletic programs reported total deficit fund balances of \$11,761,454 and a due to (loan from) other auxiliary enterprises of \$9,444,455.

In response to our inquiries, University personnel indicated that the fund deficits were the result of planned expansion projects supporting various athletic programs beginning in 2011 and the interdepartmental loan was issued to provide needed working capital to the intercollegiate athletics program fund. Additionally, University personnel indicated that the deficit fund balances resulted from non-recurring capital expenditures and that if those capital expenditures had not occurred, the fund

balances would not be negative. A similar finding was noted by the University's Office of Internal Audit in report No. 17/18-01.

Although the intercollegiate athletic programs are part of the approved budget for auxiliary enterprises, the intercollegiate athletic programs' continued use of financial resources generated by other auxiliary enterprises decreases the resources available for the other auxiliary enterprises.

**Recommendation: The Trustees should continue to monitor the financial condition of the intercollegiate athletic programs and take appropriate actions to ensure that intercollegiate athletic programs are self-supporting pursuant to BOG regulations.**

#### **Finding 7: Purchasing Cards**

The University administers a purchasing card (P-card) program, which gives employees the convenience of purchasing items without using the standard purchase order process. P-cards are designed to provide a cost-effective, convenient, and decentralized method for individuals to make certain purchases on behalf of the University. The bank that administers the P-card program requires charge disputes to be made within 5 days of the billing close date.

The University has adopted P-Card guidelines and procedures and established a P-card administrative team that had responsibilities for issuing P-cards, monitoring P-card transactions, providing P-card training, and canceling P-cards. The departments of cardholders are required to e-mail the administrative team to cancel P-cards, including those assigned to employees who separated from University employment, immediately prior to submitting the card cancellation form, which includes the cardholder name, identification number, copy of the card cut in half, and cardholder and supervisor signatures. Additionally, department supervisors are to conduct exit interviews; collect all university property, including the P-card cut in half and affixed to a card cancellation form; and providing the card cancellation form to the P-card administrative team.

The University had 825 active P-cards as of December 31, 2017, and, during the 2017 calendar year, 77 cardholders separated from University employment or transferred to another department. We examined University records supporting 23 of the cardholders who separated from University employment and found that the University did not cancel the P-cards assigned to 4 of the 23 cardholders until 9 to 108 days, or an average of 41 days, after the cardholders' employment separation dates. According to University personnel, the untimely cancellations of the P-cards were primarily caused by departments not following established policies and procedures.

Our examination of University records supporting P-card activity of the 4 former employees did not disclose any inappropriate charges; however, our procedures cannot substitute for the University's responsibility to implement adequate internal controls over P-card cancellations. The untimely cancellation of P-card privileges increases the risk that such privileges could be misused by former employees or others and may limit the University's ability to satisfactorily resolve disputed charges.

**Recommendation: The University should continue efforts to ensure that P-card privileges are timely canceled upon a cardholder's separation from University employment.**

## **Finding 8: Information Technology User Access Privileges – Enterprise Resource Planning System**

Access controls are intended to protect University data and information technology (IT) resources from unauthorized disclosure, modification, or destruction. Effective access controls provide employees access to IT resources based on a demonstrated need to view, change, or delete data and restrict employees from performing incompatible functions or functions inconsistent with their assigned responsibilities. Periodic evaluations of assigned IT access privileges are necessary to ensure that employee access remains necessary and appropriate.

Our examination of University records and discussions with University personnel disclosed that 8,654 employees had access privileges to critical transactions within the finance and human resource (HR) applications. The privileges were for 8,558 employees with update access to the finance application, 86 employees with update access to the HR application, and 10 employees (including 3 student account clerks) who were financial superusers (SF Superusers). The SF Superusers had full access to the Student Financial module in the University finance application, which allowed update access to student charges, payments, loans, and other information. According to University personnel, the University performed annual documented evaluations of assigned IT access privileges for most employees. However, the University did not have procedures to periodically document evaluations of assigned IT access privileges to the University Enterprise Resource Planning (ERP) system applications to ensure that the SF Superusers could access only those IT resources that were necessary to perform their assigned job responsibilities and that assigned access privileges enforced an appropriate separation of incompatible responsibilities.

As part of our audit procedures, we examined University records supporting the access privileges of 35 selected employees to the ERP system finance and HR applications and identified 5 employees with access privileges to the finance application that appeared unnecessary for their assigned job duties and a former employee who retained unnecessary access privileges. Specifically:

- 3 student account clerks required access to one specific function in the University finance application to perform their job duties. However, the clerks were given the SF Superuser roles that granted full access to the Student Financial module and allowed the clerks to make changes to student charges, payments, loans, and other information. Since such access requires extreme care, SF Superuser roles are usually granted only to University personnel in high level supervisory positions. In response to our inquiries, University personnel indicated that the 3 clerks were provided the SF Superuser roles because the specific function in the University finance application needed by the clerks to perform their job duties was only available through the SF Superuser role.
- 2 custodial workers had inquiry and update access to various functions in the finance application such as update access to procurement and view access to financial transactions, which was unnecessary for their respective job positions and responsibilities. In response to our inquiries, University personnel indicated that the employees had access to basic functions and that additional roles and security levels were needed for the employees to make procurement transactions. In addition, University personnel also indicated that any transactions created by these workers using their access would be subject to multiple levels of approval. University personnel also confirmed that one of the custodial workers did not create any financial transactions and was unable to confirm whether the other custodial worker used the access.

- A former Controller retained SF Superuser access to the finance application after employment separation from the University in February 2017. Subsequent to our requests in April 2018, University personnel removed the SF Superuser access for the former Controller. University personnel indicated that the former Controller access was not removed timely due to oversight.

While our examination of University records supporting selected transactions did not disclose any fraud or errors as a result of the unnecessary access privileges, our procedures do not substitute for management's responsibility to implement adequate controls. Unnecessary or inappropriate access privileges and the lack of a review of IT user access privileges assigned to the ERP system applications increase the risk that unauthorized disclosure, modification, or destruction of University data or IT resources may occur.

**Recommendation: The University should continue efforts to perform documented periodic evaluations of IT user access privileges to the ERP system applications based on a demonstrated need for such access and remove any inappropriate or unnecessary access privileges detected.**

### **Finding 9: Information Technology User Access Privileges – Student Information**

The Legislature has recognized in State law<sup>17</sup> that social security numbers (SSNs) can be used to acquire sensitive personal information, the release of which could result in fraud against individuals or cause other financial or personal harm. Therefore, public entities are required to provide extra care in maintaining the confidential status of such information. Effective controls restrict employees from accessing information unnecessary for their assigned job responsibilities and provide for documented, periodic evaluations of access privileges to help prevent individuals from accessing sensitive personal information inconsistent with their responsibilities.

The University collects and uses SSNs for various purposes, such as to register newly enrolled students, comply with Federal tax reporting requirements and other Federal and State requirements related to financial and academic assistance, and perform other University responsibilities. According to University personnel and records, the University established a unique identifier, other than the student's SSN, to identify each student and maintained student information, including SSNs, in the University's ERP system.

As of June 2018, the University ERP system contained the sensitive personal information of 985,940 students, including 78,631 current, 384,958 former, and 522,351 prospective students, and 397 employees had access to that information. To protect the sensitive personal information from unauthorized disclosure, modification, or destruction, the University requires employee supervisors and department administrators to approve IT user access privileges based on a demonstrated need for such access. According to University personnel, the University documented monthly evaluations of IT user access privileges in the ERP system to monitor certain access privileges, including evaluations of access privileges to the sensitive personal information of students.

As part of our audit, we examined the access privileges in the ERP system for 137 selected employees. We found that 96 employees in positions such as program assistant, lead ERP technician analyst, and student clerk positions, did not require access to the sensitive personal information of students to perform

<sup>17</sup> Section 119.071(5)(a), Florida Statutes.

their job assignments. In response to our inquiries, University personnel agreed with our conclusions and, in September 2018, removed the access privileges for 28 of the 96 employees.

University personnel indicated that the other 68 employees only needed access to the last four digits of the student SSNs to perform their job assignments and, in October 2018, University personnel were awaiting updated justifications from the respective employee supervisors before modifying the access privileges for these 68 employees. Subsequent to our inquiries, as of December 2018 University personnel had reduced the number of employees with access to the sensitive personal information of students in the ERP system to 245 employees.

We also noted that, since the University ERP system did not differentiate employee access privileges to the sensitive personal information of current students from access privileges to former and prospective students, the remaining 245 employees retained continuous access to the information of all 985,940 students. According to University personnel, the 245 employees needed access to former student SSNs in the ERP system, for example, to assist former students who may return to the University for additional classes or may request administrative action on their records. Although we requested, University records were not provided to demonstrate the public purpose served by maintaining the sensitive personal information of individuals who applied but had not enrolled in the University.

The existence of unnecessary access privileges increases the risk of unauthorized disclosure of sensitive personal information of students and the possibility that the information may be used to commit a fraud against University students or others.

**Recommendation: To ensure access to the sensitive personal information of students is properly safeguarded, the University should:**

- **Document the public purpose served for maintaining that information for individuals who do not enroll in the University. Absent such, the University should discontinue the practice of indefinitely maintaining the sensitive personal information of prospective students who do not enroll.**
- **Upgrade the University IT system to differentiate IT user access privileges to current student information from access privileges to former and prospective student information.**
- **Continue efforts to ensure that only those employees who have a demonstrated need to access the sensitive student information have such access. If an employee only requires occasional access, access privileges should be granted only for the time needed.**

## ***PRIOR AUDIT FOLLOW-UP***

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The University had taken corrective actions for findings included in our report No. 2016-187, except as noted in Findings 1 and 4.

## ***OBJECTIVES, SCOPE, AND METHODOLOGY***

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The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

We conducted this operational audit from March 2018 to April 2019 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The objectives of this operational audit were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Determine whether management had taken corrective actions for findings included in our report No. 2016-187.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for those programs, activities, or functions included within the scope of the audit, weaknesses in management's internal controls; instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included transactions, as well as events and conditions, occurring during the audit period of January 2017 through December 2017, and selected University actions taken prior and subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of management, staff, and vendors and, as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we:

- Reviewed University information technology (IT) policies and procedures to determine whether the policies and procedures addressed certain important IT control functions, such as security, systems development and maintenance, and disaster recovery.
- Evaluated University procedures for maintaining and reviewing employee access to IT data and resources. We examined access privileges to the database and finance and human resources applications during the audit period for 35 of the 8,654 employees to determine the appropriateness and necessity of the access based on the selected employees' job duties and user account functions and whether the access prevented the performance of incompatible duties. We also examined the administrator account access privileges granted and procedures for oversight of administrator accounts for the network, operating system, database, and application to determine whether these accounts had been appropriately assigned, managed, and monitored.
- Evaluated University procedures for protecting the sensitive personal information of students, including student social security numbers. From the population of 397 employees who had access to the sensitive personal information of students during the audit period, we examined University records supporting the access privileges granted to 137 employees to determine the appropriateness of and necessity for the access privileges based on the employees' assigned job responsibilities.
- Evaluated Trustees security policies and University procedures for the audit period governing the classification, management, and protection of sensitive and confidential information.
- Evaluated the appropriateness of the University's comprehensive IT disaster recovery plan effective during the audit period and determined whether it had been recently tested.
- Reviewed operating system, database, network, and application security settings to determine whether authentication controls were configured and enforced in accordance with IT best practices.
- Examined Trustees, committee, and advisory board meeting minutes to determine whether Trustee approval was obtained for the University policies and procedures in effect during the audit period and for evidence of compliance with Sunshine Law requirements (i.e., proper notice of meetings, meetings readily accessible to the public, and properly maintained meeting minutes).
- Examined University records for the audit period to determine whether the University informed students and employees at orientation and on its Web site of the existence of the Florida Department of Law Enforcement sexual predator and sexual offender registry Web site and the toll-free telephone number that gives access to sexual predator and sexual offender public information as required by Section 1006.695, Florida Statutes.
- Reviewed the internal audit function to determine whether the University followed professional requirements and provided for peer review of reports issued. For internal audits, we determined whether audit reports were properly completed and submitted to the Trustees.
- Examined University records to determine whether the University had developed an anti-fraud policy for the audit period to provide guidance to employees for communicating known or suspected fraud to appropriate individuals. Also, we examined University records to determine whether the University had implemented appropriate and sufficient procedures to comply with its anti-fraud policy.

- Evaluated University investment policies and procedures during the audit period to determine whether the policies and procedures complied with Section 218.415, Florida Statutes, adhered to good business practices, and whether University investments were in accordance with those policies and procedures.
- Examined University records to determine if investment accounts maintained during the audit period were timely reconciled to financial institution records and if statutorily required investment information was presented timely to the Trustees.
- From the population of payments and transfers totaling \$12 million made during the audit period from the University to its direct-support organizations (DSOs), examined University records supporting payments and transfers totaling \$6.4 million to determine whether the transactions were as described by Section 1004.28(1)(a)2. and (2), Florida Statutes.
- Examined University records to determine whether the Trustees had prescribed by rule, pursuant to Section 1004.28(2)(b), Florida Statutes, the conditions with which the DSOs must comply in order to use University property, facilities, and personal services and whether the Trustees documented consideration and approval of anticipated property, facilities, and personal services provided to the DSOs and the related costs.
- Examined University records to determine whether student receivables were properly authorized, adequately documented and properly recorded. Specifically, from the population of 13,947 student accounts receivable totaling \$33.9 million as of December 31, 2017, we examined documentation relating to 31 selected student accounts receivable totaling \$638,156 to determine the adequacy of University collection efforts and whether restrictions on student records and holds on transcripts and diplomas were appropriate and enforced for students with delinquent accounts in accordance with Trustees regulations established pursuant to Section 1010.03(4), Florida Statutes.
- Examined University records to determine whether uncollectible accounts totaling \$1.3 million written off during the audit period were properly approved.
- Examined tangible personal property records to determine whether the records contained information necessary to account for and identify property items. We also examined University records supporting 60 selected property items to determine whether University property records accurately described the property items.
- Examined University records to determine if acquired facilities were in accordance with contractual obligations and the mission of the University.
- Analyzed payments from tuition differential fees collected during the audit period to determine whether the University assessed and used tuition differential fees in compliance with Section 1009.24(16)(a), Florida Statutes.
- From the population of 62,512 students enrolled as Florida residents during the Spring 2017, Summer 2017, and Fall 2017 Semesters, examined University records for 30 selected students to determine whether the University documented Florida residency and whether student status and residency determinations complied with Section 1009.21, Florida Statutes, and Board of Governor (BOG) Regulation 7.007.
- Reviewed University procedures to determine whether distance learning fees totaling \$7.6 million for the audit period were assessed, collected, and separately accounted for in accordance with Section 1009.24(17), Florida Statutes.
- From the population of 30 decentralized locations with collections totaling \$39.1 million, selected 6 locations with collections totaling \$8.6 million during the audit period, and examined University records supporting collections totaling \$2.4 million from the 6 locations to determine the effectiveness of University collection procedures.



- From the population of 40 contracts for auxiliary operations, which generated revenue totaling \$6.6 million for the audit period, examined University records supporting 17 selected contracts, which generated revenues totaling \$4.8 million, to determine whether the University properly monitored compliance with the contract terms for fees, insurance, and other provisions. Also, we performed analytical procedures to determine whether University auxiliary services were self-supporting.
- Examined University records supporting textbook adoptions for 20,146 course sections offered during the audit period to determine whether the University textbook affordability procedures complied with Section 1004.085, Florida Statutes.
- From the population of compensation payments totaling \$484.1 million made to 14,119 employees during the audit period, selected 30 payments totaling \$263,141 and examined related payroll and personnel records to determine the accuracy of the rate of pay, whether supervisory personnel reviewed and approved employee reports of time worked, the validity of employment contracts, whether the employees met the required qualifications, whether performance evaluations were completed, and the accuracy of leave records.
- Evaluated University policies and procedures for payments of accumulated annual and sick leave (terminal leave pay) to determine whether the policies and procedures promoted compliance with State law and University policies. Specifically, from the population of 331 employees who separated from University employment during the audit period and were paid \$1.8 million for terminal leave, we selected 15 employees with terminal payments totaling \$451,101 and examined the supporting records to determine compliance with Section 110.122, Florida Statutes, and Trustees Regulation No. 320.045.
- Examined severance pay provisions in 4 employee contracts to determine whether the provisions complied with Section 215.425(4)(a), Florida Statutes. From the population of 56 employees who received severance pay totaling \$1.3 million during the period December 2016 through December 2017, we examined University records for 22 selected employees paid severance pay totaling \$1.2 million to determine whether the severance payments complied with State laws and University policies.
- Examined University records for 29 administrative employees, including the President, who received compensation totaling \$11.5 million during the audit period to determine whether the amounts paid did not exceed the limits established in Sections 1012.975(3) and 1012.976(2), Florida Statutes.
- Evaluated University policies and procedures to ensure health and life insurance was provided only to eligible employees and dependents and that such insurance was timely canceled upon employee termination. Also, we determined whether the University has procedures for reconciling health insurance costs to employee and Trustees-approved contributions.
- Examined University records to determine whether selected expenses were reasonable, correctly recorded, adequately documented, for a valid University purpose, properly authorized and approved, and in compliance with applicable laws, rules, contract terms, and Trustees policies. Specifically, from the population of expenses totaling \$983.2 million for the audit period, we examined University records supporting:
  - 33 selected payments for general expenses totaling \$111.8 million.
  - 30 selected payments for contractual services totaling \$432,338.
- From the population of 1,934 vendors paid \$42.5 million for the audit period, examined University records for 30 vendors paid \$432,338 to determine whether the vendors were properly selected, as applicable; carried adequate insurance; and were paid in accordance with contract terms. In

addition, we determined whether the payments were for a valid purpose, properly authorized and approved, and in compliance with applicable laws, rules, contract terms, and Trustee policies.

- From the population of 91,466 purchasing card (P-card) transactions totaling \$30 million during the audit period, examined University records supporting 30 selected P-card transactions totaling \$414,670 to determine whether the P-card program was administered in accordance with Trustee policies and University procedures and transactions were not of a personal nature.
- From the population of P-Card transactions to 39 vendors, with cumulative transactions over \$75,000 during the audit period, totaling \$11.2 million, examined solicitation documentation for 20 vendors totaling \$5.2 million to determine whether the P-cards were administered in accordance with University policy and procedures and BOG regulations for competitive solicitation.
- Examined P-card records for 23 cardholders who separated from University employment selected from the 77 cardholders who separated from University employment or transferred to other departments during the audit period to determine whether the University timely canceled the cardholders' P-cards.
- From the population of President and Trustees travel expenses totaling \$41,267 during the audit period, examined 26 selected travel reimbursements totaling \$30,834 to determine whether the travel expenses were reasonable, adequately supported, for valid University purposes, and limited to amounts allowed by Section 112.061, Florida Statutes.
- From the population of 78 payments totaling \$75,370 during the audit period to employees for other than travel and compensation, examined 24 selected payments totaling \$56,615 to determine whether such payments were reasonable, adequately supported, for valid University purposes, and whether such payments were related to employees doing business with the University, contrary to Section 112.313(3), Florida Statutes.
- Reviewed Trustees policies and University procedures related to identifying potential conflicts of interest. We also reviewed Department of State, Division of Corporations, records; statements of financial interest; and University records for 22 selected University officials to identify any potential relationships that represented a conflict of interest with vendors used by the University.
- From the population of 6 major construction projects in progress during the audit period with expenditures totaling \$49.3 million, selected 30 payments totaling \$3.4 million related to 3 major construction projects with expenditures totaling \$8.2 million and examined University records to determine whether the payments were made in accordance with contract terms and conditions, University policies and procedures, and provisions of applicable State laws and rules.
- Reviewed documentation related to 4 major construction projects with total construction costs of \$13.6 million during the audit period to determine whether the University process for selecting design professionals and construction managers was in accordance with State law; the selection process of subcontractors was adequately monitored; the Trustees had adopted a policy establishing minimum insurance coverage requirements for design professionals; and design professionals provided evidence of required insurance.
- From the population of University minor projects in progress with cumulative expenditures totaling \$165.5 million as of December 31, 2017, examined supporting documentation for 34 projects totaling \$26.3 million to determine if the projects were in accordance with Trustees policies and procedures, provisions of State laws and rules, and BOG regulations.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.

- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

## **AUTHORITY**

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Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each University on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is fluid and cursive, with the first name "Sherrill" and last name "Norman" clearly legible.

Sherrill F. Norman, CPA  
Auditor General

## **MANAGEMENT'S RESPONSE**

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### **OFFICE OF FINANCE & ADMINISTRATION**

July 18, 2019

Sherrill F. Norman, CPA  
Auditor General  
State of Florida  
Claude Denson Pepper Building G74  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Ms. Norman,

Enclosed are Florida International University's responses to the preliminary and tentative findings and recommendations for the Operational Audit of Florida International University for the calendar year ended December 31, 2017. The University will implement the recommendations identified during the audit in accordance with the enclosed schedule of responses.

We appreciate the thoroughness and professionalism of your staff in completing the operational audit. The resulting recommendations will assist FIU in improving our operations and safeguarding our resources.

If you have any questions or need additional information, please do not hesitate to contact me at [kjessell@fiu.edu](mailto:kjessell@fiu.edu) or 305-348-2101 at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "K A Jessell". The signature is stylized, with the first letters of the first and last names being capitalized and prominent.

Kenneth A. Jessell, Ph.D.  
Chief Financial Officer and Senior Vice President for Finance and Administration

cc: Mark B. Rosenberg, Ph.D., President  
Kenneth G. Furton, Ph.D., University Provost and Executive Vice President

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**FLORIDA INTERNATIONAL UNIVERSITY**  
*Responses to Preliminary and Tentative Findings*  
*Operational Audit – Calendar Year 2017*

**Finding 1: University textbook affordability procedures continue to need improvement.**

***Recommendation:*** *To promote compliance with State law and help ensure that University textbooks and instructional materials of acceptable quality are available to students at the lowest prices, the University should:*

- *At least 45 days before the first day of classes, prominently post in the course registration system and on its Web site, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the University during the upcoming term.*
- *Include changes to course sections made after the posting deadlines when reporting to the SUS Chancellor.*

The University concurs with this recommendation. In response to the prior operational audit recommendation included in report No. 2016-187, Florida International University (FIU) has been consistently enhancing textbook adoption practices and monitoring procedures for timely textbook adoptions in accordance with State law as follows:

- Revised and expanded the Textbook and Instructional Materials Affordability Step-by-Step Guide and FAQ and regularly distributed this along with adoption deadline reminders to all instructors and chairs for process guidance throughout the adoption cycles.
- Appointed textbook affordability liaisons throughout all colleges to support instructors with timely adoptions beginning 2017.
- Instituted a standard procedure for Textbook Adoptions for Other Course Types than Lectures and Labs effective 2017.
- Created an internal methodology to synchronize the Barnes & Noble (B&N) FacultyEnlight adoption data with FIU class schedule/assignment data and standardize the monitoring process as of 2018-2019.
- Initiated discussions with B&N corporate officials for enhancements of FacultyEnlight, FIU's platform for textbook and course material adoptions, to standardize the process of timely adoptions and monitoring thereof in accordance with BOG requirements, with pilot phase anticipated to commence in Fall 2019.

FIU had met the 95 percent threshold of timely posted required and recommended textbooks and instructional materials in each semester as of the 45-day pre-semester deadline. Our reported compliance rates of 95.1 %, 96.2% and 95.3% for Spring, Summer, and Fall 2017, respectively, present a point in time snapshot based on the course section information available at the posting deadline. The methodology of assessing compliance at the forty-five (45) day deadline was based on Board of Governors Regulation 8.003, section 1 (h), which states: "The designated university official shall determine compliance with this requirement no later than forty-five (45) days prior to the first day of classes for each term." For example, for the Fall 2017 semester, at the forty-five (45) day deadline, there were a total of 8,674 courses of which 430 were not compliant and 8,244 were compliant as of the cut-off date, leading to a 95% compliance rate. Due to changes in textbooks and instructional materials for some courses after the 45 days prior to the first day of class, the 95 percent threshold was reduced, as reflected in the finding. The University will adjust the methodology when reporting to the Chancellor course sections that were able to meet the textbook and instructional materials posting deadline for the academic year, which will now capture changes after the 45 days prior to the first day of class.

FIU will adjust the reporting methodology to include changes to adoption data made after the posting deadline for the academic year. To date, FIU consistently reported adoption rates based on the forty-five (45) day pre-semester deadline. Moving forward, FIU will review all adoptions following the forty-five (45) day semester deadline each semester to ensure accurate and complete reporting for the academic year. Additionally, B&N is developing a second generation of their FacultyEnlight textbook adoption platform. FIU is scheduled to be a part of their first pilot, anticipated to commence in Fall 2019. FIU has worked with B&N Information Technology staff and the system is expected to address the necessary enhancements to make reporting to the SUS Chancellor more automated.

**Finding 2: The University over allocated \$8.2 million net investment income to the Auxiliary Enterprises Fund and under allocated that same amount to other funds, which increased the risk that income from restricted resources will not be used consistent with the restrictions governing those resources.**

*Recommendation: The University should establish and adhere to an appropriate methodology for equitably allocating and recording investment income to the respective resources that generated the income. In addition, the University should maintain, by fund, records that adequately account for the restricted resource investments and related income. The University should also restore the appropriate amount (e.g., \$8.2 million) from the Auxiliary Enterprises Fund to the respective funds that generated the investment*

*income or document the reasonableness and equity of the investment income allocations for the 2017-18 fiscal year.*

The University recognizes the importance of equitably allocating and recording investment income to the respective funding sources and to ensure that restricted income is used for purposes consistent with applicable funding restrictions. The University also recognizes that funding sources have different levels of risk tolerance and that restricted funding sources should not incur investment losses. The University's Investment Program is designed to ensure that restricted funding sources do not bear the risk of loss.

FIU's Investment Program pools university funds and invests them at an overall risk level that is comparable to the State of Florida's Special Purpose Investment Account (SPIA) fund. The University places funds from the funding sources into one of two risk classifications: Low Risk tolerance and Zero Risk tolerance. As the finding correctly states, the Investment Program pays a guaranteed rate of return to each of the funding sources equivalent to SPIA or United States Treasury Bill (T-Bill) rates. No investment losses are allocated to the restricted funding sources. The Low Risk funds receives a rate of return equal to the State's Net SPIA rate less investment (Treasury) expenses. The No Risk funds receive a rate of return equal to the 1-Month T-Bill Rate. Both the SPIA and T-Bill rates are market oriented and reflect a risk-adjusted return that the funding sources would have achieved if they were invested independent of the University's Investment Program. In other words, the process is designed to ensure that these funds receive the same return as if they were invested in SPIA or T-Bills. The University Investment Program pools funds from the funding sources, invests the funds, and pays a guaranteed rate of return. This approach provides the funding sources a secured source of risk-adjusted investment income independent of the actual return (gain or loss) of the Investment Program.

The Information in Table 3 of the finding assumes that the distribution of funds is based on the overall returns of the Investment Program, in this case approximately 4.4 percent (Total Net Investment Income of \$16.1 million/Total Investment Balance of \$364.6 million). The Investment Program distributes funds based on the net SPIA rate (1.7 percent) less Investment (Treasury) expenses and the 1-month T-Bill rate (1.4 percent). These guaranteed rates prevent investment losses from being allocated to the restricted funding sources.

To illustrate the reasonableness and equity of FIU's investment income allocation process, as an example, if the overall returns of the Investment Program would have been negative 4.4 percent, the Educational and General funds would have been over allocated by approximately \$5 million and the Other Funds would have been over allocated by approximately \$5.5 million based on the methodology in the finding since the distribution policy would have provided the identical distribution of \$500,000 and \$700,000 to E&G funds and Other Funds, respectively, instead of proportional losses of \$4.5 million and \$4.8 million, respectively. Additionally, utilizing actual Fiscal Year 2019



Year-to-Date December Investment Program returns of negative 0.1 percent, the University would have had to reverse all of the Fiscal Year-to-Date distributions and re-allocate losses to the restricted funding sources. Instead, as the distribution is based on guaranteed rates, the restricted funding sources received approximately \$2.0 Million in earnings distribution in spite of the Investment Program loss. Also, it is important to note that Table 3 excludes the fourth quarter 2018 distribution of \$0.7M that was recorded in FY 2019.

As noted in the finding, the Investment Program distributed an additional \$5.9 Million to fund scholarships that would otherwise be funded from E&G funds, resulting in a total equivalent distribution of \$6.5 million (\$5.9 million + \$0.6 million). This total distribution represents a net return of 7.7 percent for the E&G funding source. This rate of distribution was significantly higher than the overall 4.4 percent return of the investment portfolio in Fiscal Year 2018.

The University believes that the investment income allocation process is reasonable and equitable and has provided sufficient documentation to support this position. It is a fair, defensible, and objective way to efficiently allocate earnings to the funding sources while protecting these funds from investment losses. Nevertheless, the university recognizes the importance of the investment income allocations and will carefully review and, as appropriate, update the allocation methodology. The university will review the restricted investments to ensure that the use of earnings is not inconsistent with the restrictions governing those funds. The university will also maintain, by fund, records that adequately and accurately account for the restricted resource investments and related income. As part of the review of the allocation methodology, FIU will make the necessary adjustments to restore the appropriate amount of allocations to the E&G and other funds.

**Finding 3: University procedures need improvement to ensure that investment information required by State law is presented to the Board and investment account reconciliations are performed timely.**

***Recommendation: The University should ensure that the investment information presented to the Board includes all the information required by State law and the investment reconciliations are timely performed.***

The University concurs with this recommendation. As reflected in the finding, the University already began, proactively, reporting securities by asset class in the portfolio by market value, book value and income earned as of the December 5, 2018 Board of Trustees Meeting.



The University has procedures in place to ensure the accuracy and completeness of investment transactions. In addition, FIU has always maintained segregation of duties between the Controller's and Treasury Offices as an internal control to prevent fraud.

As noted in the finding, there were several factors which occurred within a couple of months of each other that caused the unusual and unexpected delays in the investment reconciliation process in the period audited. These factors include:

- The investment custodian changed their reporting platform, causing errors on the statements which required additional time to receive corrected statements.
- The University was closed for Hurricane Irma for one week. Hurricane related matters required priority attention which affected and contributed to delays in normal reconciliation processes.
- Immediately after Hurricane Irma our computer system was infected with Malware which required restoration of files to a new shared drive. The restoration process took approximately two months to complete.

While inevitably unforeseen circumstances may cause unusual delays, the University has implemented additional procedures to periodically reconcile investment accounts, including the development of a basis schedule to identify errors on investment manager statements and to assist with review of the entries to increase accuracy. This basis schedule is linked to trial balances and provides an informal reconciliation to ensure the investment balances are correct. There are some timing issues relative to the obtainability and accuracy of investment statements. Some investment statements are typically not received until the third week of the following month and at times require correction, one investment statement is received the last week of the month and there are two equity investment statements that are not received for three or more months after a month end. Nevertheless, the university believes 30-45 days is a reasonable time frame for quarterly reconciliations with up to 90 days for year-end reconciliations to enable recording of complete investment activity that includes the two equity investments with prolonged delays in providing investment statements.

**Finding 4: The University made severance payments that exceeded the limits established in State law. A similar finding was noted in our report No. 2016-187.**

*Recommendation: The University should ensure that the severance pay provisions in University employment agreements are consistent with State law and that severance payments do not exceed the amounts established in State law.*

The University concurs with this recommendation. FIU will ensure that contracts or employment agreements containing a provision for severance pay are in compliance with State law.

The audit identified three employees who were paid 26 weeks of pay upon separating from the University. These payments are "wages in lieu of notice" and not severance as defined in Florida Statute (F.S.) 215.425(4)(d). These payments are also not in violation of the extra compensation rule set forth in F.S. 215.425(1), as they are being paid pursuant to a University policy. Wages in lieu of notice and severance pay are two distinct concepts under the law. See, for example, F.S. 443.101(3)(a) and (b).

In addition, the 26 weeks of wages in lieu of notice policy reflects an arrangement determined approximately 13 years ago that is not subject to change by subsequent statutory changes. Under the University's Separation from Employment Policy, FIU Policy No. 1710.280, the majority of at-will employees are entitled to receive a maximum of 12 weeks of wages in lieu of notice upon separating from the University. A very small number of individuals, who were employed by FIU when the State universities became the employers of University employees (until this time the Board of Regents was the employer of all State University employees), are entitled, pursuant to the policy, to 26 weeks of wages in lieu of notice. At the time FIU became the employer, approximately 13 years ago, these employees (now a small number) were in a classification of employment called Administrative and Professional (A&P) and were entitled, pursuant to Rule 6C8-4.018, to receive up to 26 weeks of wages prior to terminating the employment relationship. Because of this pre-existing right, when these A&P employees transitioned from their A&P status to full at-will employment status they were eligible to receive 26 weeks of wages in lieu of notice.

The audit also identified provisions in the employment contract for one head coach that provide for termination payments which could exceed 20 weeks in pay. A very limited number of non-bargaining unit employees at the University are employed pursuant to an employment contract; almost all others receive offer letters. Coaches, head coaches in particular, are one of the key exceptions. This is because it is the custom and "market" to enter into these contracts. These contracts are beneficial to both parties and very specifically layout the rights and responsibilities of each party. The University's coaches' contracts carefully delineate grounds for termination with cause; grounds for termination for cause in this context are much more robust and easily met than in a typical at-will employment context.

Actions that would not entitle termination for cause in a typical at-will employment context may often result in grounds for termination for cause in coaches' contracts. Additionally, the custom and "market" for some coach positions is to provide for each party to pay liquidated damages on account of the contract termination. In order to be competitive in the hiring and retention of head coaches, the University is able to meet the

market by agreeing to a liquidated damages clause that provides both the University and the coach a remedy in the event either party terminates without cause. This is not a severance payment.

Unlike typical at-will employees, coaches may have stronger interests in their reputations, in goodwill and the like, and they are frequently relocating from different areas of the country to take coaching positions at the University. To mitigate the risk to each party on account of termination without cause, the contract provides each party a liquidated damages payment amount agreed upon at contract signing. In light of the legal doctrine of mutuality of remedies, the ability of the University to enforce the coaches' liquidated damages payment obligation is strengthened by the University having a similar obligation. The University has in fact collected liquidated damages under some coaches' contracts. The University believes the payments contemplated by the coaches' contracts do not constitute severance pay. Additionally, no liquidated damages have been paid under the identified contract.

**Finding 5: University rules and records supporting University property, facilities, and personal services used by the University direct-support organizations (DSOs) could be improved. In addition, the University should discontinue the transfer of royalty and licensing fees to DSOs.**

**Recommendation: We recommend that:**

- *The University document University employee actual time and effort provided to DSOs to support the purpose for and value of such services and the distribution of applicable personal services costs among specific University and DSO activities.*
- *The Trustees enter into agreements with DSO's to establish the basis for DSO reimbursements.*
- *The University document the Trustees' consideration and approval of DSO anticipated use of University resources, at least on an annual basis, before the use occurs. To enhance government transparency, Trustee approval documentation should identify the positions of the employees who will provide the personal services, the square footage of the office space and related buildings that will be used by the respective DSO's, and the value of such use.*
- *The University obtain confirmations and other documentation from DSO management affirming that University resources were only used for purposes approved by the Trustees.*

- *In the absence of specific authority, the University discontinue the transfer of royalty and licensing fees to its DSOs.*

The University concurs with this recommendation. As accurately noted in the audit report, the University already prepares and itemizes the expected personnel costs and use of University property and facilities by the FIU Foundation for Board of Trustees approval during the annual budget process and will continue to do so.

In order to promote accountability and transparency over the use of University property, facility, and personal services resources by DSOs, the University will amend existing or execute new Memorandums of Understanding between the University Board of Trustees and DSO Board of Directors which will establish the basis for DSO reimbursements, approval for services and space utilization, and the associated processes.

The University will implement and communicate to the university community a procedure whereby the time and effort for University personnel who concurrently provide services to both the University and FIU Foundation is reflected in the personnel distribution costs among University and DSO activities. The personnel distribution cost must also be approved by the employee's supervisor in recognition of the employee's time and effort across various activities.

Additionally, the University will annually provide a list of employees along with their job code descriptions, FTE (representation of time and effort while in the position and based on personnel distributions contained in Human Resources records) and associated cost for the preceding year to FIU Foundation management for their affirmation that University resources were used only for purposes approved by the Board of Trustees.

The University and Research Foundation will enter into an agreement whereby the Research Foundation will be granted exclusive rights of certain assignments held by the University and to the income derived from the commercialization of associated intellectual property. In the event this income is insufficient to cover the services provided in support of the University's research mission and management of its intellectual property, the Research Foundation will invoice the University, which will use unrestricted funds to reimburse the Research Foundation. Beginning with the 2019-2020 fiscal year, the university's operating budget reflects BOT authorization to assign and transfer royalties revenue from the university to the Research Foundation.

The University receives royalty and licensing fee revenues associated with FIU Athletics that FIU believes are legally pledged revenues in support of the FIU Athletics Finance Corp. (AFC), a special purpose vehicle established for the financing and construction of the football stadium, and therefore the transfer is allowable under Florida Statute 1004.28. As per language reflected in the AFC Trust Indenture agreement and Assignment of

Leases, Rents, Profits and Contracts agreement, pledged revenues include concession revenue, which includes novelty concession revenue. The projected AFC operating revenues in the budget the Board of Governors approved on January 25, 2007, included net novelties revenues. By definition, a novelty is an item sold for its uniqueness, therefore without a distinctive feature, like a unique design, brand or logo, an item would not be considered a novelty. For articles such as T-shirts, Jerseys, tote bags, hats and other similar items that are sold, what makes them unique and thereby considered a novelty are the FIU logo and other brand markings which in turn generate licensing fees and royalty revenue. Consequently, we believe that licensing fees and royalty revenue are synonymous with novelty sales revenue and therefore considered part of the pledged revenues as defined in the AFC agreements. It is important to note that only one-third of the total licensing and royalty revenue received by the university is transferred to the AFC based upon sales of athletics related merchandise; the remaining two-thirds of the revenue remains with the university. Although the BOT approved budget for the AFC has included royalty and licensing fee revenues associated with FIU Athletics, FIU will also request specific BOT authorization to assign and transfer these royalty revenues from the University to the AFC and will request guidance from the BOG and the FIU Office of General Counsel.

**Finding 6: The University intercollegiate athletic programs were not self-supporting and continued to experience deficit fund balances.**

*Recommendation: The Trustees should continue to monitor the financial condition of the intercollegiate athletic programs and take appropriate actions to ensure that intercollegiate athletic programs are self-supporting pursuant to BOG regulations.*

The University concurs with this recommendation. As reflected in the finding, the deficit fund balance is the result of non-recurring capital expenditures and an approved loan repayment schedule has been established. The University, building upon Recommendation 1.1 of the Office of Internal Audit Report No. 17/18-01, "Audit of Athletics Department Operations," will continue to monitor the financial condition of the intercollegiate athletics program and develop long-range budget plans that will result in the elimination of the fund balance deficit currently being offset by intercompany loans approved by the Board of Trustees.

The Athletics Department completes, on a quarterly basis, an updated financial projection that is presented to the Chief Financial Officer and Athletics Director for review. In addition to financial projections, the Athletics Department prepares a quarterly variance report for the current fiscal year which is shared with the Board of Trustees. These measures result in a systematic review of financial operations and ensure Board of Trustees' approved loan repayment schedules are adhered to.

Lastly, as part of the long-term financial planning for the Athletics Department, appropriate actions are being taken to review and reduce operating costs for the intercollegiate athletics programs, where appropriate, and to expand opportunities to generate incremental revenue from both new and existing sources.

**Finding 7: The University did not always timely cancel purchasing card privileges when a cardholder separated from University employment.**

*Recommendation: The University should continue efforts to ensure that P-card privileges are timely cancelled upon a cardholder's separation from University employment.*

The University concurs with this recommendation. FIU will continue its efforts to ensure that PCard privileges are timely cancelled upon a cardholder's separation from University employment.

Effective immediately, the Credit Card Solutions Team (CCST) has further strengthened internal procedures to ensure the timely cancellation of university issued credit cards and reduce gaps in our internal protocols specifically adding additional logic for internal transfers.

The CCST has implemented measures to improve procedure awareness for timely card cancellation to the university community. We will ensure that a biannual reminder is published in the Panther Post Newsletter alerting units to the correct card cancellation procedure. Additionally, an annual reminder will be sent via the dedicated program listserv to alert cardholders and approvers as well.

**Finding 8: Certain University information technology (IT) access controls over finance applications need improvement.**

*Recommendation: The University should continue efforts to perform documented periodic evaluations of IT user access privileges to the ERP system applications based on a demonstrated need for such access and remove any inappropriate or unnecessary access privileges detected.*

The University concurs with this recommendation. FIU will ensure that there is a process to review the ERP system access privileges on an annual basis. FIU understands the risk of employees having unnecessary access to any of the ERP modules (Finance, HR, and

Student Financials) and the University will create a process to ensure that a review of all individuals with access will be conducted annually.

**Finding 9: Some unnecessary IT user access privileges existed that increase the risk that unauthorized disclosure of sensitive personal information of students may occur.**

***Recommendation: To ensure access to the sensitive personnel information of students is properly safeguarded, the University should:***

- *Document the public purpose served for maintaining that information for individuals who do not enroll in the University. Absent such, the University should discontinue the practice of indefinitely maintaining the sensitive personal information of prospective students who do not enroll.*
- *Upgrade the University IT system to differentiate IT user access privileges to current student information from access privileges to former and prospective student information.*
- *Continue efforts to ensure that only those employees who have a demonstrated need to access the sensitive student information have such access. If an employee only requires occasional access, access privileges should be granted only for the time needed.*

The University concurs with this recommendation. FIU has an automated process that deletes sensitive personal information of prospective students who do not enroll after one year of being imported into the system. In addition, FIU is enhancing this automated process to ensure that any sensitive information that is no longer needed or serves a public purpose is removed from the student system. FIU has also documented the purpose for storing such information for operational requirements.

The information of current, former and prospective students is stored in the same database tables and is accessible through the same system pages. Currently, our vendor, Oracle, does not provide a mechanism to differentiate this information based on current, former and prospective statuses. FIU has implemented a mechanism that masks all sensitive information by default, allowing it to be viewed partially or fully by individuals, as appropriate, based upon demonstrated and justifiable need to see such information.

Access to systems and data is automatically reviewed and removed when employees are terminated or transfer departments within the university. While FIU does not currently have a way to expire access at a predetermined date, a project is underway to provide this functionality. This project is expected to be completed before the end of 2019.



**Florida International University**  
**Financial Summary Overview <sup>1</sup>**  
**FY 2018-19**

	Year To Date June 2019			
	Budget	Current Year Actual	Variance	
			\$	%
(\$ in millions)				
<b>Revenue / Receipts</b>				
<b>University</b>				
Educational and General (net) <sup>2</sup>	\$ 562.8	\$ 568.6	\$ 5.8	1%
University	512.2	517.6	5.4	1%
College of Medicine	50.6	51.0	0.5	1%
FIU Self-Insurance Program	0.5	0.3	(0.2)	-40%
Auxiliary Enterprises	238.7	241.3	2.6	1%
Intercollegiate Athletics	27.0	27.7	0.7	3%
Activities and Service	20.8	21.3	0.5	2%
Technology Fee	10.6	10.9	0.3	3%
Board Approved Fees	0.4	0.3	(0.1)	-25%
Contracts and Grants	159.3	161.7	2.4	2%
Student Financial Aid	211.7	227.8	16.1	8%
Concessions	0.9	0.9	-	0%
<b>Direct Support Organizations</b>				
FIU Athletic Finance Corp	3.8	4.2	0.4	11%
FIU Foundation Inc.	32.9	37.1	4.2	13%
FIU Health Care Network	8.1	9.8	1.7	21%
FIU Research Foundation	0.0	0.0	0.0	20%
Interfund Adjustments <sup>3</sup>	(8.3)	(9.1)	(0.8)	10%
<b>Total Operating Revenues</b>	<b>\$ 1,269.2</b>	<b>\$ 1,302.9</b>	<b>\$ 33.6</b>	<b>3%</b>
University Treasury (net)	10.1	14.6	4.5	45%
FIU Foundation Inc.	16.9	13.8	(3.1)	-18%
<b>Total Investment Revenues</b>	<b>\$ 27.0</b>	<b>\$ 28.4</b>	<b>\$ 1.4</b>	<b>5%</b>
<b>Total Revenues / Receipts</b>	<b>\$ 1,296.2</b>	<b>\$ 1,331.3</b>	<b>\$ 35.0</b>	<b>3%</b>
<b>Expenses</b>				
<b>University</b>				
Educational and General (net)	\$ 562.8	\$ 518.7	\$ 44.1	8%
University	512.2	473.9	38.3	7%
College of Medicine	50.6	44.8	5.8	11%
FIU Self-Insurance Program	0.5	0.1	0.4	80%
Auxiliary Enterprises	219.0	212.5	6.5	3%
Intercollegiate Athletics	25.5	27.3	(1.8)	-7%
Activities and Service	21.0	19.8	1.2	6%
Technology Fee	11.1	8.9	2.2	20%
Board Approved Fees	0.4	0.4	-	0%
Contracts and Grants	150.6	154.5	(3.9)	-3%
Student Financial Aid	212.4	222.7	(10.3)	-5%
Concessions	0.9	0.8	0.1	11%
<b>Direct Support Organizations</b>				
FIU Athletic Finance Corp	1.4	2.1	(0.7)	-47%
FIU Foundation Inc.	37.1	37.6	(0.5)	-1%
FIU Health Care Network	5.8	5.8	-	0%
FIU Research Foundation	-	0.0	(0.0)	0%
Interfund Adjustments <sup>3</sup>	(8.3)	(9.1)	0.8	-10%
<b>Total Expenses</b>	<b>1,240.2</b>	<b>1,202.1</b>	<b>38.1</b>	<b>3%</b>
Principal Payment of Debt <sup>4</sup>	9.8	9.3	0.5	5%
<b>Change in Net Assets (incl. Investments)</b>	<b>\$ 46.2</b>	<b>\$ 119.9</b>	<b>\$ 73.6</b>	<b>159%</b>
<b>Change in Net Assets (excl. Investments)</b>	<b>\$ 19.2</b>	<b>\$ 91.5</b>	<b>\$ 72.2</b>	<b>376%</b>



**Florida International University**  
**Financial Summary Overview <sup>1</sup>**  
**FY 2018-19 as of June 2019**

**Financial Highlights:**

**Real      Timing**

**Operations - By Fund and Direct Support Organization**

**Educational and General Variance: Revenues \$5.8M, Expenses \$44.1M**

**I. University (ex-College of Medicine) Variance: Revenues \$5.4M, Expenses \$38.3M**

**Revenues**

**State Appropriations:**

▪ Additional pass-through distribution from the state to cover higher health insurance premiums offset by lower risk management insurance premium	0.9	-
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**Tuition:**

▪ Undergraduate base: student credit hour enrollment is 22 FTE or 0.1% above target; net tuition revenues are below plan mainly due to less non-resident, first-time-in-college (FTIC) students	(0.6)	-
▪ FIU Fully Online: higher net tuition revenues mainly due to better than planned non-resident enrollment, 145 FTE or	1.0	-
▪ Dual Enrolled: student credit hour enrollment is above target by 152 FTE or 11.0%; positive revenue variance from unbudgeted revenues from in-state fee for on-campus dual enrolled students - tuition for off campus, dual enrolled students is waived by statute	0.1	-
▪ Shorelight Enrollment: 20.1% or 88 FTE higher than budgeted enrollment	1.6	-
▪ Tuition differential: above target due to less Florida Prepaid plan exclusions than anticipated	1.3	-
▪ Graduate and Professional: student credit hour enrollment below target by 1.7% or 92 FTE, net tuition revenues below target due to higher than budgeted graduate assistant out-of-state fee exclusions and lower enrollment	(4.1)	-
▪ Other: Mainly, lower graduate assistant and fellowship waivers due to a change in required credits for PhD students, less out-of-state fee waivers for students impacted by Hurricane Maria due to an unbudgeted federal grant award, lower bad debt charges and higher incidental revenues offset by higher institutional financial aid from higher tuition differential revenues (30% of tuition differential revenue as required by statute)	5.1	-

**Total Revenues Variance**

**\$ 5.4 \$ -**

**Operating Expenses:**

**Position Salaries and Benefits:**

**Savings:**

▪ Net Realized Salary Float - Year-to-date budget from vacant administrative positions for which budgets are returned centrally, \$0.9M		
▪ Vacancies in faculty, administrative, and staff positions, \$12.3M; savings from in-unit salary adjustments, \$8.1M; one-time savings due to parental, sabbatical, and medical leave paid out of fringe benefit pool, \$5.3M; offset by unbudgeted positions, (\$18.9M); and higher than budgeted notice payouts, overtime, shift differential and other salary expenses, (\$2.1M)	11.3	
▪ Budgeted placeholders for benefits pass-throughs and salary-related initiatives \$5.7M		-

**Sub-Total Position Salaries and Benefits**

**11.3 -**

**Other Expenses:**

**Savings:**

▪ Favorable variance due to delays in spending in various academic initiatives including special appropriations, \$7.7M; minor repairs and maintenance projects that were budgeted in full but will be completed in FY 2019-20, \$6.6M; savings in contractual expenses paid out of carry forward, \$6.6M; budgeted placeholders for utility increases and other contingencies which were not utilized this year, \$3.5M; lower risk management insurance premium, \$1.1M; and other in-unit and unallocated savings \$1.5M.	27.0	-
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**Sub-Total Other Expenses**

**27.0 0.0**

**Total Operating Expenses Variance**

**\$ 38.3 \$ 0.0**

**Florida International University**  
**Financial Summary Overview <sup>1</sup>**  
**FY 2018-19 as of June 2019**

**Financial Highlights:**

**Real      Timing**

**II. College of Medicine Variance: Revenues \$0.5M, Expenses \$5.8M**

Enrollment is above target by 134 FTE or 10.1%, however the main driver of the positive net tuition revenue variance is lower bad debt expense and waivers.

\$      0.3      \$      -

Savings mainly from vacant positions due to organizational changes during the transition to the new Dean of the College of Medicine.

\$      5.8      \$      -

**FIU Self-Insurance Program Variance: Revenues \$-0.2M, Expenses \$0.4M**

Revenues are below target due to delay lower than anticipated premium costs.

\$      (0.2)      \$      -

Favorable operating expense variance due to lower program administration charges.

\$      0.4      \$      -

**Auxiliary Enterprises Variance: Revenues \$2.6M, Expenses \$6.5M**

Revenues are above target mainly due to an unbudgeted signing bonus and capital investment payment from Chartwells (new food service provider), \$5.0M; higher enrollment in continuing education and market rate academic programs across several colleges \$1.1M; higher event space rental and ancillary service revenues due to the new Central Reservation Office, \$1.0M; greater revenue from publications and other materials produced by the Division of External Relations \$1.0M; higher sponsorship revenue from the South Beach Wine and Food Festival, \$0.8M; higher than anticipated procurement card and other rebates, \$0.8M, higher student health fee revenues due to higher headcount enrollment, \$0.3M; and other auxiliary revenues, \$1.1M. These are offset by reimbursement of Hurricane Irma expenses not received, (\$6.5M); construction projects that will be completed next year, (\$1.0M); lower shared services fee revenues tied to lower expenses, (\$0.6M); and lower sales in the Panther Tech store and information technology media and network services, (\$0.4M).

\$      2.6      \$      -

Expenditures are below budget primarily due to vacant positions across several auxiliaries, \$8.0M; lower spending in the College of Business as they continue to evaluate programs, \$3.2M; and scholarship expenses paid with E&G funds, \$1.1M. These are offset by an unbudgeted expense to cover early termination and acquisition of the Phi Gamma Delta (FIJI) fraternity house, (\$2.2M); higher spending on publications and other marketing related items, (\$0.9M); higher information technology infrastructure and license renewal expenses, and higher inventory expenses in the PantherTech store, (\$0.8M); higher expenses associated with the new food service contract and renovations to food venues across all campuses, (\$0.6M); and higher than planned spending across various other auxiliaries, (\$1.4M).

\$      6.4      \$      -

**Intercollegiate Athletics Variance: Revenues \$0.7M, Expenses \$-1.8M**

Revenues are above target primarily as a result of higher athletic fee revenues driven by additional fees from fully online students effective Summer 2019, \$0.7M. Greater Conference USA and NCAA participation revenues, higher game guarantee revenues and bowl game reimbursements, \$0.5M, are offset by the absence of support from FIU Athletics Finance Corp. for football operations, (\$0.5M).

\$      0.7      \$      -

Expenditures are above budget mainly due to earlier than planned replacement of athletic uniforms, higher travel costs, equipment purchases for the football team, unbudgeted game officials billed to FIU by Conference USA, greater than planned athlete injury insurance claims, higher scholarship expenses during the post-season, and additional temporary employees, (\$2.3M). Savings from the allocation of events personnel to the appropriate auxiliary funding source were offset by higher than budgeted personnel costs due to new hires and severance payouts, \$0.5M.

\$      (1.8)      \$      -

**Student Activity and Service Variance: Revenues \$0.5M, Expenses \$1.2M**

Revenues are higher than target primarily due to higher activity and service fee revenue from higher than budgeted student credit hour enrollment and lower bad debt allocation.

\$      0.6      \$      -

Expenses are below target primarily due to savings related to vacant positions and less temporary personnel in student centers, student buildings, campus life, and various student clubs and organizations.

\$      1.3      \$      -

**Technology Fee: Revenues \$0.3M, Expenses \$2.2M**

Revenues are higher than target mainly due to higher than budgeted student credit hour enrollment and lower bad debt charges.

\$      0.3      \$      (0.3)

Expenses are below target mainly due to delays in project timelines, \$1.8M, and salary savings from vacant positions, \$0.4M.

\$      2.2      \$      -

**Florida International University**  
**Financial Summary Overview <sup>1</sup>**  
**FY 2018-19 as of June 2019**

**Financial Highlights:**

**Real      Timing**

**Board Approved Fees: Revenues \$-0.1M, Expenses \$0M**

Revenues are below budget by \$76K or 18%, due to less than anticipated students reaching the minimum, eligibility threshold of sixty credit hours to be assessed the Bar Test Prep Fee.

\$ (0.1) \$ -

Expenses are below budget by \$48K or 12% due to less students taking the bar prep courses.

\$ 0.0 \$ -

**Contracts and Grants Variance: Revenues \$2.4M, Expenses \$-3.9M**

**Sponsored Research:**

The favorable variance in revenues is mainly due to higher private sponsored project revenues, \$7.6M; unbudgeted expense reimbursements for the National Forensic Science and Technology Center (NSFTC), \$5.5M; and higher sponsored research administration revenues, \$0.5M; offset by lower than planned federal and state grant project revenues, (\$13.1M).

\$ 0.5 \$ -

Expenditures are above budget commensurate with higher than projected revenues combined with higher than expected commitments against Facilities and Administrative (F&A) returns spent by the colleges, units, centers, and researchers.

\$ (5.9) \$ -

**External Contracts:**

Revenues are above plan primarily due to revenues received from the College of Medicine Clinical Affairs and other medical programs, \$3.8M; higher than planned revenue from the Office of Research and Economic Development Citi Food program along with other academic programs, \$0.8M; and higher revenues across several areas, \$0.1M. These are offset by lower DSO reimbursement revenues associated with the capital campaign, (\$2.1M); less revenues received from the Athletics Opportunity Fund (\$0.4M); and lower revenues in the Center for Internet Augmented Research and Assessment (CIARA), (\$0.3M).

\$ 1.9 \$ -

Expenses are below budget and are mainly due to lower DSO reimbursement expenses associated with the capital campaign, \$2.1M; savings from vacant positions and professional services in College of Medicine Clinical Affairs and Graduate Medical Education programs, \$0.7M; offset by higher than planned expenses in the Office of Research and Economic Development Citi Food program, (\$0.5M); and higher operating expenses across various other areas, (\$0.2M).

\$ 2.1 \$ -

**Student Financial Aid Variance: Revenues \$16.1M, Expenses \$-10.3M**

Student financial aid revenue is higher than planned primarily due to Bright Futures, \$10.3M, institutional aid, \$4.8M, donor-related scholarships, \$0.6M, and other aid, \$0.4M. The increase in Bright Futures awards is due to a larger than anticipated number of students receiving these awards (24% or 2,423); the majority of the increase (97%) is associated with Academic Scholars - students whose award covers 100% of tuition. The increase in institutional aid is in support of merit-based scholarships such as Gold and Blue and raise.me scholarships. Lastly, higher donor-related scholarships from the South Beach Wine and Food Festival and scholarships from Braman, Carnegie and the Knight Foundation for students affected by Hurricane Maria also contributed to the favorable variance.

\$ 16.1 \$ -

Student financial aid expense is above target primarily due to Bright Futures, (\$7.4M), institutional aid, (\$6.5M), and donor-related scholarships, (\$0.7M), as described in operating revenues above. These are offset by lower Pell disbursements due to less Pell Grant awards, \$3.5M, and less federal work study students, \$0.9M.

\$ (10.2) \$ -

The positive change in net assets of \$5.4M is \$6.0M higher than anticipated and is primarily due to timing of Bright Futures and Pell awards disbursements.

**Concessions Variance: Revenues \$0M, Expenses \$0.1M**

Operating revenues are \$15K or 2% higher than plan due to higher sales of vending products, higher laundry vending commissions, and unbudgeted sponsorships from Right Choice snack vendor.

\$ 0.0 \$ -

Operating expenses are \$95K or 11% lower than budget largely due to savings from unallocated reserves, savings in vending operations overhead, and lower than anticipated spending on various events.

\$ 0.1 \$ -

**Florida International University**  
**Financial Summary Overview <sup>1</sup>**  
**FY 2018-19 as of June 2019**

**Financial Highlights:**

**Real      Timing**

**FIU Athletic Finance Corp Variance: Revenues \$0.4M, Expenses \$-0.7M**

Operating revenues are above plan due to greater support from fundraising efforts, additional pledged revenue resulting from fully online students being assessed the Athletics Fee beginning Summer 2019, and unanticipated suite naming rights revenue.

\$      0.4    \$      -

The unfavorable variance in operating expenses is due mainly to higher debt service interest, (\$0.6M) and game-day related expenses such as custodial services, repairs and maintenance, and materials and supplies, (\$0.1M).

\$      (0.7)    \$      -

**FIU Foundation Inc. Variance: Revenues \$4.2M, Expenses \$-0.5M**

The favorable variance in operating revenues is due to higher than budgeted scholarship contributions.

\$      4.1    \$      -

Foundation operating expenses are above target mainly due to higher program and scholarship expenses offset by a delay in salary and Foundation subsidiary reimbursements.

\$      (0.5)    \$      -

**FIU Health Care Network Variance: Revenues \$1.7M, Expenses \$0M**

Operating revenues are higher than plan due to a rate increase in October 2018 of the management fee to the American University of Antigua (AUA) and more enrolled students in Office of International Affairs (OIA) programs.

\$      1.8    \$      -

Expenses are slightly above budget due to the higher enrollment in Office of International Affairs (OIA) programs.

\$      (0.0)    \$      -

**FIU Research Foundation Variance: Revenues \$0M, Expenses \$0M**

Operating revenues are \$5K or 20% above plan due to unbudgeted royalty revenue income.

\$      0.0    \$      -

Expenses are \$3K below target due to savings from salary reimbursements.

\$      0.0    \$      -

**Net Investment Returns: \$1.4M**

**University Treasury** investments fiscal year-to-date returns are 4.7% or \$16.8M. The \$14.3M of net investment revenues are \$4.1M above plan and comprised of \$7.6M of investment income and \$9.2M of unrealized gains offset by \$2.6M of investment fees and Treasury operating expenses. Additionally, there is \$0.4M of unbudgeted investment income and unrealized gains in Contracts & Grants related to a National Institutes of Health grant invested as an endowment with the Foundation.

**Foundation** investments fiscal year-to-date gains are at 4.5% or \$13.8M, generating a negative variance of \$3.0M. Investment returns for the full fiscal year were budgeted at 6.0%, or \$16.8M.

**Principal Payments of Debt: \$0.5M**

The debt service for the FIU Athletic Corp. was amended subsequent to the original budget resulting in a total net increase of \$0.1M; the new debt service schedule includes lower principal payment of debt and higher debt service interest payments.

\$      0.5    \$      -

**Notes:**

<sup>1</sup> The financials presented above reflect the state budgeting methodology which differs from full accrual financial statements. The following have the most significant impact:

- **Depreciation of Assets:** For budgeting purposes equipment purchases are fully expensed in their acquisition year, therefore depreciation is not included in the budget.
- **Unrealized gains and losses:** The investment gains / losses are recognized as revenues in the budget however GASB accounting principles require that it be recorded as a non-operating revenue / expense.

<sup>2</sup> E&G revenues include State Funding and Tuition and are net of waivers, uncollectible amounts and 30% Financial Aid need-based amounts per Florida Board of Governors (BOG) regulation. Any differences between E&G Revenues and Expenses will be funded from prior year balances carried forward.

<sup>3</sup> Interfund transfers have been included resulting in higher revenues and expenses by fund allowing for an individual fund performance analysis. The interfund adjustments eliminate this double counting. However, interfund transactions such as tuition funded by scholarships and auxiliary services provided to other units have not been eliminated. Since revenues and expenses are equal, the interfund adjustments are the same for both.

<sup>4</sup> Principal payment of debt reflected above per Florida Board of Governors (BOG) requirement that debt service payments be shown on a cash basis.



**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
September 5, 2019

**CASACUBA BUILDING UPDATE**

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- National Endowment for the Humanities Challenge Grant Offer received June 3, 2019 subject to fund raising certification requirements:
  - \$500,000 certified by July 31, 2019
  - \$250,000 certified by July 31, 2020
  - Knight Foundation grant satisfies \$750,000 challenge grant match requirement
  - Notice of Award to be issued by September 30, 2019 with restriction on expenditures until National Environmental Policy Act (NEPA), Section 106 National Historic Preservation Act (106 NHPA) and Notice of Federal Interest processes are completed.
  - FIU facilities has reached out to TY Lin, who has done NEPA work for FIU in the past. TY Lin will be talking to the Grant Administrator from NEH to better define the requirements of the NEPA environmental study and to estimate the cost of the study and report.
- Knight Foundation \$2 million grant approval received July 26, 2019
  - Paid in equal installments over the next 5 years
- Cash on hand: \$ 102,344
- Planned Gifts: \$ 918,000
- Pledges: \$2,274,574
- Additional Cash Committed over next 12 months:
  - Agustin Arellano 2<sup>nd</sup> Installment: \$ 40,000
  - National Endowment for the Humanities first Installment: \$500,000
  - Knight Foundation 1<sup>st</sup> Installment \$400,000
- CasaCuba Facility Program Document approved June 14, 2019

- Architect/Engineer Selection Committee approved July 30, 2019
  - Agustin Arellano, Co-founder and Chair, CV2A Group
  - Victoria Rogers, Vice President, Knight Foundation
  - Maria Carla Chicuen, Executive Director, CasaCuba
  - John Cal, Associate Vice President
  - Celi Ervesun, Construction Project Manager
  - Danny Paan, Director, Physical Plant
  - Pedro Botta, Sr., Director, Administrative Services
  - Marilys Nepomechie, Associate Dean of Faculty + Program Development
- Next Steps
  - Undertake National Environmental Policy Act (NEPA) and Section 106 National Historic Preservation Act (106 NHPA) studies as required by the National Endowment for the Humanities grant since these are Federal funds. This process will take approximately 3-6 months.
  - Advertise for Architect/Engineer and begin competitive solicitation. This process will take approximately 6 months.

#### **Attachments**

*National Endowment for the Humanities Challenge Grant Award Letter*  
*Knight Foundation Grant Award Letter*  
*CasaCuba Architectural/Engineering Selection Committee*  
*CasaCuba Facility Program Document*



June 3, 2019

Robert Gutierrez  
Assistant Vice President for Research  
Florida International University  
11200 SW 8th Street  
Miami, FL 33199-2516

Dear Mr. Gutierrez:

In response to your application CHA-264405 to the National Endowment for the Humanities Challenge Grants Program, I am pleased to offer Florida International University (Florida International University Board of Trustees), under Maria Carla Chicuen's direction, an amount up to \$750,000. Your institution's application was considered carefully during the NEH review process, which includes peer review along with deliberation by the National Council on the Humanities and the Office of the Chairman.

This offer is subject to the following conditions:

**1. Period of availability of the offer**

- The first \$500,000 of this offer will be available until July 31, 2019.
- The final \$250,000 of the offer will be available after October 1, 2019 until July 31, 2020.

**2. All offers are conditional upon availability of sufficient funds allocated for matching purposes in the Challenge Grants Program.**

**3. To receive the full challenge grant award, you must raise at least 1 to 1 in new nonfederal contributions. Federal funds are released in all two years when completely matched according to the required amount.**

**4. Deadlines to certify gifts**

To receive the respective offers, you must certify:

- receipt of \$500,000 in gifts by July 31, 2019;
- receipt of an additional \$250,000 by July 31, 2020 to bring the total certified contributions to an amount equal to the total federal offer.

The following chart summarizes the fundraising period for the contributions you must certify by the annual July 31<sup>st</sup> deadline in order to receive all annual offers in full and on schedule:

<b>Fund-Raising Periods</b>	<b>3/1/18 to 7/31/19 Year #1</b>	<b>8/1/19 to 7/31/20 Year #2</b>	<b>TOTALS</b>
<b>NEH FUNDS (federal offered)</b>	\$500,000	\$250,000	\$750,000
<b>Non-federal funds to be raised</b>	\$500,000	\$250,000	\$750,000
<b>TOTAL GRANT FUNDS (federal plus non-federal)</b>	\$1,000,000	\$500,000	\$1,500,000

**Especially in the first year, recipients are strongly encouraged to certify all eligible gifts as soon as possible so that, should additional federal matching funds become available, the Endowment would be able to release funds ahead of schedule.**

5. Any part of an annual offer for which insufficient contributions have been certified will be forfeited.
6. The fundraising period begins five months before the application deadline; thus the fundraising period begins March 1, 2018. The period of performance for this grant is May 1, 2019 through April 30, 2025. Up to ten percent of all Challenge funds (federal matching funds plus certified gifts) may be used for fundraising costs incurred during the period of performance.
7. **SF-424C Construction Budget**  
Please clarify whether the Challenge grant and matching funds will be used solely for the design phase. If funds will also be used for construction, complete SF-424C Construction budget located in your eGMS Reach files. Please note that all charges included in the budget must be allowable, reasonable, and allocable to this project and auditable per [2 CFR Part 200](#). Save the form as a PDF, name the file 424C.pdf, and submit it through eGMS Reach.
8. **SF-429A Real Property Status Report (General Reporting)**  
Complete the SF-429A using the supplemental NEH instructions located in your eGMS Reach files. This information will be used by NEH to clearly capture the extent of construction/renovation activities and further assist with further review of your project as required under Section 106 of the National Historic Preservation Act, the National Environmental Policy Act, federal interest, and other related national policy requirements. It is recommended that you save and rename the form to your computer in PDF format before submitting it. Submit the completed form through eGMS Reach.
9. This program is authorized by [20 USC §956 et seq.](#), and this award is subject to [2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for](#)



[Federal Awards](#); the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#); the [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), and the specific terms and conditions in the notice of award. Should there be any inconsistency between the specific terms and conditions of an award and the *General Terms and Conditions for Awards*, the specific terms and conditions will govern. Should there be any inconsistency between the *General Terms and Conditions for Awards* and the *Administration of NEH Challenge Grants*, the latter will govern.

#### 10. **National Environmental Policy Act (NEPA) Review**

The National Environmental Policy Act, as amended ([42 USC 4331 et seq.](#)) and its implementing regulations at [40 CFR Parts 1500 - 1508](#), establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters.

NEH requires additional information to determine the level of NEPA compliance for your project. Additional information will be forthcoming based on a review of the SF-429A and supporting documentation. Once NEH is able to further evaluate the project, NEH may be required to further evaluate the potential environmental aspects of construction project under NEPA. In order to help facilitate and expedite the review process, please notify NEH if there is another lead Federal Agency performing a NEPA review, or if there is publicly available state or local environmental review and documentation of the project or site.

Prior to the release of NEH funds, Challenge grant matching funds may be used for activities such as the completion of preliminary design documents, SHPO/THPO consultation, and preparation of Environmental Assessments, as applicable.

Please contact your NEH grant administrator for more information about the NEPA review process.

#### 11. **Section 106 of the National Historic Preservation Act (NHPA) Review**

All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with Section 106 of the National Historic Preservation Act of 1966, [16 USC §470f](#), and its implementing regulations. Per item 32 of the General Terms, please note that the NEH has formally initiated a Section 106 review of your project and will therefore require your assistance to complete this review. All responses and documentation must be submitted into eGMS Reach.

##### Background

Section 106 of the NHPA, [16 USC §470f](#), and its implementing regulations, [36 CFR Part 800](#), require NEH to consider the effects of projects awarded NEH funding on historic properties, and when applicable, to provide the Advisory Council on Historic Preservation (ACHP) an opportunity to comment on such projects prior to the expenditure of Federal funds.

NEH is responsible for initiating and leading the Section 106 review, and for consulting with other parties, including your [State Historic Preservation Officer](#) (SHPO) and/or [Tribal Historic Preservation Officer](#) (THPO), and the public about your project. Although NEH bears ultimate responsibility for Section 106 review, NEH cannot meet its obligations without your assistance. Further, your organization cannot begin any work involving construction.

renovation, repair, rehabilitation, or visual or ground disturbances – and NEH cannot release any Federal funds – until NEH completes its review.

#### Materials Required for the Section 106 Review

As a first step to assisting NEH with its Section 106 obligations and if you have not already done so, you must contact your SHPO and/or THPO about your project and provide the NEH Federal Preservation Officer ([FPO@neh.gov](mailto:FPO@neh.gov)) with the name and contact information of the person in the SHPO/THPO office who will be assisting NEH with its review. You must also provide NEH with the following materials through eGMS Reach, if they were not with your application:

1) A copy of your SHPO and/or THPO's written determination, which provides information on the following:

- Whether there are any properties in or near the project site that are listed, or eligible for listing, in the National Register;
- If there are historic properties, how the NEH-funded project would affect them; and
- If effects would be adverse, how they might be avoided, minimized, or mitigated.

Please be aware that a SHPO/THPO letter of support for the project is not sufficient to meet the required determination letter.

2) If applicable, an archaeological survey for the Area of Potential Effects (APE) – that is, the geographic area/s within which a project may directly or indirectly affect historic properties.

3) A list of all consulting parties' names and contact information, including titles, mailing addresses, and e-mail addresses. Consulting parties include the SHPO/THPO, Federally-recognized tribes, Native Hawaiian organizations, state and local governments, and individuals and organizations with a legal or economic relationship to a project or property (for example, historical societies or commissions).

If not included in your application materials, you must also provide NEH with the following materials that should have been provided to the SHPO/THPO prior to the making of his/her written determination about your project:

1) *A description of the funded project.* The description should include the proposed use(s) for the property and the scope of the proposed construction, renovation, repair, rehabilitation, or ground or visual disturbance;

2) *A map, photograph, or drawing clearly demarcating the project's APE.* To determine the APE, applicants should consider all locations where the project may result in ground, visible, or audible disturbances, or changes in public access, traffic patterns, or land use;

3) *Descriptions of all known National Register-listed or –eligible properties that are in the APE, and descriptions and evaluations of all other properties in the APE for National Register eligibility (regardless of age) by considering the National Register criteria. (See [36 CFR Part 60](#) and [36 CFR Part 63](#).)* Descriptions should be based on materials such as background research on historic properties, oral history interviews, field surveys and/or investigations, and past planning, research, and studies, and should include information

such as a property's location, the year of its construction (if a structure), and previous ownership;

4) *A description of the NEH-funded project's effects on historic properties.* For a project to have an effect on an historic property, it must have the potential to alter the characteristics that qualify that property for inclusion in or eligibility for the National Register; and

5) *An explanation of why the [36 CFR § 800.5\(a\)\(1\)](#) criteria for an adverse effect were found applicable or inapplicable, including any conditions or future actions to avoid, minimize, or mitigate adverse effects.* Adverse effects to historic properties include physical destruction, alteration, or removal of a property.

Finally, you must provide NEH with the following:

- 1) A description of the steps taken to identify historic properties;
- 2) Information on any National Historic Landmarks in or near the project area; and
- 3) Any information provided to and received from the SHPO/THPO.

Please ensure that all individuals who prepare the information requested above meet the [Secretary of Interior's professional qualifications standards](#).

#### Result of NEH's Section 106 Review

Once NEH receives all required materials, it will then review them, consult with the ACHP (if participating), the SHPO/THPO, other consulting parties, and the public to decide whether there are historic properties present in or near the project area, and whether and how the project will affect those properties.

NEH's Section 106 decisions usually fall under one of the following categories:

- No historic properties: If NEH finds there are either no historic properties or there are historic properties but the project will have no effect on them, then it will follow § 800.4 of the Section 106 regulations, which requires NEH to notify the SHPO/THPO of NEH's finding. If the SHPO/THPO does not object within thirty (30) days after receiving the letter, then NEH is generally permitted to release grant funds.
- Project's effects indeterminable: If NEH cannot fully determine a project's effects on historic properties, then NEH will follow § 800.14, which requires NEH to continue consultations, draft a programmatic agreement (PA), and invite the ACHP to consult on the PA. If the SHPO/THPO and other parties to the PA agree to it and once the PA is filed with the ACHP, then NEH is generally permitted to release grant funds.
- No adverse effects to historic properties: If NEH finds that the project will not adversely affect historic properties, then it will follow § 800.5, which requires NEH to notify the SHPO/THPO and consulting parties of NEH's findings. If the SHPO/THPO or any of the consulting parties do not object, then NEH is generally permitted to release grant funds.
- Adverse effects to historic properties: If NEH finds that a project will adversely affect historic properties, then NEH will follow § 800.6, which requires NEH to continue consultations, seek ways to mitigate or resolve adverse effects, and execute a memorandum of agreement (MOA). If the SHPO/THPO and other parties to the MOA agree

to it and the MOA is filed with the ACHP, then NEH is generally permitted to release grant funds.

Depending on the complexity of the project, NEH's Section 106 review of a project can take between several months to a year for an agency to complete. Therefore, the sooner you are able to provide NEH with the necessary information, the sooner NEH can complete its review.

Please note that cost shared funds may be raised on a contingent basis pending a decision on the release of NEH funds.

For additional information on Section 106, please visit [NEH's Section 106 website](#). A copy of frequently asked questions about Section 106 is also enclosed.

## 12. **Construction Contract and Bonding Requirements**

You are reminded that any construction or renovation contracts (including painting and decorating) in excess of \$2,000 awarded by recipients or subrecipients and using Federal funds, in whole or in part, are subject in their entirety to the Davis-Bacon Act, [40 USC § 3141 et seq.](#) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

The Davis-Bacon Act requires recipients to furnish assurances to the Secretary of Labor that all laborers and mechanics employed by contractors or subcontractors on NEH-supported construction, renovation, or repair projects must be paid wages at rates that are not less than those prevailing wages on similar construction in the locality specified in a wage determination made by the Secretary of Labor. For additional information on the Davis-Bacon Act, please visit the following: <http://www.neh.gov/grants/manage/davis-bacon-act>.

### *Buy and Hire American*

Consistent with [Executive Order 13788](#) ("Buy American and Hire American"), grant recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with NEH funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

Contracts must also conform to the procurement standards in [2 CFR §§ 200.317 through 200.326](#), as applicable.

## 13. **Federal Interest**

When NEH funds are used to purchase land or buildings or to construct or renovate a facility, it creates a "federal interest." Federal interest is a property right which secures the right of the federal awarding agency (NEH) to recover its percentage of funding for the purchase of land or buildings, or for substantial improvements to a facility (construction or major renovations), in the event the property is no longer used for humanities purposes by the recipient or upon the disposition of the property.

For NEH projects involving real property the period of federal interest extends five years (5) years, from the NEH award period of performance end date. During this time, the real property must be used for the intended humanities purpose, recipients may not sell, lease,

transfer, assign, convey, mortgage, or otherwise convey any interest in the property without the prior written approval from the NEH Office of Grant Management.

Notice of Federal Interest

In addition, because the NEH's financial contribution exceeds \$500,000, the owner of the property must also attach a lien to the property called a Notice of Federal Interest (NFI) (see [2 CFR §200.316](#) Property Trust Relationship). This must occur before construction with NEH funds begins on the project, and a notarized and recorded copy of the NFI must be submitted into eGMS Reach. The NFI will expire five years (5) years, from the NEH award period of performance end date.

Additional Information on federal interest, as well as performance and reporting requirements during the period of federal interest is provided in the [NEH Federal Interest in Real Property Factsheet](#).

Forms and publications referenced in this offer letter are available on the NEH web site at [www.neh.gov](http://www.neh.gov). Click on "[Manage Your Award](#)" link under the "Grants" page. **All responses to award conditions must be submitted via eGMS Reach for review and approval by NEH.**

This letter does not constitute an award but only an offer of support, subject to the conditions described above. Should you have any questions concerning this offer, please feel free to contact either your NEH grant administrator, Pam Thompson, at [pthompson@neh.gov](mailto:pthompson@neh.gov) or 202-606-8617, or your program officer, Joshua Sternfeld, at [challenge@neh.gov](mailto:challenge@neh.gov).

Sincerely,

A handwritten signature in black ink, reading "Jon Parrish Peede". The signature is stylized with a large, looped initial "J" and "P".

Jon Parrish Peede  
Chairman



**KNIGHT  
FOUNDATION**

**VICTORIA ROGERS**  
*VP/Arts*

July 26, 2019

Mr. Howard Lipman,  
Florida International University Foundation, Inc.  
11200 SW 8<sup>th</sup> Street, MARC 5<sup>th</sup> Floor  
Miami, Florida. 33199

Dear Mr. Lipman,

We are pleased to document that the Trustees of the John S. & James L. Knight Foundation have approved a grant in the amount of \$2,000,000 to the Florida International University Foundation, Inc.

This grant is designated for the design phase of the construction of Florida International University's CasaCuba, a new home for the study and scholarship of Cuban affairs and culture. This grant (#2018-57291) will be paid in equal installments over the next five years.

We look forward to celebrating and learning from all that will occur within and without CasaCuba's walls for many years to come.

Sincerely,

  
Victoria J. Rogers

Cc: Maria Carla Chicuen

## MEMORANDUM

TO: Ken Jessell, Senior Vice President & CFO

THRU: John M. Cal, Associate Vice President  
Facilities Management

FROM: Bob Griffith, Director of Planning  
Facilities Planning

SUBJECT: CasaCuba, BT-925-A/E Selection Committee

DATE: June 24, 2019

*JMC 7/30/19*  
*BBG 7/30/2019*

This memo is to request approval of the certification and selection committee for the selection of an Architectural/Engineering firm for the above referenced project. The process, governed by BOG regulation 14.005, requires the following:

*(1) For any services required which have been publicly announced as provided in BOG Regulation 14.004, including professional services, continuing contracts, construction management services or design-build the president shall appoint a Selection Committee to make recommendations. Those appointed by the president shall serve throughout the selection process.*

*The Committee shall consist of at least three members, two of which must have demonstrable experience in the selection of professional architectural or engineering services or education in construction, engineering, architecture or other related discipline and shall be comprised of the following:*

- (a) At least one facilities professional from the University Facilities Office or physical plant office; the second required facilities professional is not required to be a current University Facilities or Physical Plant employee.*
- (b) Additional members, based on the special needs of the project, if required.*

The recommended committee members are:

1. **Celi Ervesun**, Construction Project Mgr III
2. **John Cal**, Assoc. VP Facilities Mgmt
3. **Danny Paan**, Director Physical Plant
4. **Maria Carla Chicuen**, Executive Director Program Administration
5. **Agustin Arellano**, co-founder and the Chairman of NV2A Group
6. **Victoria Rogers**, VP/Arts Knight Foundation
7. **Pedro Botta, Sr.** Director Administrative Services
8. **Marilys Nepomechle**, Associate Dean of Faculty + Program Development

Please indicate your approval of the proposed committee by signing below

Concur:

*John M. Cal*  
John M. Cal  
Associate VP, Facilities Mgt.

Approved:

*Kenneth Jessell*  
Kenneth Jessell  
Senior Vice President & CFO

cc: Selection Committee



## **I - FACILITY PROGRAM DOCUMENT**

### **CasaCuba**

**BT- 925**



**Florida International University**

**Modesto A. Maidique Campus**

**March 27, 2019**




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### III. SIGNATURE SHEET

1. Educational Specifications contained in this document have been developed in accordance with the statutory requirements of the State University System of Florida as outlined in FIU Standard Operating Procedure #FIU-15-001:

  
Date: 3/27/2019  
ROBERT W. GRIFFITH, R.A., A.U.A., DIRECTOR OF PLANNING FACILITIES MANAGEMENT

2. This document is recommended by the appointed University Building Program Committee:

  
Date: 3/28/19  
MARIA CARLA CHICUÉN, COMMITTEE CHAIRPERSON

3. Information Technology and Communications Resource Specifications contained in this document have been developed in conformance with the requirements of Chapter 282, Florida Statutes, and University standard practices:

  
Date: 4/3/2019  
ROBERT GRILLO, VICE PRESIDENT & CIO INFORMATION RESOURCE MANAGEMENT

4. This document is recommended for approval:

  
Date: 3/27/19  
JOHN CAL, ASSOCIATE VICE PRESIDENT, FACILITIES MANAGEMENT

5. This document is recommended for approval:

  
Date: 4-10-2019  
KENNETH JESSELL, CFO & SR. VICE PRESIDENT, FINANCE & ADMINISTRATION

6. This document is recommended for approval:

  
Date: 4/10/19  
KENNETH FURTON, PROVOST & EXECUTIVE VICE PRESIDENT

7. This document is hereby approved:

  
Date: 6/14/19  
MARK B. ROSENBERG, PRESIDENT, FLORIDA INTERNATIONAL UNIVERSITY

## **FACILITY PROGRAM COMMITTEE**

This building program represents the University's requirements for the development of the Project in as specific and complete a form as is presently available. It is a comprehensive effort of the members of the Building Program Committee who have each contributed, by drawing from their expertise and respective responsibilities, the essential information required by the architects and engineers to conceptualize and develop the project. This committee will monitor the development of the design and assist the design Architects/Engineers by refining details and clarifying any ambiguities herein in a manner consistent with this program. Coordination of the program requirements (compatibility, standards, finishes, utility connections, equipment, etc.) and scheduling throughout the duration of the project will be maintained by the University's office of Facilities Management, Planning, and Construction sections.

The members of the Program Committee are:

- Chairperson: Maria Carla Chicué, Executive Director, CasaCuba
- Members: Agustín Arellano, Sr.  
Jorge Duany, Ph.D. – Director, Cuban Research Institute  
Francisco O. Mora, Ph.D. – Director, Kimberly Green Latin American & Caribbean Center  
Jordana Pomeroy, Ph.D. – Director, The Patricia & Phillip Frost Art Museum  
Pedro Botta – Sr. Director Strategic Initiatives, Stephen J. Green School of International  
Public Affairs  
John Stack, Ph.D. – Founding Dean, Stephen J. Green School of International  
Public Affairs
- Ex-Officio: Associate Vice President, Planning & Institutional Effectiveness  
Associate Vice President, Facilities Management  
Associate Director, Facilities Management/Operations  
Associate Vice President, Information Technology  
Associate Vice President, Environmental Health & Safety  
Chairperson, Faculty Senate  
Chairperson, Ad Hoc Building and Environment Committee  
Associate Director, Facilities Management/Utilities  
Director, Auxiliary Services  
Director, Purchasing  
Director, Academic Space Management  
Director, Facilities Management/Minor Projects & Construction  
Director, Facilities Management/Planning  
Senior Project Manager/Facilities Management

## **IV. INTRODUCTION**

### **General Project Description**

CasaCuba plans to build an approximate 57,876 gross-square-foot facility prominently located at Florida International University's Modesto A. Maidique campus in Miami, FL, easily accessible to the university community and to visitors from South Florida and beyond, such as students, faculty, scholars, and the general public. This dynamic, state-of-the-art center will host public lectures, academic conferences, digital exhibits, and research projects, engaging museums, historical societies, and other academic and cultural institutions through meaningful partnerships. Most notably, CasaCuba will help preserve and showcase the wealth of Cuba-related intellectual and cultural resources at FIU, with a special emphasis on sharing and expanding its notable Cuba collections.

In 2015, FIU's vast Cuba-related resources and initiatives inspired the FIU Foundation Board of Directors to dream of a dedicated space, anchored on FIU's campus, to share the richness of the Cuban heritage with the local community and beyond. That dream is CasaCuba.

### **Project History**

FIU is a global leader in the study of Cuba and the preservation of Cuban culture. It is situated 228 miles from Havana, in Miami-Dade County, a geographic area that is home to seventy percent of the two million U.S. residents of Cuban origin.<sup>1</sup> FIU enrolls over 56,000 students, including the largest number of students of Cuban origin outside of Cuba. Given FIU's location, its Cuban student population, its research expertise in Cuba, and its prominent Cuban history, oral narrative, genealogy, photography and art collections across its colleges and museums, FIU is uniquely positioned to be the world's preeminent intellectual and cultural hub dedicated to fostering understanding of the Cuban heritage. CasaCuba will expand on FIU's depth and breadth of teaching, scholarship and cultural engagement on Cuba and the Cuban diaspora as it integrates and preserves, for generations to come, the intellectual, cultural, historical, linguistic, and artistic riches of the Cuban people, and their impact on the United States.

FIU has established several institutes, programs, research initiatives, and cultural collections related to Cuba and Cuban-Americans:

**The Cuban Research Institute (CRI):** CRI is dedicated to creating and disseminating knowledge about Cuba and Cuban-Americans. It is the nation's premier center focused on interdisciplinary teaching and research on Cuba and the diaspora. Since its founding in 1991, CRI has organized hundreds of academic and cultural events on Cuba and Cuban Americans at the intersection of politics, the arts, and society. Additionally, CRI offers scholarships to support Cuban and Cuban-American studies.

**The Kimberly Green Latin American and Caribbean Center (LACC):** Located within the prestigious Steven J. Green School of International and Public Affairs and designated as a National Resource Center on Latin America by the U.S. Department of Education, LACC is one of the top Latin American and Caribbean Centers in the country. LACC draws upon the expertise of a prominent concentration of Latin American and Caribbean Studies scholars, spanning many disciplines and colleges. LACC faculty have produced scholarship on migration, U.S.-Latin American relations, indigenous cultures, religion, and arts and humanities.

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<sup>1</sup> The U.S. Census Bureau reports that in 2017, the estimated Cuban population numbered 2,315,863 across the United States, with an estimated 1,000,518 in Miami-Dade County, FL.  
[https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_17\\_1YR\\_S0201&prodType=table](https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_17_1YR_S0201&prodType=table)

**Collaborative Research and Professional Engagement with Cuban Scholars, Artists and Intellectuals:** Several FIU units have engaged leading Cuban figures in the arts and culture in collaborative research, creative work, and other activities, consistent with U.S. legal and regulatory requirements. Some of these collaborations include the School of Architecture at the College of Communication, Architecture + The Arts (CARTA); the School of Music at CARTA; the International Media Center of the School of Journalism and Mass Communication at CARTA; the Tropical Conservation Institute of the College of Arts, Sciences & Education (CASE); the Department of Earth and Environment at CASE; and the Department of Biological Sciences at CASE.

**Cuban Studies Program:** FIU offers a Cuban and Cuban-American Undergraduate Studies certificate, including more than 70 Cuba-related courses spanning almost 20 disciplines. Our faculty also includes the largest group of U.S. specialists on Cuba and the Cuban-American community, across all disciplines.

**Patricia & Phillip Frost Art Museum:** Collections at FIU's Frost Art Museum include the work of Cuban American artist Humberto Calzada, one of the most renowned artists of his generation, and the Darlene M. & Jorge M. Pérez Art Collection, featuring nineteenth- and twentieth-century Cuban landscape paintings, portraits, and other vivid works.

**Wolfsonian Museum-FIU:** The Wolfsonian's Cuba holdings emphasize the U.S.-Cuba tourist trade production from 1920-1959, including travel brochures, posters, and promotional films. These artifacts include more than 1,000 works gifted to the museum from collector, author, and longtime donor Vicki Gold Levi.

**The Jewish Museum of Florida-FIU:** In stories, documents, photographs, and artifacts, the Museum archives chronicle the history of Cuban Jews who made their way to Florida.

**FIU Libraries:** FIU Libraries' Special Collections and Archive are distinguished by their prominent Cuba holdings, including the Díaz-Ayala Cuban and Latin American Music Collection, the Elena Kurstin Cuban Memorabilia Collection, and the Cuban Exile Archives and History Project. FIU also administers the Digital Library of the Caribbean, which provides public access to digitized versions of Caribbean cultural, historical, and research materials currently held in private collections, archives, and libraries.

### **Project Goals and Benefits**

- Build a leading intellectual and cultural center dedicated to fostering global understanding of Cuban affairs and culture, through education, research, discussion and the arts.
- House the world's most prominent think tank focused on Cuba, across all disciplines, engaging FIU faculty, students, and top scholars from around the world.
- Expand the visibility and community engagement of FIU's Cuba Collections across the arts, genealogy, music, documents, artifacts, and the law.
- Provide academic, professional, and personal development resources for the community at large, such as student scholarships, career workshops, industry focus groups and networking platforms, with a special emphasis on facilitating intergenerational collaboration.
- Expand opportunities for curricular and instructional innovation on Cuban studies.
- Provide adequate administrative space for the Cuban Research Institute and CasaCuba, including affiliated faculty and visiting scholars.

- Attract leading resources and partnerships to FIU by projecting a culture of excellence that emphasizes student success.
- Cultivate student relationships that will lead to increased alumni affiliation and philanthropy.
- Inspire global consciousness, cultural awareness and appreciation of diversity through creative programming and outreach.
- Foster CasaCuba's values: Cultural Pride, Inclusiveness, Self-Improvement, Collaboration, Integrity, Innovation, Intellectual Curiosity, and Forward Thinking.
- Promote intellectual exchange and social cohesion among Cubans from around the world.
- Foster knowledge and appreciation of Cuba's history and heritage worldwide through state-of-the-art programming that engages people across all backgrounds and generations.
- Inspire a strong sense of identity and cultural pride especially among the younger Cuban generations.
- Support the work of academic, professional and civic organizations focused on Cuba through co-working spaces, venue rentals, and mentorship and networking opportunities.
- Become the leading hub for cultural celebrations and community programs anchored in popular Cuban traditions, aiming to preserve the Cuban heritage among future generations.
- Disseminate knowledge about the Cuban history and heritage through seminars and performances, interactive displays and advanced technology, with the participation of experts on Cuba and leading Cuban professionals in the arts, science, business, engineering, sports, and other fields.
- Engage a global audience of Cubans and non-Cubans alike, working with other museums, educational institutions, historical societies, cultural centers and professional organizations dedicated to the exploration and preservation of Cuban history and culture.
- Serve as repository for the experiences of Cubans from around the world, with an emphasis on representing areas in which Cubans have excelled.

**Project Delivery:**

The project is proposed to be delivered using the Construction Management - At Risk Method. Refer to Florida Board of Governors Regulation 14.0055 (2) (a), (b) and (e) below for project delivery justification:

- (a) Whether the size of the project is sufficiently large and/or complex to require major emphasis on the qualification of the contractor to have specific expertise in performing highly specialized cost estimating, value engineering, and scheduling during the design process with continuity of construction management through both the design and construction phases;
- (b) Whether the initial construction funding is appropriated and construction is begun with the expectation of substantial appropriations in subsequent years, thereby making it advantageous to retain a single contractor for the duration of the project;
- (e) Whether the timely completion of the project is critical to the university's ability to repay debt service or to meet grant obligations.

The design team selected for this commission will be responsible for the development of the design and development of contract documents, bidding and construction administration services.

**Sustainability:**

In recognition of the University's commitment to sustainability practices and the inherent complexity of this building type, this project will be designed and built with the goal of meeting the USGBC's LEED "Silver" certification rating level at a minimum. The Project shall comply with Florida Statutes 255.251 Energy Conservation and Sustainable Buildings Act including 255.252 (3) and (4). The Project shall comply with Florida Statute 255.2575 Energy-efficient and sustainable buildings requirements that all state university buildings be constructed to comply with a sustainable building rating system or a national model green building code.

**Future Expansion:**

The project shall be designed for one or more future expansions of significant size. The initial design shall be designed to conserve site area and allow construction of additions at ground and upper levels while maintaining existing facilities in operation. Consider plan organizational concepts that allow addition of wings, and/or the use of a central core area from which additions may radiate. Consider expansions when sizing and locating new underground utility runs, utility sizes and entry locations, mechanical and electrical rooms and other service spaces.

## **V. ACADEMIC PLAN**

The United States and Cuba have been deeply linked through centuries, bound through their geographic proximity and their political, economic, and cultural interconnections. The present time is an auspicious moment in the history of this special bilateral relationship, and in the evolution of the Cuban diaspora in the United States. A generational shift in the Cuban-American community is taking place as the historic first wave of Cuban immigrants who settled in the United States in the 1960s is aging rapidly, while new immigration from Cuba is dwindling and second and third-generation Cuban-Americans risk diminished contact with their Cuban heritage. Despite Cuban Americans' significant socioeconomic and cultural influence in the country, and the inexorable connections with the island neighbor, no major intellectual, cultural, and community center in the United States is currently dedicated exclusively to the study and understanding of Cuba and Cuban Americans, and to Cuba-related cultural outreach on a global scale.

Florida International University has distinguished itself as a national epicenter for academic research and public programming, having been designated as both a Carnegie Highest Research Activity R1 Institution and an Ashoka U Changemaker Campus. FIU is equally renowned for its historical collections focused on Cuba and the experience of the Cuban diaspora. These assets, however, are widely distributed across various locations within the University, limiting their impact and visibility.

At CasaCuba, FIU will showcase its rich and extensive collection of artifacts, academic programs, student groups and research projects devoted to Cuba, for the benefit of FIU students and faculty, and research scholars and visitors from around the world. CasaCuba will facilitate access not only to FIU's resources, as it will also draw from the knowledge and resources of the local and international Cuban community, positioning the center as a global authority in conversations and scholarship on Cuban history, language, art, music, literature, and relations with the world.

CasaCuba will seek to document, preserve, and share the history, experiences and legacy of the Cuban nation, and particularly the ways in which Cubans have influenced U.S. culture, and vice versa. Specifically, CasaCuba will collaborate with other local organizations to identify and preserve heritage materials that may be at risk of loss. It will work in close collaboration with the FIU Libraries on projects to enhance current digital collections and digitize new materials. CasaCuba will also collaborate with relevant FIU units and industry partners to apply the latest technologies to showcase Cuban culture in new, compelling ways, such as interactive oral history and genealogy platforms, and virtual reality. And it will host regular, dynamic events aimed at diverse audiences to promote awareness of temporary and permanent holdings.

CasaCuba seeks to be distinguished by its intellectual rigor and its multidisciplinary focus. FIU's extensive resources and expertise in multiple academic fields, including the arts and humanities, the social sciences, business, technology, medicine, and the law, will enable faculty and students to engage with Cuba through diverse areas of focus. More than fifty professors from FIU, located across multiple departments, already perform important research on Cuba or make Cuba the focus of their respective courses.

One of CasaCuba's elements of distinctiveness will be its platform of inclusiveness, as it attracts and attempts to foster meaningful relations among all Cubans and all persons interested in Cuba. It will therefore emphasize attracting a diverse audience, especially a broader cross-section of Cubans who will benefit from a platform to bring their diverse experiences to light and come together as a community. To ensure a broad impact, CasaCuba will launch programs aimed at serving diverse groups. For example, CRI visiting fellowships will continue to attract scholars from a wide range of disciplines who wish to engage with FIU's Cuba collections and present individual research projects. Student internships will be created to help organize and preserve the collections. Programming for the general public will include history lessons, literary circles, and artistic performances aimed at engaging all generations with Cuba's rich heritage. Community outreach will be a pillar of CasaCuba's success.

Beyond its location in Miami, which will enable immediate access to the large concentration of residents of Cuban origin in this geographic area, CasaCuba hopes to reach national and international audiences, primarily scholars and members of the global Cuban diaspora. FIU already has an international platform given its more than fifty exchange



agreements with institutions from around the world, and its locations in Washington D.C. and Tianjin, China. FIU also offers programs in Panama, Jamaica, The Dominican Republic, and Italy. FIU's robust distance learning platform and vast Digital Collections, especially as the administrator of the Digital Library of the Caribbean university consortium, will enable CasaCuba to engage remote audiences.

The FIU leadership understood early on that CasaCuba would need a home of its own that would be a vibrant cultural, academic, and community center. It thus proceeded to identify an ideal space on FIU's main campus for an iconic building that would include exhibition space, instructional classrooms and versatile, open areas. Its designated location faces the community, as it stands at the most prominent entrance of FIU's main campus on a busy street intersection, across from the FIU Ronald W. Reagan Presidential House, and a short walk to significant entertainment facilities on campus, such as the Frost Art Museum. CasaCuba's multi-story facilities will thus be designed to fulfill the center's vision as an innovative and vibrant 21<sup>st</sup>-century space that will host a regular calendar of educational programs, exhibits, and events for diverse audiences, with a focus on the Cuban community. The center will include a reception area, exhibit spaces, a café, a restaurant, a shop, co-working and office space, a courtyard, multipurpose classrooms, and storage.

Each space within CasaCuba will meet a functional objective. The CasaCuba gallery spaces will host temporary exhibitions of Cuba collections from FIU and external organizations. Classrooms will be used to deliver Cuba-related courses from the FIU curriculum, seminars, and large-scale symposia. CasaCuba will also host research activity as the new home of the Cuban Research Institute at FIU, including some of CRI's affiliated and visiting scholars in its offices, as well as CRI's regular events to present the results of investigations, or new books, related to Cuba. As a hub for discussion, CasaCuba will organize public lectures and community gatherings in its café, restaurant, reception area, porch, garden and courtyard, with the goal of attracting, inspiring, and promoting collaboration among Cubans of all generations, as well as the international community with expertise or general interest in Cuba. CasaCuba will also foster the Cuban arts through spaces for interactive exhibits, artistic performances, and celebrations following popular Cuban traditions, open to all residents and visitors in South Florida.

FIU's intention is that ultimately, CasaCuba will offer an experience that focuses on user interaction and showcases much more than the objects that actually fit within the galleries. CasaCuba will feature state-of-the-art digital projection imagery, including façades that can be transformed into an expansive canvas for video displays in all exhibition spaces. Visitors will be able to explore the collections through 360 video, multiple screens and touchscreens that can be controlled via mobile devices, and to rotate an object and see it from all angles thanks to 3D scans. CasaCuba will also include video recording booths to capture content that is later curated and shown in the galleries. These special digital media exhibits, hardware and software are subject to funding constraints.

Through its design and programming, the center will represent a tribute to the history and achievements of the Cuban people. It will showcase the places where Cubans have settled around the world, and their efforts to become successful in a wide range of fields. The building will remind all Cubans of home and seek to promote their cohesiveness. Even though the building will fulfill multiple public functions, from public galleries to meetings, classes, and performances, it will be *one* space for all to commune. CasaCuba hopes to be a "third place," one apart from home and work that provides an anchor for the community to gather, interact, learn, think, and be inspired.

## **VI. SPACE NEEDS ASSESSMENT**

CasaCuba will house the following units, to be divided into two phases of construction. CasaCuba should be designed and built to allow for both vertical and horizontal expansion in the future years, as projected growth ensues.

### **PROGRAM AREAS**

#### **Phase 1**

CasaCuba Administrative Suite: The CasaCuba Executive Director's Office and Administrative Suite includes the leadership personnel of the center and the respective administrative teams that execute daily operations and advance strategic initiatives. The leadership team is projected to include the Executive Director, Administrative Assistant, the Director of Programs, Program Specialist, Education Specialist, Chief Registrar, Chief Curator, Exhibition Specialist, System Administrator, Communications Director, Director of Development, Security Manager, Director of Administrative Services, and Visitor Services Manager. Office suites must ensure interaction and facilitate collaboration, while allowing for privacy and independent work.

Cuban Research Institute: The CRI Suite will house the current CRI staff, plus new offices for CRI affiliated faculty and visiting scholars. In addition, the suite features space for a reception, a faculty/staff lounge/kitchen, one seminar room for small gatherings, one conference room for larger groups, and space for storage and files. It is assumed here that the CRI Suite will share the same floor with the CasaCuba Administrative Suite, and as a result, the reception, lounge, seminar and conference room are noted as shared spaces.

Event Venue: As the leading center devoted to Cuban affairs and culture in the world, CasaCuba is set to host the most consequential conversations that allow scholars, faculty, students and the community to engage with thought leaders on compelling Cuban issues. CasaCuba is thus envisioned as a destination venue for lectures, conferences, and book presentations, film screenings, and art and music events, including dance, live music and theater, which may require a raised area. A state-of-the-art event venue will thus be required for an audience of 300 people. This will be a multipurpose hall with flexible seating and table format that includes acoustic separation to prevent conduction of noise, as well as dressing rooms, a green room and a multimedia control room. Catering prep space and storage space (for chairs, tables, podium and other props) should also be included.

Galleries: CasaCuba will collaborate with external organizations as well as FIU museums, academic departments, and libraries on joint, temporary exhibitions, organized across one main gallery and one smaller gallery that should support use of advanced electronic media, as well as traditional art media. The main gallery space will showcase CasaCuba's permanent collection and major temporary exhibitions, both in-house and traveling exhibitions of international caliber. The smaller gallery will allow for thematic exhibitions that will change regularly as objects on display are rotated. The smaller gallery will also function as a screening room to present lectures, videos and remote meetings, and as a photography gallery space. A large-scale projection screen, either electrically-operated drop-down, or fixed, at the back wall for double image slide projection. CD Rom projection capabilities and satellite link-up capabilities. Flat floor and moveable chairs. Photographs may be displayed in mattes without frames in wall mounted cases with sloping glazed surfaces, as well as on walls, matted only or matted and framed. Galleries should be multipurpose spaces, with moveable walls, able to host a wide range of public events. Exhibitions across all galleries will rely on state-of-the-art technology such as virtual reality, and tactile digital screens will be featured along the walls and throughout the gallery space, showcasing Cuban genealogy material, videos, historical information, and artwork. Exhibition galleries will include areas for visitors to rest, gather, read, or view digital media about the exhibitions and architecture. Climate controlled access from other areas and support spaces. Separations from any potentially hazardous materials or activities for either people, or works of art. Flexible lighting should be ensured in the galleries.

Collection Zone: In order to support the galleries, CasaCuba should include storage, and spaces for documentation, security, examination and preparation, and collection handling. Security should be provided with the aid of CCTV screens and building management system, and a security station located adjacent to a shipping receiving entrance. There should be a secure entrance that can be used by drivers presenting their credentials. There is a need for an exhibition props area to accommodate cases, plinths, pedestals, panels, and like. A completely enclosed art loading dock should be provided to accommodate one 18-foot wheeler. A separate loading dock should be available for non-collection deliveries and for garbage disposal. A shipping-receiving area equipped with a hydraulic platform lift and an insulated and weather-stripped overhead door is needed to accommodate a forklift. A collection elevator and a crate storage area should be included in the collection zone. At least one entrance to the facility, and at least one elevator, should have doors that allow for the transportation of large art pieces.

Classrooms: CasaCuba will house two classrooms. One classroom with capacity for 50 will be administered centrally, and available to all courses and departments at the University. The other classroom, with capacity for 30, will be available for courses related to Cuban and Latin American studies, and special courses administered by CRI and LACC. Access to the classrooms should be designed as not to interfere with the operations and security requirements of the rest of the building, and should be ensured even when center is not in operation (through ground floor separate access, or elevators). The two classrooms should be designed for active learning, including flexible seating.

Seminar/Conference Rooms: These rooms will provide the necessary space for faculty, staff, administrators and students to engage in a variety of academic and administrative activities. All rooms will allow relatively small groups to have an inviting and conducive space where they can work together on a variety of projects.

Flexible Working Area: CasaCuba will leverage the business incubation and innovation expertise of StartupFIU to launch its own co-working, communal space, including flexible offices, and laboratory spaces layered with robust programming, advising, and community-building initiatives. CasaCuba is envisioned as a collaborative, inclusive, and value-adding center of gravity with a strong focus on helping Cubans, and the community at large, reach economic development and connect with resources that help them advance their individual and organizational goals. Electrical outlets must abound and be dispersed. Lighting should be adjusted. Storage should be provided to store and lock important documents. There should be high ceilings.

#### Public Spaces: Lobby, Porch, Garden, Courtyard, Gift Shop

As a community hub, CasaCuba will integrate many gathering spaces for both spontaneous (conversation, reading, resting) and structured programming.

- Lobby: The lobby is a ground floor lobby space contiguous with the main public entrance, which provides gathering, ticketing and circulation space to all public amenities, public areas and galleries. There should be an information and ticketing counter oriented to visitors both entering and exiting from the building, directional information and signage, public telephones and drinking fountain. The counter must be clearly visible and accessible from the main entrance doors, sited with careful attention to traffic flow to avoid crowding, and allow room for queues. Lockable counter with space for up to two seated admissions clerks, with computerized ticketing and cash till, telephone, visitor information and under-counter storage for immediate supplies. Panic button under counter manually operated to sound alarm in security headquarters and offices. Cloakroom and stroller storage located off the lobby designed to be operated as a self-serve storage area for visitors' personal effects, with coin lockers or coat-hooks, lockable cabinets for storing lunches, and an area for storing baby strollers. The lobby will also form an attractive campus social space, including the CasaCuba gift shop.

- Gift Shop: The public sales area of the shop should be visible to all visitors as they enter and exit the building. Accessible to non-museum patrons, and for operation during hours when the galleries are closed. Counter separates the public from staff manning the sales counter, which can oversee all shelving and displays. May be open when offices or exhibit spaces are closed. Shelving and shop layout to be open to surveillance from cash drawer.
- Courtyard, Garden and Porch: A courtyard, a garden and traditional Cuban porch will provide additional space for intimate gatherings such as receptions, networking events, community conversations and small-scale concerts, screenings and readings. There should be reserved spaces for a piano and other musical instruments. The airlock entrance should provide a transition between the outside environment and the controlled environment inside the building, at all regularly used entrances.
- Food Area: A food area such as a food cart or traditional Cuban “ventanita” located in the lobby, will offer traditional, possibly free, gourmet Cuban coffee and bite-sized pastries. This could be a historically accurate oxcart attended by a person in traditional 19th century clothing demonstrating early coffee preparation techniques or a more modern reinterpretation.

## **Phase 2**

### Student Academic and Support Space

CasaCuba seeks to become the hub for FIU student organizations related to Cuba and Cuban studies, offering them a space to gather and conduct meetings and programming. This area will also provide study space for all FIU students.

### Teaching Laboratory Facilities

CasaCuba seeks to support the professional activities of the community, with an emphasis on helping research on Cuba, and the Cuban arts, thrive in Miami, FL. For this purpose, teaching laboratory facilities would include studios and workspaces for residencies by artists, scholars and researchers. Spaces would include a dance studio, a music practice room, a media lab, and a language room for the instruction of Spanish.

## CasaCuba Space List

VER. 12

3/27/2019

Description	No. of Spaces	No. of Occupants	NSF Per Occupant	NSF Per Space	Total NSF for All Space Type	SUS SPACE CAT.
<b>CASACUBA ADMINISTRATIVE SUITE</b>						
Executive Director Office	1	1	150	150	150	IS/OC
Administrative Assistant	1	1	110	110	110	IS/OC
Director of Programs	1	1	120	120	120	IS/OC
Program, Education, Exhibition Specialists	1	1	220	220	220	IS/OC
System Administrator	1	1	110	110	110	IS/OC
Communications Director	1	1	120	120	120	IS/OC
Director of Development	1	1	120	120	120	IS/OC
Security Manager	1	1	110	110	110	IS/OC
Administrative Services	1	1	110	110	110	IS/OC
Visitor Services	1	1	110	110	110	IS/OC
Reception Area	1	8	25	200	200	IS/OC
<b>Subtotal</b>					1,480	
<b>CUBAN RESEARCH INSTITUTE OFFICE SUITE</b>						
Director's Office	1	1	150	150	150	IS/OC
Assoc. Director's Office	1	1	120	120	120	IS/OC
Affiliated Faculty Office	3	1	120	120	360	IS/OC
Visiting Scholar Office	3	1	120	120	360	IS/OC
Program Manger	1	1	110	110	110	IS/OC
Program Coordinator	1	1	110	110	110	IS/OC
Reception	1	4	64	256	256	IS/OC
Faculty / Staff Lounge (Shared)	1	8	36	288	288	IS/OC
Conference Room	1	12	25	300	300	IS/OC
Large Conference Room	1	20	25	500	500	IS/OC
Storage	1	1	100	100	100	IS/OC
<b>Subtotal</b>					2,654	
<b>EVENT VENUE</b>						
Meeting/Ballroom/Banquet	1	300	20	6,000	6,000	AS/AE
Catering Prep Space	1	8	75	600	600	AS/AE
Meeting/Ballroom/Banquet Storage	1	1	600	600	600	AS/AE
Dressing Rooms	4	6	60	360	1,440	AS/AE
Green Room	1	5	60	300	300	AS/AE
Multimedia Control Room	1	4	40	160	160	AS/AE
<b>Subtotal</b>					9,100	

**BT-925 – CasaCuba**  
**FLORIDA INTERNATIONAL UNIVERSITY**  
**MODESTO A. MAIDIQUE CAMPUS**

**GALLERIES**

Large Gallery Permanent Collection and Temporary Exhibits	1	150	30	4,500	4,500	AS/AE
Large Gallery Storage	1	1	450	450	450	AS/AE
Resting/Reading/Viewing Area	1	25	0	0	0	AS/AE
Event Area	1	25	0	0	0	AS/AE
Small Gallery	1	75	40	3,000	3,000	AS/AE
Small Gallery Storage	1	1	360	360	360	AS/AE
Resting/Reading/Viewing Area	1	13	0	0	0	AS/AE
Event Area	1	25	0	0	0	AS/AE
<b>Subtotal</b>					<b>8,310</b>	

**COLLECTIONS ZONE**

Storage	1	1	2,500	2,500	2,500	AS/AE
Examination and Preparation Space	1	2	200	400	400	AS/AE
Security Station	1	1	100	100	100	AS/AE
Shipping & Receiving	1	1	1,200	1,200	1,200	AS/AE
Exhibition Props	1	1	400	400	400	AS/AE
Loading Dock	1	1	384	384	384	AS/AE
Crate Storage	1	1	600	600	600	AS/AE
Freight Elevator	1	1	150	150	150	AS/AE
<b>Subtotal</b>					<b>5,734</b>	

**CLASSROOMS**

Small Classroom	1	30	22.5	675	675	INS/CLASS
Large Classroom	1	50	22.5	1,125	1,125	INS/CLASS
<b>Subtotal</b>					<b>1,800</b>	

**SEMINAR/CONFERENCE ROOMS**

Seminar Room	1	50	22.5	1,125	1,125	INS/CLASS
Large Conference Room	1	20	25	500	500	INS/CLASS
<b>Subtotal</b>					<b>1,625</b>	

**FLEXIBLE WORK AREA**

Open Work Area	1	10	100	1,000	1,000	IS/OC
Large Conference Room	1	20	25	500	500	IS/OC
Reception Area	1	4	30	120	120	IS/OC
Storage	1	1	100	100	100	IS/OC
<b>Subtotal</b>					<b>1,720</b>	

**LOBBY**

Gathering/Meeting/Lounge Area	1	100	15	1,500	1,500	AS/AE
Information and Ticketing Counter	1	6	40	240	240	AS/AE
Cloakroom/Stroller Storage	1	1	360	360	360	AS/AE
<b>Subtotal</b>					<b>2,100</b>	

**GIFT SHOP**

Sales & Display Area	1	30	50	1,500	1,500	NC/TEN
Storage	1	1	150	150	150	NC/TEN
<b>Subtotal</b>					<b>1,650</b>	

**36,173** TOTAL NET INTERIOR SPACE  
1.6 NET TO GROSS MULTIPLIER  
**57,876** TOTAL ESTIMATED GROSS INTERIOR AREA

**BT-925 – CasaCuba**  
**FLORIDA INTERNATIONAL UNIVERSITY**  
**MODESTO A. MAIDIQUE CAMPUS**

**OUTDOOR AREAS**

**PORCH**

Covered Standing & Seating Space	1	100	25	2,500	2,500
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<b>GARDEN</b>	1	100	75	7,500	7,500
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<b>COURTYARD</b>	1	200	75	15,000	15,000
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**PHASE 2**

Small Gallery	1	50	30	1,500	1500	AS/AE
Student Academic Support Area	1	100	22.5	2,250	2,250	AS/SSAS
Dance Studio	1	20	60	1,200	1,200	INS/TLAB
Music Practice Room	1	20	40	800	800	INS/TLAB
Media Lab	1	20	35	700	700	INS/TLAB
Language Room	1	20	35	700	700	INS/TLAB
Café	1	50	30	1,500	1,500	NC/TEN
Restaurant	1	100	36.2	3,620	3,620	NC/TEN

<b>12,270</b>	TOTAL NET INTERIOR SPACE
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1.6	NET TO GROSS MULTIPLIER
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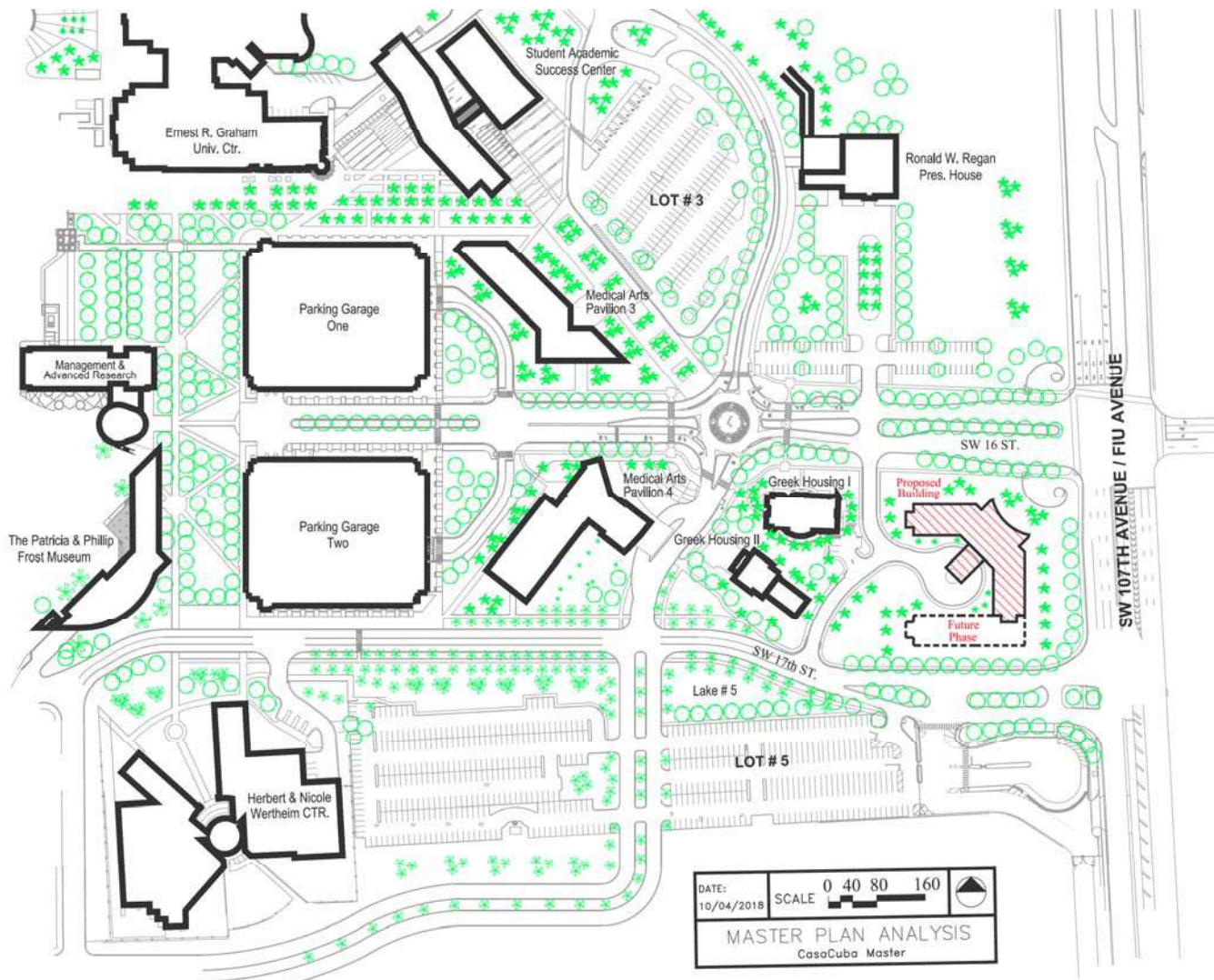
<b>19,632</b>	TOTAL ESTIMATED GROSS INTERIOR AREA - PHASE 2
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**PHASE 1**

STATE UNIVERSITY SYSTEM SPACE CATEGORY	Abbreviation	Total Net SF
Institutional Support-Office/Computer	IS/OC	5,854
Academic Support-Auditorium/Exhibition	AS/AE	25,244
Instructional-Classroom	INS/CLASS	3,425
Instructional-Teaching Lab	INS/TLAB	0
Instructional-Research Lab	INS/RLAB	0
Academic Support-Study/Student Acad. Suppt.	AS/SSAS	0
Non-Catergorized-Tenant Space	NC/TEN	1,650

## VII. ANALYSIS OF IMPACT ON MASTER PLAN

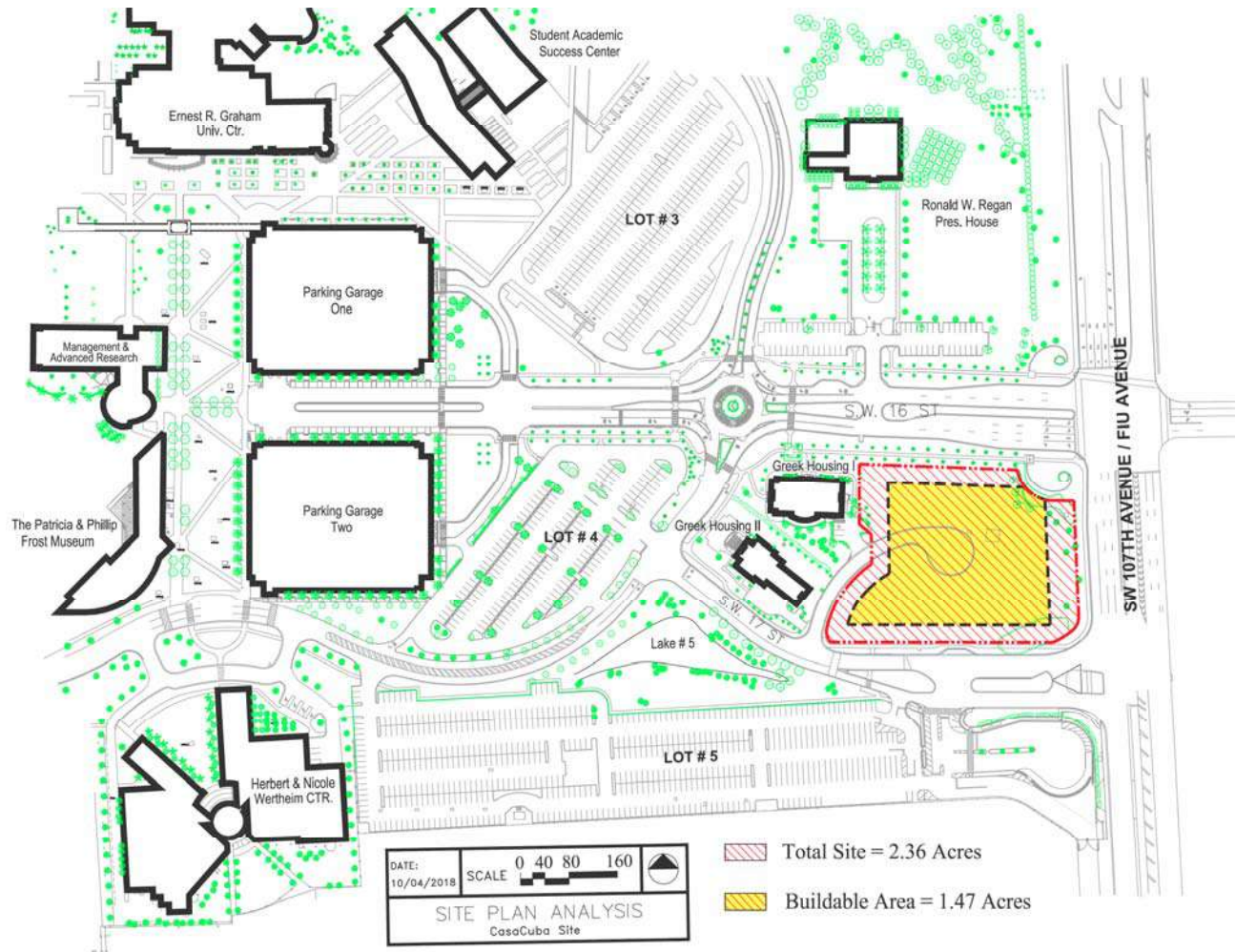
The project is consistent with required elements of the campus master plan including Future Land Use and academic/support facilities described in the Capital Improvement element to accommodate future needs.





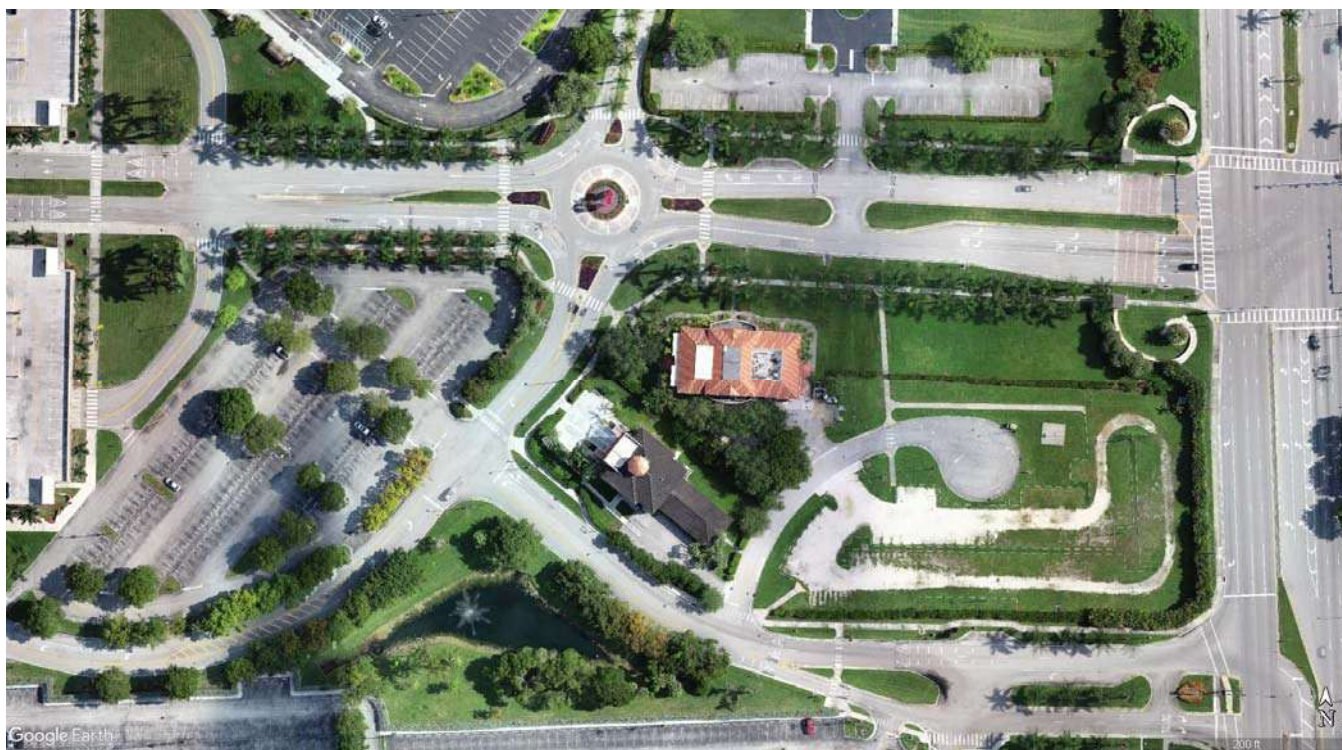
## VIII. SITE ANALYSIS

The site selected for CasaCuba is on the east side of MMC fronting SW 107<sup>th</sup> Avenue between SW 16<sup>th</sup> and SW 17<sup>th</sup> streets. The building should be located so as not to diminish service and emergency vehicle access for the adjacent buildings.





**VIII. SITE ANALYSIS (continued)**





### **VIII. SITE ANALYSIS (continued)**

Particular attention must be given to the layout of the building footprint and site arrangement to achieve the following:

- Create a memorable, iconic building image from at a distance for pedestrians on campus and vehicles on 107<sup>th</sup> Avenue with a readily identifiable main entrance.
- Develop a building plan that establishes a clear linkage with neighborhood facilities allowing for easy pedestrian access between buildings.
- Maintain vehicular access to existing buildings for drop-off, deliveries and unloading/loading trash removal service and emergency vehicles. Maintain access to existing building support facilities including trash rooms, electrical and mechanical rooms, etc.
- VIP and valet parking should be considered.
- Re-work campus roadways and service drives as required.



**IX. PROGRAM AREA**

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Serves as office for the executive director and includes space for small table and 4 chairs</li> <li>• Adjacent to administrative assistant space</li> <li>• Partition system shall be sound retardant above and below ceiling.</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor.</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• Provide one 125V 20A duplex electrical outlet at each wall for general power needs and two duplex outlets in close proximity to desk for computer, calculator, etc.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Executive Desk (30" x 60")</li> <li>• 1 Executive Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18" x 60")</li> <li>• 1 Computer Table (30" x 60")</li> <li>• 2 Bookcases (4 Shelves)</li> <li>• Window blinds.</li> <li>• Computer with 2 monitors and printer.</li> <li>• Telephone</li> <li>• Small conference table with seating for 4 people.</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT (Office/Computer)</b>  <b>150 Sq. Ft.</b> </div> <div> <b>Executive Director Office</b> </div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Serves as office for directors</li> <li>• Readily accessible to clerical and other associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• Provide one 125V 20A duplex electrical outlet at each wall for general power needs and two duplex outlets in close proximity to desk for computer, calculator, etc.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Executive Desk (30" x 60")</li> <li>• 1 Executive Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18" x 60")</li> <li>• 1 Computer Table (30" x 60")</li> <li>• 2 Bookcases (4 Shelves)</li> <li>• Window blinds.</li> <li>• Computer with 2 monitors and printer.</li> <li>• Telephone</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT (Office/Computer)</b>  <b>150 Sq. Ft.</b> </div> <div> <b>Director's Office</b> </div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Serves as “standard” office for faculty, associate directors, and visiting scholars</li> <li>• Readily accessible to clerical and other associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• Provide one 125V 20A duplex electrical outlet at each wall for general power needs and two duplex outlets in close proximity to desk for computer, calculator, etc.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30” x 60”) with return</li> <li>• 1 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18” x 60”)</li> <li>• 1 Bookcases (4 Shelves)</li> <li>• Window blinds.</li> <li>• Computer with 2 monitors and printer.</li> <li>• Telephone</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT (Office/Computer)</b>  <b>120 Sq. Ft.</b> </div> <div> <b>Large Office</b> </div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Serves as “standard” office for coordinators, managers, administrators and service staff.</li> <li>• Readily accessible to associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Desk (30” x 60”) with return</li> <li>• 1 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 1 Credenza (18” x 60”) or Bookcase (4 Shelves)</li> <li>• Window blinds.</li> <li>• Computer with 2 monitors and printer.</li> <li>• Telephone</li> </ul>
<div> <div> <b>INSTITUTIONAL SUPPORT (Office/Computer)</b>  <b>110 Sq. Ft.</b> </div> <div> <b>Medium Office</b> </div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Shared office for up to 3 specialists.</li> <li>• Readily accessible to associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Desks (30" x 60") with return</li> <li>• 3 Desk Chair</li> <li>• 2 Guest Chairs</li> <li>• 2 Bookcases (4 Shelves)</li> <li>• Window blinds.</li> <li>• 3 Computers each with 2 monitors.</li> <li>• 3 Telephones</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>220 Sq. Ft.</b>		<b>Program, Exhibition, Education Specialists Shared Office</b>



SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Staff Lounge / Lunch Room accessible to office areas suitable for up to 8 occupants seated at tables</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Resilient tile flooring</li> <li>• Space for cabinetry, full-size refrigerator</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets on each wall for spaced at 6-foot intervals general power needs and for appliances and vending.</li> <li>• Wi-Fi</li> <li>• Two-compartment stainless steel sink with hot water</li> </ul>	<ul style="list-style-type: none"> <li>• Overhead and base kitchen-type cabinets with lockable doors and drawers. Minimum 12 lineal feet. Handicapped accessible/convertible</li> <li>• Stackable, washable chairs</li> <li>• Square tables for 4 to allow joined arrangements</li> <li>• Wall-mounted tack board</li> <li>• Full-sized (min. 19 cu. Ft.) refrigerator with top freezer and ice maker</li> <li>• Residential-type microwave ovens</li> <li>• Trash and recycling containers.</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>288 Sq. Ft.</b>		<b>Faculty/Staff Lounge</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Reception area for CasaCuba Administrative Suite.</li> <li>• Readily accessible to associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Waiting area for 6 people plus space for receptionist/clerical staff</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with recessed and/or pendant lighting.</li> <li>• Functional decorative lighting such as pendants and sconces.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Desks (30" x 60") with return or custom reception desk.</li> <li>• 2 Desk Chairs</li> <li>• 1 Credenza (18" x 60")</li> <li>• 2 Computers each with 2 monitors and printer.</li> <li>• 2 Telephones</li> <li>• 2 Six-foot Sofas or Sofa and Lounge Chairs.</li> <li>• Window blinds.</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>300 Sq. Ft.</b>		<b>Administrative Reception Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Reception area for Cuban Research Institute.</li> <li>• Readily accessible to associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Waiting area for 4 people plus space for receptionist/clerical staff</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with recessed and/or pendant lighting.</li> <li>• Functional decorative lighting such as pendants and sconces.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets near desk location.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Desk (30" x 60") with return.</li> <li>• Desk Chair</li> <li>• 1 Credenza (18" x 60")</li> <li>• Computer with 2 monitors and printer.</li> <li>• Telephones</li> <li>• Sofa and Lounge Chairs.</li> <li>• Window blinds.</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>220 Sq. Ft.</b>		<b>Cuban Research Institute Reception Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Reception area for Flexible Workspace.</li> <li>• Open to or visible from Flexible Workspace</li> <li>• Natural light / view to the exterior desired.</li> <li>• Waiting area for 4 people</li> <li>• Carpeted floor</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned</li> <li>• Acoustical ceiling with recessed and/or pendant lighting.</li> <li>• Functional decorative lighting such as pendants and sconces.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Lounge Chairs.</li> <li>• Coffee Table and Side Tables.</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>120 Sq. Ft.</b>		<b>Flexible Workspace Reception Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Co-working, communal space, including flexible offices, and laboratory spaces with space for 10 primarily using open-office-type furniture desks with lockable compartments. Similar to StartUpFIU.</li> <li>• Near associated storage room, conference room and reception.</li> <li>• Partition systems at perimeter and enclosed spaces shall be sound retardant above and below ceiling</li> <li>• Natural light / view to the exterior desired.</li> <li>• Carpeted floor</li> <li>• Electronic Locking at area entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Two 125V 20A duplex outlets on each wall at each workstation.</li> <li>• Voice/Data communications outlets at each desk location.</li> <li>• Power and data connection for central print/scanning station.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Cubicle Desk (30" x 60") with sound-absorbing divider partitions and overhead storage bins.</li> <li>• 10 Rolling Desk Chairs</li> <li>• 4 Movable Guest Chairs</li> <li>• Window blinds.</li> <li>• Provisions for laptop or desktop computers</li> <li>• Centralized printing/scanning station.</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>1,000 Sq. Ft.</b>		<b>Open Work Area (Offices)</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to associated offices</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Space for adjustable storage shelving and cabinetry</li> <li>• Resilient flooring</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Acoustical ceiling with recessed lighting.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving units</li> <li>• Upper cabinet and base cabinet with minimum 10 lineal feet of counter space</li> </ul>
<b>INSTITUTIONAL SUPPORT (Office/Computer)</b> <b>100 Sq. Ft.</b>		<b>Office Storage Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Suitable for 50 occupants at movable desks and rolling chairs plus instructor/presentation podium, accessible from public circulation core.</li> <li>• Natural light / view to the exterior desired with ability to completely darken room.</li> <li>• Recessed motorized projection screen(s) in location(s) that will not interfere with presentations, whiteboards and video conferencing <u>or as an alternative to projection screens and video projectors</u>, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions sound retardant above and below ceiling. Provisions for acoustical privacy and isolation from noisy areas.</li> <li>• Design for maximum flexibility of presentation area and control of equipment.</li> <li>• Custom presentation podium with controls for audiovisual equipment, computer, monitor, and all projection, lighting and sound systems.</li> <li>• Speakers for the sound system recessed in the ceiling.</li> <li>• Minimum 20 lineal feet of whiteboard on teaching area (front wall).</li> <li>• Provision for electronic locking system that will properly secure contents of room when not in use.</li> <li>• Carpeted floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels suitable for conferencing and instructional areas requirements. Support for live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers rated for the lowest possible radio frequency and electrical interference.</li> <li>• 125V 20A duplex outlets on each wall spaced 6-feet apart for general power needs and floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Electrical and mount for computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. Mount must be in line with the center of the screen. Concealed Raceway required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Instructor Position.</li> </ul>	<ul style="list-style-type: none"> <li>• Seating for students, at collaborative tables, ergonomic chairs. Instructor desk and chair.</li> <li>• 1 Computer with monitor and keyboard</li> <li>• 1 Recessed Projection screen, motorized</li> <li>• Video projection units(s), computer compatible, ceiling mounted with security ceiling mount. ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Lockable Presentation podium with equipment controls built-in.</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Self-Recording Course-Capturing cameras and microphones to allow recording and real-time transmission of sound and video of presenter and student questions.</li> <li>• Smart board or similar technology to capture notes handwritten by instructor.</li> <li>• Regular Phone and Emergency Phone</li> </ul>
<b>INSTRUCTIONAL (Classroom)</b> <b>1,125 Sq. Ft.</b>		<b>Seminar Room</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Suitable for 50 occupants at movable desks and rolling chairs plus instructor/presentation podium, accessible from public circulation core.</li> <li>• Natural light / view to the exterior desired with ability to completely darken room.</li> <li>• Recessed motorized projection screen(s) in location(s) that will not interfere with presentations, whiteboards and video conferencing <u>or as an alternative to projection screens and video projectors</u>, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions sound retardant above and below ceiling. Provisions for acoustical privacy and isolation from noisy areas.</li> <li>• Design for maximum flexibility of presentation area and control of equipment.</li> <li>• Custom presentation podium with controls for audiovisual equipment, computer, monitor, and all projection, lighting and sound systems.</li> <li>• Speakers for the sound system recessed in the ceiling.</li> <li>• Minimum 20 lineal feet of whiteboard on teaching area (front wall).</li> <li>• Provision for electronic locking system that will properly secure contents of room when not in use.</li> <li>• Carpeted floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels suitable for conferencing and instructional areas requirements. Support for live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light on or near the screen and another for the rest of the room. Dimmers rated for the lowest possible radio frequency and electrical interference.</li> <li>• 125V 20A duplex outlets on each wall spaced 6-feet apart for general power needs and floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Electrical and mount for computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. Mount must be in line with the center of the screen. Concealed Raceway required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Instructor Position.</li> </ul>	<ul style="list-style-type: none"> <li>• Seating for students, at collaborative tables, ergonomic chairs. Instructor desk and chair.</li> <li>• 1 Computer with monitor and keyboard</li> <li>• 1 Recessed Projection screen, motorized</li> <li>• Video projection units(s), computer compatible, ceiling mounted with security ceiling mount. ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Lockable Presentation podium with equipment controls built-in.</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Self-Recording Course-Capturing cameras and microphones to allow recording and real-time transmission of sound and video of presenter and student questions.</li> <li>• Smart board or similar technology to capture notes handwritten by instructor.</li> <li>• Regular Phone and Emergency Phone</li> </ul>
<b>INSTRUCTIONAL (Classroom)</b> <b>1,125 Sq. Ft.</b>		<b>Large Classroom</b>



SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Suitable for 30 occupants at movable desks and rolling chairs plus instructor/presentation podium, accessible from public circulation core.</li> <li>• Natural light / view to the exterior desired with ability to completely darken room.</li> <li>• Recessed motorized projection screen in location that will not interfere with presentations, whiteboards and video conferencing <u>or as an alternative to projection screen and video projector</u>, LCD-LED flat screen monitors, 60" (or larger), computer compatible &amp; wall mounted</li> <li>• Partitions sound retardant above and below ceiling. Provisions for acoustical privacy and isolation from noisy areas.</li> <li>• Design for maximum flexibility of presentation area and control of equipment.</li> <li>• Custom presentation podium with controls for audiovisual equipment, computer, monitor, and all projection, lighting and sound systems.</li> <li>• Speakers for the sound system recessed in the ceiling.</li> <li>• Minimum 20 lineal feet of whiteboard on teaching area (front wall).</li> <li>• Provision for electronic locking system that will properly secure contents of room when not in use.</li> <li>• Carpeted floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Sound baffles in ductwork</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• Lighting levels suitable for conferencing and instructional areas requirements, live video conferencing and projection usage.</li> <li>• Zoned lighting with independent dimmer switch controls for light near the screen and another for the rest of the room. Dimmers rated for the lowest possible radio frequency and electrical interference.</li> <li>• 125V 20A duplex outlets on each wall spaced 6-feet apart for general power needs and floor electrical outlets for non-obtrusive connection of presentation equipment.</li> <li>• Electrical and mount for computer compatible video projection unit, ceiling mounted at a distance of 1.5 times the screen width. Mount must be in line with the center of the screen. Concealed Raceway required to run the signal and control lines from the projector position to the presentation podium.</li> <li>• Wi-Fi</li> <li>• Voice/Data communications outlets at Instructor Position.</li> </ul>	<ul style="list-style-type: none"> <li>• Seating for students, at collaborative tables, ergonomic chairs. Instructor desk and chair.</li> <li>• Computer with monitor, keyboard and mouse</li> <li>• 1 Recessed Projection screen, motorized</li> <li>• 1 Video projection Unit, computer compatible, ceiling mounted with security ceiling mount. ALT. - Flat Screen Monitors, computer compatible &amp; wall mounted</li> <li>• Lockable Presentation podium with equipment controls built-in.</li> <li>• Wall-mounted display to include tack board plus classroom-sized whiteboards totaling at least 20 feet.</li> <li>• Self-Recording Course-Capturing cameras and microphones to allow recording and real-time transmission of sound and video of presenter and student questions.</li> <li>• Smart board or similar technology to capture notes handwritten by instructor.</li> <li>• Regular Phone and Emergency Phone</li> </ul>
<div> <div>INSTRUCTIONAL (Classroom) 675 Sq. Ft.</div> <div>Small Classroom</div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Multi-purpose space divisible into a 3,500 sf central area flanked by two 1,250 sf areas using operable partitions.</li> <li>• Main ceiling height minimum of 20 feet with catwalks above ceiling to allow for poisoning of hanging elements. Structure with sub-framing deigned to carry 2,000 pound point loads from audio-visual equipment, signage and scenery.</li> <li>• Ability to host 300 people in banquet style using 72” round tables or to be setup for meetings and special events and expositions.</li> <li>• Adjacent to lobby/lounge area, restrooms and associated catering space and storage space.</li> <li>• Secured access for dignitaries/speakers, separate from guest entrances.</li> <li>• Operable partition systems shall be sound retardant above and below ceiling</li> <li>• Nearby AV eqpt. room min. 9’x9’ with HVAC and pass-through conduits to locations through the interior event space and proposed green room spaces.</li> <li>• Elevated tech area at rear of room with clear line of sight for cameras and operators to the main stage. Pass-thru conduits to the local AV equipment room and various locations in the space. Recess to avoid intruding into event space.</li> <li>• Production Infrastructure: Dedicated power (600 amps, 3-phase, transfer switch box); pass-thru 4” pipes to exterior; separate zone for fire alarm.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned</li> <li>• Carpet – hospitality grade with stain resistance and moisture barrier to prevent wicking</li> <li>• Door locks – keyless and remote controlled</li> <li>• Cell phone signal amplification throughout</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• High lumen dimmable LED house lighting system divided into multiple zones controlled via AV control system.</li> <li>• Multiple floor boxes with electrical power throughout space to provide power during table fairs or conferences.</li> <li>• Wi-Fi</li> <li>• State of the art digital sound system with flown line array speakers and state of the art digital 4K high lumen video projection system with ceiling recessed screens throughout the entire room</li> <li>• 400 amp 3 phase &amp; 200 amp 3 phase electrical power for temporary power requirements. Emergency power.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple 2-ton recessed motorized hoists throughout the entire space which will allow to fly trussing system (or hang bars) to hang various light fixtures, intelligent lights, and drapery.</li> <li>• Hang points on swivels throughout the ceiling to suspend and hang equipment and miscellaneous decoration.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>6,000 Sq. Ft.</b>		<b>Meeting/Ballroom/Banquet Facility</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to meeting rooms.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Seamless flooring and base, impervious wall finish.</li> <li>• Lock on door</li> <li>• Separated in and out doors</li> <li>• Restrooms for catering staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Exhaust from dishwashers and warmers as required.</li> <li>• Provide sound baffles in duct work</li> <li>• Cleanable acoustical ceiling with sealed lighting.</li> <li>• Provide power for all equipment.</li> <li>• 2 Voice/Data communications outlets.</li> <li>• Wi-Fi</li> <li>• Hot water.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk-In Cooler with separate refrigerator and freezer sections.</li> <li>• Commercial Coffee and Icemakers</li> <li>• Oven/Warmers</li> <li>• Dishwashers</li> <li>• Hand sinks and 3-compartment sink with connection to grease trap.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>600 Sq. Ft.</b>		<b>Catering Prep Space</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for stackable banquet/meeting chairs, dining tables and expo tables, stage risers, stage ramping and stairs, dance floor and normally used event accessories.</li> <li>• Adjacent to meeting rooms.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Sealed concrete floor</li> <li>• Two pairs double-doors with lock on door and consider an overhead coiling door.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Provide sound baffles in duct work</li> <li>• Properly lighting for safe operations and cleaning but finish ceiling not required.</li> <li>• 125V 20A duplex outlets for general power needs.</li> <li>• Voice/Data communications outlets.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving and or pallet racking as required for storage needs.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>600 Sq. Ft.</b>		<b>Meeting/Ballroom/Banquet Storage</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Comfortable seating for 5 people</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Private enclosed bathroom with shower.</li> <li>• Lounge area with Mini-bar and hospitality table.</li> <li>• Carpeted floor.</li> <li>• Keyless/remote lock on main door.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and equipment and two additional outlets (duplex) in close proximity to refreshment table.</li> <li>• Voice/Data communications outlets</li> <li>• TV monitor outlet</li> <li>• Intercom (may be via phone)</li> <li>• Floor outlets for power, data, video centered below conference table.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Window blinds (and darkening drapery) if necessary</li> <li>• Couches, lounge/reclining chairs</li> <li>• Coffee table</li> <li>• Wall-Mounted Emergency Phone</li> <li>• Large LCD-LED flat screen display with cable/satellite and connection for laptop computers and event audio-video feed.</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 300 Sq. Ft.</div> <div>Green Room</div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Dressing space for 6 people</li> <li>• Space for rolling wardrobe racks and instrument cases.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Six dressing counters each with mirror and makeup lights.</li> <li>• Resilient floor and durable wall finishes.</li> <li>• Private enclosed bathroom with toilet, lavatory and shower.</li> <li>• Keyless/remote lock on main door.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and at each dressing table.</li> <li>• Voice/Data communications outlet.</li> <li>• TV monitor outlet.</li> <li>• Intercom (may be via phone)</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Stackable chairs.</li> <li>• 30” x 60” table.</li> <li>• Wall-mounted emergency phone.</li> <li>• LCD-LED flat screen display with connection to event audio-video feed.</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 360 Sq. Ft.</div> <div>Dressing Room</div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for 4 technicians working at control stations</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Resilient floor and durable wall finishes.</li> <li>• Keyless/remote lock on main door.</li> <li>• Clear view of performance areas and speaker positions.</li> <li>• Direct natural acoustical connection with meeting rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Acoustical ceiling with flush lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and at each dressing table.</li> <li>• 8 Voice/Data communications outlets.</li> <li>• TV monitor outlet.</li> <li>• Connections for intercom and video feed to dressing rooms, green rooms, catering prep and security office.</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Stackable chairs.</li> <li>• 30” x 60” table.</li> <li>• Wall-mounted emergency phone.</li> <li>• LCD-LED flat screen display with connection to event space cameras.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>160 Sq. Ft.</b>		<b>Multimedia Control Room</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for a total of 100 people mostly standing with seating for 20.</li> <li>• Partition systems shall be sound retardant above and below ceiling</li> <li>• Durable decorative flooring and durable wall finishes.</li> <li>• Direct access to main entrance and a connection to route from parking and campus pedestrian circulation.</li> <li>• Adjacent to large public restrooms and drinking fountains</li> <li>• Easily identifiable as an entrance component from the exterior.</li> <li>• High ceilings with ample daylighting.</li> <li>• Views and connection to garden and courtyard areas.</li> <li>• Airlock/vestibules/revolving doors for high-traffic doors to exterior.</li> <li>• Space for walk-off mats/grilles at all exterior doors.</li> <li>• Keyless/remote lock on doors.</li> <li>• Large flat screen monitors integrated into the architecture that allow display of facility information and broadcast of live meeting events.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Provide sound baffles in duct work</li> <li>• Sound absorbing surfaces to reduce noise, reverberation and sound reflection.</li> <li>• Decorative and general lighting, dimmable with variable color.</li> <li>• 125V 20A duplex outlets along walls for general power needs and adjacent to seating areas.</li> <li>• TV monitor outlets (power/data/video)</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Wall-mounted emergency phone.</li> <li>• LCD-LED flat screen display with connection to event space cameras.</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 1,500 Sq. Ft.</div> <div>Lobby Gathering/Meeting/Lounge Area</div> </div>		



SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Oriented to visitors entering and exiting the building clearly visible from all public entrances.</li> <li>• Designed to allow queueing for large events but also suitable/adaptable for times with little traffic.</li> <li>• Divided into cash and non-cash/pre-paid ticketing sections with cash sections secured with bullet-proof partitions, windows and doors.</li> <li>• Minimum 2 information/non-cash seating/work positions with space usable by as many as 6 during large events.</li> <li>• Designed so queues for tickets and information do not disrupt traffic flow.</li> <li>• Directional information and signage.</li> <li>• Multiple flat screen informational displays on wall behind counter.</li> <li>• Public telephone</li> <li>• Keyless/remote lock on doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Sound absorbing surfaces to reduce noise, reverberation and sound reflection.</li> <li>• Decorative and general lighting, dimmable with variable color.</li> <li>• 125V 20A duplex outlets along walls for general power needs and adjacent to seating areas.</li> <li>• TV monitor outlets (power/data/video)</li> <li>• Wi-Fi</li> <li>• Concealed panic buttons at all counter work stations.</li> <li>• Voice/Data communications outlets at each counter work station.</li> </ul>	<ul style="list-style-type: none"> <li>• Custom information/ticket desk with lockable cash and document drawers.</li> <li>• Credenza at rear wall/ behind counter for literature storage.</li> <li>• Rolling desk chair at each work position.</li> <li>• Wall-mounted emergency phone at rear wall of counter.</li> <li>• LCD-LED flat screen display with video and data connections.</li> <li>• Computerized ticketing machines with printers / desktop computer</li> <li>• Movable crowd-control stanchions</li> <li>• Telephones</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>240 Sq. Ft.</b>		<b>Information and Ticket Desk</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Cloakroom and stroller storage located off the lobby designed to be operated as a self-serve storage area for visitors’ personal effects, with coin lockers or coat-hooks, lockable cabinets for storing lunches, and an area for storing baby strollers.</li> <li>• Oriented to visitors entering and exiting the building clearly visible from all public entrances.</li> <li>• Aisle spacing to allow circulation around people using lockers and cabinets.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Well lit throughout.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly-numbered museum-type storage lockers of varying sizes. Coin-operated with removable key locks.</li> <li>• Benches to allow temporary placement of backpacks, handbags, children, etc. during the loading and unloading of lockers.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>360 Sq. Ft.</b>		<b>Cloakroom and Stroller Storage</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• The public sales area of the shop should be visible to all visitors as they enter and exit the building. Accessible to non-museum patrons, and for operation during hours when the galleries are closed.</li> <li>• Counter separates the public from staff manning the sales counter, which can oversee all shelving and displays.</li> <li>• May be open when offices or exhibit spaces are closed. Shelving and shop layout to be open to surveillance from cash drawer.</li> <li>• Display windows to lobby and possibly building exterior.</li> <li>• Ability to be secured when not in operation using folding glass panels, storefront and or grilles.</li> <li>• Adequate ceiling height to allow for hanging displays.</li> <li>• Oriented to visitors entering and exiting the building clearly visible from all public entrances.</li> <li>• Floor and wall finishes TBD.</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat.</li> <li>• Acoustical ceiling with decorative elements.</li> <li>• Well lit throughout with color-adjustable track-mounted spot and flood lighting.</li> <li>• 125V 20A duplex outlets along walls for general power needs and at sales counter areas.</li> <li>• Power and data, motorized grilles, automatic doors, security systems.</li> <li>• Wi-Fi</li> <li>• Concealed panic buttons at counter work stations.</li> <li>• Voice/Data communications outlets at each counter work station.</li> </ul>	<ul style="list-style-type: none"> <li>• Display cases and shelving. Store fixtures.</li> <li>• Sales counter with 2 sales positions.</li> <li>• Consider Checkpoint, Sensormatic or equivalent entrance/exit security.</li> </ul>
<b>NON-CATEGORIZED – (Business Services Tenant Space)</b> <b>1,500 Sq. Ft.</b>		<b>Gift Shop Sales &amp; Display Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to gift shop sales counter.</li> <li>• Determine if exterior delivery/exit door is required</li> <li>• Space for adjustable storage shelving and cabinetry</li> <li>• Resilient flooring</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Acoustical ceiling with recessed lighting.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving units</li> <li>• Upper cabinet and base cabinet with minimum 10 lineal feet of counter space.</li> </ul>
<div> <div> <b>NON-CATEGORIZED – (Business Services Tenant Space)</b>  <b>150 Sq. Ft.</b> </div> <div> <b>Gift Shop Storage Area</b> </div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• The main gallery space will showcase CasaCuba’s permanent collection and major temporary exhibitions, both in-house and traveling exhibitions of international caliber.</li> <li>• Multipurpose spaces, with moveable walls, able to host a wide range of public events.</li> <li>• State-of-the-art technology such as virtual reality, and tactile digital screens along walls and throughout the gallery space, showcasing Cuban genealogy material, videos, historical information, and artwork.</li> <li>• Include areas for visitors to rest, gather, read, or view digital media about the exhibitions and architecture.</li> <li>• Climate controlled access from other galleries and support spaces.</li> <li>• Separations from any potentially hazardous materials or activities to protect artworks, artifacts and exhibited materials.</li> <li>• Flexible lighting.</li> <li>• Support use of advanced electronic media, as well as traditional art media.</li> <li>• Natural daylighting TBD</li> <li>• Floor and wall finishes TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with constant temperature and humidity control.</li> <li>• Grid-system that allows color-adjustable track-mounted spot and flood lighting as required.</li> <li>• Sound absorbing materials above.</li> <li>• 125V 20A duplex outlets on each wall for general power needs and floor boxes with power for free-standing display case lighting.</li> <li>• WiFi</li> <li>• Wireless interpretive audio systems</li> <li>• Special security and alarm systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Benches for patron viewing and resting in permanent collection areas.</li> <li>• Museum fixtures and display systems.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>4,500 Sq. Ft.</b>	<b>Large Gallery Permanent Collection and Temporary Exhibits</b>	

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to Large Gallery.</li> <li>• Space for adjustable storage shelving and cabinetry</li> <li>• Resilient or sealed concrete flooring.</li> <li>• Durable wall finish.</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Storage-type lighting.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving units</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>450 Sq. Ft.</b>		<b>Large Gallery Storage Area</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Small gallery will allow for thematic exhibitions that will change regularly as objects on display are rotated</li> <li>• Multipurpose spaces, with moveable walls, able to host a wide range of public events.</li> <li>• Include areas for visitors to rest, gather, read, or view digital media about the exhibitions and architecture.</li> <li>• Function as a screening room to present lectures, videos and remote meetings, as a photography gallery space.</li> <li>• A large-scale projection screen, either electrically-operated drop-down, or fixed, at the back wall for double image slide projection. CD Rom projection capabilities and satellite link-up capabilities.</li> <li>• Flat floor and moveable chairs. Photographs may be displayed in mattes without frames in wall mounted cases with sloping glazed surfaces, as well as on walls, matted only or matted and framed.</li> <li>• Support use of advanced electronic media, as well as traditional art media.</li> <li>• Natural daylighting TBD</li> <li>• Floor and wall finishes TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with constant temperature and humidity control.</li> <li>• Grid-system that allows color-adjustable track-mounted spot and flood lighting as required.</li> <li>• Sound absorbing materials above.</li> <li>• 125V 20A duplex outlets on each wall for general power needs and floor boxes with power for free-standing display case lighting.</li> <li>• WiFi</li> <li>• Wireless interpretive audio systems</li> <li>• Special security and alarm systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Benches for patron viewing and resting in permanent collection areas.</li> <li>• Museum fixtures and display systems.</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>3,000 Sq. Ft.</b> <div data-bbox="1793 1295 1984 1328">Small Gallery</div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Readily accessible to Small Gallery.</li> <li>• Space for adjustable storage shelving and cabinetry</li> <li>• Resilient or sealed concrete flooring.</li> <li>• Durable wall finish.</li> <li>• Lock on door</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned.</li> <li>• Storage-type lighting.</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving units</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 360 Sq. Ft.</div> <div>Small Gallery Storage</div> </div>		



SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Secure and environmentally protected storage of the CasaCuba permanent collection not on display or loan.</li> <li>• Adjacent to other Collections Zone spaces.</li> <li>• Sealed and hardened concrete floor.</li> <li>• Wall finishes TBD</li> <li>• Fork-lift accessible to store and retrieve large objects</li> <li>• High Ceilings</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with constant temperature and humidity control.</li> <li>• Storage-type lighting.</li> <li>• 125V 20A duplex outlets on each wall for general power needs</li> <li>• WiFi</li> <li>• Special security and alarm systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustable metal shelving</li> <li>• Pallet Racking</li> <li>• Metal storage cabinets</li> <li>• Metal flat files</li> <li>• Movable flat table/work benches</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 3,000 Sq. Ft.</div> <div>Collections Storage</div> </div>		

**BT-925 – CasaCuba**

FLORIDA INTERNATIONAL UNIVERSITY  
MODESTO A. MAIDIQUE CAMPUS

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"><li>• Secure and environmentally protected.</li><li>• Designed and equipped to conserve and restore artifacts.</li><li>• Adjacent to other Collections Zone spaces.</li><li>• Seamless, chemical-resistant flooring</li><li>• Cleanable wall and ceiling finishes.</li></ul>	<ul style="list-style-type: none"><li>• Air conditioned with constant temperature and humidity control.</li><li>• Dimmable color-correct lighting with hi-lumen output ability.</li><li>• 125V 20A duplex outlets on each wall for general power needs</li><li>• Power for special equipment</li><li>• Fume hood / exhaust TBD.</li><li>• Voice/Data communications outlets at each work station.</li><li>• WiFi</li><li>• Special security and alarm systems.</li></ul>	<ul style="list-style-type: none"><li>• Laboratory-type furniture</li><li>• Adjustable metal shelving</li><li>• Metal storage cabinets</li><li>• Metal flat files</li></ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> 400 Sq. Ft.		<b>Examination and Preparation Space (For Exhibits and Artifacts)</b>

**BT-925 – CasaCuba**

FLORIDA INTERNATIONAL UNIVERSITY  
MODESTO A. MAIDIQUE CAMPUS

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"><li>• Central location adjacent to shipping/receiving and with access to lobby and to information and ticketing counter and back of house entries/corridors.</li><li>• Durable wall and floor finishes</li><li>• Observation windows</li></ul>	<ul style="list-style-type: none"><li>• Air conditioned with adjustable thermostat.</li><li>• Acoustical ceiling with recessed lighting.</li><li>• 125V 20A duplex outlets on each wall for general power needs</li><li>• Voice/Data communications outlets at each work station.</li><li>• WiFi</li><li>• CCTV feed.</li><li>• Control Station for special security and alarm systems.</li><li>• Emergency power.</li></ul>	<ul style="list-style-type: none"><li>• Desks and tables and/or custom millwork counters with lockable storage.</li><li>• Rolling desk chairs.</li></ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>100 Sq. Ft.</b>		<b>Security Station</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Adjacent to loading dock, near crate storage and freight elevator</li> <li>• Arrange for efficient movement of bulky items using forklifts</li> <li>• Humidity-tolerant, able to be open to exterior loading for extended periods</li> <li>• Air curtains and/or strip door curtains</li> <li>• Vestibule into climate controlled spaces</li> <li>• Durable wall finishes</li> <li>• Floor non-slip hardened and sealed concrete finish suitable for forklifts and potential blowing rain</li> <li>• Insulated over-head coiling or sectional doors</li> <li>• Large enough to hold two semi-trailer loads of exhibits simultaneously with circulation space</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat</li> <li>• Ability to shut off air-conditioning when open to exterior</li> <li>• Lighting sufficient for safe working environment</li> <li>• Exposed ceiling structure utilities or hard ceiling</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets at each work station and for postal/shipping meters.</li> <li>• WiFi</li> </ul>	<ul style="list-style-type: none"> <li>• Steel bollards and corner guards.</li> <li>• Heavy-duty tables and shelving for small to medium boxes and packages received or being shipped</li> <li>• Floor scale</li> </ul>
<b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b> <b>1,200 Sq. Ft.</b>		<b>Shipping and Receiving</b>

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Covered exterior area with canopy that overhangs rear of semi-trailers by at least 6 feet</li> <li>• Truck ramp and/or dock levelers</li> <li>• Handicapped-accessible pedestrian ramp for small package delivery by hand truck or pallet jack.</li> <li>• Adjacent to shipping and receiving</li> <li>• Arrange for efficient movement of bulky items using forklifts</li> <li>• Personnel doors and overhead coiling or sectional doors</li> <li>• Floor non-slip hardened and sealed concrete finish suitable for forklifts and potential blowing rain</li> <li>• Positive drainage in all areas with area drains and trench drains as required. Grates suitable for forklift.</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting sufficient for safe working environment and night security</li> <li>• Exposed ceiling structure utilities or hard ceiling</li> <li>• 125V 20A duplex outlets on each wall for general power needs with interior shutoff switch</li> <li>• Sump pump as required for dock ramp</li> <li>• Hose bibb</li> <li>• WiFi</li> </ul>	<ul style="list-style-type: none"> <li>• Steel bollards and corner guards.</li> <li>• Dock bumpers, levelers and ramps</li> </ul>
<div> <div>ACADEMIC SUPPORT (Auditorium/Exhibition) 384 Sq. Ft.</div> <div>Loading Dock</div> </div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Adjacent to loading dock, shipping/receiving and freight elevator</li> <li>• Arrange for efficient movement of bulky items using forklifts</li> <li>• Humidity-tolerant, able to be open to exterior loading for extended periods</li> <li>• Air curtains and/or strip door curtains</li> <li>• Vestibule into climate controlled spaces</li> <li>• Durable wall finishes</li> <li>• Floor non-slip hardened and sealed concrete finish suitable for forklifts and potential blowing rain</li> <li>• High ceilings</li> </ul>	<ul style="list-style-type: none"> <li>• Air conditioned with adjustable thermostat</li> <li>• Ability to shut off air-conditioning when open to exterior</li> <li>• Lighting sufficient for safe working environment</li> <li>• Exposed ceiling structure utilities or hard ceiling</li> <li>• 125V 20A duplex outlets on each wall for general power needs.</li> <li>• Voice/Data communications outlets at each work station and for postal/shipping meters.</li> <li>• WiFi</li> </ul>	<ul style="list-style-type: none"> <li>• Steel bollards and corner guards.</li> <li>• Pallet racking</li> </ul>
<div> <b>ACADEMIC SUPPORT (Auditorium/Exhibition)</b>  <b>600 Sq. Ft.</b> </div> <div>Crate Storage</div>		

SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for 100 people</li> <li>• Primarily a partially-covered un-air-conditioned outdoor lounge area but also a connector to the main part of the facility.</li> <li>• Shaded during mid-day and afternoons with sufficient covering so that most areas are also protected from rain showers.</li> <li>• Suitable for outdoor seating at tables</li> <li>• Natural views/light/breeze</li> <li>• Paver/tile flooring</li> <li>• Positive drainage / area drains</li> </ul>	<ul style="list-style-type: none"> <li>• Ceiling fans</li> <li>• Outdoor lighting</li> <li>• Power and Voice/Data communications outlet to be determined.</li> <li>• Sound-system with ceiling-mounted speakers</li> <li>• Hose-bib/wall hydrant for cleaning</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor benches, tables and chairs</li> </ul>
<div> <div> <b>NON-CATEGORIZED</b>  <b>2,500 Sq. Ft.</b> </div> <div> <b>Exterior Porch/Terrace/Veranda</b> </div> </div>		

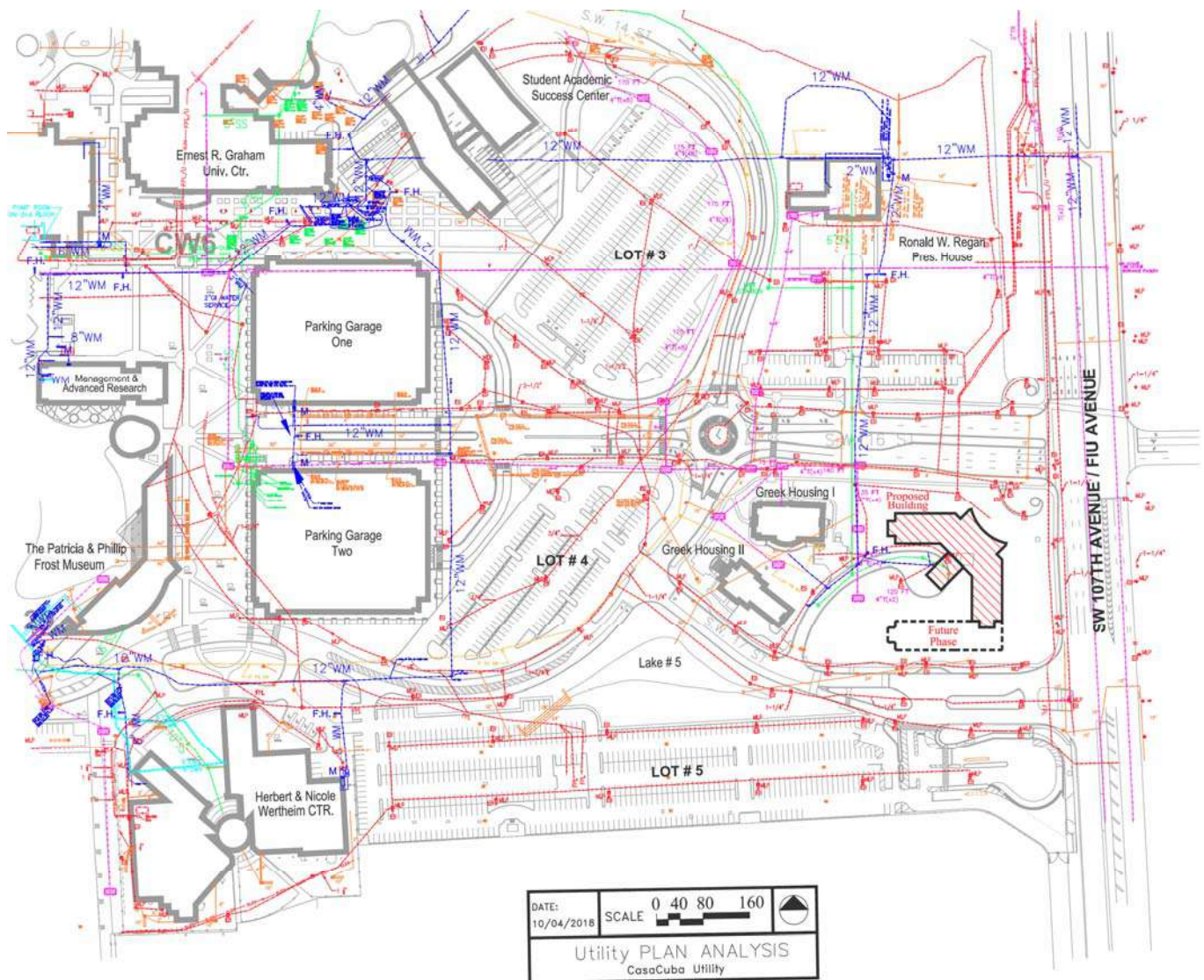
SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for 100 people</li> <li>• Outdoor area with a mix of trees, planting beds, lawn and hard-surfaced walkways and seating areas.</li> <li>• Consider fountains, trellises, pergolas, gazebos</li> <li>• Partially-shaded during afternoons with one or more covered areas.</li> <li>• Area suitable for outdoor seating at tables</li> <li>• Positive drainage / area drains</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor lighting</li> <li>• Power and Voice/Data communications outlet to be determined.</li> <li>• Irrigation</li> <li>• Hose-bibs</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor benches, tables and chairs</li> </ul>
<div> <div>NON-CATEGORIZED 7,500 Sq. Ft.</div> <div>Exterior Garden</div> </div>		



SPACE PLANNING	ENVIRONMENTAL SYSTEMS	FURNITURE / EQUIPMENT
<ul style="list-style-type: none"> <li>• Space for 200 people</li> <li>• Outdoor area with a mix of trees, planting beds, lawn and hard-surfaced walkways and seating areas.</li> <li>• Consider fountains, trellises, pergolas, gazebos</li> <li>• Partially-shaded during afternoons with one or more covered areas.</li> <li>• Areas suitable for outdoor seating at tables</li> <li>• Positive drainage / area drains</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor lighting</li> <li>• Power and Voice/Data communications outlet to be determined.</li> <li>• Irrigation</li> <li>• Hose-bibs</li> <li>• Wi-Fi</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor benches, tables and chairs</li> </ul>
<div> <div>NON-CATEGORIZED</div> <div>15,000 Sq. Ft.</div> </div> <div>Exterior Courtyard</div>		

## X. UTILITIES IMPACT ANALYSIS

The Project Budget includes all site development associated with required utility extensions and hookups, walkways, landscape irrigation, drainage systems, plant materials, lighting, and landscape furnishings (benches, trash containers, etc.). The consulting design team shall thoroughly review FIU utility atlases and coordinate underground utility location services that may be required.



## **X. UTILITIES IMPACT ANALYSIS (continued)**

In addition, this project budget includes campus infrastructure as follows: TBD – To be determined.

Water. Fire and domestic water are required at this building. Amount – TBD. The projected consumption is to be determined.

Sanitary Sewer System. Connection to Sanitary Sewer System required. A lift station may be required to connect as gravity sewer lines are not in the immediate vicinity of the site.

Storm Water System: Catch basins with ex-filtration trenches may be required based on storm drainage engineering analysis. The effect that reduction in the size or elimination of the existing detention pond will have on stormwater management must be analyzed.

Electrical. Service is TBD (Volts). Verify transformer requirements with Facilities Management. The projected electrical capacity is to be determined (KVA).

Chilled Water System: Service will be available from the existing chiller lines in the vicinity of the proposed building area.

Communications. Service connection available at nearby vault. Coordination with Facilities Management and Telecommunications Department for specific telephone and data requirements is required.

Road Work. Not anticipated

Projected Demand:

Power = TBD - KVA

Water = TBD - GPM

Projected Consumption / Year:

Power = TBD - KWH

Water = TBD – Gallons

Utility Metering: Meters or sub-meters must be installed as part of the project to accurately determine utility usage attributable to this project.

Total estimated infrastructure construction costs associated with this building project including normal building service connection to the existing networks is itemized in section XV.

## **XI. INFORMATION/COMMUNICATION RESOURCE REQUIREMENTS**

Refer to Telecommunications Wiring Standards appendix “C”. General equipment/furniture requirements are noted in section IX - Program Area Summary, Functional Description of space Details. Detailed computer hardware requirements and network linkage relationships will be established in the Furniture/Equipment expenditure plan which should be developed following completion of design development. The FIU Telecommunications wiring standards are designed to accommodate a maximum degree of flexibility in the arrangement of data and voice communications systems. Wiring and cabling as well as data / voice outlets are specified by space type and should accommodate all normal operations as identified in this program.

**APPENDIX "C" STANDARDS FOR TELECOMMUNICATIONS FACILITIES FOR  
NONRESIDENTIAL RESIDENTIAL LIFE BUILDINGS (REVISED FEBRUARY 2012)**

The purpose of this standard is to provide for the planning and installation of telecommunications facilities in new buildings and major renovations. This standard has been developed with little knowledge of the telecommunications equipment that subsequently will be installed. Therefore, the definitions included herewith are for generic telecommunications facilities that will support a multitude of rapidly changing telecommunications technologies in a multivendor and variable end user environment.

This standard recognizes three fundamental concepts related to telecommunications and buildings:

- (1) Buildings are dynamic. Renovation, remodeling and upgrading are more the rule than exception. This standard takes into account that change will occur.
- (2) Building telecommunications systems and media are dynamic. As time passes both telecommunications equipment and media change considerably. This standard recognizes this fact and the facilities prescribed herein are capable of supporting a vast array of telecommunications systems and media.
- (3) Telecommunications is more than telephones. Telecommunications is inclusive of a variety of building systems including data systems, environmental control, security, audio, television, sensing, alarms, emergency communications and much more.

Above all, this standard recognizes a fact of fundamental importance: if a building is to be properly designed, built and provisioned for telecommunications systems, it is imperative that the telecommunications design be incorporated during the architectural design phase.

The FIU/UTS Infrastructure Department developed this document in accordance with industry specifications. It is the standard by which the University defines the physical facilities required for the provisioning of telecommunications systems for new buildings and major renovations to existing buildings. These specifications take into account the physical facilities such as the size and provisioning of telecommunications rooms, cable distance limitations, vertical and horizontal cabling considerations, number and size of conduits and numbers and types of information outlets. The general cabling requirements are not addressed, because FIU/UTS is solely responsible for the installation of all the telecommunications wiring in all FIU buildings and campuses.

**APPENDIX “C” TABLE OF CONTENTS**

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## 1.0 GENERAL

- 1.1 **RESPONSIBILITY** - It is the responsibility of the project architect/engineer to ensure the inclusion of the standards for building telecommunications facilities into the design and construction documents for new and major renovation projects.
- 1.2 **REFERENCES** - In addition to the specifications included herewith the architect/engineer is encouraged to refer to the following publications for guidance during the design of the communications infrastructure:
- Building Industry Consulting Service International (BICSI); Telecommunications Distribution Methods Manual (Latest Edition).
- Electronic Industries Association, Telecommunications Industry Association (EIA/TIA) Building Telecommunications Wiring Standards.
- NFPA's National Electric Code (NEC).
- FIU/UTS Infrastructure Department.
- 1.3 **COORDINATION** - Prior to the start of any telecommunications related work, the contractor shall coordinate the installation with the UTS/Infrastructure Department.

## 2.0 CABLE PATHWAYS

### 2.1 INFORMATION OUTLETS

- 2.1.1 **REQUIREMENTS** - Specific requirements for information outlets for each room and each project must be coordinated with the building occupants at the onset of the design phase of major renovations and new construction projects. The architect/engineer for major renovation and new construction projects is cautioned that the Building Program for the project includes requirements, but may not be all-inclusive regarding communication facilities. Therefore, the project architect/engineer must work closely with the building occupant and the FIU/UTS Infrastructure Department to minimize the need for revisions and changes after the completion of the design phase.
- 2.1.2 **FLOOR MOUNTED** - The use of floor mounted information outlets is strongly discouraged as it does not allow for flexibility in furniture layout and inhibits future changes to the telecommunications system.
- 2.1.3 **ELECTRICAL BOXES** - Locations for information/wireless outlets must be equipped with a 4 in. X 4 in. X 2.5-in. electrical box equipped with a mud ring sized for the installation of a standard duplex outlet.
- 2.1.3.1 **WATERPROOF BOXES**- Outdoor wireless antenna, outdoor paging horns, and outdoor security cameras locations must be equipped with a 4 in. X 4 in. X 2.5-in waterproof box with blank cover.
- 2.1.4 **MOUNTING HEIGHT** - Electrical boxes installed for information outlets must be placed at the same level as the adjacent duplex electrical receptacles or at least fifteen (15) inches above the finished floor.

- 2.1.4.1 Electrical boxes installed for information outlets located above counters equipped with a splash back must be placed at 6 in. above the top of the counter. (Measure to the center of the outlet.)
- 2.1.4.2 Electrical boxes installed for information outlets located above counters not equipped with a splash back must be placed at 12 in. above the top of the counter. (Measure to the center of the outlet.)
- 2.1.4.3 Electrical boxes installed for emergency phones in classrooms/lecture halls/auditoriums/labs/lounges/conference rooms/ shall be mounted 48 in. above finished floor.
- 2.1.4.4 Electrical boxes installed for indoor wireless access points information outlets shall be located above drop ceiling spaces or alternate location that is determined by UTS after site survey is completed.
- 2.1.4.5 Waterproof boxes for outdoor wireless antennas and emergency paging horns installation heights will be provided to contractor after a site survey of building is conducted by UTS.
- 2.1.4.6 Electrical boxes installed for emergency call buttons in all Residential Life building apartments shall be mounted 48 in. above finished floor by entrance.
- 2.1.4.7 Electrical boxes installed for indoor security cameras outlets shall be located above drop ceiling spaces or alternate location that is determined by UTS and Facilities after site survey is completed.
- 2.1.5 FACULTY/ADMINISTRATIVE OFFICES must have a minimum of one (1) information outlet per designated occupant, however two (2) are recommended for furniture relocation of additional staff.
- 2.1.6 CLERICAL/STAFF OFFICES shall have a minimum of one (1) information outlet per designated occupant plus one (1) information outlet for every two (2) additional occupants.
- 2.1.7 SECRETARY/ADMINISTRATIVE ASSISTANT OFFICES shall have a minimum of one information outlet per designated occupant plus two (2) outlets per office or two (2) extra outlets per five (5) people.
- 2.1.8 CLASSROOM/LECTURE HALLS/Auditoriums shall have a minimum of one (1) information outlet for emergency phone, and one (1) to four (4) information outlets for data depending on occupancy size:

Classroom Size (Student Occupancy)	Minimum Number of Outlets
1-50	1
51-100	2
101-200	3
201 or more	4



- 2.1.8.1 The recommended location priority relationship for the information outlets must be: chalkboard/dry eraser board, lectern, projection booth/rear wall and remaining sides. The recommended location for emergency phone must be: next to chalkboard/dry erase board or teaching station podium.
- 2.1.9 GRADUATE STUDENT OFFICES shall have a minimum of one (1) information outlets per designated occupant.
- 2.1.10 LABORATORIES shall have a minimum of one (1) information outlet per room; actual number may be more depending on function and occupant requirements.
- 2.1.11 CONFERENCE ROOMS shall have a minimum of one (1) information outlet per room. Rooms with more than 500 ft<sup>2</sup> shall have a minimum of two (2) information outlets installed.
- 2.1.12 STORAGE AREAS shall have a minimum of one (1) information outlet for rooms over 500 ft<sup>2</sup> and one (1) additional outlet for each additional 2000 ft<sup>2</sup>.
- 2.1.13 INDOOR WIRELESS AREAS shall have a minimum of one (1) information outlet location per access point which will be located above ceiling.
- 2.1.14 OUTDOOR WIRELESS AREAS shall have a minimum of one (1) information outlet location per access point, to be located above ceiling on the inside of the outside wall of building.
- 2.1.15 OUTDOOR EMERGENCY PAGING HORNS shall have a minimum of (1) information outlet location per horn, to be located on the outside wall of building.
- 2.1.16 RESIDENTIAL LIFE APARTMENTS shall have a minimum of (1) information outlet location, in each bedroom, and common area.

## 2.2 CONDUITS

- 2.2.1 A 1 inch EMT conduit must be installed from each information outlet electrical box including indoor/outdoor wireless access point, emergency call buttons, security cameras, EMS, and emergency paging horn location and "stubbed" up above the ceiling level to cable tray. (Please see attached drawing, Fig. 2.2.1-A)
- 2.2.2 If fixed ceilings are installed cable trays cannot be used and conduit from information outlets must be "homerun" to the telecommunications room or nearest cable tray.
- 2.2.3 The open ends of conduits and/or sleeves must be equipped with bushings to avoid damage to cable sheaths and must be readily accessible and not concealed within walls.
- 2.2.4 Telecommunications rooms contain the vertical cable riser space. Conduits and/or sleeves must be used to interconnect telecommunications rooms. The open ends of conduits and/or sleeves must be located a maximum of 3 in. from the wall and extend a minimum of 1 in. above the finished floor.

- 2.2.5 **REQUIRED NUMBER** - The minimum number of conduits, and/or sleeves interconnecting the telecommunications rooms must be determined as follows:

Building Total (Square Footage)	Quantity of Conduits	Size of Conduit
Up to 50,000 ft <sup>2</sup>	3	4"
50,001 ft <sup>2</sup> to 100,000 ft <sup>2</sup>	4	4"
100,001 ft <sup>2</sup> to 300,001 ft <sup>2</sup>	5-8	4"
300,001 ft <sup>2</sup> to 500,000 ft <sup>2</sup>	9-12	4"

- 2.2.6 **PULL BOXES** - A pull box must be installed in sections of conduit longer than 100 ft. or containing more than two 90-degree bends or if there is a reverse bend in the run.
- 2.2.7 Minimum requirements for installed conduit, such as support, end protection, and continuity, are found in appropriate electrical codes.
- 2.2.8 The inside radius of a bend in conduit must be at least 6 times the internal diameter. When the conduit size is greater than 2 in. the inside radius must be at least 10 times the internal diameter of the conduit.
- 2.2.9 **PULL CORDS** - All conduits must have a fish tape or pull cord, rated for 200 lbs. of pull force, and installed end-to-end.
- 2.2.10 **ELEVATOR** – A ¾" conduit must be installed from each elevator equipment room to the nearest telecommunication room or cable tray.
- 2.2.11 **EMS** – A 1" conduit must be installed from each mechanical room "homerun" back to the nearest telecommunication room or cable tray.
- 2.2.12 **FIREALARM** - A ¾" conduit must be installed from the fire alarm panel to the nearest telecommunication room or cable tray.

Note: (1) Under no circumstances will flexible metallic conduit be used for any telecommunication wiring.  
 (2) Under no circumstances will any conduits be "daisy-chained" together.

## 2.3 CABLE TRAYS

- 2.3.1 Cable trays are rigid structures for the containment of telecommunications cables.
- 2.3.2 **GROUNDING** - Cable trays must be installed and grounded in accordance with the National Electric Code (NEC) and local requirements. (Please see attached drawing, Fig. 2.3.2-A)
- 2.3.3 **TYPE** - Cable trays must be of the 12 to 18-in. ladder type, equivalent to Wiremold, Part No. A060612, unless otherwise specified by the UTS Project Manager.
- 2.3.4 Cable trays must be installed above false ceilings and run down hallways and corridors providing a pathway for telecommunications cable from the information outlets to the respective telecommunications closet.

- 2.3.5 Cable tray installation must be coordinated with all work of other trades to avoid any interference. Cable trays must be installed such that they are not obstructed by other trades equipment, i.e. air conditioning ducts, electrical conduit etc. Cable trays must be easily accessible for the installation of cables and, future changes to telecommunications systems.
- 2.3.6 A minimum of 3-in. clear vertical space must be available between the top of the ceiling tiles and the bottom of the cable tray. A minimum of 12 in of clear horizontal space on each side of the cable tray must be available. Also, minimum of 6 in of clearance must be available between the top of the cable tray and any other utilities.
- 2.3.7 Under no circumstances, shall any other utilities pass within the distances specified in 2.3.6
- 2.3.8 To avoid electromagnetic interference, all cable pathways must provide clearances of at least:
  - 4 ft. from large motors or transformers.
  - 1 ft from conduit and cables used for electrical power distribution.
  - 5 in. from fluorescent lighting. Pathways should cross perpendicular to fluorescent lighting and electrical power cables or conduits.

### 3.0 TELECOMMUNICATIONS ROOMS

#### 3.1 DESCRIPTION/DEFINITION

- 3.1.1 Telecommunications rooms must be dedicated to the telecommunications function and related support facilities. Telecommunications rooms must not be shared with janitorial facilities or other trades especially with electrical installations other than those required for telecommunications systems.
- 3.1.2 Telecommunications room refers to any room where telecommunications facilities terminate and telecommunications system equipment is housed.
- 3.1.3 The term building Intermediate Cross Connect (IC) is used to indicate the telecommunications room where the campus backbone facilities enter the building.
- 3.1.4 The term Telecommunications Rooms (TR) is used to designate the telecommunications room required for the distribution of facilities to adjoining floors and areas exceeding distance limitations.
- 3.1.5 NUMBER OF ROOMS. There must be a minimum of one telecommunications room per floor and centrally located in the building, unless otherwise specified by the UTS Project Manager. Additional telecommunications rooms must be provided when:
  - (1) The floor area to be served exceeds 10,000 ft<sup>2</sup>, or
  - (2) The horizontal distribution distance to the workstation exceeds 295 ft. ,

3.1.6 SIZING OF ROOMS. Telecommunications rooms must be sized as follows:

Serving Area (net bldg. ft2)	Room Size
10,000 ft2	10 ft. X 11 ft.
8,000 ft2	10 ft. X 9 ft.
5,000 ft2 - less	10 ft. X 7 ft.

10 ft. X 7 ft. is the minimum size for telecommunications rooms.

3.1.7 Telecommunications rooms must be stacked vertically to provide for the installation of telecommunications facilities between floors. Telecommunications rooms must be interconnected as specified in section 2.2.5.

3.1.8 BACKBOARDS – All four walls must be covered with rigidly fixed 3/4 in. x 4 ft. X 8 ft. A-C plywood, preferably void free, capable of supporting attached equipment and painted with black fire retardant paint.

3.1.9 LIGHTING - Lighting must be a minimum of 50-ft. candles measured 3 ft. above the finished floor, mounted 8.5 ft. minimum above finished floor.

3.1.10 CEILINGS - False ceilings are not allowed in any Telecommunication Room.

3.1.11 DOORS - The door must be a minimum of 36 in. wide and 80 in. high, without doorsill, hinged to open outward and fitted with a lock.

3.1.12 KEYING - Access to all telecommunication rooms will be through one uniform master key system. Facilities Management will establish the lock type to be used.

3.1.13 TREATMENT - Floors, walls, and ceiling must be treated to eliminate dust. Floors must be sealed.

3.1.14 ELECTRICAL REQUIREMENTS - Two dedicated 30 A, 110 or 208 V AC electrical outlets (L5-30R/120, L6-30R/208), each on separate circuits, must be provided for equipment power, unless otherwise specified by UTS Project Manager. In addition, a third 20A, 110 V AC circuit shall feed duplex outlets, which must be placed at 6 ft. intervals around the perimeter wall, at a height of 18 in above the floor. In addition, all dedicated outlets in IC's and TR's must be connected to the emergency power system (generator). All dedicated circuit outlets must be readily identifiable by using a different color outlet.

3.1.15 GROUNDING - Each telecommunications room must have direct attachment to the closest point in the building's electrical service grounding electrode system. A Number 6 AWG solid conductor cable must be placed between the ground source and a bus bar of the type: Chatsworth Products, Inc. part number 13622-010 or equivalent.

3.1.15.1 A #6 THW ground cable shall be installed for each Outdoor Wireless Access Point location from the nearest Intermediate Closet (IC) or Telecommunications Room (TR).

3.1.16 SLEEVES/CONDUIT - Sleeves or conduit passing through the telecommunications room floor should be adjacent to the door with a minimum of 1 in. exposed above the finished floor. Sleeves and conduit must be no more than 3 in. away from the wall. Sleeves and conduit shall not be left open except during cable installation and must be properly fire stopped per the applicable codes.

- 3.1.17 **FIRE PROTECTION** - Fire protection of the telecommunications rooms, if required, must be provided as per applicable code. All conduits and cable trays penetrating any Telecommunications Rooms must be properly sealed with the appropriate fire stopping material, as per NEC and local fire codes.

If used, fire sprinklers shall not be water based. An optional gaseous system must be used.

- 3.1.18 **AIR CONDITIONING** - HVAC must be provided on a 24 hours per-day, 365-days-per-year basis. If the building system cannot assure continuous operation for large equipment applications, a stand-alone unit must be provided for the equipment room.
- 3.1.19 **TEMPERATURE** - The temperature and humidity must be controlled to provide continuous operating ranges of 64 degrees F to 75 degrees F with 30% to 55% relative humidity.
- 3.1.20 **COLLOCATION OF OTHER TRADES** - No water, sewer etc. pipes must be placed within or pass through the telecommunications rooms.
- 3.1.21 **PLENUM AIR SPACE** - All Telecommunications Rooms must be completely separated from Plenum air space in accordance with NEC and BICSI standards. (Please see 1.2 reference)
- 3.1.22 **LOCATION OF ROOM** - All Telecommunications rooms must be accessible at all times. The IC (building main telecommunications room) must be designed to be adjacent to an outside wall in order to facilitate the addition of entrance conduits if needed, unless specified by UTS Project Manager.

#### **4.0 OUTSIDE PLANT**

##### **4.1 DEFINITION DESCRIPTION**

- 4.1.1 All new building construction planning must provide for connection of the building to the campus communications infrastructure.
- 4.1.2 **CONDUIT SIZE** - All direct buried conduits used to connect to the University Telecommunications infrastructure must be 4" PVC, Schedule 40.
- 4.1.3 **NUMBER REQUIRED** - The minimum number of conduits connecting the building IC to the campus MC must be at least four four-inch (4 - 4") conduits. Note: More entrance conduits might be needed depending on the size and utilization of the building.
- 4.1.4 **DEPTH** - The top of the conduit bank must be buried at least 30 inches below the ground surface and separated from other service structures as required for fiber optical cable under EIA/TIA specifications.

Separation of telecommunications conduits from other utilities shall meet the following guidelines:

Separation of Telecommunications Conduits from Other Utilities
--

Structure	Minimum Separation
Power or other conduit	3 inches in concrete 4 inches in masonry 12 inches in earth
Pipes (gas, oil, water)	6 inches when crossing pipe 12 inches when parallel to pipe
Power conduit terminated on poles	Separate poles, if possible. If on same pole, 180 degree separation Preferable, but not less than 90 degrees.

The conduits must be placed in accordance with the requirements specified in the FIU building manual. In particular, bidders must pay special attention to the Telecommunications requirements specified in Appendix C.

**4.1.5 DUCT BANK PROTECTION - Conduit must be encased in concrete when:**

- (1) Minimum conduit depth of 30 inches cannot be attained.
- (2) Conduits pass under roads, driveways, or railroad tracks.
- (3) Bend points are subject to movement.

Note: A detectable warning tape must be placed 18 inches above all duct banks (detectable: containing metallic tracings).

**4.1.6 SLOPE - Underground conduit must be installed such that a slope exists at all points of the run to allow drainage and prevent the accumulation of water. A drain slope of no less than .125 in. per foot is desirable.**

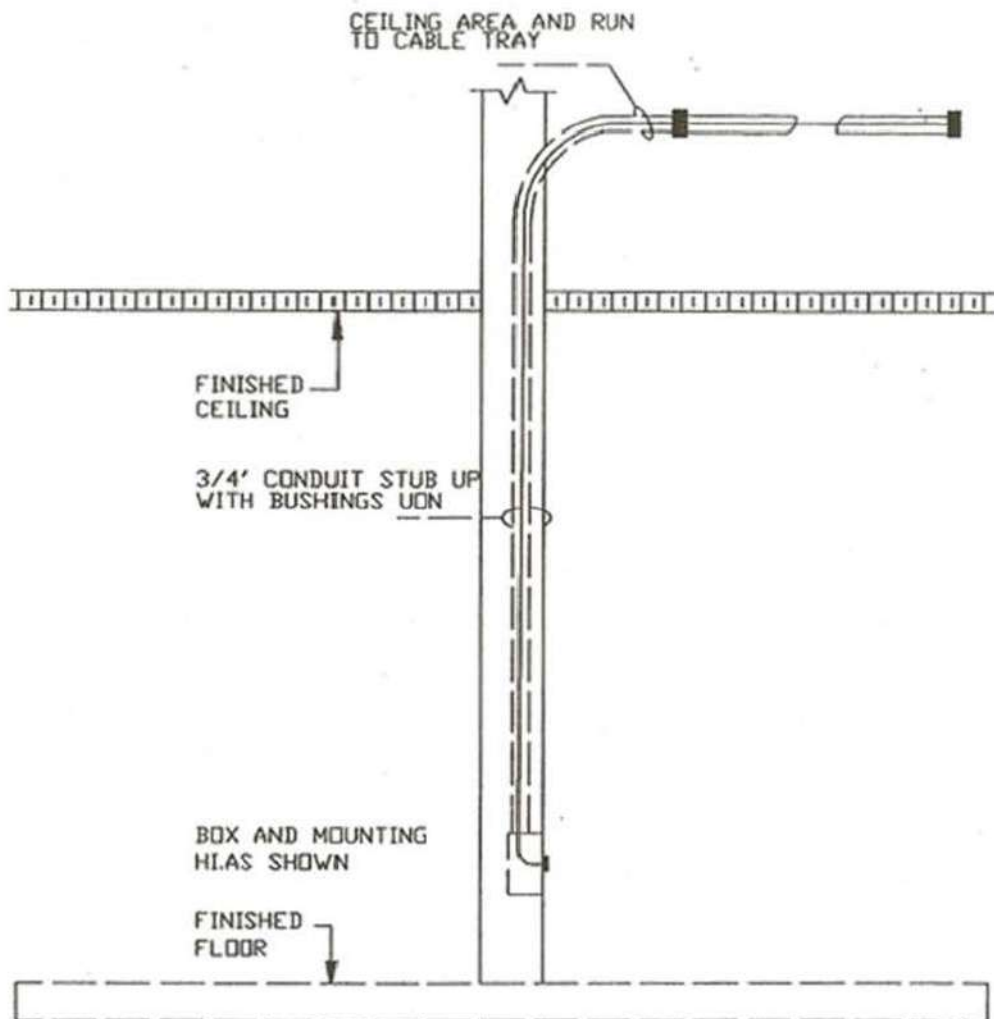
**4.2 MANHOLES (MAINTENANCE HOLES)**

**4.2.1 DESCRIPTION -** A manhole (maintenance hole) is used to pull in and splice cables in an underground, concealed manner. Manholes must be equipped with a sump, corrosion resistant pulling iron, cable racks, and manhole ladders. Concrete used for manholes must be of at least 3500 lb./in<sup>2</sup> strength. All manholes must be properly grounded as required by BICSI. (Please refer to 1.2)

**4.2.2 SIZE -** Manholes must be sized at 6-ft. width X 12-ft. length X 7-ft. height, unless specified by the UTS Project Manager. All manholes must be equipped with a round ring and cover, clearly labeled "TELECOM" or "TELEPHONE". (Please see attached drawing, Fig. 4.2.2-A)

- 4.2.3 WHERE REQUIRED - Manholes must be placed when the conduit section length exceeds 500 ft. whenever a cable splice will be required, when bends exceed a total of 180 degrees or two bends, or the section length of conduit requires the pulling in of cable in two segments.
- 4.2.4 HANDHOLES are not an acceptable alternative to manholes described in section 4.2.1, 4.2.2. Handholes can only be used in place of manholes after consultation with and receipt of written approval from the UTS/Infrastructure Department. (Please see attached drawing, Fig. 4.2.4-A)
- 4.2.5 PULL POINTS - Wherever distances between manholes exceeds 200 feet or there are more than two 90 degree bends in the conduit run, a 4' x 4' x 4' pull box must be placed. The number of conduits going in and out of the pull box shall not exceed six. Under no circumstances shall a pull box replace a manhole. (Please see attached drawing, Fig. 4.2.5-A)
- 4.2.6 POSITIONING OF CONDUITS IN MANHOLE - Conduits entering a manhole shall do so only through the manhole walls designed for conduit penetration. Under no circumstances shall the structural integrity of the manhole be compromised.

Note: Conduits being added to a manhole must be placed as deep as possible in order to accommodate future expansion of ductbanks and guarantee maximum utilization of the manhole.

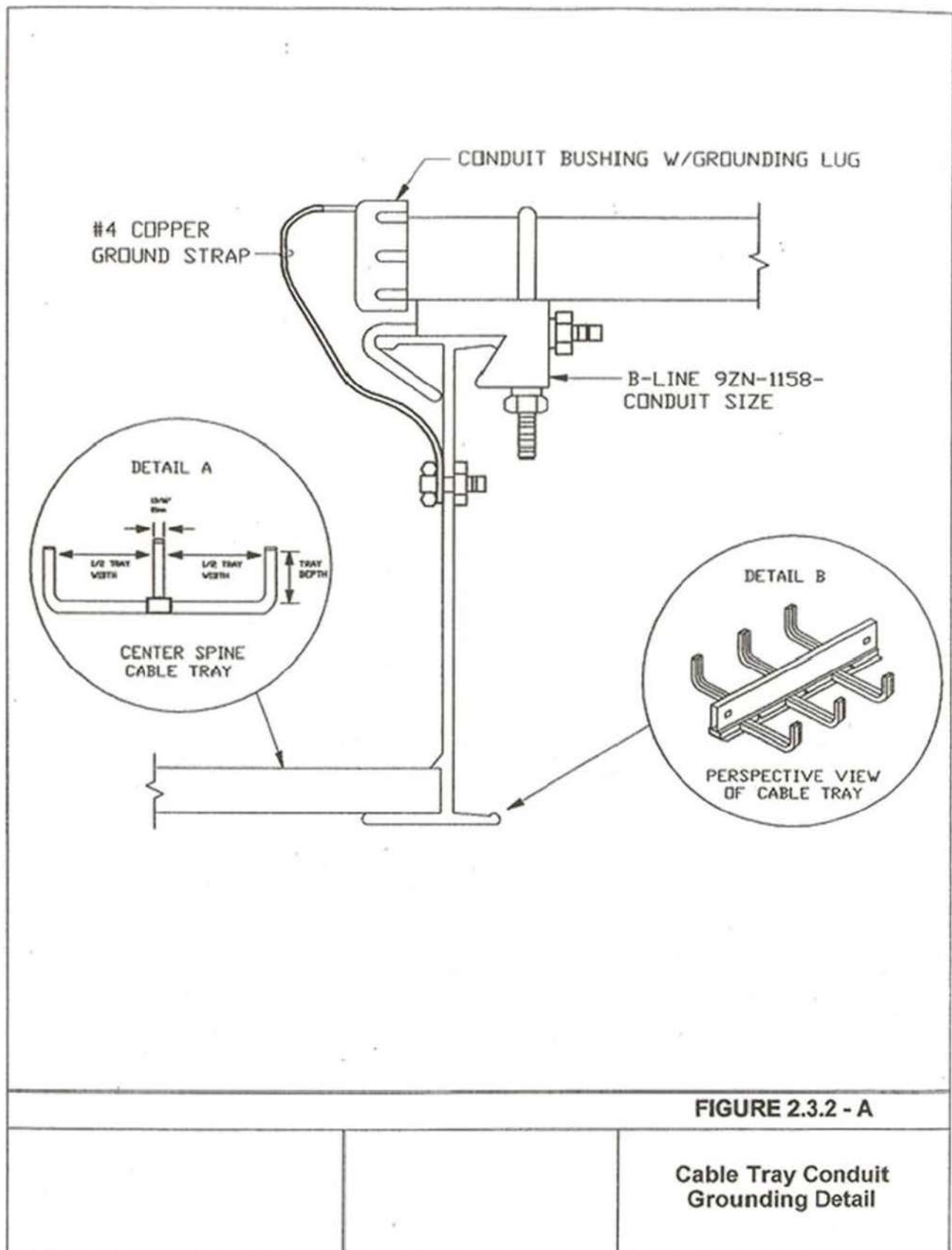


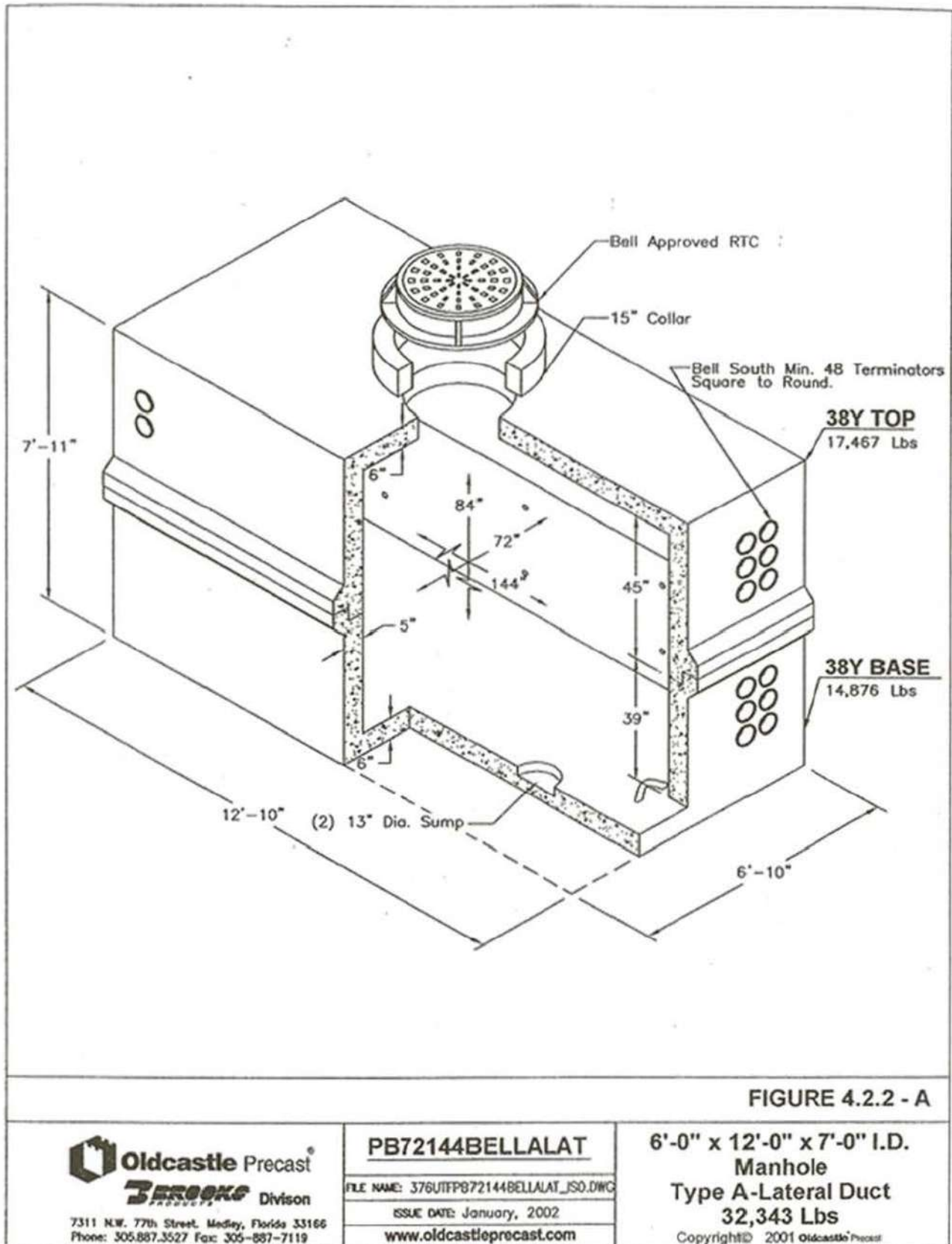
**WALL STUB-UP DETAIL**

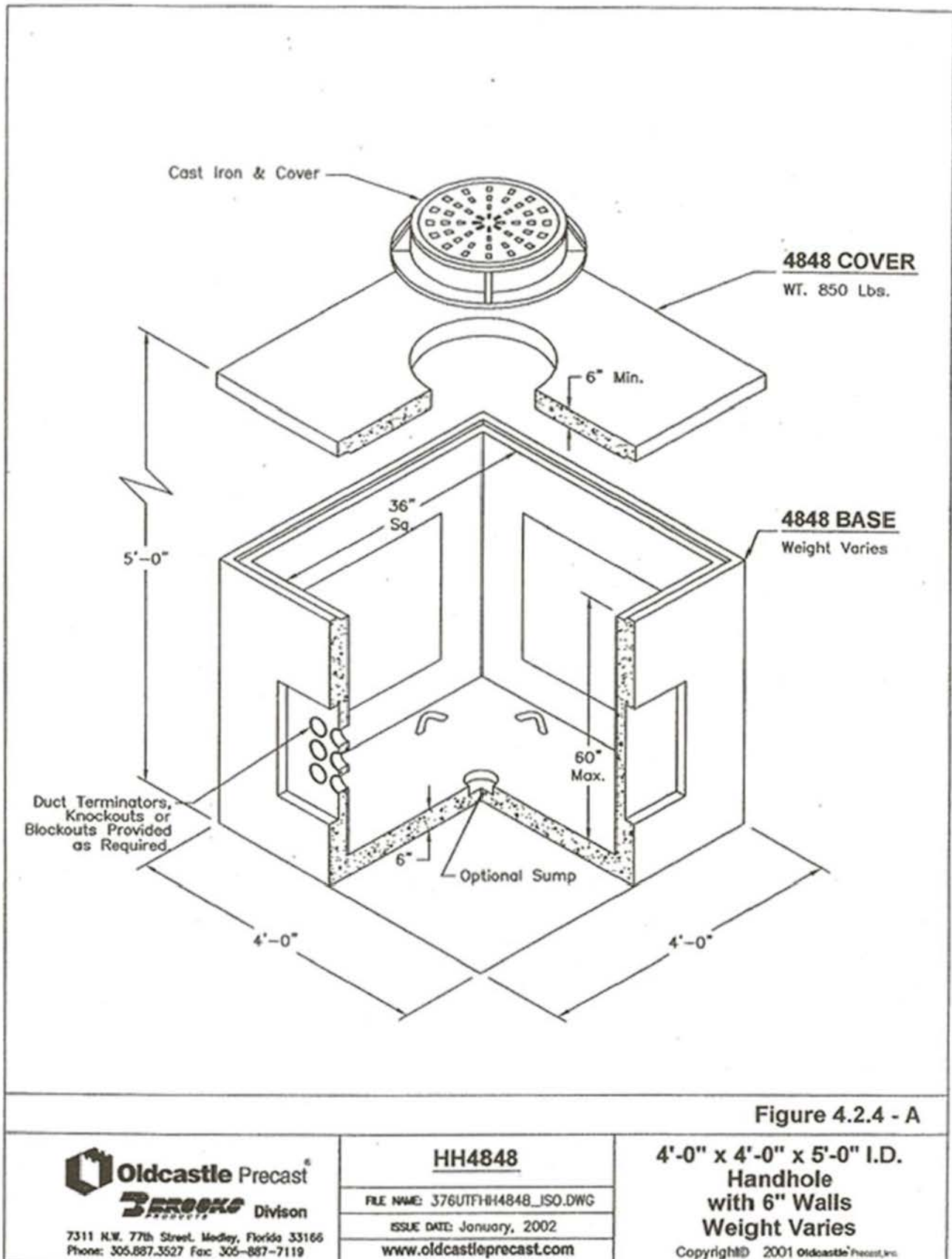
**FIGURE 2.2.1 - A**

**Wall Stub-Up Detail**









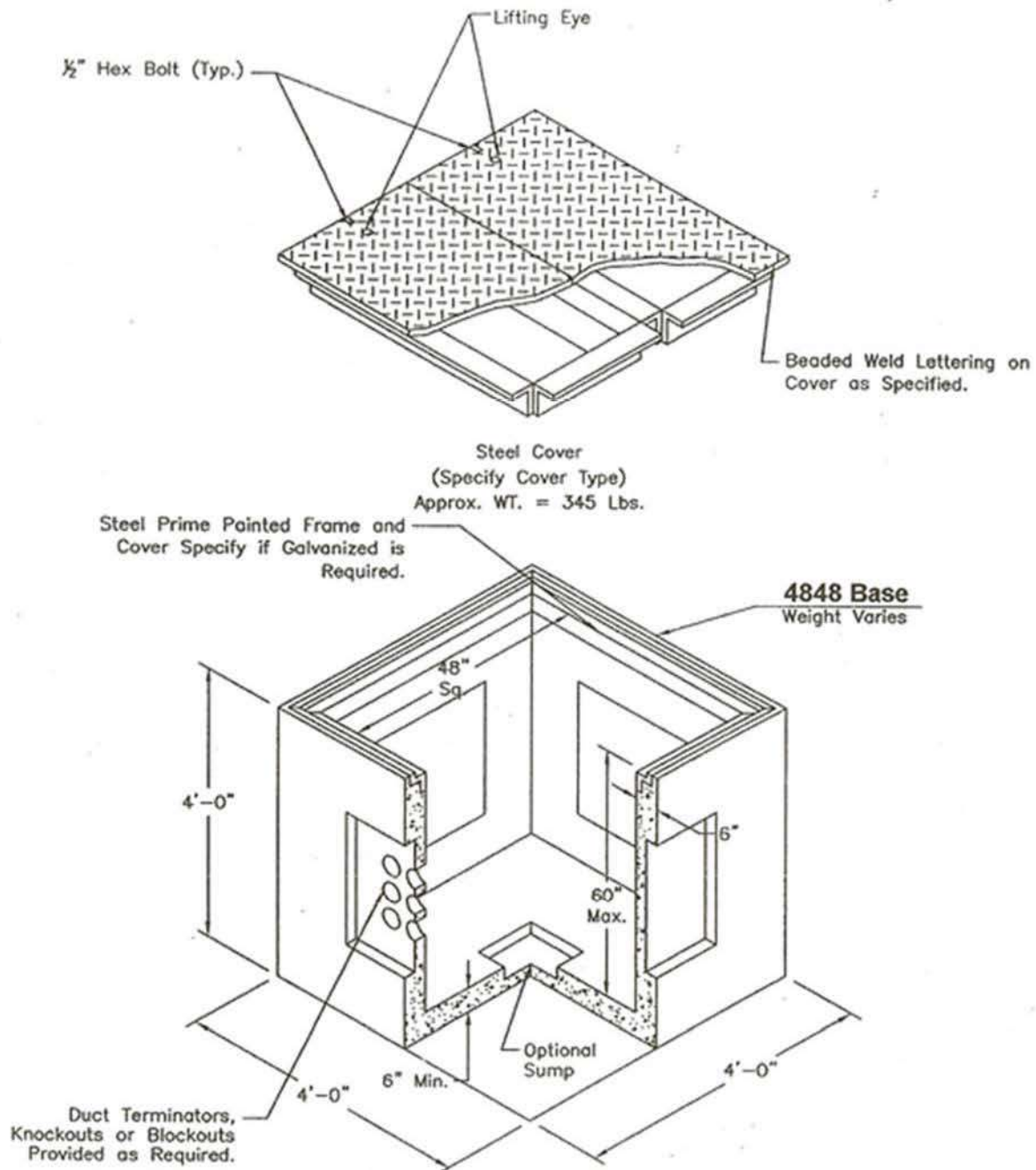


FIGURE 4.2.5 - A



7311 N.W. 77th Street, Medley, Florida 33166  
 Phone: 305.887.3527 Fax: 305-887-7119

**PB4848**

FILE NAME: 376UTFPB4848\_ISO.DWG

ISSUE DATE: January, 2002

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**4'-0" x 4'-0" x 4'-0" I.D.  
 Pull Box  
 with 6" Walls  
 Weight Varies**

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## **XII. CODES AND STANDARDS - BUILDING STANDARDS**

- A. This building will conform to the following applicable building standards: In case of conflict, the strictest requirements will govern. Written approvals will be obtained when required from the State of Florida Fire Marshall, Miami-Dade Water and Sewer Department, Florida Power and Light Company, and Florida Department of Environmental Protection (NPDES). Refer to FIU Building Code Administration Webpage here:

[http://facilities.fiu.edu/Documents/Facilities\\_Management/BuildingOfficialPDFs/Bldg\\_Permit\\_App\\_2014\\_Revised\\_07-01-2015.pdf](http://facilities.fiu.edu/Documents/Facilities_Management/BuildingOfficialPDFs/Bldg_Permit_App_2014_Revised_07-01-2015.pdf)

1. a. Florida Building Code (B, A, EC, M, P, & FG), 5th Edition-2014  
Florida Fire Prevention Code, 2014 edition  
NFPA-70, National Electrical Code, 2011 edition FACBC (accessibility), 2012 Edition

In all cases the date of Building Permit Application determines applicable code(s).

- b. All proposed landscape shall conform to the current FIU landscape design guidelines (element 16 of Campus Master Plan).
2. Statewide Impact Codes.
- a. NFPA 101 (Life Safety) as amended and incorporated into the Florida Fire Prevention Code.
  - b. HRS (Health and Rehabilitative Services Codes)  
Water Management District Standards
  - c. American National Standard Safety Code ANSI a 17.1 for elevators, dumbwaiters, escalators and moving walks including provisions of 399 Florida Statutes, ANSI 117.1 and Chapter 11 of the Florida Building Code, Accessibility (FACBC).
  - d. Department of Education Space Criteria Code, DOE Chapter 6A-2 (latest edition).
  - e. Department of Transportation
  - f. SMACMA
  - g. Corps of Engineers
  - h. South Florida Water Management District
  - i. Department of Natural Resources
  - j. ASHRAE 62 latest edition.
  - k. Florida Department of Environmental Protection
  - l. Phase I and Phase II NPDES Storm water Program
  - m. Miami-Dade County Water and Sewer Department



## **XII. CODES AND STANDARDS - BUILDING STANDARDS (continued)**

3. Structural Materials Design Codes:
    - a. All provisions of the High Velocity Hurricane Zone of the Florida Building Code.
    - b. Referenced standards in Chapter 35 of the Florida Building Code.
    - c. Referenced standards in Section 423.25 Public Shelter Design Criteria, State Requirements for Educational Facilities.
  4. New or Revised Legislation
    - a. Threshold law s.553.77, F.S.
    - b. Building Code and reinforcement s.553.71, F.S.
    - c. High hazard occupancy new definition s.633.021, F.S.
    - d. Fire Marshall inspection s.633.085, F.S.
    - e. Fire Marshall authority to order vacating of building s. 633.121, F.S.
    - f. Master Planning (Comprehensive Capital Facilities Planning and Budget Process) amending s.255.25 and 255.29.
    - g. Trench Safety Act CS/SB 2626 which adopts OSHA excavation safety standards.
    - h. Compliance with Florida Statutes on “Florida Friendly” plant usage.
    - i. Americans with Disabilities Act (ADA) - Public accommodations regulations and accessibility guidelines for buildings and facilities.
  5. Compliance with applicable local ordinances as required.
- A. The design of the facilities shall meet all requirements of the State University System Energy Efficiency Analysis criteria. The University also is requesting that a Leadership in Energy and Environmental Design (LEED) be considered to obtain certification for this project based on New Construction Green Building Rating system by the US Green Building Certification Institute. The desired rating is Silver level, or better.
  - B. It is the express intent of this program to acknowledge this building as a continuum relating the existing and future developments on this campus, as outlined in the University Campus Master Plan, through the selection of design, materials, and systems utilized. Comprehensive systematizing of the campus complex provides energy and construction cost efficiencies and maintenance and repair savings by reducing replacement parts inventories and simplifying service needs, aesthetic cohesiveness, and overall life cycle cost savings based on existing plant experience.
  - C. Design of this building and infrastructure must be closely coordinated with plans of the existing structures, systems development, campus utilities development, and University Campus Master Plan for building development and landscape development.
  - D. The Architect/Engineer is responsible, as part of the basic services requirements, for the compliance of the construction documents with all codes until the date the project is released for bidding.

## **XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS**

It is the intent of this program to define building standards and specifications which will ensure environmental sensitivity, construction materials quality, construction system efficiency, adherence to building codes and standards, and awareness of university requirements to ensure functionality, ease of maintenance, energy efficiency, and cohesiveness to the existing campus mega structure.

Planning of this project will include review of the University's Building Standards. Review of this document will be coordinated with the University's Facilities Development staff. This document sets forth standards for construction materials, interior and exterior finishes, paving surfaces, common building elements, accent materials, utilities, environmental and building systems, landscaping, and other design guidelines which are appropriate for this campus. The current FIU Building standards are to be followed unless specific deviations are coordinated with and agreed to, in advance, by the Facilities Development Department.

In the development of conceptual design, careful consideration must be given to the following items:

1. Building design should be functional and take advantage of prevailing breezes and the subtropical climate. Natural ventilation should be developed wherever practical and desirable based on initial costs, operating costs, energy conservation, and the degree of environmental control required in various functional areas. Building design should eliminate the need for excessive mechanical controls through the use of such design parameters as building orientation, sun control, breezeways, operable windows, insulating exterior materials, etc.
2. Careful consideration must be given to alternative means of accommodating level changes. The nature of the functions housed in this facility requires that most of them be directly and conveniently accessible. Design should attempt to maximize vertical accessibility to all floors in this building. Concepts to be explored include ramped walkways, exterior multi-level design and terracing. Where stairs are used, they must be prominent, inviting, and readily accessible.
3. The facility will be designed for functional flexibility and expansion. It must be acknowledged from the outset that this building should be designed considering the desire for future expansion even if the expansion may not be directly contiguous.
4. The A/E's documented monitoring of overall project costs, as well as costs of specific design elements will be reviewed with the Facilities Development Department. Construction cost control is understood to be a major developmental objective.
5. Together with planning for user convenience, organize and arrange departments into building/floor zones and provide accessibility for changes in mechanical and electrical services and for maintenance access requirements. Consider future economies in special revisions, and plan to affect economies in operations of mechanical systems.
6. In order to affect maximum flexibility, the building should be designed around a public circulation core which includes all required public access areas and all building services.

## **XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS (continued)**

7. Interior finishes should be responsive to the traffic levels to which they will be subjected with recognition of the permanence of the facility and a desire for low maintenance. Hard or resilient floor surfaces will be specified for high volume, public traffic areas. Specific room areas should be carpeted with strong, tight weave fibers, and easily replaceable colors, easy cleaning and/or repair. Wall surfaces in public traffic areas should anticipate wear and abuse due to student traffic volumes; use washable latex paints.
8. Furnishings and equipment, interior finishes, and color selections will be coordinated with University Facilities Development personnel in design stages of project development prior to implementation. Materials samples and color will require university approval prior to design development.
9. Large glass areas which may cause sun and weather problems peculiar to South Florida should be avoided, but daylight illumination should be present for psychological reasons. Uses of shaded or screened glass windows to permit views of the campus are encouraged. All exposed glazing must have Miami-Dade Product Approval.
10. All utility services (electrical, plumbing, floor drains, etc.) will be provided in conditioned spaces.
11. There should be one custodial work room for each 18,000 square feet or less of floor space. All space within the building should be reachable from one of these work rooms without negotiating any stairways. Each work room should be at least 80 net square feet with an 8" minimum dimension and a 36" minimum out-swinging door. Each room shall include a floor base utility sink, with floor drain. It shall be of cast iron exterior and porcelain interior with a metal spillage. No telephone panels, electrical panels, alarm system panels, or pipe chases are to be included in these rooms.
12. The A/E will include in the project design, fabrication, and installation of an informational graphics and signage system in accordance with University standards to be coordinated through the Facilities Development Department.
13. Roofing construction details will be designed in accordance with the 2006 National Roofing Contractors Association Construction Details publication. A reference copy is available in the University Facilities Development Department. Slope roofs for positive directional drainage.
14. At construction completion inspection, provide the following to the University:
  - a. Complete set of reproducible "As-Built" drawings.
  - b. Operating manuals on all types of equipment used in the building.
  - c. List of all Contractors, Subcontractors, and their suppliers of materials and equipment.
  - d. Three copies of cut sheets on all door hardware, window hardware, keying schedule, and all interior and exterior mechanical, electrical, fixed equipment, and plumbing installed in the building, will be provided in loose leaf binders.



## **XII. CODES AND STANDARDS - ARCHITECTURAL PARAMETERS (continued)**

- e. One copy of all “as-built” construction drawings (site and floor plans) in electronic medium.  
Compatible with AutoCAD systems located in University Facilities Planning & Construction offices.
  - f. 10% of each type and color of ceiling tile, carpet, vinyl tile, and ceramic tile.
  - g. One gallon of each color paint and five gallons of primary color paint.
- 15 All fluorescent lighting should have an electronic ballast and energy efficient bulbs.
- 16 Acoustical ceiling tile system should be easily removable for maintenance access.
- 17 Provisions should be made for one air conditioned voice/data communication (telephone) equipment room on each building floor level, each with area of not less than 4’x8’ with a door not less than 3’ wide for equipment access, and a 125 Volt 20 Amp electrical power outlet.
18. The first floor elevation shall meet a minimum of +10 feet NGVD as required by the Campus Master Plan.
19. Asbestos and lead-based Paint Survey, operations & Maintenance, and Abatement:
- a. Rules of the Florida Department of Labor and Employment Security
  - b. Requirements of Sections 255.551-565 and Chapter 469, Florida Statutes
  - c. Rules of the Florida Department of Environmental protection.
  - d. Regulations of OSHA and the Environmental Protection Agency
  - e. Licensing regulations of Asbestos Consultants, the Florida Department of Business and professional Regulation.
  - f. Lead-based paint minimum abatement standards of the Department of Housing and Urban Development and current state of the art procedures to protect university personnel, students and visitors
  - g. All asbestos abatement contractors are to be pre-qualified under the SUS owner Provided Insurance Program.
20. The Project shall comply with the FIU Building Information Modeling (BIM) Standard & Guide Version 1 – Nov. 2014.
- It is intended that this program will generate an overall building facility that will be attractive, dignified, easy to maintain, economically staffed and operated, and functionally and aesthetically satisfying to the majority of persons who see and use it. These ends can probably be best achieved through a plan that is devoted to flexible use of space with appropriate materials, light, and color, as opposed to a plan centered upon a particular architectural style, symmetry, or other non-functional planning considerations.

## **XII. CODES AND STANDARDS - BARRIER FREE DESIGN**

It is the policy of Florida International University to provide all architectural features to permit accessibility for the physically disabled. The University has adopted ANSI 117.1-1986 and the Department of Community Affairs Accessibility Requirements Manual and current revisions for standard disabled design materials, for compliance, as a part of the University Building Standards and should be used in conjunction with the State of Florida Handicap requirements and Americans with Disabilities Act (ADA) accessibility guidelines identified under "Statewide Impact Codes" in the Codes and Standards - Building Standards section of this program.

Of particular interest in these regulations will be provisions for physically disabled students and staff in the following areas:

1. Wheelchair, crutches, and braces restrictions to mobility.
2. Building access: entrance door thresholds, closers and handles, interior and exterior multi-level transitions by means of ramps, stairs, elevators, or escalators, emergency exits from all levels for the physically disabled, and hallway and corridor clearances.
3. Design criteria for public service areas, such as, restrooms (with doors), drinking fountains, telephones, etc.
  - a. Visual fire alarm signals in all public toilet rooms.
  - b. Door levers approved for handicap use in all major rooms. Coordinate locations with Facilities Development.
  - c. Handicap drinking fountains.
  - e. Handicap water closets, urinals, lavatories and mirrors in all public restrooms.
  - f. Handicap parking stalls minimum 12' x 20' plus 5' x 20'.
  - g. Braille numbers on elevator doors, cabs, and public room identification plaques.
4. Increase ANSI standards of 32" for closet doors to 36".

## **XII. CODES AND STANDARDS - SITE DEVELOPMENT AND CAMPUS INTEGRATION**

Site and building planning and design will conform to the BT acknowledged 2010-2020 Campus Master Plan Update, dated March 2014, adopted March 27, 2014. In the development of the conceptual designs, careful consideration must be given to the following items:

1. Site design will be coordinated with all physical facilities existing and/or currently planned for the campus. The Campus Master Plan outlines all facilities, existing or planned. Site boundaries for this project are outlined in this building program.
2. Pedestrian circulation systems between the proposed buildings must be integrated into the design which will preferably provide weather-protected connections. Perimeter walkways, exterior courtyards, and plaza areas should be designed to visually relate to the other campus adjacent buildings.
3. Any service roads and/or yards will be constructed according to the Dade County standards for vehicular blacktop surfaces; additional road and service yard requirements include planting, landscaping, irrigation system, lighting, signage, and graphics.
4. In engineering design and construction, particular care must be exercised for positive storm water drainage and disposal. This requirement will be strictly enforced by the University.
5. In design planning and construction staging, consideration should be given to disruption of the existing roads to ensure orderly traffic flow.
6. Energy efficient exterior lighting is required for service road and/or yard, site, and building. Because of the heavy use of the facility at night, particular care should be taken in the design of exterior lighting for vandal resistance, security, and aesthetics. Lighting of service yards should be controlled by clock timers with electric photo cells. Investigate use of lighting color differences to differentiate exterior functions, i.e., service road and/or yard vs. pedestrian walkway.
7. All site utilities will be provided underground from the nearest existing primary services (power, telephone, and sanitary sewer and water distribution systems). Communications and control systems will be provided as extensions of the campus underground network to and/or from existing and future adjacent buildings to engage with central terminal (control) equipment.
8. Site design should be developed to take full advantage of South Florida's subtropical climate including the use of "Florida Friendly" landscape concepts. Landscaping should be used to articulate exterior areas, provide shade for outdoor use, and provide natural buffer between zones of conflicting use and future development.
9. Particular care should be taken to provide attractive site boundaries, and building vistas from surrounding campus areas. Native landscape materials which are capable of withstanding the sun and wind conditions found in South Florida should be used. Irrigation systems for all landscaped areas are required, except where the Xeriphytic concepts are used.

**XII. CODES AND STANDARDS - SITE DEVELOPMENT AND CAMPUS INTEGRATION**  
**(continued)**

10. The A/E will exercise particular care in designing storm drainage for the site and walkways. Topographic site plans must specifically illustrate existing and established grades for drainage. Site construction must comply with contract documents. "As-builts" of the drainage system will be reviewed in the field at Substantial Completion of the project. All components of the construction exposed to weather will have positive drainage to a storm-water drainage system or equivalent (planters, grassed areas, etc.). Scuppers or roof runoffs will not occur over pedestrian walks or terraces. Primary circulation paths will require trench drains to ensure against storm-water accumulation during heavy rainstorms. The A/E will provide a comprehensive storm-water drainage plan for the building, connecting walkways, all weather-exposed stairways, and site, as a part of the Design Development stage.
11. Exterior handrails will be of a non-corrosive material and will not overheat when exposed to the sun.
12. Roadway and walkway post lights should be located at least 4 feet from the edge of roadway/walkway. All roadway, walkway, and exterior building lights should be controlled by photo-cell.

## **XII. CODES AND STANDARDS - ENVIRONMENTAL SYSTEMS**

Mechanical and electrical systems should be designed to afford maximum energy efficiency and operating economy. Mechanical systems should be designed in as efficient a manner as possible in order that these systems not preclude vital space essential to the building's main purpose. Particular attention should be paid to the following:

1. Zone controls of air-conditioning to permit emphasis to selected areas; alleviating total operation when necessary, particularly as relates to exhaust hoods when applicable. Design systems which maintain air movements for humidity control. Control equipment will be pneumatic coupled to an electronic energy management system compatible with existing EMS at the Central Utility Plant
2. Zoned lighting controls to allow for selective control of all overhead lighting. Lower ambient light levels and increase task lighting. Flexibility to adjust lighting levels as needed for particular functions. Specifically as they deal with light quality, aesthetic illumination, intensity for general and task lighting, and energy efficiency for cost savings. Consult with the department of Facilities Development.
3. The building mechanical and electrical system should be designed to allow incremental expansion as future needs require additions and alterations and should follow guidelines indicated in the Master Plan Update. Mechanical and Electrical systems to be designed for excess capacity of 10%.
4. All HVAC Systems must be designed and specified with special consideration for sound transmission and quiet operation. Appropriate air duct velocity and vibration isolation must be designed and field verified during construction. Air handlers should be remote from office space and enclosed by sound resistant partitions. Air handlers servicing units to be accessible for maintenance/repairs from common areas (corridors) without access through private offices or classrooms.

This building should be designed to function for short time periods with limited power consumption and without the use of air-conditioning. Features listed above - such as natural ventilation, sun control, zoned environmental controls - should be coupled with overall building design considerations such as siting to take advantage of prevailing winds, window design to accommodate breezes, and minimize heat build-up, etc. In order to service the building economically and preserve the architectural plans for flexibility, the following mechanical systems for the building should be incorporated:

- a. Central utility core with minimum distribution distances.
- b. Accessible vertical and horizontal chases where flexibility is required.
- c. Provisions for changing power and telephone distribution.
- d. Accessible mechanical rooms housing no other functions.
- e. Maintenance staff should not have to enter student spaces. Provide access to utilities from common areas. Provide space to remove coils and filters for HVAC.

## **XII. CODES AND STANDARDS - ENVIRONMENTAL SYSTEMS (continued)**

5. Basic systems:
  - a. Heat/air-conditioning distribution and control. Design criteria to be 76 degrees Fahrenheit with 50% relative humidity.
  - b. Lighting fixtures with local controls and central monitoring and disconnect control panel.
  - c. Automatically starting battery powered emergency lighting and U.P.S. system back-up for communications/computers.
  - d. Smoke detection and fire alarm with central annunciator panel at or near the front desk/main entrance. The fire alarm system should be an addressable system, not a zone system.
  - e. For specific criteria for systems standards, refer to Florida International University Building Standards.
  - f. Electric power reserve will be 150% greater than initial demand. The electrical distribution system will also be designed and constructed to accommodate this reserve.
  - g. Water - gas fire central hot water and cold water with sufficient shut-off valves as required by residential and programs and/or maintenance functions. Hose bibs inside and outside of the building as required.
  - h. Sanitary waste system - as required by applicable codes.
  - i. Storm drainage - positive drainage from room entrances and all exterior areas.
  - j. Gas lines, properly tested, with shut-off valves as required; add 30% reserve over initial building demand.
  - k. Elevators - combination service and passenger-type with electrical eye equipped doors; self-lowering and automatic open doors in accordance with fire codes. It must also comply with applicable ADA requirements.
  - l. Clocks - battery emergency powered.
  - m. Inter-campus and public telephone system. Two phone service source.
  - n. Irrigation - Central.
  - o. Exterior building lighting - Energy efficient and vandal resistant.
  - p. Exterior door card security system.
  - q. Energy management systems in compliance with the Master Plan Update guidelines (Control in Central Utility Plant).
  - r. Security alarm system connected to the campus Public Safety Department, including Closed Circuit High-Definition Video Monitoring.
  - s. Fire alarm system connected to the campus Public Safety Department.
  - t. Provide automatic fire sprinkler system as required by code.
  - u. Smoke Exhaust System with emergency power, if required by building occupancy, type and size.
6. Central controls for this facility connected to the Central Utility Plant should be provided for the following:
  - a. Exterior lighting
  - b. Environmental systems (HVAC)
7. Reserve utilities capacity for power and gas, water and sewer, and communications are to be provided.
8. Provisions should be made for one telephone equipment room (air-conditioned if it is to be used in conjunction with electronic equipment) on each building level each with area and other requirements as indicated in "Appendix C."

## **XII. CODES AND STANDARDS - FURNITURE STANDARDS AND EQUIPMENT**

In order to facilitate the design of the specific functional areas, lists have been compiled indicating the anticipated equipment needs of each. These lists have been included in the detailed description of each area. These lists may not be complete, and include items which will not be purchased under the projects Capital Outlay Furniture and Equipment budget; however, their inclusion in the design is required for efficient space planning by the Architect and Engineers.

It is also important to recognize that some of the office equipment presently utilized in other buildings on campus may be re-utilized if, after inventory, they are deemed to be in satisfactory condition for relocation.

Installation for all fixed equipment, built-in shelving, counters, and any equipment requiring hookup other than electrical convenience outlet will be included in the construction cost and bid documents. Institutional quality equipment and premium grade casework shall be provided.

All movable equipment and furnishings will only be included in the equipment and furniture design layouts, but should be indicated as "not-in-contract". All movable equipment will be furnished by the University and funded from the Furniture and Equipment budget; see Project Budget.

All special equipment will be specified to be on contract for servicing. A complete set of "as-built" drawings from manufacturers and installers is required. The A/E and contractor will field demonstrate and discuss maintenance procedures with appropriate personnel from the department of Facilities Operations upon Substantial Completion of the construction.

Inventory of equipment, other than in this construction program, will be provided by the Office of Facilities Development.

### XIII. PROJECT SCHEDULE

Milestone dates for this project are planned as follows:

#### CasaCuba - Preliminary Schedule

3/27/2019

Task No.	Description of Task	Task	No. of Days
1	Program Final Draft	A/E Selection ↓	
2	Approve Program		74
3	Arch./Engineer (A/E) - Submit Legal Adv't in Fla. Admin. Register		1
4	A/E- FAR Adv't Posted		2
5	A/E- Qualifications Deadline		31
6	A/E- Shortlist Meeting		15
7	A/E- Presentations & Interviews		31
8	A/E- Selection Notice		14
9	A/E- Negotiations & Contract Award		21
10	AE- Notice to Proceed (latest start date)		7
11	Program Verification	196	28
12	Conceptual Schematics	Design and CM Selection ↓	38
13	FIU review		14
14	Advanced Schematics		49
15	FIU review		14
16	Construction Manager (CM) - Submit Legal Adv't in FAR		0
17	CM- FAR Adv't Posted		3
18	CM- Qualifications Deadline		28
19	CM- Shortlist Meeting		10
20	CM- Presentations & Interviews		28
21	CM- Selection Notice		14
22	CM- Negotiations & Contract Award		15
23	CM- Notice to Proceed (pre-construction)		13
24	Design Development		70
25	CM/FIU review		14
26	50% Contract Documents		70
27	CM/FIU review		21
28	100% Contract Documents		70
29	CM/FIU Review		28
30	Bid Date/Issuance of Guaranteed Maximum Price	499	45
31	Award Date/Notice to Proceed	Bid, Permit and Build ↓	28
32	Building Permit		11
33	Construction Start		14
34	Substantial Completion		476
35	Final Completion		32
36	Occupancy/ Furniture & Equipment Installation	561	0
37	Closeout Documentation (after Subcontractors Complete)		45
<b>TOTAL DAYS</b>			<b>1374</b>



Mutual coordination between the A/E and the University will be required to resolve questions of scheduling, compatibility, finishes, environmental systems, connections, etc. Scheduling of these meetings and establishment of dates for this coordination will be the task of the University's Office of Facilities Planning. Among those items which will require coordination are the following: Pre-design Informational conferences, Design Submissions and Presentations, Project Reviews, Evaluations and Approvals by the Board of Trustees. Final Document Approvals, Bidding Dates and Procedures, Award of Contracts and Construction Start, Pre-construction and Periodic Construction Conferences, Construction Interfacing with University Operations, Disruption of Services for Utility Connections, Substantial and Final Completion Inspections, and Guarantee Expiration Inspection.

- Pre-design Informational conferences
- Design Submissions and Presentations
- Project Reviews, Evaluations and Approvals by the University
- Final Document Approvals
- Bidding Dates and Procedures
- Award of Contracts and Construction Start
- Pre-construction and Periodic Construction Conferences
- Construction Interfacing with University Operations
- Disruption of Services for Utility Connections
- Substantial and Final Completion Inspections
- Guarantee Expiration Inspection

#### **XIV. PROGRAM FUNDS**

**The planning, construction, and equipment funding source is projected as follows:**

**Private Funds - \$34,278,000**

The estimated operation and maintenance budget for utilities, normal maintenance and unscheduled repairs, routine equipment replacement, custodial and landscaping services, campus security, annual inspections, etc. is about \$10 per gross square foot or approximately \$578,760 in 2018 dollars per year. Note that this is exclusive of staff and faculty who work at the facility.

**An endowment of about \$14.5M to cover basic annual operating and maintenance costs is recommended for proper operation of the facility.**

## XV. PROJECT BUDGET SUMMARY

CasaCuba		WEB VERSION			3/27/2019 - 2
Facility/Space Type	Net Area (NASF)	Net to Gross Conversion	Gross Area (GSF)	12/1/2021 Unit Cost (Cost/GSF)	Construction Cost
Instructional Spaces					
Classroom	3,425	1.6	5,480	\$361.09	\$1,978,749.84
Teaching Laboratory	0	1.6	0	\$389.18	\$0.00
Research Laboratory	0	1.6	0	\$463.28	\$0.00
Academic Support					
Study Space/Student Academic Support	0	1.6	0	\$349.85	\$0.00
Instructional Media					
Auditorium/Exhibition	25,244	1.6	40,390	\$406.71	\$16,427,335.64
Institutional Support					
Office/Computer	5,854	1.6	9,366	\$365.94	\$3,427,509.31
Campus Support (Non-Categorized Tenant Space)	1,650	1.6	2,640	\$331.33	\$874,704.03
<b>Totals</b>	<b>36,173</b>	<b>1.6</b>	<b>57,876</b>		<b>\$22,708,299</b>
Total Construction - New					\$22,708,299
<b>SCHEDULE OF PROJECT COMPONENTS</b>					<b>ESTIMATED COSTS</b>
Basic Construction Cost					
1. a. Construction Cost (from above)					\$22,708,299
Add'l/Extraordinary Const. Costs					
b. Environmental Impacts/Mitigation					\$0
c. Site Preparation					\$300,000
d. Landscape/Irrigation					\$400,000
e. Plaza/Walks					\$150,000
f. Roadway and Parking Improvements					\$150,000
h. Telecommunication and Security System					\$600,000
i. Electrical Service					\$40,000
j. Water Service					\$40,000
k. Sanitary Sewer					\$110,000
l. Chilled Water System					\$1,000,000
m. Storm Water System					\$80,000
n. Energy Efficient Equipment					-
Total Construction Costs					\$25,578,299
2. Other Project Costs					
a. Land/existing facility acquisition					
b1. Professional Fees - A/E, Landscape DMS Fee Curve "Average Complexity" (B)					
b2. CM Fees -Pre-Construction					
c. Fire Marshall Fees					
d. Inspection Services - total					
* On-site representation					
* Code inspections					
e. Insurance Consultant					
f. Surveys & Tests					
g. Permit/Impact/Environmental Fees					
h. Artwork					
i. Moveable Furnishings & Equipment (+/-13.84%)*					
j. Project Contingency 5%					
k. Construction Service Reimbursement					
Total - Other Project Costs					\$8,699,701
<b>ALL COSTS 1+2</b>					<b>\$34,278,000</b>
<b>TOTAL PROJECT COST</b>					<b>\$34,278,000</b>

\*\*\*Note: Exhibits and digital exhibit system software and hardware are not part of this overall budget estimate.

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
**September 5, 2019**

**Reports** (*For Information Only – no action required*)    Pete Garcia, Executive Director of Sports and Entertainment

**Fundraising Report**

<b>FIU Foundation, Inc.</b> <b>Unaudited Preliminary Recap</b> <b>Through the Period Ended June 30, 2019 (in thousands)</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenues	\$926	\$1,319	\$393

- Favorable variance to budget for unplanned gifts.

**Athletics Finance Corporation**

<b>FIU Athletics Finance Corporation</b> <b>Unaudited Preliminary Recap</b> <b>Through the Period Ended June 30, 2019 (in thousands)</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenues	\$3,760	\$4,133	\$373
Expenses	\$1,436	\$2,157	(\$721)

- Year-to-date Net Income, before debt service principal was, \$1,975.
  - Primary drivers include:
    - Rental, concession, and suite revenue did not materialize as planned, due to Miami FC not playing anticipated games as budgeted. Additional fundraising dollars were sent.
    - The unfavorable variance in operating expenses is driven mainly by higher than anticipated game day expenses, such as security.
- The debt coverage covenant requirement was met for the period ending June 30, 2019.

## THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES Finance and Facilities Committee September 5, 2019

BUSINESS SERVICES REPORT AS OF June 30, 2019

### NEW SERVICES AND HIGHLIGHTS

**Bookstore** Current contract with Barnes and Noble (B&N) was extended until November 2020 to grant the sufficient time to negotiate a new contract. The University signed an MOU for a \$1.5M store renovation to be covered by B&N under the new contract, featuring:

- a new walk-up window for coffee (“La Ventanita”)
- a complete refresh including new flooring, paint, artwork, furniture and exhibits
- a right-size-right-type approach within store sections aimed at improving traffic flow and retention

Construction commenced in the fourth quarter of FY 18-19, and estimated completion is for Fall 2019.



#### *Finance and Administration*

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**Food Services** Chartwells construction is underway with an estimated completion for Fall 2019, projects include the following dining locations:

**Modesto A. Maidique Campus (MMC) Dining Locations**

- |                    |   |
|--------------------|---|
| <b>Panera</b>      | This brand moves into the space previously occupied by Einstein Bros Bagels, featuring additional seating capacity from an enlarged footprint by expanding slightly into the 8 <sup>th</sup> Street Kitchen.  |
| <b>Chili's</b>     | Demolition and construction shall yield a completely different look and feel, featuring: <ul style="list-style-type: none"> <li>• additional seating capacity</li> <li>• multiple large tv screens to activate the area during sporting events</li> <li>• outside patio renovations to offer ample shade and seating, further activating an underutilized area</li> </ul> |
| <b>Starbucks</b>   | Major brands contractually require periodic refreshes to remain consistent with changes to their stores on a national level. The Green Library Starbucks is undergoing such a refresh featuring: <ul style="list-style-type: none"> <li>• aesthetic changes</li> <li>• adding a second barista station aimed at alleviating wait times</li> </ul>                         |
| <b>Chick-fil-A</b> | This major brand is undergoing a contractual refresh to provide an updated look and feel to their location.   |

**Engineering Campus (EC) Dining Location**

- |                  |  |
|------------------|--|
| <b>Café @ EC</b> | After extensive renovations to transition from the prior operator (CSS) to Chartwells, Bustelo replaced La Carreta and is currently operational. Additionally, Bustelo is currently undergoing a facelift. |
|------------------|--|

**Biscayne Bay Campus (BBC) Dining Locations**

- |                          |   |
|--------------------------|---|
| <b>Roary's Bay Café</b>  | Construction plans and renderings were approved for a: <ul style="list-style-type: none"> <li>• dining area renovation</li> <li>• new "Tray Load" kitchen, a hybrid between retail and all-you-care-to-eat</li> <li>• Chick-fil-A, a much anticipated high-demand brand on that campus</li> </ul> |
| <b>Vicky Bakery Café</b> | This local brand will be opening in AHC1 after construction is completed.   |

***Finance and Administration***

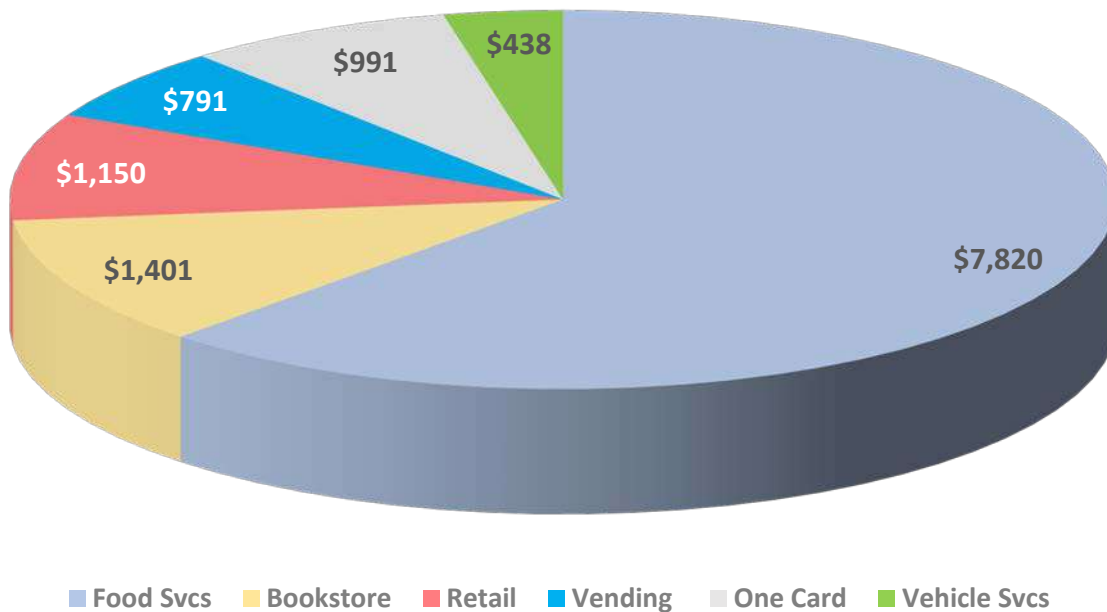
## QUICK FACTS



The Office of Business Services (OBS) operates 64 food and retail venues, beverage and snack vending, FIU One Card Program, fleet services, multi-use facilities, property management and advertising. Information on food and retail services including hours of operation may be found at [shop.fiu.edu](http://shop.fiu.edu) and on the FIU Mobile App under the “Places” link.

**Revenue:** For the fourth quarter ended Jun 30, 2019, OBS managed sales operations of \$43.8M, representing \$12.6M in operating revenue and support to FIU.

**Operating Revenues by Business Segment \$12.6M**  
For the period ended Jun.30, 2019 (in \$000s)





## FOOD SERVICES

Through the fourth quarter ended June 30, 2019, \$26M in food services sales generated revenues to FIU of \$7.82M, up 61% as compared to the prior year, primarily from Chartwells' one-time signing bonus of \$2.1M and first year capital investment of \$3.0M.

## BOOKSTORE

Through the fourth quarter ended June 30, 2019, \$11.6M in Bookstore sales generated revenues to FIU of \$1.4M, down 5% as compared to the prior year, primarily from continued decline in Barnes & Noble book merchandise sales. The Barnes & Noble C-Store sales and General Merchandise sales continue to outperform the prior year, along with Herff Jones commencement sales, but collectively, these are not enough to offset the book merchandise performance.

## VENDING

Through the fourth quarter ended June 30, 2019, \$1.4M in vending sales generated revenues to FIU of \$791K, up 4% as compared to the prior year. Other revenue to FIU of \$332K is a result of Pepsi Co. contractual pouring right of \$325K and Right Choice contractual support of \$7K.



**Pepsi Co.** Year-to-date beverage vending sales of \$715K translate into \$236K of commissions, representing a favorable variance of 4% from prior year and 2% from plan. There are 137 machines across MMC, BBC, and EC.



**Right Choice** Year-to-date snack vending sales of \$690K translate into \$222K of commissions, up 8% from prior year 1% from plan. There are 101 snack vending machines across MMC, BBC, and EC.



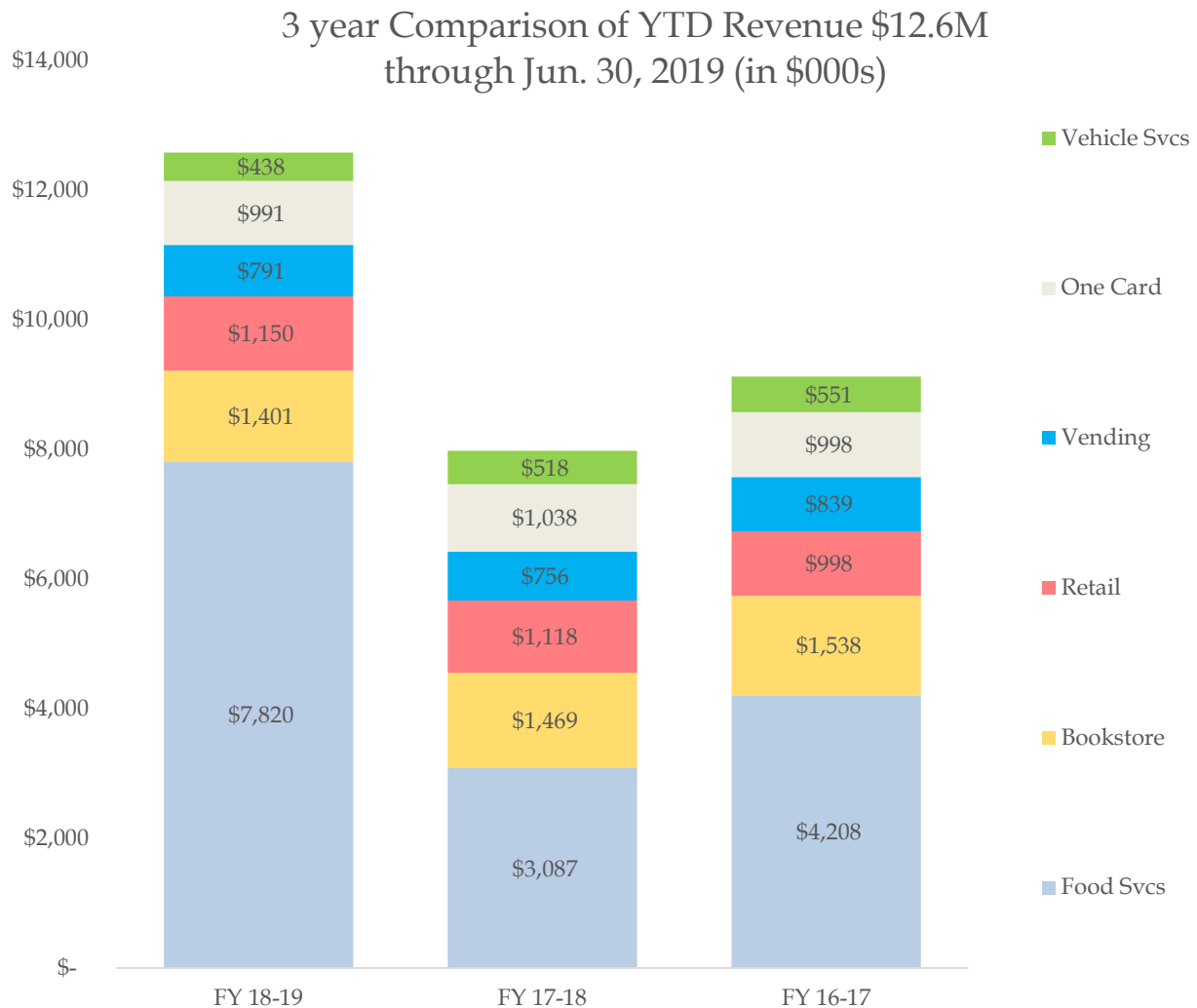
## RETAIL OPERATIONS



Year-to-date retail operating revenue of \$1.15M from license fees and commissions is up 3% from the prior year.

<b>License Fees</b>	Year-to-date rental income of \$973K trails 4% from plan and is up 4% from prior year. OBS manages 15 internal and external users across MMC and BBC and is exploring opportunities in PG-6 for expansion.
<b>Commissions</b>	Year-to-date commissions of \$154K are 2% ahead of plan and up 4% from prior year. Commissions are derived from contracts with Afrodita's Garden, College Optical Express, Golden Touch, GT Eco Car Wash, Pharmabox, RICOH Copy Center and Santi's Salon.
<b>Other Revenue</b>	Year-to-date other revenue of \$22K are mainly due to contractual sale of services with MSS Media which manages advertising on FIU bus shelters.

## 3-YEAR COMPARISON OF YEAR-TO-DATE FIU REVENUE



**Note:** Through the fourth quarter ended June 30, 2019, \$26M in food services sales generated revenues to FIU of \$7.82M, up 61% as compared to the prior year primarily from Chartwells one-time signing bonus of \$2.1M and first year capital investment of \$3.0M.

### **Finance and Administration**

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**THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES  
Finance and Facilities Committee  
September 5, 2019**

**EMERGENCY MANAGEMENT STATUS REPORT AS JULY 31, 2019**

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**Report** *(For Information Only – no action required)*

**Training and Exercises**

On June 25, 2019, the University President along with members of the executive team participated in FIU's annual hurricane table top exercise to test the University's response to impacts from a hurricane.

**FIU Alert Emergency Notification System Test**

The summer test of FIU Alert was conducted on June 28, 2019. Attached is a summary report of the test.



Emergency Notification System

June 28, 2019

University-Wide Emergency Notification Test

Department of Emergency Management

## Test Overview

On June 28, 2019 at 12:22 p.m., the FIU Police Department initiated a University-wide test of FIU Alert, the University's emergency notification system. Voice calls, text messages, voice over internet protocol phones, callboxes, outdoor speakers, FIU email, social media in the form of Facebook and Twitter, electronic message boards, and the main webpage for FIU were utilized to send the FIU Alert. The FIU Alert message that was sent read as follows:

**F I U ALERT! This is a test of the F I U emergency notification system. This is only a test.**

Immediately following the test, an email containing a survey was sent to the FIU community to gauge the effectiveness of the FIU Alert emergency notification system. The results are below.

## FIU Alert Performance Evaluation Data<sup>1</sup>

### FIU Alert Results

System Performance	Attempted	Delivered
Voice calls to cell phones	44,240	44,240 <sup>2</sup>
Text messages to cell phones	44,078	44,078 <sup>3</sup>
Voice over internet protocol phones, outdoor speakers, callboxes	8,092	8,087 <sup>4</sup>
FIU email		Successful
Facebook		Unsuccessful
Twitter		Successful
Electronic message boards (EMB)		Successful
FIU main webpage		Partially Successful

<sup>1</sup> Data is based on the FIU Alert Test message delivered at 12:22 p.m.

<sup>2</sup> Voice calls fail because of hang ups by the user, bad phone numbers, busy signals and no answers.

<sup>3</sup> Text messages fail because of bad phone numbers, rejection by the carrier because of account settings or no verification of delivery by the carrier.

<sup>4</sup> One authentication error and four unknown errors.

## Issues and Solutions

- Facebook not integrated.
  - It has been brought to the attention of the vendor and will be implemented mid-August.
- The FIU alert page was not public facing during the test.
  - The FIU main page and FIU News page were successfully triggered. The test also included a trigger of the new FIU Alert page that is slated for fall 2019. The prototype page worked as expected but will continue to be tested to ensure complete functionality and proper formatting.
- Some faculty and staff are not receiving alerts.
  - Continue to encourage FIU faculty and staff to sign up for FIU Alert.

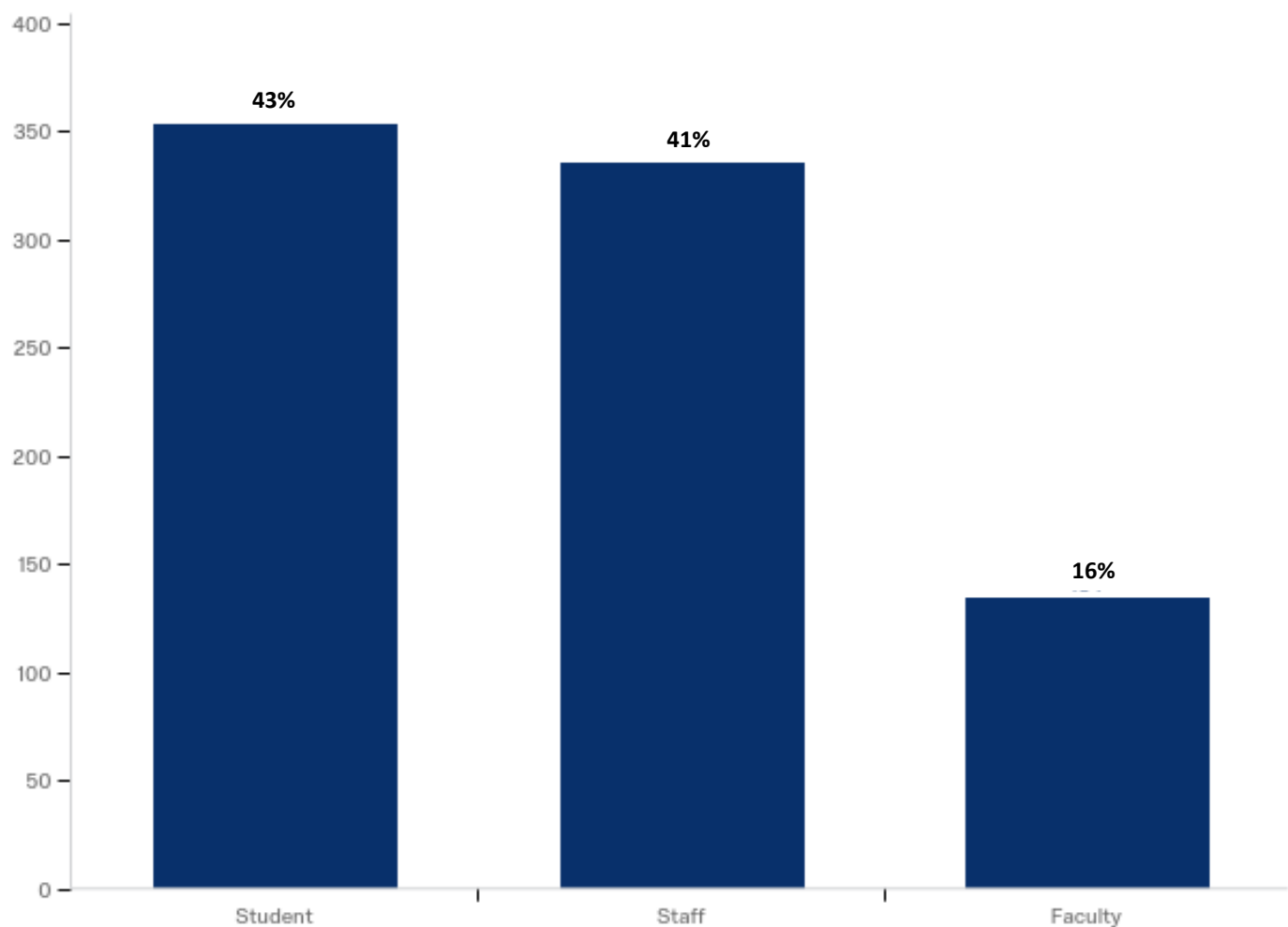
## Summary

The test was successful on all platforms except Facebook, which will be implemented in August. The next University-wide emergency notification test will take place in the fall semester.

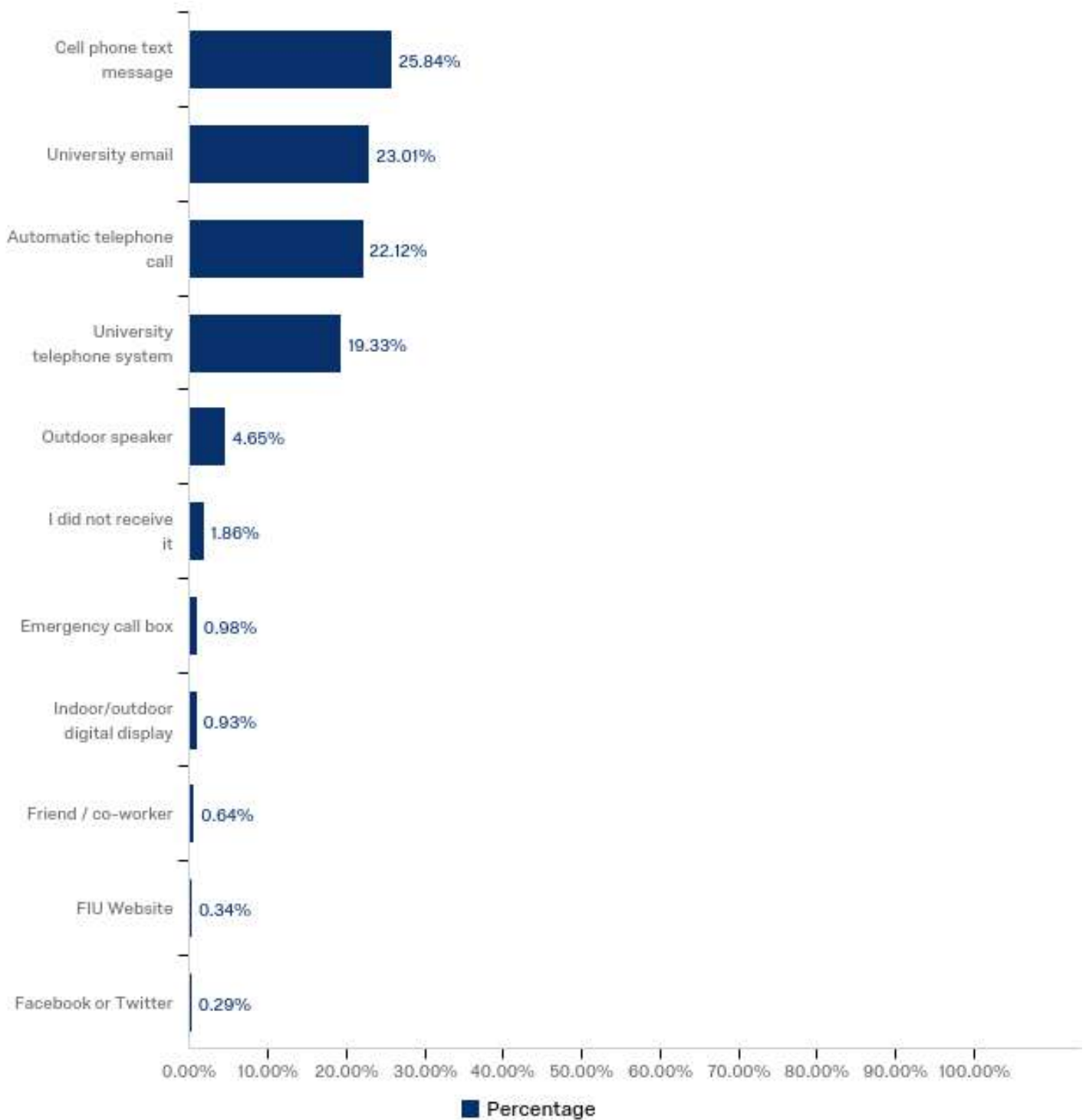
**Survey Results**

Total respondents to survey: 823 (as of July 2, 2019)

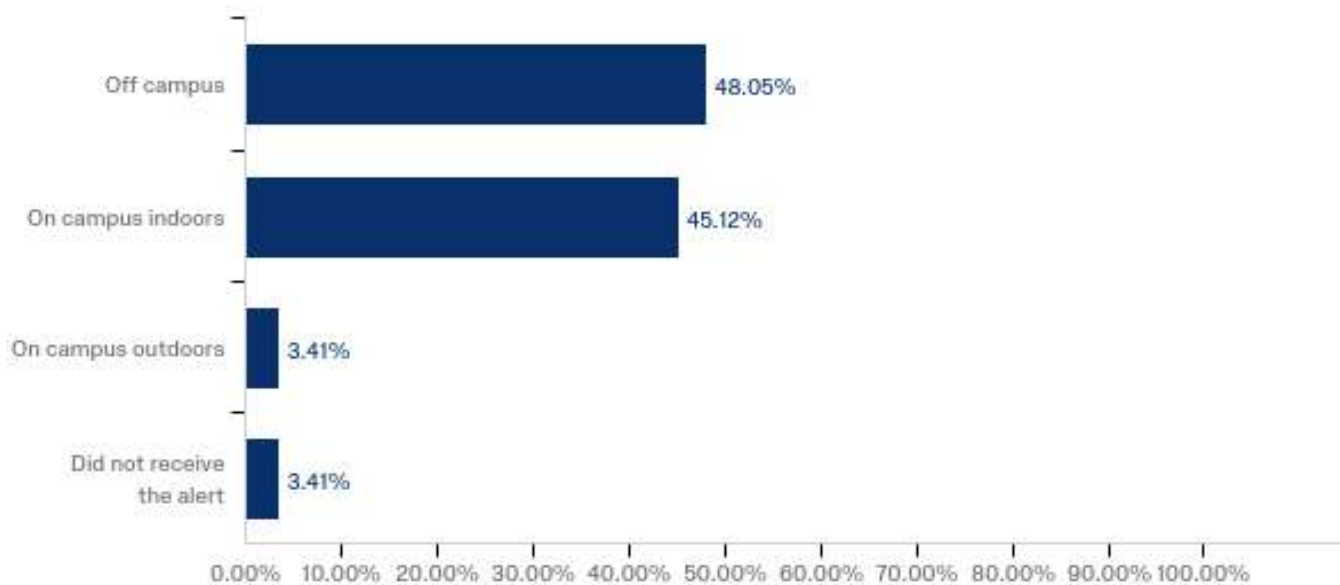
**1 - What best describes your affiliation to Florida International University?**



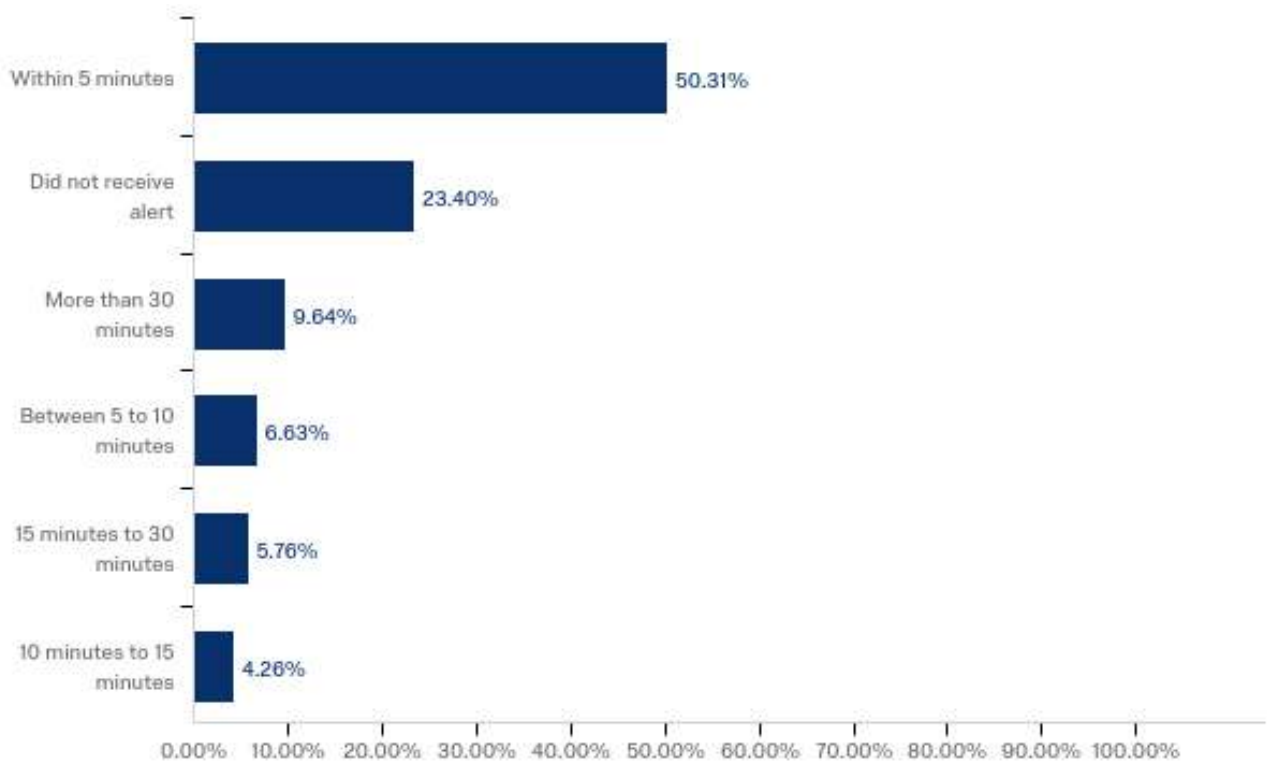
## 2 - How did you receive the test message? (Mark all that apply)



3 - On June 28th, 2019 at 10:00 a.m., the University conducted a University-wide test of the FIU Alert emergency notification system. Where were you located when the test alert was sent out?

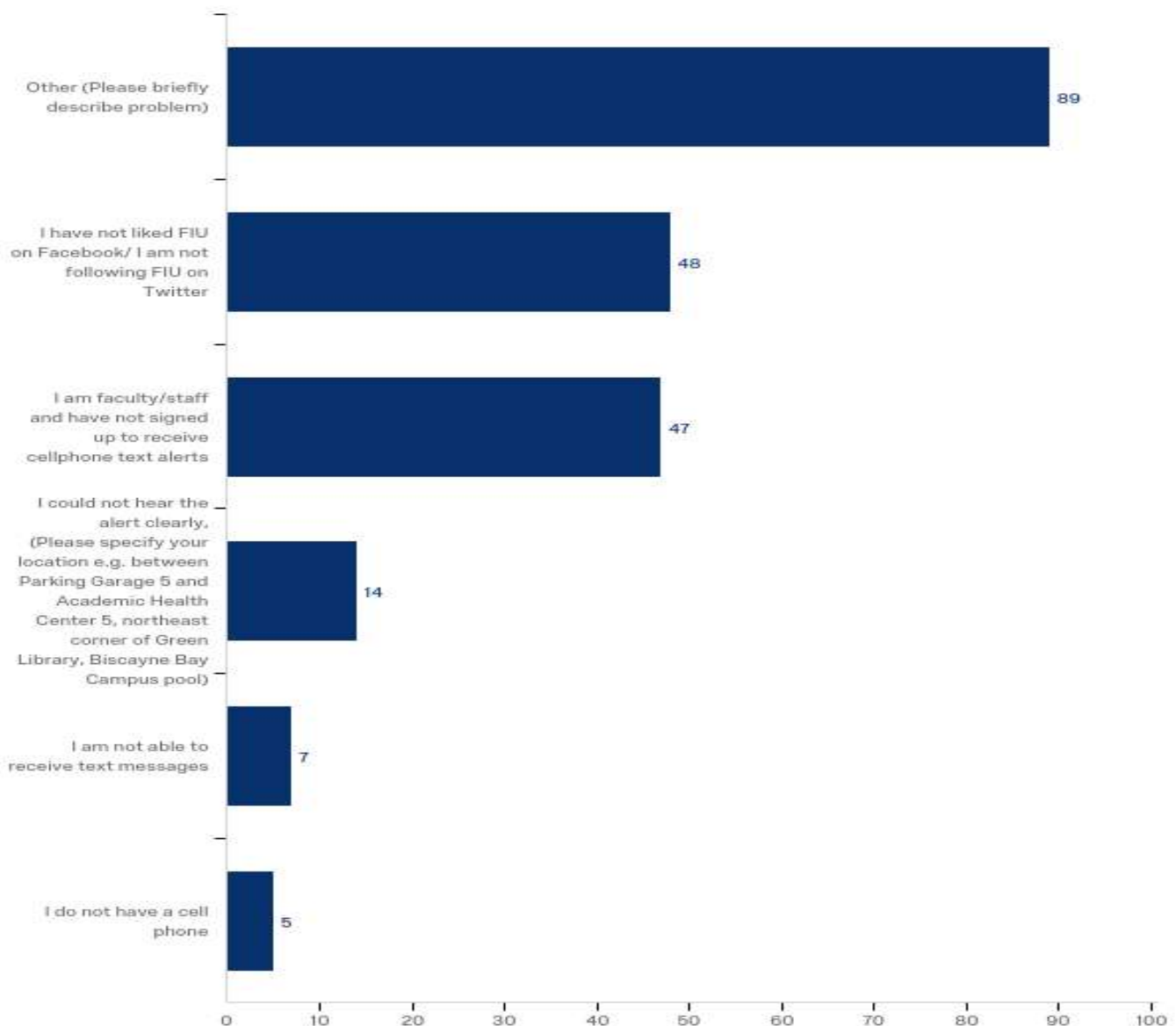


4 - If you did receive the cell phone text message, how long after 10:00 a.m. did you receive the message?





## 5 - If you had difficulties receiving the alert, which best describes why? (Mark all that apply)



### Sample responses for "Other (Please briefly describe the problem)"

"Great feature; thank you for providing this service to the University community. I believe the University is transparent in its safety initiatives and I appreciate the commitment to our safety."

"I believe this is something that should be made mandatory to enroll."

"Alert system worked very well. I could hear the alert outside my office, while simultaneously it was coming in to my office phone as well as text and call to my cell phone."

"The email on mobile is poorly formatted, but that might be a mobile-only issue. My device is an iPhone 8."



**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
**September 5, 2019**

**FACILITIES AND CONSTRUCTION UPDATE AS OF AUGUST 2, 2019**

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**Report** *(For Information Only – no action required)*

**Projects Completed**

- None during this reporting period.

**Projects under Construction**

- **Multi-Purpose Practice Fields (BT-916)** - \$9.9M; multiple funding sources. A/E – Stantec; CM – Moss Construction. The project installed two (2) full-sized practice fields, one natural grass and the other artificial turf, and a 3,500 gsf scalable multi-purpose field support building (FSB). It also built a faculty-designed wetlands expansion south of the preserve. A \$529K change order to replace a portion of SW 113<sup>th</sup> Avenue asphalt from Parkview to the crosswalk northwest of the Recreation Center with traffic pavers, approved as part of the FIU Board of Trustees (BOT) Carry-Forward expenditure plan was completed on June 28, 2019. An additional change order is pending to install 13 retractable traffic-rated stainless steel bollards for improved safety at the intersection of SW 113<sup>th</sup> Avenue and SW 11<sup>th</sup> Street and at the intersection of SW 113<sup>th</sup> Avenue and SW 14<sup>th</sup> Street.
- **University City Prosperity Project (UCPP) (BT-904)** - \$14.7M TIGER Grant project budget; multiple funding sources. Design/Build Team – MCM+FIGG. The National Transportation Safety Board (NTSB) is still investigating the cause of the collapse that occurred March 15, 2018. FIU is a party to the NTSB investigation and continues to cooperate fully. A public hearing on the investigation is currently projected for October 22, 2019. In late July, MCM cleaned up the project site and removed the turbidity barriers from the canal to secure the site for hurricane season.
- **BBC Aquatic Center Pool Repairs (BT-928) Minor Project FM# 180321** - Approximate \$2.1M CITF and Auxiliary funded project budget. A/E – Alleguez Architecture; CM – Thornton Construction. The project consists of structural repairs to the Aquatic Center at the Biscayne Bay Campus (BBC). The Aquatic Center is

approximately 35 years old, with the last renovation occurring in 2009. Recently, a comprehensive structural and safety review identified needed repairs to correct structural deficiencies, water intrusion issues, and critical deferred maintenance issues. The rough plumbing work has been completed and the structural repairs are expected to be completed by mid-August. The deck waterproofing and floor topping is scheduled to start late August. Delivery date: Early September 2019 to be completed for the first 2019-20 swim meet on September 26.

### **Projects in Design**

- **Frost Museum of Science Batchelor Environmental Center at FIU (BT-913) (Phase II)** - \$1.8M privately funded project budget. A/E - MC Harry & Associates; CM - Stobs Brothers Construction. To date, \$200K has been received for Phase II design services. Combined with Phase I funding already received, \$2.4M of the \$5M commitment has been released to FIU. Phase II will be a classroom and lab building (approximately 3,000 gsf), with the remaining animal holding areas to be added at a future date when additional grant funding is received by the Frost Museum. The \$1.3M equipment budget for the project was reduced to increase the Phase II construction budget to \$1.1M for the building only; the budget will require an additional contribution of \$245,719 from the Frost Museum. Transfer of the project funding balance will be necessary once agreement is reached on the GMP to proceed with construction. 95% Construction Documents have been submitted for review. The project is on hold pending resolution of gift agreement terms and new program requirements. Delivery date: TBD. *(No change from previous report).*
- **International Center for Tropical Botany (BT-914) at The Kampong** - \$6.0M privately funded project budget. A/E - MC Harry; CM - Thornton Construction. The project will construct a new approximately 12,000 gsf facility on a site immediately adjacent to the National Tropical Botanical Garden (NTBG) property in Coconut Grove to house educational, lab, and office spaces. Programming was formally approved August 28, 2015 and the project went into design development based on the program criteria at that time. The warrant package submitted in June 2016 was revised and resubmitted on September 29, 2017 addressing all comments from the City of Miami Zoning and Planning Department. Subsequently, one of the neighboring property owners proposed adjustments to the building's aesthetic design as part of a gift agreement with the University. The gift agreement was finalized and signed in January 2019. The College of Arts, Sciences, and Education (CASE) and the Division of Academic Affairs has committed to guarantee the gift funding to allow the design effort incorporating the donor's changes to move forward, once the warrant process is finalized. A revised warrant package was resubmitted to the City on July 6, 2018 incorporating the latest changes to avoid cancellation of the warrant application due to inactivity. A final revision was submitted on December 19, 2018 incorporating additional details and a restrictive covenant agreement between FIU, the City of

Miami and the National Tropical Botanical Garden to formally address the concerns of the community in lieu of an agreement. The City of Miami issued a Warrant Final Decision on June 14, 2019 approving the application with conditions pending additional details on the greenhouse, an updated site map, and a decision by the City's Office of General Counsel on the applicability of the City's environmental and historic preservation regulations. The attorney for one of the neighbors filed an appeal of the City's Warrant Final Decision on July 3, 2019. A hearing of the appeal is scheduled for September 4, 2019. Delivery date: TBD.

- **Parkview II Housing (BT-892)** - \$66.5M bond proceed and Housing Auxiliary funded project budget. A/E - Perkins+Will; CM - Moss & Associates. The project includes construction of a new 656 private bedroom style residence hall on the Modesto A. Maidique campus (MMC). A conceptual schematic design was submitted on January 23, 2019 for the original site, which is west of the Frost Art Museum. Preliminary cost projections determined that relocating the utilities on this site and providing additional road access to accommodate the new building would add \$8-9M, making the project cost prohibitive. A new site on the western half of Parking Lot 6, east of the Riccardo Silva Stadium, for an 11-12 story facility was approved on April 2, 2019. The revised conceptual schematic design submittal was received on May 10, 2019 and the CM's conceptual schematic design budget estimate was received on June 7, 2019. Facilities Management contacted the Miami-Dade County Parks, Recreation, and Open Spaces Department on June 27, 2019 to request use of park property for a temporary detour of SW 17<sup>th</sup> Street during project construction and is awaiting a final decision. The advanced schematic design submittal was received on July 12, 2019. During review of the advanced schematic design, the building's aesthetics were simplified as a value engineering measure with potential cost savings to be determined when the CM prices the advanced schematic design addendum. An initial pro-forma financial analysis determined adding a 12<sup>th</sup> floor, yielding 676 revenue-generating beds, is the most viable long-term financing strategy. The budget estimate for the advanced schematic design is due August 15, 2019 with the revised budget estimate including the addition of a 12<sup>th</sup> floor and the value engineering items captured in the design addendum due by August 20, 2019. The FIU project team is developing a cost comparison of similar university housing projects to be presented to the BOT. FIU continues to explore alternate business strategies and additional value-engineering opportunities to bring the project within budget. While the approved program envisioned a delivery date of April 2020, FIU's exhaustive analysis of all options to reduce project costs and a shortage of available contractor labor will cause this date to shift. Moss and Associates projects a 21-month construction duration which translates to a completion date of Summer/Fall 2022. The amended project will be considered at the December 5, 2019 BOT meeting and the January 29-30, 2020 Florida Board of Governors (BOG) meeting for approval.

- **PG-5 Emergency Operations Center Expansion (BT-923)** - \$5.5M E&G-CF, Auxiliary, and Treasury funded project budget. A/E - PGAL; CM - Biltmore. The proposed expansion will add 10,669 square feet of occupied space and renovate 2,140 square feet on the second floor of PG-5 adjacent to the existing space utilized by FIU Police and Emergency Management to provide a large emergency operations center, food storage and service operations, equipment storage, offices, conference rooms, and meeting breakout rooms. The renovated space will be reconfigured to provide a locker room, showers, laundry service space, and offices that are needed during emergency events. The 100% construction document submittal from PGAL was received on May 6, 2019. Biltmore's 100% CD Guaranteed Maximum Price was received on July 18, 2019 and is under review. At the request of the BOT, we are researching cost data for a newly constructed stand-alone Emergency Operations Center (EOC) on campus and historical cost data from similar EOC projects nationwide as a means of comparison to validate our current cost projection. Results will be presented at the September 2019 BOT meeting. Delivery date: November 2020.
  
- **School of International and Public Affairs (SIPA) Phase II (BT-887)** - \$39.45M project consisting of \$12,701,439 PECO funding, \$15,000,000 private donation, \$250,000 SIPA cash contribution, \$5,534,299 FIU Online contribution, and \$900,000 E&G CF (current shortfall: \$5,064,262 will be raised with additional private donations). A/E - Harvard Jolly; CM - Thornton Construction. The project includes classrooms, conference facilities, offices, language and technology labs, negotiation and mediation facilities, experimental teaching space for SIPA, and offices and student technical support spaces for FIU Online. PECO funding for the project was received in June 2017 with the condition that all private funds be expended before any PECO monies. The Green Family Foundation accelerated its \$15M donation, completing the full amount in December 2018. SIPA Dean John F. Stack, Jr. is leading the fundraising initiative for the remaining private funds. The final program was approved July 24, 2018 for an 84,858 gsf building, encompassing 48,445 gsf of built-out space, including 14,563 gsf fully-funded by FIU Online, leaving 36,413 gsf of shell space for future build-out when additional funding is received. Conceptual schematic design was approved by the University President on July 24, 2019 with comments. Advanced schematic design is currently underway. CM shortlist interviews were conducted on June 7, 2019 with Thornton Construction selected as the winning firm. Negotiations concluded July 9, 2019 and the CM contract is under review pending the University President's signature. Delivery date: December 2021 (tentative).

### **Projects in Planning Stage**

- **Hotel, Conference and Alumni Center** - Public-Private Partnership (P3) project. Developer/Operator - TBD; Architect - TBD; CM -TBD. The BOG approved the project on March 27, 2019. Award to the successful Invitation to Negotiate (ITN)

respondent (Concord-Benchmark) is pending the successful finalization of fully executed Development, Operating and Sublease agreements, including design, construction, and operating cost estimates. Moss Construction is currently pricing the cost of the project and should have a construction cost estimate early August. Any significant change to the proposal terms approved by the BOG would require review by the BOT and resubmission to the BOG. Delivery date: TBD.

- **Engineering Building (Phase I and II) (BT-919)** - \$150.0M project consisting of \$105.0M PECO funding and \$45.0M private donations. A/E - TBD; CM - TBD. The project to build a new engineering building at MMC will include classrooms, teaching labs, study space, research labs, offices, and computer and instructional media spaces. To date, \$30,641,537 in PECO funding has been received. Pre-programming efforts are currently taking place. Delivery date: TBD. *(No change from previous report)*.
- **Graham Center Expansion (BT-921)** - \$35.9M CITF funded project. A/E - TBD; CM - TBD. The project will add approximately 69,400 gsf to the existing building, increasing the current ballroom footprint and adding breakout rooms, green rooms, lounges, and storage space. The highlight will be a new and larger grand ballroom facility to meet current and projected needs. To date, \$11,982,280 in CITF funding has been received. A request to re-allocate up to \$2M in CITF funding for renovation of the BBC pool was approved by the BOT on April 18, 2019, also approved by SGA, and was approved by the BOG on June 13, 2019. The entire FY19-20 CITF funding allocation of \$6,319,109 will be applied to the project resulting in a projected total of \$16,301,389. The program for the Graham Center Expansion is being revised to reflect changes to the project scope and budget. Delivery date: TBD.
- **PG-6 Classroom and Retail Expansion (BT-924)** - \$3.7M Auxiliary funded preliminary project budget. A/E - MCHarry; CM - TBD. The project will convert 15,425 gsf of parking garage space in PG-6 to weather-tight conditioned space for 6,635 sf of circulation area, 1,435 sf of unfinished retail space to support the future Miami-Dade County bus terminal, 935 sf of restrooms and 930 sf of storage, with 5,490 sf of space to be assigned. 100% construction documents were completed through a previous minor project. The project has been re-scoped to focus on the immediate known requirements for the future Miami-Dade County bus terminal: the rest rooms and the central access corridor. Future needs for research space and retail will be addressed separately once requirements are better defined. Progress on development of the construction project is contingent on successful negotiation of the agreement with Miami-Dade County. Delivery date: TBD. *(No change from previous report)*.
- **CasaCuba (BT-925)** - \$37.3M privately funded preliminary project budget. A/E - TBD; CM - TBD. The project will build a 63,477 gsf facility at the SW 16<sup>th</sup> Street entrance to MMC, including 40,000 gsf of auditorium and exhibition space; 5,500 gsf of classrooms; 5,600 gsf of teaching and research labs; and 12,000 gsf of office,

computer and campus support space. The project will create a dynamic center hosting open lectures, academic conferences, digital exhibits and research presentations, engaging museums, historical societies, and other academic and cultural institutions through meaningful partnerships. CasaCuba will help preserve and showcase FIU's wealth of Cuba-related intellectual and cultural resources for the benefit of the community, with a special emphasis on sharing and expanding its notable Cuba Collections. On April 18, 2019, the BOT approved an amendment to the Campus Master Plan and proceeding to the design phase in order to support fundraising efforts. The program was approved on June 14, 2019. The formal appointment of the selection committee was made July 31, 2019. The advertisement for the Architect/Engineer (A/E) will be posted after review and approval by University leadership, and confirmation of available funding. Responding to the specific request of the CasaCuba Executive Director, FIU Facilities Management Department (FMD) has met with interested architectural design firms to outline the project scope, explain the project vision, and describe the selection process with the objective of encouraging a robust and vigorous competitive selection among highly qualified firms. As of July 23, 2019 FMD has met with nine (9) design firms and has another five (5) meetings scheduled prior to mid-August. FMD is actively promoting these meetings now before the A/E advertisement is published because once the advertisement is issued, all selection committee members will be obligated to comply with the statutory "cone of silence" and will be unable to meet or discuss the project with any prospective candidate firms. Delivery date: TBD.

- **Non-Denominational Chapel (BT-927)** - \$5.0M privately funded preliminary project budget. A/E - TBD; CM - TBD. The project will build a non-denominational chapel on MMC on S.W. 14 Street, northwest of the Ronald W. Reagan Presidential House. The chapel will accommodate the plurality of faiths and perspectives at FIU and serve as an interfaith gathering place for worship, contemplation, spiritual strengthening and mutual understanding. Initial program requirements are for the chapel to hold up to 250 people and include meeting space for students and leaders in FIU's interfaith community as well as those teaching spiritual/religious subjects. The program committee was finalized on June 4, 2019 and a program kick-off meeting is pending. Delivery date: TBD.

*Encls: New Minor Projects established 5/1/2019 – 7/31/2019  
New Project Change Orders established 5/1/2019 – 7/31/2019*



## FM New Minor Projects over \$500,000 established 5/1/19 through 7/31/19 ( a )

**Purpose: Information to BOT**

	FM#	Project	Requester	Date Established	A/E	Construction	Total Budget		Funding Source
1	140614	University Park Towers Office 121 Renovations	Housing	11/21/2017	\$ 64,658.00	\$ 681,013.00	\$ 789,307.05	*	AUXILIARY
2	151023	GL 395 Data Center Equipment Purchase	DOIT	5/2/2019	n/a	n/a	\$ 629,695.64		AUXILIARY
3	160902/BT 922	BBC Outdoor Recreation Support Bldg. Renovations	Student Affairs	7/1/2017	\$ 44,620.00	\$ 545,915.00	\$ 694,000.00	*	CITF/AUXILIARY
4	160910	PC Rooms 120 - 122 New Offices (Old Financial Aid area)	DOIT	6/1/2017	\$ 89,987.00	\$ 759,429.00	\$ 940,402.61	*	E&G/AUXILIARY
5	170617	MARC 410-428 Center for Leadership New Offices	ORED	6/14/2018	\$ 53,760.00	\$ 524,860.00	\$ 658,346.58	*	AUXILIARY
6	170727	PG6 Room 155 Embrace Renovations	ORED	4/5/2018	\$ 21,820.00	\$ 478,813.91	\$ 545,079.06	*	E&G
7	171017	AHC2 Building Envelope & Roof Repairs	Facilities Mgmt	2/20/2018	\$ 91,362.00	\$ 1,334,403.00	\$ 1,556,638.55	*	E&G
8	171110	CASE Labs 232-238 Renovations	Engineering	5/17/2018	\$ 44,770.00	\$ 429,553.00	\$ 828,329.50	*	E&G
9	171210	MARC 4th Floor ORED Offices	ORED	7/23/2018	\$ 36,016.00	\$ 896,525.80	\$ 1,014,956.80	*	E&G/AUXILIARY
10	180130	OE Biology Labs 291-293 & Stockrooms 266, 269 & 272 Renovations	Academic Space	5/8/2018	\$ 68,910.00	\$ 861,850.00	\$ 1,049,083.63	*	E&G
11	180317	W2 Diesel Fuel Storage Tanks	Aux/Enterprise Dev.	7/23/2018	\$ 38,480.00	\$ 1,111,417.00	\$ 1,347,510.46	*	AUXILIARY
12	180524	BBC AC1 Mastery Labs 217, 226 & 226A Renovations	Academic Space	1/11/2019	\$ 21,993.00	\$ 244,928.00	\$ 550,836.41		E&G
13	180611	PG3 West Side Exit & Roadway Improvements to Loop Road	Parking/Emerg. Mgmt	1/22/2019	\$ 74,070.00	\$ 661,136.00	\$ 825,955.52	*	E&G/AUXILIARY
14	180902	Greek Housing II Bldg Code Compliance	Aux/Enterprise Dev.	6/21/2019	\$ 52,105.00	pending	\$ 803,780.12		AUXILIARY
15	190410	AHC1 Building Envelope & Roof Repairs	Facilities Mgmt	2/20/2018	\$ 52,118.00	\$ 728,124.00	\$ 848,860.68	*	E&G
							<b>\$ 13,082,782.61</b>		

( a ) "Established" is defined as funded or contracted for design and/or construction during the reporting period.

\* Indicates that the project went over \$500,000 upon construction being awarded or additional scope.





**FM Change Orders 5/1/19 through 7/31/19 ( a )**

**Purpose: Information to BOT**

	FM#	Project	Vendor	Contract No.	Original Amount	Current Amount	CO#	Date Approved	Amount	Description	Funding Source
1	171216	Medina Aquarius Re-Roofing	D Torr General Contractors	372	\$ 199,819.87	\$ 253,094.16	1	6/4/2019	\$ 53,274.29	Non-Hurricane Irma related structural repairs at East & West sides.	E&G
2	171210	MARC 4th Floor ORED Offices	Stobs Bros Construction	360	\$ 665,987.00	\$ 896,525.80	1	6/5/2019	\$ 230,538.80	Additional work caused by User design changes/modifications.	E&G
									<b>\$ 283,813.09</b>		

( a ) Change orders over \$50,000 on minor projects and change orders over 5% of authorized budget for major projects.

**FIU FOUNDATION, INC.**

**SUMMARY OF REVENUES AND EXPENSES  
& INVESTMENT SUMMARY**

**June 30, 2019**

**FIU FOUNDATION, INC.**  
**Summary of Revenues and Expenses \***  
**For the Period Ended June 30, 2019**  
*(In Thousands of Dollars)*

	12-Month Period Ended			FY Annual
	2018-19 Budget	2018-19 Actuals	Fav (Unfav) Variance	2017-18 Actuals
<b>REVENUES:</b>				
Cash Contributions	\$ 29,744	\$ 33,904	\$ 4,160 [1]	\$ 32,733
Estimated Investment Returns, Net of Fees	16,886	13,838	(3,048) [2]	19,859
MARC Building	1,673	1,809	136	1,740
Foundation Subsidiaries	218	241	23	317
Unrestricted Annual Revenues	1,281	1,108	(173)	850
<b>TOTAL REVENUES</b>	<b>49,802</b>	<b>50,900</b>	<b>1,098</b>	<b>55,499</b>
<b>EXPENSES:</b>				
<u>University Programs:</u>				
Scholarships & Programs	23,000	27,264	(4,264) [3]	30,792
Building Funds	2,000	145	1,855	408
<b>TOTAL UNIVERSITY PROGRAMS EXPENSES</b>	<b>25,000</b>	<b>27,409</b>	<b>(2,409)</b>	<b>31,200</b>
<u>Operational:</u>				
MARC Building	506	544	(38)	508
Foundation Subsidiaries	1,637	267	1,370	305
Administrative & Fundraising	9,924	9,393	531	7,923
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>12,067</b>	<b>10,204</b>	<b>1,863</b>	<b>8,736</b>
<b>TOTAL EXPENSES</b>	<b>37,067</b>	<b>37,613</b>	<b>(546)</b>	<b>39,936</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ 12,735</b>	<b>\$ 13,287</b>	<b>\$ 552</b>	<b>\$ 15,563</b>

\*Summary of Revenues and Expenses reflect revenues on a cash basis and expenses on an accrual basis.

[1] The favorable variance of \$4.2 million in cash contributions was a result of a successful fundraising year. Our fundraising resulted in a higher level of giving to the following areas: Academic Affairs; Building Funds; Chaplin School of Hospitality Management; and Stempel College of Public Health and Social Work

[2] The unfavorable variance of \$3.0 million in investment returns is based on a budgeted rate of return for the fiscal year of 6.0% and an actual return fiscal year to date of 4.5%.

[3] The unfavorable variance of \$4.3 million in scholarships and programs is attributable to greater than budgeted program support to the University. This was accomplished, in large part, as a result of greater cash contributions in support of the University.

\*Please note that the enclosed financial statements recaps and notes as of June 30, 2019 are preliminary. Additional invoices for FY 2018-19 expenses and final investment earnings pertaining to this fiscal year may need to be recorded.

Florida International University Foundation  
Preliminary Performance Summary  
As of June 30, 2019

Asset Class/Composite	Market Value (\$000s)	% of Total Managed Assets	Long-Term Policy Target	Long-Term Policy Ranges	Current Month	Calendar Year to Date	Fiscal Year to Date	Ann. Since Inception
Global Public Equity	39,233	13.4%	11.5%	4.0%-21.0%	6.0	14.5	1.9	5.9
U.S. Public Equity	34,139	11.7%	13.5%	5.0%-30.0%	6.8	16.7	5.4	5.5
Non-U.S. Developed Public Equity	30,097	10.3%	8.5%	3.0%-21.0%	5.0	14.2	-1.5	3.3
Emerging Markets Public Equity	20,807	7.1%	4.0%	0.0%-13.0%	5.7	12.2	4.7	4.5
<b>Total Public Equity</b>	<b>124,276</b>	<b>42.5%</b>	<b>37.5%</b>	<b>16.0%-60.0%</b>	<b>5.9</b>	<b>14.6</b>	<b>2.5</b>	<b>4.7</b>
<i>Global Private Equity</i>	34,686	11.9%	20.0%	5.0%-34.0%	---	---	---	---
<b>Total Public &amp; Private Equity</b>	<b>158,962</b>	<b>54.4%</b>	<b>57.5%</b>	<b>50.0%-65.0%</b>	<b>4.6</b>	<b>12.1</b>	<b>4.5</b>	<b>5.1</b>
Total Hedge Funds	51,625	17.7%	17.5%	7.5%-27.5%	3.2	9.9	2.5	4.4
Other Diversifying Investments	9,885	3.4%	---	0.0%-20.0%	1.5	5.8	8.5	8.3
<b>Total Diversified Growth</b>	<b>61,510</b>	<b>21.0%</b>	<b>17.5%</b>	<b>7.5%-27.5%</b>	<b>3.0</b>	<b>9.3</b>	<b>3.1</b>	<b>4.4</b>
<b>Total Inflation Sensitive</b>	<b>24,762</b>	<b>8.5%</b>	<b>10.0%</b>	<b>5.0-15.0%</b>	<b>4.1</b>	<b>9.1</b>	<b>5.5</b>	<b>0.6</b>
<b>Total Deflation Sensitive</b>	<b>47,030</b>	<b>16.1%</b>	<b>15.0%</b>	<b>6.0%-24.0%</b>	<b>1.0</b>	<b>5.0</b>	<b>7.7</b>	<b>5.1</b>
<b>Total Managed Assets Net of CA Fees</b>	<b>292,265</b>	<b>100.0%</b>	<b>100.0%</b>	<b>---</b>	<b>3.6</b>	<b>9.9</b>	<b>4.6</b>	<b>4.7</b>
<b>Total Assets Net of CA Fees</b>	<b>301,964</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>3.5</b>	<b>9.7</b>	<b>4.5</b>	<b>4.6</b>



THE FLORIDA INTERNATIONAL UNIVERSITY

BOARD OF TRUSTEES

Finance and Facilities Committee

September 5, 2019

SAFETY AND ENVIRONMENTAL COMPLIANCE REPORT AS OF JULY 31, 2019

**Report** (For Information Only – no action required)

**Issue #1: Indoor Air Quality Concerns – Academic Health Center 1 and 2 (Closed)**

**Agency:** Florida Department of Health, Epidemiology Division

**Status AHC2:** As a result of mold and particulate matter presence in various components of the ventilation system in AHC2, a project to conduct 100% remediation of the A/C ducts and Variable Air Volume boxes was executed and completed on July 9, 2018. **The project was completed in collaboration with the FIU Facilities Management Department, Herbert Wertheim College of Medicine (HWCOC), College of Arts, Sciences & Education and EH&S.**

**Status AHC1:** The project to conduct 100% remediation of the A/C ducts and Variable Air Volume boxes in AHC1 was completed the end of May 2019. A certified industrial hygienist conducted a quality inspection of the remediation work and issued a clearance report on June 3, 2019. The final communication from Human Resources to AHC1 occupants was sent on June 14, 2019. **The project was completed in collaboration with the FIU Facilities Management Department, Office of Research and Economic Development, HWCOC, College of Arts, Sciences & Education, and EH&S.**

**Findings:** EH&S will continue to work with HWCOC, College of Arts, Sciences & Education, Human Resources, Office of Research and Economic Development, and Facilities Management to address any identified concerns and air quality issues should they arise.

**THE FLORIDA INTERNATIONAL UNIVERSITY**

**BOARD OF TRUSTEES**

**Finance and Facilities Committee**

**September 5, 2019**

**TREASURY REPORT** (For quarter ending June 30, 2019)

**Report** (For Information Only – no action required)

**OVERVIEW**

The University's total liquidity position of \$395.5 million was 2.7 times the University's debt position of \$148.4 million at the end of FY 2019. Including direct support organization ("DSO") debt, the liquidity to total debt ratio was 2.2 times. These results are better compared to the end of FY 2018, where the liquidity to University debt and the liquidity to total debt ratios were 2.3 times and 1.9 times, respectively.

**LIQUIDITY**

**Real Days Payable**

At the end of FY 2019, \$328.7 million, or 83.1 percent, of the liquidity position was accessible within 5 business days (see *Liquidity Allocation* chart for detail). At the end of FY 2019, the University had 72 real days payable ("RDP") versus 66 RDP at the end of FY 2018. The increase in RDP was due to the solid year over year earnings growth in our more liquid fixed income and working capital pool investments.

**Sources**

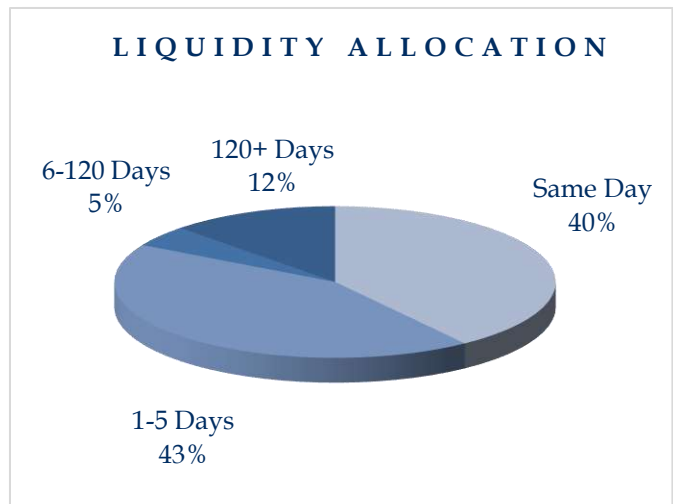
The University started the fiscal year with \$141.7 million in cash balances<sup>2</sup>. Total FY 2019 inflows (state and operational) were \$1,220.8 million as compared to \$1,208.0 Million for FY 2018. On average, \$4.7 million flowed into the University each business day in FY 2019 and \$4.6 million in FY 2018. The increase was due to higher state appropriations inflows.

**Uses**

FY 2019, the University used \$1,193.4 million as compared to \$1,164.9 million last fiscal year. The FY 2019 velocity cash outflow was \$4.6 million per day and \$4.5 million in FY 2018. The increase was due to higher payroll outflows. The University ended FY 2019 with \$169.1 million in cash balances.

**Stress Tests/Performance Simulations**

The University Office of the Treasurer ("Treasury") analyzes the effect of negative market performance on its liquidity position through both value-at-risk (VAR) analysis and Monte Carlo simulation analyses.



<sup>1</sup> Real Days Payable represents the available balance of liquid funds divided by the average cash outflows of the University. The calculation uses the available balance in the University's bank accounts plus the market value of investments that are accessible within 5 business days as its balance of liquid funds.

<sup>2</sup> Cash includes Working Capital Pool assets and cash balances in the concentration bank account.

VAR analysis, completed quarterly, estimates the maximum potential loss during a specific time period at a given level of confidence. VAR uses the historical behavior of each asset class over various time horizons (five years, ten years, full history). Our VAR analysis predicts that there is a five percent probability that the portfolio (as of the FY 2019 ending balance) could have unrealized losses of up to \$5.9 million and one percent probability of up to \$15.5 million of unrealized losses within a twelve-month period. This risk exposure is lower than FY 2018 (\$8.8 million and \$18.6 million) even though the market value of the portfolio is 10 percent higher.

The University conducts monthly performance simulations of the portfolio under various market scenarios. At the end of FY 2019, a 100 bps rise in the 10-year Treasury bond rate could result in an estimated \$3.3 million, 1.0 percent, unrealized gain. Liquidity, as measured by 5-day accessibility, could drop to 76 percent, or \$303.9 million, of the total current available cash and investment balances. RDP could fall to 66 days based on current fiscal year outflows.

A 25 percent decline in the equity markets could result in an estimated -\$8.3 million (-2.2 percent) unrealized loss. Liquidity, as measured by 5-days accessibility, could drop to \$328.5 million or 87 percent of the total current available cash and investment balances. RDP could remain the same at 72 days based on fiscal year outflows in this scenario.

Bottom decile of overall portfolio performance could result in an estimated -\$7.3 million (-2.0 percent) unrealized loss. Liquidity, as measured by 5-day accessibility could drop to \$287.2 million or 75 percent of the total current available balances. Furthermore, RDP could drop to 63 days.

## Forecast and Budget

Actual balances at the end of FY 2019 were 15.2 percent higher than the rolling forecast, 10.1 percent higher than the budget, and 10.8 percent higher than prior year. For the next quarter, the University should experience a gradual increase in the cash and investment balances lasting through the end of the first quarter of FY 2020.

## INVESTMENTS

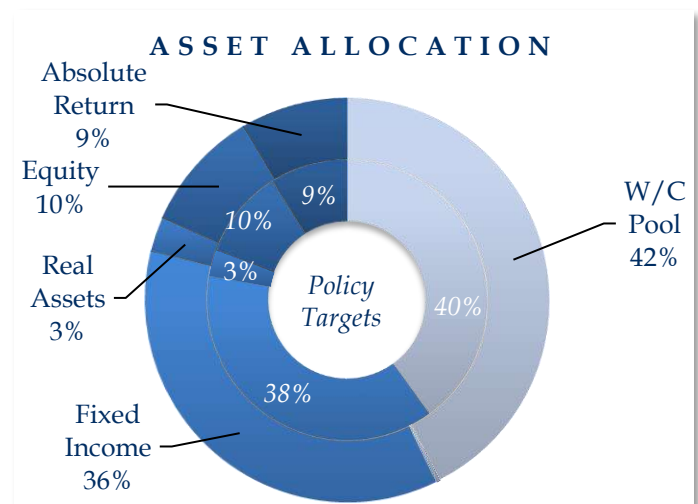
### Composition

Asset allocations at the end of FY 2019 remained within policy guidelines (See *Asset Allocation* chart for quarter end detail).

At the end of FY 2019, the market value of the University's operating funds portfolio and cash was \$395.5 million. This balance reflects an increase of \$25.2 million or 6.8 percent, from the previous quarter. The increase largely reflects higher quarterly net inflows and solid investment returns. The total portfolio market value was \$38.0 million higher than the market value at the end of FY 2018 largely due to net positive cash flows and strong investment returns.

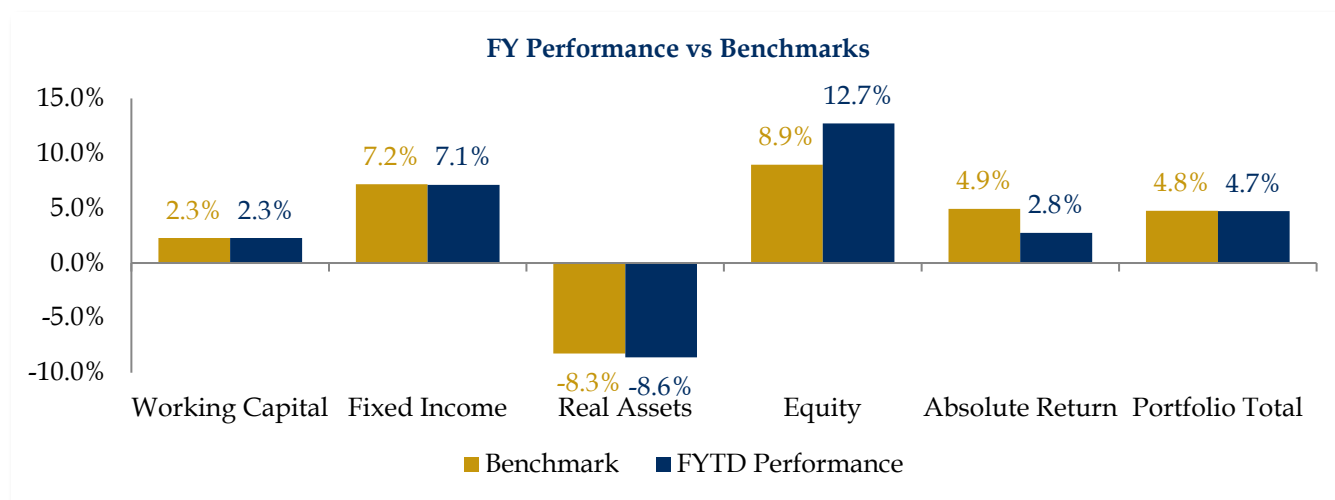
### Performance

FIU's operating portfolio continues to outperform the State Treasury investment pool ("SPIA"), returning 4.1 percent since inception versus the SPIA's 2.5 percent for the same period. At the end of FY 2019, the portfolio experienced returns of 4.7



percent. This compares favorably to a 4.5 percent return at the end of FY 2018. The Strategic Capital and Reserve Pools gained 6.5 percent while the Working Capital Pool gained 2.3 percent. Returns from the SPIA totaled 2.3 percent at the end of FY 2019 (see *FY Performance vs. Benchmarks* chart for additional performance detail by asset class).

The portfolio's overall return was in line with its aggregate benchmark. Asset classes were largely in line with their respective benchmarks with the exception of Equities and Absolute Return. The Equity asset class outperformed its benchmark due to positions in the private markets and small capitalization stocks. The Absolute Return asset class underperformed its benchmark due to its lower correlation to the equity market.



## DEBT

### Total Outstanding

The University and DSOs ended FY 2019 with \$178.6M million in outstanding debt versus \$188.0M million at the end of FY 2018. The weighted average interest rate for the University and DSO issuances was 4.2% percent.

### Bond Refunding

The University and the Athletics Finance Corporation (AFC), has refunded/modified all eligible outstanding bond series. The refundings/modification are projected to save the University and AFC \$15.5 million in interest expense over the term of the issuances. As of June 30, 2019, \$3.9 million of interest savings have been realized from the refunding/modification activities. The University and AFC are expected to save \$0.7 million in interest expense in Fiscal Year 2020 and \$4.2 million over the next 5 years.

The University refunded the 2009B (BABs) Parking Bonds relating to the construction of Market Station (Parking Garage 5). We anticipate that the refunding will provide a net present value savings of \$4.1 million to the University. The refunding closed on July 2, 2019.

### Rating Agency Reviews

The University held reviews with Fitch, Moody's and Standard and Poor's rating agencies throughout the quarter. The final ratings reports were released in May. Each of the rating agencies reaffirmed their ratings for the Housing and Parking systems. Fitch A+ (Housing and Parking), Moody's Aa3 (Housing and Parking) and S&P AA- (Parking) A (Housing).



### OVERVIEW

Liquidity/University Debt	2.67
Liquidity/Total Debt	2.21

### Liquidity Position

Cash + W/C Pool	\$	169,121
Strategic + Reserve Pools		226,417
<b>Total</b>	<b>\$</b>	<b>395,538</b>

### Debt Position

University Debt	\$	148,395
DSO Debt		30,210
<b>Total</b>	<b>\$</b>	<b>178,605</b>

### LIQUIDITY

#### Availability

Same Day	\$	158,264
1-5 Days		170,458
6-120 Days		17,877
120+ Days		48,939
<b>Total</b>	<b>\$</b>	<b>395,538</b>

#### Real Days Payable (<5 Days)

MTD Outflows	80
QTD Outflows	75
YTD Outflow	72

### LIQUIDITY ALLOCATION



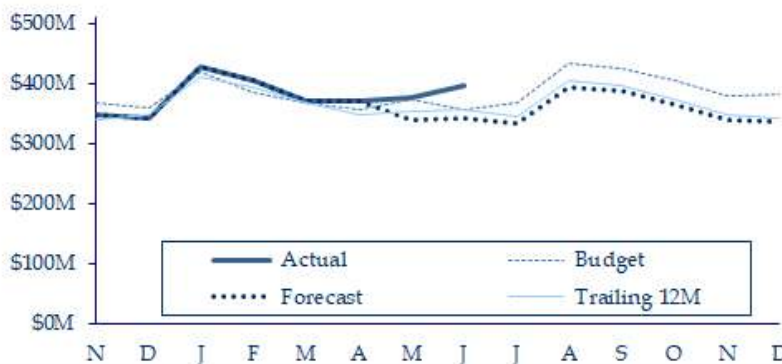
### LIQUIDITY SOURCES AND USES

Sources	MTD	QTD	YTD
Opening W/C Pool Balance	\$ 154,854	\$ 147,284	\$ 141,401
Opening Cash Balance	379	1,140	285
From State	33,091	103,115	379,522
From Operations	62,489	201,765	841,318
Uses	MTD	QTD	YTD
To Payroll	(47,870)	(150,574)	(642,769)
To Operations	(25,615)	(86,635)	(316,380)
To Students	(8,206)	(46,974)	(234,256)
<b>Cash + W/C Pool</b>	<b>\$ 169,121</b>	<b>\$ 169,121</b>	<b>\$ 169,121</b>

### INVESTMENTS

Cash + W/C Pool	Balance	FYTD	Last 1Y
W/C Pool	\$ 167,855	2.3%	2.3%
Cash	1,265	0.0%	0.0%
Strategic + Reserve Pools			
Fixed Income	142,759	7.1%	7.1%
Real Assets	11,037	-8.6%	-8.6%
Equity	38,686	12.7%	12.7%
Absolute Return	33,935	2.8%	2.8%
<b>Total</b>	<b>\$ 395,538</b>	<b>6.5%</b>	<b>6.5%</b>

### CASH + INVESTMENTS FORECAST



### ASSET ALLOCATION

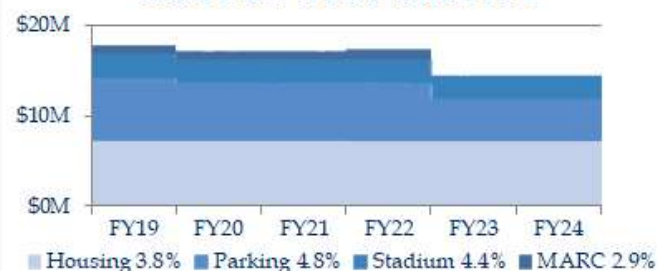


### DEBT

### OUTSTANDING DEBT



### ANNUAL DEBT SERVICE



<u>OPERATING FUNDS</u>	<u>MARKET VALUE</u>	<u>BOOK VALUE</u>	<u>INCOME EARNED</u>
<u>Working Capital</u>	\$169.1M	\$169.1M	\$3.6M
Fixed Income	\$142.8M	\$137.3M	\$2.9M
Equity	\$38.7M	\$32.8M	\$0.3M
Real Assets	\$11.0M	\$17.8M	\$0.0M
Absolute Return	\$33.9M	\$23.7M	\$0.0M
<u>Total Strategic/Reserve</u>	\$226.4M	\$211.6M	\$3.2M
<u>Total Operating Funds</u>	\$395.5M	\$380.7M	\$6.8M

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
September 5, 2019

**Subject: Quarterly report of the purchasing transactions greater than \$1,000,000 from March 4, 2019 through July 25, 2019.**  
**These contracts were executed prior to March 4, 2019, when the President had signature authority over \$1,000,000.**

**Report** *(for informational purposes only – no Committee action is needed)*

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount FY 19 (YTD)	PO Amount FY 20 (YTD)
PO No: 0000198902	Per BOG Regulation 17.001, Lease Authority	National Forensic Technology Center Inc. Lease	BP LAND HOLDINGS LLC	Second Lease Amendment Executed on 1/09/18		\$1,235,313.20
PO No. 0000199199	E-ITN 67-004	Student Transportation Services FIU Contract# PUR-00707A-1	ACADEMY BUS LLC	June 30, 2028		\$1,500,000.00
PO No: 0000198394	Exception under BOG Regulation 18.001(6)(d)(17) - Purchases from an Annual Certification List developed by each University. This acquisition is made in accordance with the conditions detailed in Annual Certification for sole source purchases. Category 5	Consolidation of technical support services provided under support service number 6593102	ORACLE AMERICA INC			\$1,655,401.56

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount FY 19 (YTD)	PO Amount FY 20 (YTD)
PO No: 0000140458	Sponsored Research Exemption	Subaward Agreement 800006170-02	AUSTRALIAN INSTITUTE OF MARINE SCIENCE	Jun 30, 2019	\$1,676,743.00	
PO No. 0000190392	Exception under BOG Regulation 18.001(6)(d)(13) - Programs, conferences, workshops, continuing education events or other university programs that are offered to the general public for which fees are collected to pay all expenses associated with the event or program.	SOBE WFF Independent Contractor Agreement	LOGISTICS MANAGEMENT GROUP INC	Three festival 2018,2019,2020	\$1,816,292.10	
PO No: 0000182002	ITN 01-002	Lease of Classroom and Office space in Downtown Miami	TWJ 1101 LLC	Dec 31, 2021	\$2,449,249.70	
PO No. 0000181193	Exception under BOG Regulation 18.001(6)(d)(18) - Purchases for Resale	Apple Authorized Reseller Agreement FIU Contract# PUR-00463	APPLE INC	No expiration	\$2,464,000.00	
PO No: 0000198580	ITN 01-002	Lease of Classroom and Office space in Downtown Miami	TWJ 1101 LLC	Dec 31, 2021		\$2,526,456.56

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount	Purchase Order No.
PO No. 0000198391	Exception under BOG Regulation 18.001(6)(d)(18) - Purchases for Resale	Apple Authorized Reseller Agreement FIU Contract# PUR-00463	APPLE INC	No expiration		\$2,600,000.00
PO No: 0000182002	ITN78-001	Dining Services Program	COMPASS GROUP USA INC	Jun 30, 2028	\$4,730,000.00	
PO No: 0000195815	Exception under BOG Regulation 18.001(6)(d)(12) - Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or other independent colleges and universities.	Parking Bond Payment	STATE BOARD OF ADMINISTRATION OF FLORIDA		\$4,871,921.96	

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount	Purchase Order No.
PO No: 0000196027	Exception under BOG Regulation 18.001(6)(d)(12) - Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or other independent colleges and universities.	Dormitory Revenue and Revenue Refunding Bonds	STATE BOARD OF ADMINISTRATION OF FLORIDA		\$5,759,250.58	

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**  
September 5, 2019

**Subject: Quarterly report of the purchasing transactions greater than or equal to \$500,000 and less than \$1,000,000 from March 4, 2019 through July 25, 2019.**

**Report** *(for informational purposes only – no Committee action is needed)*

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount FY 19 (YTD)	PO Amount FY 20 (YTD)
PO No: 0000198422	Various piggyback agreements	Piggyback Agreements: St. Johns County Schools Bid# 2019-03 and Broward County Schools Bid#16-168E	SMILEYS AUDIO VISUAL INC	Jun 30, 2021 (St. Johns County) Dec 31, 2019 (Broward County)		\$500,000.00
PO No: 0000198405	Exception under BOG Regulation 18.001(6)(d)(18) - Purchases for Resale	Dell Reseller Agreement	THE DOUGLAS STEWART COMPANY INC	No Expiration		\$500,000.00
PO No: 0000172101	Sponsored Research Exemption	Subaward Agreement 800007514-01UG	WAKE FOREST UNIVERSITY HEALTH SCIENCES	Feb 28, 2022	\$523,125.00	
PO No: 0000196249	Sourcewell (Formerly Known as NJPA) Contract No. 100614#CDW Stretch Agreement	Piggyback Agreement FIU Contract# PUR- 01931	COMPUTER DISCOUNT WAREHOUSE - CDW	Nov 18, 2019	\$527,764.38	

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount	Purchase Order No.
PO No: 0000186175	Exception under BOG Regulation 18.001(6)(d)(11) - Advertising, except for media placement services.	PO serves as the agreement.	LINKEDIN CORPORATION	PO end date 6/30/2019	\$533,148.61	
PO No: 0000198483	GSA Contract # GS-35F-0511T	Piggyback Agreement	DIGITALERA GROUP LLC	June 26, 2022		\$548,313.13
PO No: 0000181327	Exception under BOG Regulation 18.001(6)(d)(18) - Purchases for Resale	Dell Reseller Agreement	THE DOUGLAS STEWART COMPANY INC	No Expiration	\$571,500.00	
PO No. 0000193139	Exemption: BOG 17.001 Lease Authority (2)(A)6.	Lease Agreement FIU Contract# PUR-02111	TORREY PINES INSTITUTE FOR MOLECULAR	Initial Term 1 year. Expires Dec 31, 2019. Eight (8) options to renew lease for a period of one (1) year	\$577,545.60	
PO No: 0000181382	Exception under BOG Regulation 18.001(6)(d)(18) - Purchases for Resale	Piggyback Agreements: St. Johns County Schools Bid# 2019-03 and Broward County Schools Bid#16-168E	SMILEYS AUDIO VISUAL INC	Jun 30, 2021 (St. Johns County) Dec 31, 2019 (Broward County)	\$630,000.00	



Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount	Purchase Order No.
PO No. 0000194945	Exception under BOG Regulation (6)(d)(6) - Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.	Agreement to Provide Health Services FIU Contract# PUR-02227	CITRUS HEALTH NETWORK INC	June 30, 2023	\$726,883.50	
PO No. 0000199215	FSU ITN#5774-4	Learning Management System Service Provider Piggyback. FIU Contract# PUR-00631	INSTRUCTURE INC	Mar 29,2021		\$763,324.00
PO No: 0000187852	Exception under BOG Regulation 18.001(6)(d)(11) - Advertising, except for media placement services.	PO serves as the agreement.	FACEBOOK INC	PO end date 6/30/2019	\$773,700.00	
PO No: 0000154432	Sponsored Research Exemption	Subaward Agreement 800004907-02	GEORGIA TECH RESEARCH CORPORATION	March 31, 2019	\$793,640.26	
PO No: 0000198444	Per BOG Regulation 17.001, Lease Authority	Sublease Agreement between the District Board of Trustees of Broward College, Florida and Florida International University Board of Trustees	MACQ-FLORIDA I LLC	Lease Agreement executed on 8/06/2013		\$939,572.76

Purchase Order No.	Competitive Solicitation Number or Exemption	Competitive Solicitation Title or Agreement Type	Vendor	Current Expiration Date	PO Amount	Purchase Order No.
PO No: 0000164879	Sponsored Research Exemption	Subaward Agreement 800006849-01UG	TEMPLE UNIVERSITY	May 31, 2021	\$973,985.00	
Po No. 0000197744	ITB-2019-00021	Purchase, Installation, Care and Maintenance of Palm Trees FIU Contract no. PUR-02335	MANUEL DIAZ FARMS INC	Dec 11, 2019	\$999,800.00	
PO No: Various POs	RFP90-012	Grounds Maintenance PUR-00628, formerly FIU Contract #C00000313	ARAMARK MANAGEMENT SERVICES LIMITED PARTNERSHIP	2 <sup>nd</sup> Extension: 9/6/2019 – 1/12/2020		\$890,000

**THE FLORIDA INTERNATIONAL UNIVERSITY**  
**BOARD OF TRUSTEES**  
**Finance and Facilities Committee**

September 18, 2019

**Subject: Approval of 2019-2020 Fixed Capital Outlay Budget**

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**Proposed Committee Action:**

Recommend to The Florida International University Board of Trustees (the BOT) approval of the 2019-20 Florida International University (FIU) Fixed Capital Outlay (FCO) Budget in accordance with State University System of Florida Board of Governors (BOG) Regulation 14.0025 (with proposed amendments) and BOG directives; submit the BOT-approved FCO Budget to the BOG for discussion and review at its October 3, 2019 Budget and Facilities Workshop and approval at its October 30, 2019 meeting; authorize the University Chief Financial Officer, the University President, and the Chair of the Board of Trustees to certify the FCO Budget; and authorize the University President to amend the BOT FCO Budget as necessary and report to the BOT and the BOG any amendments to the Fixed Capital Outlay Budget as prescribed by the BOT and the BOG.

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**Background Information:**

Section 1013.61, Florida Statutes, requires that the BOT adopt a fixed capital outlay budget for the ensuing year in order that the capital outlay needs of the BOT for the entire year may be well understood by the public. BOG Regulation 14.0025, *Fixed Capital Outlay Budget* provides for BOG approval of the fixed capital outlay budget.

The BOG has provided additional direction on the submission of university Fixed Capital Outlay Budgets as a result of Senate Bill 190 becoming law. Additionally, the BOG promulgated changes to Regulation 14.0025 at its August 29, 2019 meeting. The BOG has provided the State University System (SUS) with a standard template for presenting and obtaining approval of the FY 2019-20 FCO Budget.

In accordance with BOG instructions, FIU's FCO Outlay Budget identifies the following items:

<i>Project Title:</i>	The FCO budget for all currently active and all proposed FCO projects by unique name
<i>Funding Source:</i>	Authorized budget entities
<i>Total Project Cost:</i>	The anticipated hard and soft costs to complete the facility
<i>Available Approved Budget:</i>	The amount authorized and available for the project
<i>Encumbrances:</i>	The total remaining contractual obligation
<i>Activity to Date:</i>	Total project expenditures to date
<i>Balance:</i>	Available approved budget less encumbrances less activity to date
<i>Projected Additional Spend:</i>	The anticipated amount that will be expended in 2019-20

The 2019-20 Fixed Capital Outlay Budget includes both new construction and all previously BOT and BOG approved capital projects that had an initial budget of greater than \$1 million and have not been completed where expenditures will take place in 2019-20.

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**Supporting Documentation:** University Fixed Capital Outlay Budget  
BOG Regulation 14.0025 (including proposed revisions)

**Facilitator/Presenter:** Kenneth A. Jessell

**FISCAL YEAR 2018-19 & 2019-20  
ANNUAL FIXED CAPITAL OUTLAY (FCO) BUDGET  
AS OF June 30, 2019**

PROJECT TITLE	PROJECT #	FUNDING SOURCE(S)	TOTAL PROJECT COST	AVAILABLE APPROVED BUDGET	ENCUMBRANCE S/CONTRACT	ACTIVITY TO DATE	BALANCE	FY 19/20 PROJECTED ADDITIONAL SPEND	NOTES ON FY 19/20 PROJECTED ADDITIONAL SPEND
Nursing & Allied Health	BT 833	PECO / Foundation Donation	44,603,031	44,603,031	10,382	44,385,018	207,631	21,000	AHC3 Lobby Donor Wall
Satellite Chiller Plant Expansion MMC	BT 834	PECO	16,925,000	16,925,000	230,530	16,597,959	96,511	327,041	Chiller Line Expansion
Parking Garage Six/Classroom and Lab Build-Out	BT 868	Bond Proceeds/Auxiliary/E&G/E&G CF	49,224,967	49,224,967	278,957	47,454,176	1,491,834	400,000	Warranty Close-Out Negotiations
Ambulatory Care Center/Instructional and Clinical Build-Out	BT 870	Miami-Dade GOB <sup>(1)</sup> / PECO / E&G CF	9,573,927	9,573,927	272,977	9,170,017	130,933	403,909	Punch List Close-Out/Litigation
Science Classroom Complex	BT 876	PECO	57,195,269	57,195,269	2,000	57,094,269	99,000	101,000	Art in State Buildings
College of Public Health & Social Work	BT 877/895	PECO/Grants	44,865,070	44,865,070	75,226	44,690,844	99,000	174,226	Art in State Buildings/LEED Certification
Student Academic Success Center	BT 882	PECO / TECH FEE / E&G CF	33,617,023	33,617,023	65,518	33,531,736	19,769	85,287	Art in State Buildings
Management & New Growth Opportunities (MANGO)	BT 886	Auxiliary	36,556,836	36,556,836	536,415	35,893,585	126,836	663,251	Warranty Close-Out Negotiations
School of International & Public Affairs II Building/Construction Services	BT 887	PECO/ Foundation Donation/E&G CF	39,450,000	34,385,738	1,684,797	50,130	32,650,811	7,000,000	Design/Pre-Construction
Parkview Housing PH II	BT 892	Auxiliary	76,428,542	5,000,000	3,664,528	527,886	807,586	4,472,114	Design/Pre-Construction/Construction
Recreation Center Expansion	BT 903	Auxiliary / CITF	28,448,639	28,448,639	325,372	28,043,475	79,792	405,164	Punch List Close-Out
University City Prosperity Project/Safety Sidewalks/Plazas/Walkways	BT 904	GRANT / AUX / PECO / E&G CF / Other <sup>(2)</sup> <sup>(3)</sup>	14,769,330	14,769,330	6,891,513	6,675,167	1,202,650	2,000,000	Litigation/Plazas/Walkways/Sidewalks
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 905	2014 PECO <sup>(3)</sup>	3,015,529	3,015,529	41,107	2,973,704	717	41,825	Commitments on active minor projects
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 909	2015 PECO	3,188,902	3,188,902	232	3,188,659	11	243	Commitment on active minor project
Wellness Track, MMC	BT 911	CITF	1,102,996	1,102,996	57,744	57,625	987,627	1,045,371	Design/Construction
BBC Frost Museum of Science Batchelor Environmental Center	BT 913	Foundation Donation	5,000,000	2,351,420	64,187	2,172,897	114,336	0	Project on-hold
World For Tropical Botany (CTB)	BT 914	Foundation Donation	6,000,000	6,000,000	309,814	210,286	5,479,900	4,000,000	Negotiation/Design/Construction
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 915	2016 PECO <sup>(4)</sup>	2,645,938	2,645,935	64,981	2,578,066	2,888	67,869	Commitment on active minor projects
Intramural/Practice Fields/Road Improvements	BT 916	Auxiliary / PECO / E&G CF	9,896,181	9,896,181	512,437	9,257,595	126,149	638,586	Close-out on Road Improvements
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 917	2017 PECO <sup>(5)</sup>	3,787,653	3,787,653	432,470	3,317,115	38,067	470,538	Commitment on active minor projects
Engineering Building PH I & II	BT 919	PECO	150,000,000	30,641,537	0	0	30,641,537	0	Programming/Additional Funding Required
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 920	2018 PECO <sup>(6)</sup>	2,760,252	2,760,252	955,865	1,559,628	244,760	1,200,624	Commitment on active minor projects
Graham University Center Expansion MMC	BT 921	CITF	35,900,000	9,982,280	0	0	9,982,280	0	Programming/Additional Funding Required
PG 5 Emergency Operations Center (EOC) Expansion/Renovation	BT 923	Auxiliary / E&G CF <sup>(6)</sup>	8,322,914	8,322,914	162,296	291,948	7,868,669	8,030,966	Approval/Construction
CASACUBA	BT 925	Foundation Donation	37,300,000	3,000,000	0	0	3,000,000	3,000,000	Design
Remodeling, Renovations, Maintenance, Repairs & Site Improvements	BT 926	2019 PECO <sup>(7)</sup>	3,919,744	3,919,744	342,705	0	3,577,039	3,919,744	Construction for minor projects in design
Non-denominational Chapel	BT 927	Foundation Donation	9,500,000	0	0	0	0	100,000	Survey/Site Analysis
BBC Aquatic Center Pool Repairs	BT 928	Auxiliary / CITF	2,083,100	2,083,100	1,088,918	49,260	944,922	2,033,840	Construction
CP Mold Remediation Casework Restore, Pneumatic To DDC Convert	TBD	E&G CF	1,750,000	1,750,000	0	0	1,750,000	1,750,000	Mold Remediation
Softball Locker Rooms/Golf Complex/Utilities Infrastructure	FM 140507	Auxiliary / PECO / E&G CF <sup>(6)</sup>	2,644,798	2,644,798	104,751	2,467,129	72,918	177,668	Punch List Close-Out
Baseball Stadium Locker Room Renovations	FM 160429	Auxiliary	2,090,893	2,090,893	99,566	1,968,394	22,932	122,499	Close-Out
PG6 Room 140 Merit Lab Renovations	FM 170309	Auxiliary / E&G CF	1,542,777	1,542,777	8,737	1,446,479	87,561	96,298	Punch List/FF&E
PG6 Retail Expansion	FM 170425	Auxiliary	3,700,000	1,166,496	80,779	109,636	976,082	1,056,861	Design/Construction
University Park Apartments Interior Renovations at Bldgs F, H & J	FM 170920	Auxiliary	1,774,156	1,774,156	56,207	1,704,445	13,503	69,710	Punch List Close-Out
OE Bldg Labs 291-293 & Stockrooms 266/269/272 Renovations	FM 180130	E&G CF	1,049,084	1,049,084	683,659	326,720	38,704	722,364	Construction
University Park Apartments Fire Alarm Upgrades	FM 180506	Auxiliary	1,831,934	1,831,934	94,638	1,737,296	0	94,638	Close-Out
MMC & BBC Acid Dilution Tanks	FM 150612	PECO <sup>(4)</sup>	1,500,000	1,500,000	39,415	210,684	1,249,901	1,289,316	Design/Construction
BBC Main Sewer System Repairs	FM 140719	PECO <sup>(5)</sup>	1,822,580	1,822,580	206,485	1,616,095	0	206,485	Close-Out
VH Structural Repairs	FM 180401	PECO <sup>(6)</sup> <sup>(8)</sup>	1,602,618	1,602,618	221,104	467,504	914,010	1,135,114	Design/Construction
Wolfsonian Bldg. Envelope Repairs/Roof	FM 180350	PECO <sup>(6)</sup> <sup>(7)</sup>	1,500,000	1,500,000	108,681	45,497	1,345,822	1,454,503	Design/Construction
BBC Lift Station Improvements	FM 180408	PECO/E&G CF <sup>(6)</sup>	1,900,000	200,000	69,930	104,791	25,279	95,209	Complete Design
OE 3rd Floor HVAC Upgrades	FM 181207	PECO/E&G CF <sup>(6)</sup>	1,500,000	79,675	79,675	0	0	79,675	Complete Design
CASE Building Envelope Repairs - IRMA Damages	FM 180212	E&G CF	2,600,000	120,962	39,882	75,320	5,760	45,642	Assessment/Design
BBC AC2 Bldg Water Intrusion/Structural Repairs - IRMA Damages	FM 206864	E&G CF	1,986,300	90,615	28,690	57,610	4,315	4,315	Assessment/Design
AHC2 Building Envelope Restoration - IRMA Damages	FM 171017	E&G CF	1,697,885	1,697,885	95,266	120,106	1,482,513	1,577,779	Construction
Doral Property Soil Remediation	FM 170616	FOUNDATION	3,460,136	3,460,136	0	0	3,460,136	3,460,136	Construction
EC Restrooms Phases 1 & 2	FM 190116	E&G CF	1,874,078	1,874,078	0	0	1,874,078	1,874,078	Design/Construction
Hotel / Conference Center / Alumni Center (P3)	FM 170414	Private / Foundation	TBD	0	0	0	0	TBD	P3 Partner Negotiations
Maintenance and Repair, Remodeling, and Renovation Projects under \$1 million	E&G CF						11,607,635	8,788,512	BOT APPROVED CARRY FORWARD LIST
<b>TOTALS</b>			<b>\$ 773,908,082</b>	<b>\$ 495,661,960</b>	<b>\$ 20,088,436</b>	<b>\$ 362,228,753</b>	<b>\$ 124,952,406</b>	<b>\$ 64,703,399</b>	

(1) Miami-Dade County General Obligation Bond

(2) Check from City of Sweetwater

(3) Amounts reduced from BT 905 and reported within ----->

(4) Amounts reduced from BT 915 and reported within ----->

(5) Amounts reduced from BT 917 and reported within ----->

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#### **14.0025 ~~Action Required Prior to~~ Fixed Capital Outlay Budget Request**

(1) All fixed capital outlay projects ~~No new construction or remodeling project shall be requested by a university for inclusion on the first year of the 3-year, PECO-eligible priority list must have without being recommended in~~ an educational plant survey. Fixed capital outlay ("FCO") is a budgeting category which includes 1) authorized PECO projects; 2) CITF projects; 3) authorized projects from E&G carryforward; 4) projects authorized pursuant to the Board of Governors Debt Management Guidelines; and any other FCO projects as designated in Florida Statutes.

(2) The university is responsible for the preparation of the building program. The program shall be consistent with the university strategic plan, academic and facilities master plan, and shall include the project budget and the building codes applicable to the project.

(3) The university president shall have the responsibility for the building program review and approval to assure compatibility with the institution's approved strategic plan, master plan, educational plant survey and with space utilization criteria. Building programs approved by the university president, and budgets approved by the university board of trustees shall serve as the basic planning documents for development of plans and specifications for construction.

(4) Proposals for fixed capital outlay projects to be funded by Capital Improvement Fees shall be prepared by the university, and submitted to the Board of Governors. Each proposed project shall be approved by the university president after consultation with the student government association. For the purpose of this regulation, "consultation" is defined as an ongoing dialogue with the student body president prior to developing the university proposal. An attachment containing any objections and alternatives, and stating that both the university president and the student government association have reviewed the project proposals, shall be included in the proposal.

(5) Effective for the 2020-2021 fiscal year, each university president will prepare a fixed capital outlay budget for approval by the board of trustees in accordance with the instructions, guidelines, and standard formats provided by the Chancellor. The fixed capital outlay budget must include both new construction and previously approved projects which have not yet been completed. Each university board of trustees shall adopt an annual fixed capital outlay budget that must be presented to the Board of Governors for approval by the date established by the Chancellor.

(6) Fixed capital outlay project expenditures may be made by the university, subject to approval of the board of trustees. Budget approval by the Board of Governors, or budget amendment approval by the Chancellor as provided in section (7) is required.

Such approvals remain in effect for the life of the project; and do not expire at the end of the fiscal year.

(7) The Chancellor is hereby authorized to approve amendments to the fixed capital outlay budget as approved by the university board of trustees in a cumulative amount not to exceed \$5,000,000. Cumulative amendments in excess of \$5,000,000 require approval of the Board of Governors.

(8) The fixed capital outlay budget must include provisions for any new construction; construction work in progress; and the maintenance, repair, remodeling and renovation of the existing educational plant; ancillary plant and auxiliary facilities subject to the following definitions:

(a) "New construction" means any construction of a building or unit of a building in which the entire work is new or an entirely new addition connected to an existing building or which adds additional square footage to the space inventory.

(b) "FCO Maintenance and Repair" means those funds designated for the upkeep of university facilities, site and site improvements. In many instances, planned expenditures may be appropriately budgeted from either the FCO Maintenance and Repair category or the Plant Operations and Maintenance category.

Roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; and repair or resurfacing of parking lots, roads, and walkways are all examples of the types of expenses that could be charged to either FCO Maintenance and Repair or Plant Operations and Maintenance.

The term "FCO maintenance and repair" does not include custodial or grounds-keeping functions, or recurring utility charges such as electricity, these are more appropriately charged to Plant Operations and Maintenance.

~~or renovation except for the replacement of equipment with new equipment of equal systems meeting current code requirements, provided that the replacement item neither places increased demand upon utilities services or structural supports nor adversely affects the function of safety to life systems.~~

(c) “Remodeling” means the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration. The university may not use current year E&G Operating funds for remodeling projects.

(d) “Renovation” means the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air-conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure; and upgrades and replacement of campus infrastructure, including, but not limited to roads, water, sewer, gas, steam, chilled water loops, and electrical systems. The university may not use current year E&G operating funds for renovation projects.

(9) University boards of trustees may budget the following fixed capital outlay categories at a summary level by fund source, not to exceed \$1,000,000 per project:

- (a) FCO Maintenance and Repair Projects
- (b) Remodeling Projects
- (c) Renovation Projects

If the university opts to budget at the summary level, it must provide a detailed update on actual spending by project on an annual basis in connection with the FCO Budget approval; or as may be otherwise requested by the Board or the Chancellor.

~~(10) Notwithstanding any other provision of Board regulations, fixed capital outlay project budgets approved by the Board of Governors prior to the effective date of this regulation remain in effect until June 30, 2021.~~

Authority: Section 7(d), Art. IX, Fla. Const., History-Formerly 6C-14.0025, 1-24-89, Amended 1-13-99, Amended and Renumbered as 14.0025, 3-27-08, Amended 11-21-13, \_\_\_\_\_.