



FLORIDA POLYTECHNIC
UNIVERSITY

Board of Trustees Finance & Facilities Committee Meeting

Wednesday, May 20, 2020, 10:45-11:15 AM
Or upon conclusion of the Governance Committee meeting

Florida Polytechnic University
TELE-CONFERENCE MEETING

Dial In Number: 415-655-0001 | Access Code: 618 932 538#

Frank Martin, Chair
Dr. Victoria Astley

Henry McCance, Vice Chair
Rear Admiral Philip Dur

Bob Stork
Gary Wendt

AGENDA

- | | |
|---|--|
| I. Call to Order | Frank Martin, Chair |
| II. Roll Call | Michele Rush |
| III. Public Comment | Frank Martin, Chair |
| IV. Approval of the February 25, 2020 Minutes
<i>*Action Required*</i> | Frank Martin, Chair |
| V. Approval of Revision to FPU-4.001 Tuition and Related Fees Schedule
<i>*Action Required*</i> | Mark Mroczkowski
VP & CFO |
| VI. 2021-2022 Capital Improvement Plan, Carry Forward and Change Order Approval
<i>*Action Required*</i> | David Calhoun, AVP
Facilities & Safety Services |
| VII. 2021-2022 Operating Legislative Budget Request (LBR)
<i>*Action Required*</i> | Rick Maxey, AVP, Economic
Development & Board Liaison |
| VIII. 2020-2021 University Operating Budget
<i>*Action Required*</i> | Mark Mroczkowski
VP & CFO |
| IX. 2020-2021 Foundation Operating Budget
<i>*Action Required*</i> | Larry Locke, Director
Finance & Dev. Advancement |

- X. [Memorandum of Understanding between University and Foundation](#) Kathy Bowman, VP of Advancement and CEO
- XI. [Approval of Foundation Board Reappointments](#)
Action Required Kathy Bowman, VP of Advancement and CEO
- XII. Closing Remarks and Adjournment Frank Martin, Chair

Florida Polytechnic University
Board of Trustees

**Board of Trustees
Finance & Facilities Committee Meeting**

DRAFT MEETING MINUTES

**Tuesday, February 25, 2020
4:00 PM—5:00 PM**

**Florida Polytechnic University, Student Development Center
4700 Research Way, Lakeland, FL 33805**

I. Call to Order

Committee Chair Frank Martin called the Finance & Facilities Committee meeting to order at 4:00 p.m.

II. Roll Call

Winnie Hall called the roll: Committee Chair Frank Martin, Vice Chair Henry McCance, Trustee Victoria Astley, Trustee Philip Dur, and Trustee Gary Wendt were present (Quorum).

Committee members not present: Trustee Bob Stork

Board Chair Don Wilson was also present.

Staff present: Mr. Terry Parker, Mr. Mark Mroczkowski, Ms. Gina Delulio, Mrs. Kathy Bowman, Mr. Ben Beachy, Mrs. Treasa McLean, Mr. John Sprenkle, Mrs. Penney Farley, Ms. Iliana Ricelli, Mr. David Brunell, Mrs. Melanie Schmitz, Mrs. DeAnn Doll, Mr. Larry Locke, Mr. David Blanton, Mr. David Calhoun, Mrs. Kris Wharton, and Mrs. Winnie Hall were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of the Minutes

Vice-Chair Henry McCance made a motion to approve the Finance and Facilities Committee meeting minutes of December 10, 2019. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.

V. 2018-2020 Finance and Facilities Committee Work Plan Review

Committee Chair Frank Martin asked if there were any suggested changes to the 2018-2020 Finance and

Facilities Committee Work Plan and none were offered.

VI. 2020-2021 Budget Development Process Discussion

Mr. Mark Mroczkowski presented information to the Committee detailing the University's budget development process and timeline.

Committee Chair Frank Martin asked the Committee if they felt the need for a pre-meeting prior to review the budget at the May meeting. The Committee declined to schedule an additional meeting to review the budget process prior to the May meeting.

Discussions and questions ensued but no vote and no action were taken.

VII. University Financial Review

Mr. Mroczkowski provided the Committee with the University's Half-Year Financial Review for the six-month period which ended December 31, 2019.

Discussions and questions ensued but no action was taken.

VIII. Resolution for Signature Authority on Depository Accounts

Due to a change in staff, the University removed Mr. Derek Horton, the former University Controller, and added Mrs. Penelope Farley, the new University Controller, as authorized signatories on bank documents. The President and the CFO signatories remain unchanged.

Vice Chair Henry McCance made a motion to recommend approval to the Board of Trustees of Resolution 2020-001 to update the authorized signatories for checks, payments and transfers of funds respecting the designated depository of deposit of funds for the University pursuant to this Resolution. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.

IX. Foundation Financial Review

Mr. Larry Locke provided the Committee with the University Foundation's Financial Review for the first and second quarters of FY19-20.

Mrs. Kathy Bowman provided the group with the 2019 Annual Fund Update on behalf of University Advancement.

Discussions and questions ensued but no action was taken.

X. Review Results of BOG Internal Control and Business Process Assessment

Mr. Mroczkowski presented the results of the Board of Governors (BOG) "Internal Management and Accounting Control and Business Process Assessment" for both the State University System of Florida collectively and Florida Polytechnic University individually.

Discussions and questions ensued but no action was taken.

XI. Applied Research Center (ARC) Update

Mr. David Calhoun provided the Committee with an update on the design, schedule, construction, and budget for the Applied Research Center.

Discussion and questions ensued but no action was taken.

XII. Approval of Contracts over \$500,000

The Committee received an update on the Skanska USA Building Inc. (Skanska) Guaranteed Maximum Price Phase II ("GMP 02") for the Applied Research Center construction contract.

Trustee Gary Wendt made a motion to recommend approval to the Board of Trustees of the Guaranteed Maximum Price Phase II ("GMP 02") in the amount of \$17.7M, for the Applied Research Center construction. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.

Discussion and questions ensued but no further action was taken.

XIII. Review of Contracts over \$200,000

Mr. Mroczkowski presented the committee with an update of all existing contracts in excess of \$200,000. No new contracts over \$200,000 were presented.

XIV. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 5:33 p.m.

Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
May 20, 2020

Subject: Revised FPU-4.001 Tuition and Related Fees Schedule

Proposed Committee Action

Recommend approval of the revised FPU-4.001 Tuition and Related Fees Schedule to the Board of Trustees.

Background Information

This regulation **FPU-4.001 Tuition and Related Fees Schedule** is being revised primarily to update the information related to the excess hour fee to make it consistent with the revised Board of Governor's regulation 7.003 Fees, Fines and Penalties. The changes provide the excess hour fee to be charged to FTIC students entering in the 2019 summer term or thereafter when they exceed 120 percent of the credit hours required for the degree and indicate when a refund of the excess hour fees paid is warranted.

The notice of amendment for this regulation was posted on the University's website on April 20, 2020. No comments were received during the review and comment period.

Supporting Documentation:

- Draft FPU-4.001 Tuition and Related Fees Schedule
- BOG Regulation 7.003 Fees, Fines and Penalties [(21) in pertinent part]

Prepared by: Mark Mroczkowski, Vice President and CFO

Board of Governors Regulation 7.003 Fees, Fines and Penalties. (in pertinent part):

(21) Excess Hour Fee –This fee shall be budgeted in the Student and Other Fee Trust Fund.

- (a) State universities shall require a student to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Each university must calculate an excess hour threshold for each student based on the number of credit hours required for the degree. For any student who changes degree programs, the excess hour threshold must be adjusted only if the number of credit hours required to complete the new degree program exceeds that of the original degree program.
- (b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) 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.
- (c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2011 and prior to fall 2012 shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) 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.
- (d) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2012 through the 2019 spring term shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) 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. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall be paid. Effective July 1, 2018 each university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.
- (e) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor. The excess hours' determination shall be based on 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. Pursuant to Regulation 7.002(1), the university shall establish regulation procedures for the implementation of this section.
- (f) All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:
 - 1. Failed courses.
 - 2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (21)(f).

3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(11).
 4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.
- (g) All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:
1. College credits earned through an articulated accelerated mechanism.
 2. Credit hours earned through internship programs.
 3. Credit hours required for certification, recertification, or certificate programs.
 4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
 5. Credit hours taken by active-duty military personnel.
 6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
 7. Remedial and English as a Second Language credit hours.
 8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU- 4.001 Tuition and Related Fees Schedule.

(1) Tuition is defined as the basic fee charged to a student for enrollment in credit courses provided by the Florida Polytechnic University and the out-of-state fee assessed to non-residents.

Tuition and associated fees consists of the following:

- (a) Tuition (basic fee);
- (b) Student Financial Aid Fee;
- (c) Capital Improvement Trust Fund Fee;
- (d) Health Fee;
- (e) Athletic Fee;
- (f) Activity and Service Fee;
- (g) Technology Fee.

In addition to the fees set forth above, a student who is not classified as a Florida resident, as defined by the Florida Board of Governors, will be charged the Out-of-State Fee and the Non-Resident Student Financial Aid Fee.

(2) Registration is defined as consisting of three components:

- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
- (b) Payment of tuition and associated fees, partial or otherwise, or other appropriate arrangements for payment of tuition and associated fees (installment payment, deferment, or third-party billing), for the courses in which the student is enrolled as of the end of the drop/add period; and
- (c) Provision of background information, where appropriate.

(3) A student is liable for tuition and associated fees for 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, for each student regularly enrolled, unless provided otherwise by law, or Board of Governors or University regulation.

Fee	Undergraduate		Graduate	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	105.07	105.07	385.00	385.00
Out-of-State Fee	-----	510.00	-----	608.00
Financial Aid Fee	5.25	5.25	19.25	19.25
Non-Resident Financial Aid Fee	-----	25.50	-----	30.40
Capital Improvement Trust Fund Fee	4.76	4.76	4.76	4.76
Transportation Access Fee	3.00	3.00	3.00	3.00
Activity and Service Fee	17.62	17.62	17.62	17.62
Athletic Fee	14.12	14.12	14.12	14.12

Health Fee	9.58	9.58	9.58	9.58
Technology Fee	5.25	5.25	19.25	19.25

(5) **Graduate Assistant.** During any semester in which a graduate nonresident student has been appointed as a Graduate Assistant for at least 0.25 FTE, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(6) **Graduate Fellowship.** During any semester in which a graduate nonresident is receiving a full fellowship, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(7) **Third Time Repeat.** 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 Board of Governors for each such course in addition to the tuition and associated fees set forth above.

(8) **Excess Hour Fee.**

(a) For students who enter a postsecondary undergraduate program 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 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.

(b) For students who enter a postsecondary undergraduate program 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 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.

(c) For students who enter a postsecondary undergraduate program at any Florida public institution of higher education ~~for the first time as a first-time-in-college student~~ in fall 2012 or ~~thereafter through the 2019 spring term~~ shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Florida Board of Governors Regulation 7.001(3) 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. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall be paid. Effective July 1, 2018 the university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.

(9) **Registration of Zero Hours.** Registration for zero hours provides for a student's examinations, co-ops, internships, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed resident tuition and the associated fees (see (4) above) for one credit hour. The Zero Hour Fee shall be distributed in the same manner as tuition.

(10) **Audit Registration Fees.** Audit registration assures a course space for the student; however, the student is not awarded a grade for the course. The charge for the Audit Registration Fee is the same as the resident tuition and associated fees (see (4) above), as applicable, that would be charged to a resident student taking the course for a grade.

(11) **Optional Fees.**

Tuition Installment Service Charge	\$ 15.00
Late Registration fee	\$100.00
Late Payment fee	\$100.00
Off-Campus Fee	cost
Distance Learning Course Fee	cost
Materials and Supplies fee	cost

(12) Throughout the Florida Polytechnic University Regulations where the University is charging a fee or charging for a service based on cost, the University President / Designee has the authority to approve the amount of the charge.

Authority: Florida Board of Governors Regulations 1.001, 7.001, and 7.003 and the 2014 General Appropriations Act

History- New 7.14.14; revised

DRAFT

**Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
May 20, 2020**

Subject: 2021-2022 Capital Improvement Plan, Carry Forward and Change Order Approval

Proposed Committee Action

1. Recommend approval of the 2021-2022 Capital Improvement Plan (CIP) to the Board of Trustees.
2. Recommend approval to the Board of Trustees to grant Dr. Avent authority to sign a change order up to \$2.4 million to Skanska to continue construction of the Applied Research Center until additional funding is received from the State of Florida.
3. Recommend approval to the Board of Trustees to use Carry Forward to fund up to \$2.4 million of construction costs for the Applied Research Center pursuant to the change order described above.

Background Information

The 2021-2022 Capital Improvement Plan (“CIP”) requires Board of Trustees approval and submission to the Board of Governors by July 1, 2020. The CIP can be further amended and submitted to the Board of Governors on August 14, 2020.

The 2021-2022 Capital Improvement Plan request captures the funds committed to capital projects and proposed for future development. All capital improvements are defined in the Campus Master Plan and have been further reviewed by the Board of Governors. In accordance with Campus Master Plan, the Applied Research Center is the current priority, is justified by the Educational Plan Survey, and partially funded. 2021-2022 CIP for the Applied Research Center details funds expended to date and those funds required to complete construction.

Supporting Documentation: 2021-2022 Capital Improvement Plan

Prepared by: David Calhoun, AVP Facilities and Safety Services

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)	25,960,000	7,553,029					33,513,029
Add'l/Extraordinary Const. Costs (Shop)	1,855,000						1,855,000
Add'l Schedule Delays		600,000					600,000
Environmental Impacts/Mitigation		-					-
Site Preparation	50,000						50,000
Landscape / Irrigation		25,000					25,000
Plaza / Walks		75,000					75,000
Roadway Improvements		-					-
Parking : _____ spaces		1,000,000					1,000,000
Telecommunication	120,000						120,000
Electrical Service	175,000						175,000
Water Distribution	120,000						120,000
Sanitary Sewer System	125,000						125,000
Chilled Water System	175,000						175,000
Storm Water System	150,000						150,000
Energy Efficient Equipment		-					-
Subtotal: Basic Const. Costs	28,730,000	9,253,029					37,983,029
Other Project Costs							
Land / existing facility acquisition	-						-
Professional Fees	2,949,795						2,949,795
Fire Marshall Fees	29,850						29,850
Inspection Services	65,000	133,150					198,150
Insurance Consultant	23,200						23,200
Surveys & Tests	50,000						50,000
Permit / Impact / Environmental Fees	8,700						8,700
Artwork	29,000						29,000
Moveable Furnishings & Equipment		5,000,000					5,000,000
Project Contingency	387,605	482,395					870,000
Subtotal: Other Project Costs	3,543,150	5,615,545					9,158,695
Total Project Cost:	32,273,150	14,868,574					47,141,724

PROJECT FUNDING

Funding to Date			Total Project Cost (from above)	Remaining Funding Need
Source	Fiscal Year	Amount		
PECO/CRYFWD	2016-17	10,000,000		
PECO	2017-18	2,000,000		
CRYFWD	2018-19	17,873,150		
CRYFWD	2018-19	2,400,000		
		-		
		-		
Total:		<u>32,273,150</u>	<u>47,141,724</u>	<u>14,868,574</u>

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)			7,884,000	13,919,830	1,070,768		22,874,598
Environmental Impacts/Mitigation							
Site Preparation			25,000				25,000
Landscape / Irrigation					12,500		12,500
Plaza / Walks					37,500		37,500
Roadway Improvements							
Parking : _____ spaces			500,000				500,000
Telecommunication			60,000				60,000
Electrical Service			87,500				87,500
Water Distribution			80,000				80,000
Sanitary Sewer System			80,000				80,000
Chilled Water System			110,500				110,500
Storm Water System			75,000				75,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs			8,902,000	13,919,830	1,120,768		23,942,598
Other Project Costs							
Land / existing facility acquisition							
Professional Fees			1,848,785	362,000			2,210,785
Fire Marshall Fees			30,000				30,000
Inspection Services			80,000	40,000			120,000
Insurance Consultant			9,500				9,500
Surveys & Tests			5,000	15,000			20,000
Permit / Impact / Environmental Fees			4,350				4,350
Artwork					14,500		14,500
Moveable Furnishings & Equipment					1,500,000		1,500,000
Project Contingency					564,218		564,218
Subtotal: Other Project Costs			1,977,635	417,000	2,078,718		4,473,353
Total Project Cost:			10,879,635	14,336,830	3,199,486		28,415,951

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		<u>-</u>	<u>28,415,951</u>	<u>28,415,951</u>

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)				4,708,100	11,603,318	3,649,430	19,960,848
Environmental Impacts/Mitigation							
Site Preparation				25,000			25,000
Landscape / Irrigation				12,500			12,500
Plaza / Walks				37,500			37,500
Roadway Improvements							
Parking : _____ spaces				500,000			500,000
Telecommunication				60,000			60,000
Electrical Service				87,500			87,500
Water Distribution				85,000			85,000
Sanitary Sewer System				87,500			87,500
Chilled Water System				110,500			110,500
Storm Water System				75,000			75,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs				5,788,600	11,603,318	3,649,430	21,041,348
Other Project Costs							
Land / existing facility acquisition							
Professional Fees				1,624,965	315,000		1,939,965
Fire Marshall Fees				26,000			26,000
Inspection Services				70,400	30,000		100,400
Insurance Consultant				9,500			9,500
Surveys & Tests				5,000	20,000		25,000
Permit / Impact / Environmental Fees				4,350			4,350
Artwork						14,500	14,500
Moveable Furnishings & Equipment						1,000,000	1,000,000
Project Contingency						529,014	529,014
Subtotal: Other Project Costs				1,740,215	365,000	1,543,514	3,648,729
Total Project Cost:				7,528,815	11,968,318	5,192,944	24,690,077

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		<u>-</u>	<u>24,690,077</u>	<u>24,690,077</u>

**State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26**

Project Detail

University: Florida Polytechnic University Project Title: _____ Residence Hall 3

Project Address: 4536 Polytechnic Circle, Lakeland FL 33805-8531

PROJECT NARRATIVE

Dr. Ray Gasser, University of Idaho, reported in his 2008 study that "Researchers consistently have found that living on campus, and more specifically living in residence halls, positively impacts students in a variety of ways including higher GPAs, higher retention rates, and higher matriculation rates." Of the more than 3,000 applicants for the 500 slots in the 2014-15 inaugural class, approximately 66% of them preferred to live on campus. Enrollment is expected to grow in the 2021-2022 academic year to over 1399 students making the current, 219 beds in Housing 1 and 529 beds in Housing 2, numbers on campus woefully inadequate to meet demand. The inability to provide more housing will negatively impact retention rates at the university. Florida Polytechnic plans to build a third residence hall that has 350 beds and planned spaces for learning and living, This will directly support the university's mission to graduate students in sufficient numbers who are needed in high-tech industries in Florida. Those industries need well-educated students if they are to grow and provide well-paying jobs, thereby having a positive impact on the state's economic status. In addition, higher education rates at the Florida Polytechnic University will provide more students to work with high-tech companies to solve problems important to Florida's future.

1% RESERVE ESCROW [per F.S. 1001.706 (12) c]

Building / project value:	\$	34,716,518	
Basis / source of valuation:	Cost of Construction		
1st Year escrow deposit:	\$	347,165	
Escrow funding source:	Student Services - Housing		
Comments:			

BUILDING SPACE DESCRIPTION

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost
NEW CONSTRUCTION					
Other	90,000	<u>1.4</u>	126,000	<u>225</u>	28,350,000
Study	6,000	<u>1.4</u>	8,400	<u>225</u>	1,890,000
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
	-		-		-
Total:	96,000		134,400		30,240,000

* Apply Unit Cost to total GSF based on Space Type

Remodeling Projects **Only**

REMODELING / RENOVATION

						NASF BEFORE	NASF AFTER
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
	-		-		-	-	-
Total:	-		-		-	-	-
Total New Const. & Remodel / Renovation:	96,000		134,400		30,240,000		

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)				30,240,000			30,240,000
Environmental Impacts/Mitigation							
Site Preparation				25,000			25,000
Landscape / Irrigation				12,500			12,500
Plaza / Walks				20,000			20,000
Roadway Improvements							
Parking : 300 spaces				1,222,000			1,222,000
Telecommunication				60,000			60,000
Electrical Service				87,500			87,500
Water Distribution				80,000			80,000
Sanitary Sewer System				80,000			80,000
Chilled Water System				115,000			115,000
Storm Water System				75,000			75,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs				32,017,000			32,017,000
Other Project Costs							
Land / existing facility acquisition							
Professional Fees				1,572,500			1,572,500
Fire Marshall Fees				4,368			4,368
Inspection Services				40,000			40,000
Insurance Consultant				13,300			13,300
Surveys & Tests				15,000			15,000
Permit / Impact / Environmental Fees				4,350			4,350
Artwork							
Moveable Furnishings & Equipment				1,050,000			1,050,000
Project Contingency							
Subtotal: Other Project Costs				2,699,518			2,699,518
Total Project Cost:				34,716,518			34,716,518

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		<u>-</u>	<u>34,716,518</u>	<u>34,716,518</u>

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)						30,240,000	30,240,000
Environmental Impacts/Mitigation							
Site Preparation						25,000	25,000
Landscape / Irrigation						12,500	12,500
Plaza / Walks						20,000	20,000
Roadway Improvements							
Parking : 300 spaces						1,222,000	1,222,000
Telecommunication						60,000	60,000
Electrical Service						87,500	87,500
Water Distribution						80,000	80,000
Sanitary Sewer System						80,000	80,000
Chilled Water System						115,000	115,000
Storm Water System						75,000	75,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs						32,017,000	32,017,000
Other Project Costs							
Land / existing facility acquisition							
Professional Fees						1,572,500	1,572,500
Fire Marshall Fees						4,368	4,368
Inspection Services						40,000	40,000
Insurance Consultant						13,300	13,300
Surveys & Tests						15,000	15,000
Permit / Impact / Environmental Fees						4,350	4,350
Artwork							
Moveable Furnishings & Equipment						1,050,000	1,050,000
Project Contingency							
Subtotal: Other Project Costs						2,699,518	2,699,518
Total Project Cost:						34,716,518	34,716,518

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		-	34,716,518	34,716,518

**State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26**

Project Detail

University: Florida Polytechnic University Project Title: _____ Parking Structure 1

Project Address: 4320 Polytechnic Circle, Lakeland FL 33805-38531

PROJECT NARRATIVE

The Florida Polytechnic University, while within the City of Lakeland, is a remote campus and will require parking spaces for approximately 2,400 vehicles within the ten-year planning period. The need for a parking garage structure is paramount to preserving land for future development on the campus. Approximately 1,200 parking spaces would be provided as surface parking spaces, and the need for the additional 1,200 spaces would be met by the project in two phases of 600 each, with shared ramps. The program requires the university to also investigate adjacent alternate use spaces in order to maximize infrastructure investment. To support the development of the university transportal alternates have been studied. The need for parking structures is documented in a study prepared for the university by Tim Haas Associates, and will be included in the Master Plan Update.

1% RESERVE ESCROW [per F.S. 1001.706 (12) c]

Building / project value:	\$	11,099,800
Basis / source of valuation:	Cost of Construction	
1st Year escrow deposit:	\$	110,998
Escrow funding source:	Auxiliary Services	
Comments:		

BUILDING SPACE DESCRIPTION

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost			
NEW CONSTRUCTION								
Other	120,000	<u>1.3</u>	156,000	<u>60</u>	9,360,000			
	-		-		-			
	-		-		-			
	-		-		-			
	-		-		-			
	-		-		-			
	-		-		-			
	-		-		-			
Total:	120,000		156,000		9,360,000			
* Apply Unit Cost to total GSF based on Space Type						Remodeling Projects Only		
						NASF		
						BEFORE	AFTER	
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-
Total:						-	-	-
Total New Const. & Remodel / Renovation:	120,000		156,000		9,360,000			

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)			9,360,000				9,360,000
Environmental Impacts/Mitigation							
Site Preparation			26,000				26,000
Landscape / Irrigation			12,000				12,000
Plaza / Walks			25,000				25,000
Roadway Improvements			14,000				14,000
Parking : _____ spaces							
Telecommunication			12,000				12,000
Electrical Service			55,000				55,000
Water Distribution			20,000				20,000
Sanitary Sewer System							
Chilled Water System							
Storm Water System			85,000				85,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs			9,609,000				9,609,000
Other Project Costs							
Land / existing facility acquisition							
Professional Fees			780,000				780,000
Fire Marshall Fees			3,150				3,150
Inspection Services			33,400				33,400
Insurance Consultant			9,900				9,900
Surveys & Tests			21,200				21,200
Permit / Impact / Environmental Fees			4,650				4,650
Artwork							
Moveable Furnishings & Equipment					170,500		170,500
Project Contingency					468,000		468,000
Subtotal: Other Project Costs			852,300	638,500			1,490,800
Total Project Cost:			10,461,300				11,099,800

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		-	11,099,800	11,099,800

**State University System
5-Year Capital Improvement Plan (CIP)
FY 2021-22 through 2025-26**

Project Detail

University: Florida Polytechnic University Project Title: _____ Parking Structure 2

Project Address: 4340 Polytechnic Circle, Lakeland FL 33805-8531

PROJECT NARRATIVE

The Florida Polytechnic University, while within the City of Lakeland, is a remote campus and will require spaces for approximately 2,400 vehicles within the ten-year planning period. The need for a parking garage structure is paramount to preserving land for future development on the campus. Approximately 1,200 parking spaces would be provided surface parking spaces, and the need for the additional 1,200 spaces would be met by the project in two phases of 600 each, with shared ramps. The program requires the university to investigate adjacent alternate use spaces in order to maximize infrastructure investment. To support the development of the university transportation alternatives have been studied. The need for parking structures is documented in a study prepared for the university by Tim Haas Associates, and will be included in the Master Plan Update.

1% RESERVE ESCROW [per F.S. 1001.706 (12) c]

Building / project value:	\$	10,061,750	
Basis / source of valuation:	Cost of Construction		
1st Year escrow deposit:	\$	100,618	
Escrow funding source:	Auxiliary Services		
Comments:			

BUILDING SPACE DESCRIPTION

Space Type (per FICM)	Net Assignable Sq. Ft. (NASF)	Net-to-Gross Conversion Factor	Gross Sq. Ft. (GSF)	Unit Cost * (per GSF)	Building Cost		
NEW CONSTRUCTION							
Other	115,000	<u>1.3</u>	149,500	<u>60</u>	8,970,000		
	-		-		-		
	-		-		-		
	-		-		-		
	-		-		-		
	-		-		-		
	-		-		-		
	-		-		-		
Total:	115,000		149,500		8,970,000		
* Apply Unit Cost to total GSF based on Space Type						Remodeling Projects Only	
						NASF	NASF
REMODELING / RENOVATION						BEFORE	AFTER
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
Total:						-	-
Total New Const. & Remodel / Renovation:							
	115,000		149,500		8,970,000		

PROJECT COMPONENT COSTS & PROJECTIONS

	Costs Funded to Date	Projected Costs					Total
		Year 1	Year 2	Year 3	Year 4	Year 5	
Basic Construction Costs							
Building Cost (from above)				8,970,000			8,970,000
Environmental Impacts/Mitigation							
Site Preparation				24,000			24,000
Landscape / Irrigation				11,000			11,000
Plaza / Walks				20,000			20,000
Roadway Improvements				10,000			10,000
Parking : _____ spaces							
Telecommunication				8,000			8,000
Electrical Service				40,000			40,000
Water Distribution				5,000			5,000
Sanitary Sewer System							
Chilled Water System							
Storm Water System				65,000			65,000
Energy Efficient Equipment							
Subtotal: Basic Const. Costs				9,153,000			9,153,000
Other Project Costs							
Land / existing facility acquisition							
Professional Fees				410,000			410,000
Fire Marshall Fees				2,900			2,900
Inspection Services				33,400			33,400
Insurance Consultant				9,000			9,000
Surveys & Tests				10,000			10,000
Permit / Impact / Environmental Fees				4,650			4,650
Artwork							
Moveable Furnishings & Equipment					80,000		80,000
Project Contingency					358,800		358,800
Subtotal: Other Project Costs				469,950	438,800		908,750
Total Project Cost:				9,622,950			10,061,750

PROJECT FUNDING

Source	Funding to Date		Total Project Cost (from above)	Remaining Funding Need
	Fiscal Year	Amount		
		-		
		-		
		-		
		-		
		-		
		-		
Total:		<u>-</u>	<u>10,061,750</u>	<u>10,061,750</u>

**Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
May 20, 2020**

Subject: 2021-2022 Operating Legislative Budget Request

Proposed Committee Action

Recommend approval of the 2021-2022 Operating Legislative Budget Request (LBR).

Background Information

Issue: \$3 Million Increase in Operating Funds

In just its sixth year of enrolling students Florida Polytechnic University has become an important component of the health of Florida’s economy. Top technology and engineering companies along with some of the best and brightest students choose the University when seeking employees or seeking a top tier institution from which to obtain their degrees. Though much progress has been made there are five major areas that we must continue to address as we seek even greater success for our state. It is important that we continue focusing on (1) admissions, (2) student progression, (3) student user experience, (4) graduate programs, and (5) faculty development. These areas of focus are reflected in the University’s strategic and operational plans, created with input from local and statewide stakeholders.

Florida Polytechnic University has embarked on an ambitious plan to accomplish its mission and has set 3, 5, and 10-year milestones listed in the following table. Accomplishing these milestones is dependent on our success in addressing the five areas of focus previously stated.

Key Future Milestones in Florida Polytechnic University’s Growth			
	3-year Plan	5-year Plan	10-year Plan
¹ National Ranking	Top 25	15	10
Student Enrollment	1700	2000	2800
Academic Progress Rate	80%	85%	90%
4-year Graduation Rate	41%	43%	55%
Doctoral Program	None	None	Begin talks
Need to develop a campus growth plan that addresses all elements of growth to meet milestones			

¹US News & World Report (USNWR) Engineering Colleges without Doctoral Programs

The requested \$3 million in funding is needed to successfully address these critical areas of focus and meet the milestones in the 3-year, 5-year and 10-year plans. The University will succeed using a combination of personnel, infrastructure, process improvement, equipment, and a focused first year program that leads to higher retention and graduation rates.

The University’s focus on quality is exemplified by the rise in the academic profile of incoming students with respect to test scores, high school GPA and commitment to pursuing technology and engineering

careers. The quality of Florida Poly's programs is also reflected in the \$60,000 average starting annual salaries earned by our graduates.

The University's industry partners hire our students as employees and interns because those companies recognize that the students are among the best prepared in the nation. Students at Florida Poly receive an outstanding education in the theory of their chosen fields and must demonstrate their ability to apply those theories to real world problems.

In addition, Florida Poly faculty and staff are recognized as thought leaders in the fields of Autonomous Vehicle Research, Advanced Manufacturing, Health Systems Engineering, Data Science and Entrepreneurship. They are engaged in collaborative opportunities with industry partners who are at the cutting edge of technology and engineering.

Florida Poly faculty have been asked to lead an international group of scientists to develop groundbreaking research on key issues in vehicle autonomy and have established a collaboration with the Jacksonville Transportation Authority. They have also won National Science Foundation (NSF) grants in Health Systems Engineering and for the development of a large-scale simulation facility for connected and autonomous vehicles.

A collaboration agreement was also signed with Tallinn University of Technology in Estonia which joined forces with Florida Poly to advance the research and application of autonomous vehicle technology in Florida and Europe.

The University's president, Dr. Randy K. Avent, was invited to testify at a Senate hearing on autonomous vehicles hosted by the Committee on Commerce, Science and Transportation entitled "Driving Automotive Innovation and Federal Policies". Joining him on the Senate panel were three other CEOs from leading international companies in autonomous vehicle research and development.

Our faculty delivered the keynote speech at the 8th Institute of Electrical and Electronics Engineers Annual Ubiquitous Computing, Electronics and Mobile Communication Conference. A Florida Polytechnic University professor was one of two first ever in Florida to be selected for the prominent and competitive Executive Leadership in Academic Technology, Engineering, and Science program.

Florida Polytechnic University's entrepreneurship program was recognized internationally with its selection as a finalist by the Global Consortium of Entrepreneurship Centers along with Harvard University, Penn State University and Florida State University.

These are but a few examples that explain why technology and engineering firms are seeking to relocate to Florida to be geographically near the Florida Polytechnic University campus and why students who are among the best and brightest in their high schools choose Florida Poly.

This is just the beginning. Florida Poly was created to catalyze economic development in the state and therefore we cannot rest on what we have achieved to this point.

The \$3 million being requested is necessary to continue the advance of Florida's 100% STEM university to the top level of excellence for the benefit all Floridians. We have demonstrated that investing in Florida Polytechnic University is a worthwhile investment in Florida's future.

Supporting Documentation: None

Prepared by: Rick Maxey, AVP, Economic Development and Board Liaison

**Florida Polytechnic University
Board of Trustees
Finance and Facilities Committee
May 20, 2020**

Subject: 2020-2021 University Operating Budget

Proposed Committee Action

Recommend approval of the University Operating Budget for the 2020-2021 fiscal year to the Board of Trustees.

Background Information

The Board of Governors requires that the University's operating budget be approved by the Board of Trustees and provided to the Board of Governors who will be reviewing and approving each budget during its September 9, 2020 Board meeting. The President and the CFO in accordance with their fiduciary responsibility to the University must certify that the budget is true and materially correct to the best of their knowledge. The President and the CFO must further certify that the budget has been reviewed and approved by the Board of Trustees at its meeting held on May 20, 2020, 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.

Supporting Documentation:

- Proposed Operating Budget
- FY 19-20 versus FY 20-21 Operating Budget
- FY 20-21 Operating Budget Summary

Prepared by: Mark Mroczkowski, Vice President and CFO

Florida Polytechnic University
2020-21 Proposed Budget
For BOT Approval

	Educational & General	Contracts & Grants	Auxiliaries	Local Funds	Total
<u>Receipts/Revenues</u>					
General Revenue	35,978,000				35,978,000
Lottery	436,403				436,403
Student Tuition	2,066,379				2,066,379
Phosphate Research	3,018,832				3,018,832
Other US Grants		724,000			724,000
Sales of Goods/Services			5,002,756		5,002,756
Fees				878,776	878,776
Concessions			8,000		8,000
Investment Income				1,250,000	1,250,000
Sub-Total	41,499,614	724,000	5,010,756	2,128,776	49,363,146
Transfers in	200,421			10,250,000	10,450,421
Total Receipts/Revenues	41,700,035	724,000	5,010,756	12,378,776	59,813,567
<u>Operating Expenditures</u>					
Salaries & Benefits	26,583,932		774,425	157,033	27,515,390
Other Personal Services	2,747,483		99,133	138,908	2,985,524
Expenses	9,299,788	700,000	3,737,503	734,709	14,472,000
Risk Management					-
Financial Aid	50,000			10,250,000	10,300,000
Phosphate Research	3,018,832				3,018,832
Total Operating Expenditures	41,700,035	700,000	4,611,061	11,280,650	58,291,746
<u>Non-Operating Expenditures</u>					
Fixed Capital Outlay					TBD
Carry Forward (from Prior Period)					TBD
Total Non-Operating Expenditures					-
Grand-Total Expenditures					58,291,746

Florida Polytechnic University
For BOT Approval

	Operating Budget	
	BOT APPROVED	PROPOSED
	2019-20	2020-21
<u>Receipts/Revenues</u>		
<u>Education & General</u>		
General Revenue	37,347,306	35,978,000
Lottery	363,360	436,403
Student Tuition	2,054,602	2,066,379
Phosphate Research	2,945,111	3,018,832
<u>Contracts & Grants</u>		
Other US Grants	472,500	724,000
<u>Auxiliaries</u>		
Sales of Goods/Services	5,019,143	5,002,756
Concessions	35,000	8,000
<u>Local Funds</u>		
Fees	952,803	878,776
Investment Income	1,550,000	1,250,000
<u>Transfers</u>		
FIPR to General Revenue	200,421	200,421
Financial Aid	10,000,000	10,000,000
Other Unrestricted	250,000	250,000
<u>Total Receipts/Revenues</u>	61,190,246	59,813,567
<u>Operating Expenditures</u>		
<u>Education & General</u>		
Salaries & Benefits	29,488,731	26,583,932
Other Personal Services	1,772,565	2,747,483
Expenses	8,654,393	9,299,788
Financial Aid	50,000	50,000
Phosphate Research	2,945,111	3,018,832
<u>Contracts & Grants</u>		
Expenses	472,500	700,000
<u>Auxiliaries</u>		
Salaries & Benefits	998,752	774,425
Other Personal Services	40,800	99,133
Expenses	3,953,945	3,737,503
<u>Local Funds</u>		
Salaries & Benefits	211,119	157,033
Other Personal Services	100,000	138,908
Expenses	702,330	734,709
<u>Transfers</u>		
Financial Aid	10,000,000	10,000,000
Other Unrestricted	250,000	250,000
<u>Total Operating Expenditures</u>	59,640,246	58,291,746
<u>Non-Operating Expenditures</u>		
Fixed Capital Outlay	22,500,141	TBD
Carry Forward (from Prior Period)	8,010,778	TBD
<u>Total Non-Operating Expenditures</u>	30,510,919	-
GRAND-TOTAL	90,151,165	58,291,746

FLORIDA POLYTECHNIC UNIVERSITY
FY 20-21 Operating Budget ALL SOURCES Operating Budget Request

Budget Council Final Approval

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
	BOARD OF TRUSTEE							
1001	BOARD OF TRUSTEES	29,876	-	-	29,876	29,876	-	0.00%
	TOTAL OF BOARD OF TRUSTEES	29,876	-	-	29,876	29,876	-	0.00%
	THE OFFICE OF THE PRESIDENT							
1002	Office of the President	1,264,760	895,998	299,242	128,352	1,323,592	58,832	4.65%
1086	Audit & Compliance	166,106	168,255	-	5,150	173,405	7,299	4.39%
1050	Ombudsman	4,752	-	-	-	-	(4,752)	(100.00%)
1056	Advanced Mobility Res	500,000	-	-	-	-	(500,000)	(100.00%)
1085	Title IX	164,670	112,308	3,500	33,615	149,423	(15,247)	(9.26%)
1035	University Relations	1,735,336	783,582	-	868,507	1,652,089	(83,247)	(4.80%)
1037	Government Affairs	192,183	114,101	50,000	25,000	189,101	(3,082)	(1.60%)
	TOTAL OFFICE OF THE PRESIDENT	4,027,806.68	2,074,244	352,742	1,060,624	3,487,610	(540,197)	(13.41%)
	ACADEMIC AFFAIRS DIVISION							
	OFFICE OF THE EXEC. VICE PRESIDENT & PROVOST							
1003	Office of the Provost Academic Affairs	4,889,365	1,219,606	1,701,408	659,130	3,580,144	(1,309,221)	(26.78%)
2000	Faculty Recruitment	2,854,651	2,747,342	-	-	2,747,342	(107,309)	(3.76%)
1011	Registrar	564,375	424,754	32,573	112,550	569,877	5,501	0.97%
1004	College of Engineering	2,803,447	3,025,264	-	116,500	3,141,764	338,318	12.07%
1005	College of Innovation & Technology	2,782,297	2,765,677	-	138,500	2,904,177	121,880	4.38%
1006	General Education	2,209,415	2,130,577	59,400	131,500	2,321,477	112,062	5.07%
	Sub-Total The Office of the Exec. Vice President & Provost	16,103,550	12,313,220	1,793,381	1,158,180	15,264,781	(838,769)	(5.21%)

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
	ACADEMIC SERVICES - VICE PROVOST							
1009	Assessment & Instruction	731,009	588,239	24,000	134,912	747,151	16,143	2.21%
1021	Entrepreneurship	285,453	86,694	10,000	11,300	107,994	(177,459)	(62.17%)
	Sub-Total Academic Affairs	1,016,462	674,933	34,000	146,212	855,145	(161,317)	(15.87%)
	ACADEMIC SERVICES - VICE PROVOST							
1012	Academic Support Services	707,715	528,217	50,000	131,659	709,876	2,161	0.31%
1089	Library	310,317	98,283	-	214,019	312,302	1,985	0.64%
1090	Disabilities	26,000	66,516	-	26,000	92,516	66,516	255.83%
1091	Career	75,697	78,215	-	13,050	91,265	15,568	20.57%
1017	International Students	168,301	64,877	36,180	52,514	153,571	(14,730)	(8.75%)
1018	Student Development	523,721	318,266	27,360	111,344	456,970	(66,752)	(12.75%)
	Sub-Total Academic Services	1,811,751	1,154,373	113,540	548,586	1,816,499	4,748	0.26%
	ENROLLMENT & STUDENT DEVELOPMENT							
1014	Enrollment Services	1,047,882	-	-	-	-	(1,047,882)	(100.00%)
1015	Admissions	1,054,727	923,278	160,000	1,274,265	2,357,543	1,302,816	123.52%
1016	Financial Aid	464,358	323,621	10,400	149,094	483,115	18,757	4.04%
	Sub-Total of Enrollment & Student Development	2,566,966	1,246,898	170,400	1,423,359	2,840,657	273,691	10.66%
	RESEARCH							
1022	Grants & Contracts	201,344	186,378	-	26,041	212,419	11,075	5.50%
1049	Health Informatics	534,656	178,690	96,011	12,996	287,697	(246,959)	(46.19%)
1061	Research Program	0	-	-	-	-	-	0.00%
1084	Applied Economic Analysis (FPLI)	75,000	74,000	1,000	-	75,000	0	0.00%
	Sub-Total Research	810,999	439,068	97,011	39,037	575,116	(235,884)	(29.09%)
	TOTAL DIVISION OF ACADEMIC AFFAIRS	22,309,728	15,828,492	2,208,332	3,315,374	21,352,198	(957,530)	(4.29%)

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
	ADVANCEMENT DIVISION							
1034	Advancement	1,268,486	1,051,643	39,300	141,203	1,232,146	(36,340)	(2.86%)
	TOTAL ADVANCEMENT DIVISION	1,268,486.01	1,051,643	39,300	141,203	1,232,146	(36,340)	(2.86%)
	FINANCE & ADMINISTRATION							
1058	Office of the CFO	383,932	387,747	-	14,926	402,673	18,741	4.88%
1057	Central Administration	132,000	-	-	19,424	19,424	(112,576)	(85.28%)
1059	Risk Management	88,000	-	-	125,000	125,000	37,000	42.05%
1027	Special Projects / ERP	1,097,477	386,492	7,020	703,489	1,097,001	(476)	(0.04%)
1024	Facilities & Safety Services	2,869,198	796,459	-	2,056,408	2,852,867	(16,331)	(0.57%)
1019	Environmental Health & Safety	193,326	118,358	-	59,891	178,249	(15,077)	(7.80%)
1026	Public Safety & Police	1,044,212	896,102	39,204	87,967	1,023,273	(20,938)	(2.01%)
1032	Human Resources	746,632	672,307	-	84,363	756,670	10,037	1.34%
1028	Procurement	359,332	264,525	-	28,728	293,253	(66,079)	(18.39%)
	Sub-total Finance & Administration	6,914,109	3,521,990	46,224	3,180,196	6,748,410	(165,699)	(2.40%)
	Finance & Accounting							
1029	University Bursar Office	85,667	193,541	-	63,500	257,041	171,374	200.05%
1023	Finance & Administration	562,508	-	-	-	-	(562,508)	(100.00%)
1030	Budget	242,675	248,075	-	500	248,575	5,900	2.43%
1031	Finance & Accounting	572,394	851,168	-	49,913	901,081	328,687	57.42%
	Sub-Total Finance & Accounting	1,463,245	1,292,784	-	113,913	1,406,697	(56,548)	(3.86%)
	TECHNOLOGY SERVICES							
1043	Information Security	494,421	451,911	18,900	772,734	1,243,545	749,124	151.52%
1045	Administrative Computing	864,505	746,609	-	145,077	891,686	27,181	3.14%
1044	User Services	856,497	644,253	81,985	102,388	828,626	(27,871)	(3.25%)
1041	Technology Services	428,192	361,081	-	313,921	675,002	246,810	57.64%
	Technology Services	2,643,615	2,203,854	100,885	1,334,120	3,638,859	995,244	37.65%
	TOTAL FINANCE & ADMINISTRATION DIVISION	11,020,968	7,018,628	147,109	4,628,229	11,793,966	772,998	7.01%

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
	GENERAL COUNSEL DIVISION							
1033	General Counsel	808,824	610,925	-	174,482	785,407	(23,417)	(2.90%)
	TOTAL GENERAL COUNSEL DIVISION	808,824	610,925	-	174,482	785,407	(23,417)	(2.90%)
	TOTAL E&G	39,465,689	26,583,932	2,747,483	9,349,788	38,681,203	(784,486)	-1.99%
1020	FIPR	2,945,111	1,245,881	94,000	1,678,951	3,018,832	73,721	2.50%
	STUDENT FEES							
1041	Technology Fee	88,893	-	-	90,165	90,165	1,272	1.43%
1018	Orientation	60,000	-	-	13,000	13,000	(47,000)	(78.33%)
1012	Health Services	144,751	96,933	-	134,422	231,355	86,604	59.83%
1018	Student Government	266,245	-	-	247,237	247,237	(19,008)	(7.14%)
1018	Athletics	275,144	60,100	138,908	54,070	253,078	(22,066)	(8.02%)
1016	Financial Aid Fee	95,901	-	-	99,007	99,007	3,106	3.24%
1017	International Fees	4,000	-	-	5,000	5,000	1,000	25.00%
1011	Late Fees	1,983	-	-	1,983	1,983	-	0.00%
1015	Application Fee	0	-	-	20,000	20,000	20,000	0.00%
1011	Transcript Fee	4,570	-	-	3,000	3,000	(1,570)	(34.35%)
1024	Capital Improvement Fee	0	-	-	66,825	66,825	66,825	0.00%
	Sub-Total Student Fees	941,487	157,033	138,908	734,709	1,030,649	89,163	9.47%
	AUXILIARIES							
1025	Bookstore	10,830	-	-	-	-	(10,830)	(100.00%)
1025	Campus Mail	26,500	-	-	26,900	26,900	400	1.51%
1025	Copy Center	167,887	31,738	10,000	93,325	135,063	(32,824)	(19.55%)
1025	Campus Ding	3,146,383	125,328	25,380	2,818,878	2,969,586	(176,797)	(5.62%)
1025	Parking & Transportation	446,828	80,220	38,753	46,200	165,173	(281,656)	(63.03%)
1025	Parking Lot Remediation	-	-	-	-	-	-	0.00%
1025	Transportation	-	-	-	42,000	42,000	42,000	0.00%
1025	Poly Card	28,090	-	-	11,000	11,000	(17,090)	(60.84%)
1025	Poly Bucks	-	-	-	-	-	-	0.00%
1025	Housing	119,521	-	-	160,000	160,000	40,479	33.87%
1025	Events	-	-	-	13,000	13,000	13,000	0.00%

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
1025	Concessions	25,794	-	-	8,000	8,000	(17,794)	(68.99%)
1025	Rebates	12,720	-	-	13,000	13,000	280	2.20%
	Sub-Total Business Services	3,984,553	237,285	74,133	3,232,303	3,543,721	(440,832)	(11.06%)
1023	Financial Auxiliary	638,285	416,308	-	155,200	571,507	(66,777)	(10.46%)
1012	Academic Support	4,000	-	-	4,000	4,000	-	0.00%
1094	Residential Life	-	59,982	25,000	63,000	147,982	147,982	0.00%
1093	CE-International Program	-	-	-	15,500	15,500	15,500	0.00%
1093	CE-Conferences and Workshops	-	-	-	28,000	28,000	28,000	0.00%
	CE-Consultation	-	-	-	-	-	-	0.00%
	CE-Technical Assistance	-	-	-	-	-	-	0.00%
1006	India Workshop	-	-	-	3,000	3,000	3,000	0.00%
1026	Safety & Police	93,466	60,849	-	-	60,849	(32,617)	(34.90%)
1018	SGA Auxiliary	4,000	-	-	-	-	(4,000)	(100.00%)
1029	Late Fees(Payment)	7,300	-	-	8,000	8,000	700	9.59%
1020	FIPR	261,893	-	-	228,500	228,500	(33,393)	(12.75%)
	TOTAL AUXILIARIES	4,993,497	774,425	99,133	3,737,503	4,611,060	(382,437)	(7.66%)
	OTHER UNRESTRICTED FUNDS	250,000			250,000	250,000	-	
	CONTRACTS & GRANTS	472,500			700,000	700,000	227,500	48.15%
	FINANCIAL AID	10,000,000			10,000,000	10,000,000	-	
	PECO/Capital Budget	22,500,000			TBD	-	(22,500,000)	
	TOTAL BUDGETED EXPENSE ALL SOURCES							
	Education & General (E&G)	39,465,689	26,583,932	2,747,483	9,349,788	38,681,203	(784,486)	(1.99%)
1020	FIPR	2,945,111	1,245,881	94,000	1,678,951	3,018,832	73,721	2.50%
	Student Fees	941,487	157,033	138,908	734,709	1,030,649	22,338	2.37%
	Auxiliaries	4,993,497	774,425	99,133	3,737,503	4,611,060	(428,937)	(8.59%)
	Carry Forward	10,010,778	-	-	-	-	(4,600,946)	(45.96%)
	Other Unrestricted	250,000	-	-	250,000	250,000	-	0.00%
	Contracts & Grants	472,500	-	-	700,000	700,000	227,500	48.15%
	Financial Aid	10,000,000	-	-	10,000,000	10,000,000	-	0.00%
	PECO/Capital Project	22,500,000	-	-	TBD	-	(22,500,000)	0.00%
	TOTAL BUD EXP ALL SOURCES	91,579,061	28,761,270	3,079,523	26,450,951	58,291,744	(27,990,810)	

COST CENTER HIERARCHY		FY 19-20 Operating Budget	FY 20-21 Operating Budget					
CODE	COST CENTER HIERARCHY	Total Operating Budget	Salary & Benefit Incl the Incr Benefit	OPS	EXPENSE	Total Operating Budget	FY 20-21 Operating Budget vs FY 2019-20 Operating Budget	Increase %
REVENUES/ALLOCATIONS								
	Appropriation - Operating Funds	36,797,306				35,928,000		
	Lottery Funds	363,360				436,403		
	Need-Based Financial Aid	50,000				50,000		
	Tuition & Fees Trust Fund	2,054,602				2,066,379		
	FIPR Shared Services	200,421				200,421		
Sub-Total State Allocation & Student		39,465,689				38,681,203		
	FIPR	2,945,111				3,018,832		
	Student Fees	952,803				878,776		
	Auxilliaris	5,054,143				5,010,756		
	Carry Forward	10,010,778				TBD		
	Other Unrestricted	250,000				250,000		
	Contracts & Grants	472,500				724,000		
	Investment Income	1,550,000				1,250,000		
	Financial Aid	10,000,000				10,000,000		
	PECO/Capital Budget	22,500,141				TBD		
TOTAL BUDGETED REVENUES		93,201,165				59,813,567		

**Florida Polytechnic University
Board of Trustees
Finance and Facilities Committee
May 20, 2020**

Subject: 2020-2021 Foundation Operating Budget

Proposed Committee Action

Recommend approval of the Foundation Operating Budget for the 2020-2021 fiscal year to the Board of Trustees.

Background Information

As part of its oversight responsibilities, the Board of Trustees, is required to provide a secondary approval of the Foundation's annual budget after it is formally adopted and approved by the Foundation's Board of Directors.

Supporting Documentation: FY21 Foundation Budget as approved by the Foundation's Board of Directors at their May 1, 2020 meeting

Prepared by: Larry Locke, Director, Finance and Development, Advancement

FY2021 FOUNDATION BUDGET

Approved by Foundation Board of Directors: May 1, 2020

	FY 17-18	FY 18-19	FY 19-20 - March 2020	% Change (FY18-Present)
Unrestricted Cash In Bank - FPUF (Wells Fargo):	\$ 528,774.68	\$ 552,619.50	\$ 736,307.19	39.25%
Unrestricted Cash In Bank - FPUF (TIAA Cref):	\$ 1,527,942.78	\$ 757,104.30	\$ 539,408.40	-64.70%
Total Unrestricted Cash:	\$ 2,056,717.46	\$ 1,309,723.80	\$ 1,275,715.59	-37.97%
Endowment Cash Balance	\$ 853,187.48	\$ 1,419,851.10	\$ 1,617,615.64	89.60%
Temporary Restricted Cash Balance:	\$ 3,081,814.00	\$ 3,261,714.00	\$ 3,471,206.26	12.64%

Proposed Foundation Budget FY21

Revenue

Needed Donations to Operation Fund		\$	603,500.00
	Withdraw from scholarship funds	\$	85,295.37
Interest on Investments	4% endowment spending allotment	\$	64,704.63
Total Revenue		\$	753,500.00

Expenses

Operational Expenses

<u>Ledger Account</u>	<u>Spend Category</u>		
77200 - Oper. Exp. Contractual Services	Auditing Services	\$	34,500.00
77200 - Oper. Exp. Contractual Services	Advocates	\$	180,000.00
77200 - Oper. Exp. Contractual Services	Entertainment Services	\$	40,000.00
77200 - Oper. Exp. Contractual Services	Custodial Fees	\$	1,000.00
77200 - Oper. Exp. Contractual Services	Gen. Liability Insurance	\$	3,000.00
77200 - Oper. Exp. Contractual Services	Meeting/Program Expenses	\$	60,000.00
78900: Other Non-Operating Expense	Travel	\$	35,000.00
Total Operational Expenses:		\$	353,500.00

Scholarship/Salary Expense

76800 - Scholarships and Fellowships		\$	250,000.00
76800 - Scholarships and Fellowships	President Salary	\$	150,000.00
	Student scholarships	\$	400,000.00

Total Scholarship/Pres. Salary Expenses:

Total Development Payroll Expenses:

\$ 753,500.00

**Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
May 20, 2020**

Subject: Memorandum of Understanding between the University and the Foundation

Proposed Committee Action

Informational only – no action required.

Background Information

Board of Governors regulation, Board of Trustees regulation, and Florida Statutes provide that the university boards of trustees may certify direct support organizations (DSO) to use university property, facilities and services. The University and its DSO, Florida Polytechnic University Foundation, Inc., have agreed to a high-level understanding of the relationship between the entities that outlines the nature and scope of the services each provides to the other. Furthermore, the document memorializes the relationship in a way that documents the rationale for circumstances when University personnel and resources are used not to benefit the University directly, but the Foundation.

Supporting Documentation: Memorandum of Understanding between the University and the Florida Polytechnic University Foundation, Inc.

Prepared by: David J. Brunell, Assistant General Counsel

Florida Polytechnic University Foundation, Inc. and Florida Polytechnic University Memorandum of Understanding

May 8, 2020

Preamble

This Memorandum of Understanding (MOU) is created between Florida Polytechnic University Foundation, Inc. (Foundation), a 501(c)(3) not-for-profit direct-support organization of Florida Polytechnic University, and the Florida Polytechnic University Board of Trustees (University), a public body corporate.

The Foundation was organized and incorporated in October 2012, exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit the University by encouraging alumni and friends to provide private funds and other resources for the University's benefit, to manage those assets, to provide volunteer leadership in support of the University's objectives and to perform all business matters to accomplish these purposes, and to exercise rights in intellectual property for the benefit of the University.

The Foundation is dedicated to assisting the University's academic mission and other priorities of the University through financial support. The University is dedicated to supporting the Foundation in its day-to-day operations through services used by the University in support of the Foundation.

Terms

I. University Services

A. The University agrees that it will permit reasonable use of University equipment and personnel as needed to coordinate the activities of Foundation with its educational operations. Further, University officers and employees may reasonably assist from time to time in development programs as may be needed or helpful in coordinating those Foundation activities with the operations of the University. More specifically, University will provide the following services to the Foundation:

1. Academic Affairs
 - i. Access to appropriate personnel to schedule meetings with donors and potential donors as needed
 - ii. Operational and administrative support at Foundation-sponsored events
2. Division of the President
 - i. University Audit and Compliance
 - a. Internal audit services and support for required and requested audits
 - ii. University Relations
 - a. Social media services, support, and advice
 - b. Press release services, support and advice
 - c. Content creation for social, print and other media

3. Finance and Administration
 - i. Finance and Accounting services
 - a. Accounts payable processing for all disbursements drawn on University's bank (currently Wells Fargo) until the Foundation migrates to another financial institution
 - b. General accounting as needed
 - ii. Technology support
 - a. Where Foundation aligns hardware or software with University systems, service will be "full service" comparable to any University department; otherwise, services will be rendered as may be accommodated.
 - b. Provide reporting assistance with non-Foundation systems when data is required by the Foundation to report on donor contributions, endowed funds, gifts, and investments unless and until the Foundation migrates from the University-supported software
 - iii. Procurement support
 - a. Provide comparable services for Foundation-procured goods and services including cost savings and initial contract review and feedback
 - b. If supplier will not agree to Procurement-led terms, Procurement will issue a recommendation which Foundation will consider and may elect to proceed. In *this* circumstance, Procurement will note in requisition "Procurement is processing for purposes of payment only" if requisition is processed through University's ERP system, currently Workday.
 - iv. Enterprise Systems
 - a. Provide assistance in the use or operation of University's enterprise resource system (currently Workday), with its Donor-Customer Relationship Management System (e.g. Salesforce and/or Blackbaud), and its Donation-Giving System (e.g. Q-Giv) until the Foundation migrates to software not supported by the University
 - b. Provide reporting assistance (reports, dashboards) used by the Foundation to view/extract data to track donor contributions, endowed funds, gifts, and investments until the Foundation migrates to software not supported by the University
4. General Counsel
 - i. Legal support regarding contract review, gift development, governance, and otherwise as needed
- B. The University will provide services upon request of the Foundation or may volunteer to do so; generally, services provided to Foundation will be on par with services rendered to other University departments. However, the University or its personnel may opt not to provide services where a conflict may be created between the Foundation and the University or in their duties to the University whether fiduciary or otherwise (e.g. Chief Audit Executive, General Counsel). The University will not charge Foundation for services under this MOU except as it would internally charge its departments for the same or similar services or unless as otherwise agreed by the parties in writing.

II. The Foundation Services

- A. The Foundation agrees that it will provide the University:
 - 1. Partial funding for salary and benefits to (some) University employees, fundraising, and lobbying services
 - 2. Information to Institutional Research and Effectiveness about alumni from Foundation's surveys
 - 3. Fundraising initiatives to support scholarships and student support, facilities, research, programs and unrestricted funding to support University initiatives including entertainment expenses and travel not covered by the University
- B. For any obligations under this MOU in which Foundation agrees to provide fundraising support, such obligation will be construed only to make best efforts to raise funds and is not a commitment to any particular amount. Foundation, in consultation with the University President or the President's designee, will determine fundraising priorities to the extent Foundation cannot meet requests of individual University departments.

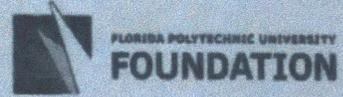
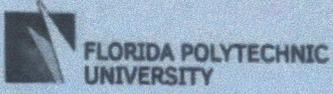
III. Licenses

- A. Each party allows the other party a non-exclusive, royalty-free, fully paid-up license to use the other party's name, logotypes, or trademarks for non-commercial purposes. Foundation's use of anything governed by this clause for purposes of soliciting gifts will be deemed non-commercial so long as the Foundation remains a direct-support organization of the University.
- B. If the Foundation is ever decertified as a direct-support organization of the University, the license granted in this MOU will terminate.
- C. The University allows the Foundation the use of its space as governed by university regulation without the requirement of a facility use agreement; Foundation may be required to fill out any documents similar to a department or other affiliated entity.

IV. Miscellaneous

- A. This MOU and any amendments to it are governed by Florida law and any University or Board of Governors regulations.
- B. This MOU supersedes any prior written or oral agreements and is effective immediately upon execution by the parties. The MOU will remain in effect from year-to-year unless modified in writing by mutual agreement of parties.
- C. In the event of conflict between the parties, representatives of the parties will meet to discuss the conflict prior to any termination of this MOU. The MOU will automatically terminate if at any time the Foundation is decertified as a direct-support organization of the University.
- D. The Foundation recognizes that this MOU is a public record.

Signatures follow on next page.



For the University:

A handwritten signature in black ink, appearing to read "Randy Avent".

Randy Avent, President

For the Foundation:

A handwritten signature in black ink, appearing to read "Kathleen Bowman".

Kathy Bowman, CEO

Approved as to form and legality:

A handwritten signature in black ink, appearing to read "Regina DeIulio".

Regina DeIulio
University Attorney

Approved as to form and legality:

A handwritten signature in black ink, appearing to read "David J. Brunell".

May 8, 2020

David J. Brunell
Foundation Attorney

**Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
May 20, 2020**

Subject: Approval of Re-election of Foundation Board Directors

Proposed Committee Action

In accordance with Florida Polytechnic University Foundation Bylaws, request approval from the Board of Trustees of the following nominees to a two-year term to the Florida Polytechnic University Foundation, Inc. Board of Directors:

- Loretta Sanders
- Vic Story

Background Information

The re-election of these nominees whose terms expired in March 2020 was unanimously approved by the Foundation Nomination Committee and Foundation Board of Directors during meetings held on May 1, 2020. This matter now comes before the Board of Trustees for confirmation.

Supporting Documentation:

- Loretta Sanders, Biography
- Vic Story, Biography

Prepared by: Kathy Bowman, VP of Advancement and CEO, Florida Polytechnic University Foundation



Loretta Sanders Bio

Loretta Sanders is a community volunteer and philanthropist serving various boards supporting education and human service organizations in Winter Haven and Polk County, Florida. All Saints' Academy, the Polk County Medical Association Alliance, We Care of Polk County, and United Way are all beneficiaries of her time, talent, and treasure.



Loretta earned her bachelors degree in nursing and served in the operating room, emergency room, and surgical oncology research unit. Her interest in law and medicine led her back to the University of Detroit where she earned her JD from the University of Detroit Mercy School of Law. Loretta leveraged her background in healthcare and law at the Detroit Medical Center working on legal affairs and risk management. She even found time to serve as an adjunct professor in the medical legal ethics course at the Detroit College of Business.

Loretta is a passionate supporter of Florida Poly students in addition to her leadership and collaboration with the Women in STEM initiatives. She served as an inaugural member of the Florida Polytechnic University Foundation Board of Directors since 2013 serving as Foundation Chair for many years. Loretta is a faithful supporter of the University.



FLORIDA POLYTECHNIC UNIVERSITY
FOUNDATION

Victor B. Story Bio

The Story Companies are comprised of various Florida land management entities. Since 1945, the family owned and operated corporations include land holdings including management, marketing and harvesting over 7,000 acres of quality Florida citrus, peaches and blueberris in Central and South Florida.

For over 70 years, the Storys have been providing Florida growers superior service with outstanding returns.

Vic currently serves as President and Chairman of the Board of the Story Companies. He oversees each of the Story holdings along with family members. He previously served as past President of Florida Citrus Mutual, President of Polk County Farm Bureau, and Vice Chairman of the Florida Citrus Commission.

Vic is the recipient of multiple awards including the 2012 Florida Grower Citrus Achievement Award, the 2015 Sunbelt Ag Expo Florida Farmer of the Year, and was inducted into the Florida Citrus Hall of Fame in 2016.

Vic has dependably served as an inaugural member of the Florida Polytechnic University Foundation Board of Directors since 2013 and is a faithful supporter of the University.

