

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
One Poly Place
439 South Florida Avenue
Lakeland, Florida 33801
October 24, 2012 at 8:00 a.m.**

1. Call to Order and Roll Call

Chair Rob Gidel called the meeting to order at 8:07 a.m. Chair Rob Gidel, Trustee Mark Bostick, Trustee Sandra Featherman, Trustee Dick Hallion, Trustee Scott Hammack, Trustee Kevin Hyman, Trustee Frank Martin, and Trustee Don Wilson were present (Quorum).

Staff, Consultants and Other: Senator JD Alexander, Tim Campbell, Matt Fajack, Elias Eldayrie, and Kim Wilmath.

2. Foundation

Chair Gidel advised that in order to get the Florida Polytechnic University Foundation setup to accept the transfer of money currently being held by USF, the Board must approve the Bylaws and Articles of Incorporation of the Florida Polytechnic University Foundation. He advised it will take the IRS 30-60 days to approve the Florida Polytechnic University Foundation's 501(c)(3) status.

Chair Gidel advised that the Florida Polytechnic University Foundation will need a Board of Directors and that will be decided by the Finance Committee.

Trustee Wilson asked if we needed to wait for IRS approval. Chair Gidel and Tim Campbell both advised yes.

Trustee Featherman advised that she would like the entire Board to be able to make recommendations for the Board of Directors.

Chair Gidel introduced Matt Fajack of UF who will be working with the Finance Committee and Operations Committee. Matt Fajack introduced Elias Eldayrie, CIO at UF.

Trustee Wilson advised he received the Foundation documents and they look good.

Chair Gidel advised it was prepared by Clark, Campbell & Lancaster, PA.

Trustee Wilson made a motion to approve the Foundation's Articles of Incorporation and Bylaws (Attached). Trustee Martin seconded the motion, a vote was taken and the motion passed unanimously.

3. Transition Committee Update

Chair Gidel advised that the Board of Governors assured that they would arbitrate any issues between USF and Florida Poly.

Chair Gidel has meet regularly with Trustee Brian Lamb from USF concerning any issues. Chair Gidel advised that Trustee Lamb has been very helpful.

Chair Gidel advised that a cash flow model was needed to see potential resources for the University and to build the building. Chris Kinsley from the Board of Governors took sole leadership on designing and comprising this model.

Chair Gidel got a doctination from elected officials from the State of Florida who were involved in the appropriations of the funding process of university buildings in the state. The concept of not having all the money to finish a building, even though it has been started, is how it is done in the university system. There is a state balance budget requirement. In all the Florida Poly contracts there are specific provisions advising that if the State of Florida appropriations are unable to be met that Florida Poly is not held liable.

Chair Gidel advised that Florida Poly has received the E&G funds from USF. If Florida Poly chooses to accept the transfer then there will be three requirements:

- a. Florida Poly needs to understand what we are getting and what it means. This is \$100M project and the building is only the beginning of the project. Chair Gidel advised that Florida Poly has the best people available on this team.
- b. Another thing to understand is that we are dealing with is educational money, how it is funded, and what our obligations are under the state system. We have people on the Board of Governors and Board of Trustees who are here to help Florida Poly understand this.
- c. Ability to manage the funds.

There is money in the construction account that will be moved over to Florida Poly. Some monies will come later.

Chair Gidel went over areas where monies will be needed on campus.

Trustee Featherman asked if Florida Poly can have a private company provide housing. Chair Gidel advised that Florida Poly can do public and private partnerships but there are some concerns.

Chair Gidel advised that he wants to make sure that once the construction of the building is complete that there will be funds to make the area around the construction site presentable.

Chair Gidel advised that the guiding principle through this process has been the students. USF needs the ability to fulfill their commitment to their students through the teach-out at the joint campus. Florida Poly also may need that space for students when classes start. USF will come to Florida Poly every 6 months on the space they need and once a year on what they are spending.

Trustee Featherman made a motion to approve to finalize the documents for the transfer of assets from USF to Florida Poly. Trustee Hallion seconded the motion.

Trustee Hammack asked if there was a time restraint. Chair Gidel advised that over the next 90 days the Finance Committee will be reviewing this transfer and will be completing a true up.

Tim Campbell went over the details of the transfer of assets. He advised some details are still being tweaked.

A vote was taken and the motion passed unanimously.

Trustee Martin asked when they would be able to see the documents. Chair Gidel advised that it is a long list of owned and leased items.

Trustee Wilson suggested maybe the agreement could be provided to the Board as the backup list of items is extensive.

4. Organizational Update

Chair Gidel suggested having a joint meeting with the Finance Committee and Operations Committee with Matt Fajack and his team. He recommended that the Finance Committee hire a financial consultant to prepare the model for the University.

Trustee Featherman asked if UF could help instead of hiring a financial consultant. Matt Fajack advised that UF could help with most of the budget preparation needs.

Chair Gidel advised that Florida Poly is looking to hire a COO. He went over the requirements he would like to have in the new COO.

Trustee Featherman suggested casting the net wide as Florida Poly needs someone. Chair Gidel advised that he has a meeting in Jacksonville on Friday and if nothing comes of that meeting then he will widen the search.

Trustee Martin shared concerns of casting the net too wide because the COO needs to understand Florida. He also suggested starting the search for a president.

There was some discussion on the urgency and the type of person that Florida Poly should hire as the COO. There was also some discussion on the suggestion of criteria for searching for a COO and president.

Chair Gidel advised that people in Polk County are anxious to know what is happening with the university. He advised he was looking for insight on a mission and vision statement for Florida Polytechnic University. Chair Gidel presented a drafted mission statement.

Trustee Featherman would like to wordsmith the mission statement and have others submit suggestions to discuss at the next Board meeting.

Trustee Wilson said it was important to get Florida Poly information out to the public and suggested hiring a PR firm.

Trustee Hallion advised that the document looked good for an op-ed. He advised that Florida Poly move this document as-is for an op-ed. Trustee Featherman agreed.

Trustee Hallion made a motion to approve the document (attached) as-is for an op-ed. Trustee Bostick seconded the motion, a vote was taken and the motion passed unanimously.

Trustee Martin asked when the transfer would take place. Tim Campbell advised that the target is Friday.

Chair Gidel introduced Senator JD Alexander and thanked him for coming. Senator JD Alexander advised that he has confidence this group will make the right decisions to start a unique institution

focused on STEM. The University will be great for the State of Florida and for the citizens of the state.

5. Educational Committee Update

Trustee Featherman advised that the Educational Committee had the opportunity to speak with Randy Berridge, President of Florida High Tech Corridor Council. Randy Berridge also serves on the SACS Board and is familiar with the opportunities and barriers. Trustee Featherman advised there were 4,500 job openings in 10 categories of IT in three counties surrounding Florida Poly; the Tampa area is number 4 in the nation for high-tech jobs.

Trustee Featherman advised that the Committee received a letter from Eileen Holden the President of Polk State College. The letter stated she is happy to engage the abundant opportunities for curricular collaboration and is looking forward to synergies that could immerge. She is looking to have an articulation agreement with Florida Poly.

Trustee Featherman suggested that they need to visit SACS in Atlanta to find out early what Florida Poly needs in order to work with them to obtain SACS accreditation.

Trustee Featherman met with Kathleen Moore to discuss the SACS accreditation. Trustee Featherman gave her recommendation on four criteria for outcome based education:

- a. Defining your desired learning outcomes.
- b. Align your curriculum teaching and learning assessments to enable students to achieve those outcomes.
- c. Collect data on outcomes assessment.
- d. Use that data in a feedback loop for continuous improvement.

Trustee Featherman advised that Kathleen Moore suggested purchasing a software system called Xitrac; a system that helps aggregate documents in SACS format. She advised Florida Poly needs someone full-time to supervise the SACS accreditation.

- a. Need agreement from faculty, staff and Board on desired outcome.
- b. Will try to setup meeting with Bill Whalen or someone from SACS.
- c. If want to start SACS at Junior year.
- d. Determine what is academically doable by Florida Poly?
- e. Will need faculty chairs in place.
- f. Ask SACS for models for reporting.

Trustee Featherman advised that this has to be in place prior to applying. In order to become accredited there has to be a graduating class and three years of auditing.

Trustee Featherman gave a timeline:

- Fall 2014 – First Students
- May 2016 – First Class Graduates
- Three years of Audits
- Accreditation – Most likely 2018

Trustee Wilson asked if Florida Poly could contract with Polk State faculty to teach Florida Poly students. Trustee Featherman advised that is not really possible because Florida Poly faculty would need to be in charge of Florida Poly's curriculum.

Trustee Featherman went over the SACS requirements.

Chair Gidel advised that he is concerned with the path to becoming SACS accredited.

Trustee Featherman advised she would like to have a Chief Academic Officer in place by February 2013 to begin working with SACS.

Trustee Hyman advised there were two issues:

- a. In order to meet requirements by the state legislature we would need students by September 2013.
- b. There is a legislative requirement deadline of May 2016 that is not feasible. We need to decide how quickly we confront those who funded Florida Poly.

Trustee Hammack advised that Florida Poly needs to reset expectations. Chair Gidel agreed.

Trustee Hammack advised that Florida Poly will not have public/private partnerships until it has a reputation and there needs to be a way to attract these business partnerships. He also suggested that the University could offer online classes to speed up the process.

Trustee Featherman advised the way to build a good reputation is to have good faculty. Florida Poly needs to attract adjunct faculty. There was some discussion on adjunct faculty and the preferred qualities and educational experience level.

Chair Gidel advised the right thing to do is put the plan for the University into place and then execute the plan. He also advised that people in the state of Florida and outside the state of Florida are supportive of Florida Poly, including the Engineering school at UF. Chair Gidel advised we have the opportunity to accept students that other universities turn away because of the limited seats available.

Senator JD Alexander advised as author of the bill, that date is advisory and there is no penalty for not meeting it.

Chair Gidel advised that was helpful to know, but there is a sense of urgency as we are subject to public opinion and public opinion can either be useful or an impediment to those people who we depend on to help us. But, that does not say we compromise building a foundation that is going to last.

Trustee Hallion suggested that in addition to adjuncts to possibly hire distinguished faculty that are approaching retirement but still have time to teach.

Chair Gidel advised the next steps are to see what the critical path is. He encouraged hiring a consultant to draft the critical path.

Trustee Wilson made a motion to approve the Education Committee to advertise in the Chronicle and hire a search firm on interim COO. Trustee Martin seconded the motion, a vote was taken and the motion passed unanimously.

6. Next Meeting

The next Board meeting is scheduled for November 19, 2013.

7. Closing Remarks & Adjournment

With no further business to discuss the Board of Trustees meeting adjourned at 10:40 a.m.

8. Additional Items

Trustee Wilson advised that the 300 Legoland tickets were distributed. Half of the tickets went to local reserve units that are called out on active duty (to their families) and the other half went to Heartland for foster children.

Chair Gidel introduced Tim Campbell who has been working on the transition of Florida Polytechnic. Tim Campbell advised that Florida Poly has a great base to be building from in the community.

DRAFT Polytechnic Vision Statement

Florida's newest university has been tasked with a bold challenge: to improve Florida's position in the global marketplace through a focus on the application of science, technology, engineering and math. We are building, literally from the ground up, a one-of-a-kind institution dedicated exclusively to that mission.

It is an incredible challenge indeed, but it is also a unique opportunity. We, the Florida Polytechnic Board of Trustees, will make the decisions that will help shape this institution, and by virtue of its mission, shape the future of Florida.

We are humbled by the strong interest from folks around the state who are curious about what this new "Poly" will look like. While much is still unknown, we do have a vision -- one we hope to refine and build upon as the new institution becomes a reality.

Florida Polytechnic will...

- Be recognized by academic peers and industry leaders for its **unique focus** on applied Science, Technology, Engineering, and Mathematics (STEM); not only through education, but through real-world experiences for students and the creation of innovative new technologies. (Vision)
- Through curriculum and innovation, steer graduates toward high-tech, high-skill, high-wage jobs that help revitalize and modernize Florida's economy. (Mission)
- Focus in every way possible on the **advancement and application of STEM** in the classroom and online, reaching thousands of students both locally and across the globe. (Execution)
- Organize a curriculum program, faculty and governance structure that will be implemented **as soon as is practical** with the goal of accreditation by the end of 2016. The university will continue to grow and evolve well beyond that time. (Timing)