



# Board of Trustees Meeting

**Wednesday, November 17, 2021  
8:30 AM – 10:15 AM**

**Florida Polytechnic University  
WEBEX TELECONFERENCE MEETING**

**Dial in: 1-415-655-0001 | Access code: 2422 050 8283#**

## MEMBERS

Cliff Otto, Chair	Mark Bostick, Vice Chair	Dr. W. Earl Sasser
Dr. Laine Powell	Gary C. Wendt	Bob Stork
Samantha Ashby	Beth Kigel	Dr. Ala' J. Alnaser
Lyn Stanfield	Dr. Narendra Kini	

## AGENDA

- |   |   |
|---|---|
| I. Call to Order  | Cliff Otto, Chair   |
| II. Roll Call   | Kristen Wharton   |
| III. Public Comment   | Cliff Otto, Chair   |
| IV. Chairman's Remarks  | Cliff Otto, Chair   |
| V. President's Remarks  | Randy Avent, President  |
| VI. <a href="#">Operations Plan FY22 Update</a>   | Randy Avent, President  |
| VII. <a href="#">Strategic Discussion</a>   | Randy Avent, President  |
| VIII. Faculty Presentation: "Virtual Reality Based Surgical Simulators"                                       | Doga Demirel, Ph.D.<br>Assistant Chair of Computer Science, and Assistant Professor, Department of Computer Science |
| IX. <a href="#">Consent Agenda</a><br><b>*Action Required*</b>  | Cliff Otto, Chair   |
| A. Academic & Student Affairs Committee   |   |
| 1. Approve the Graduate Tuition Waiver  |   |
| 2. Approve the "Florida Poly Career Planning Training" as required by Section 1006.75(3)(a), Florida Statutes |   |
| 3. Approve the Increase in Tuition Waiver Authority   |   |
| B. Finance and Facilities Committee   |   |

- 1. Approve FY22 Carryforward Plan – Amended
- C. Board of Trustees
  - 1. [Approve the August 11, 2021 Executive Committee Meeting Minutes](#)
  - 2. [Approve the September 15, 2021 Board of Trustees Meeting Minutes](#)
- X. [Powers and Duties of the President](#) Cliff Otto, Chair  
 \*Action Required\*
- XI. [Committee Reports](#)
  - A. Governance Committee Bob Stork,  
Committee Vice Chair  
 \*Action Required\*
    - 1. Approve President’s Evaluation for 2020-2021
    - 2. Approve President’s Compensation Adjustments
    - 3. Approve Renewal of President’s Employment Agreement for 2022-2023
  - B. Academic & Student Affairs Committee Dr. Earl Sasser,  
Committee Chair
  - C. Audit & Compliance Committee Bob Stork,  
Committee Chair
  - D. Finance & Facilities Committee Beth Kigel,  
Committee Chair
- XII. [Board of Trustees Annual Work Plan](#) Cliff Otto, Chair  
 \*Action Required\*
- XIII. [Board of Trustees Meeting Schedule](#) Cliff Otto, Chair
- XIV. [Board of Governors Meeting Schedule](#) Cliff Otto, Chair
- XV. Closing Remarks and Adjournment Cliff Otto, Chair

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

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**Proposed Board Action**

Information only – no action required.

**Background Information**

President Randy Avent will give an update on the year-to-date progress made on the operational plan. This update will go through each of the six thrust areas and provide insight into what has been accomplished and what remains.

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**Supporting Documentation:** PowerPoint Slide Deck

**Prepared by:** Randy K. Avent, President

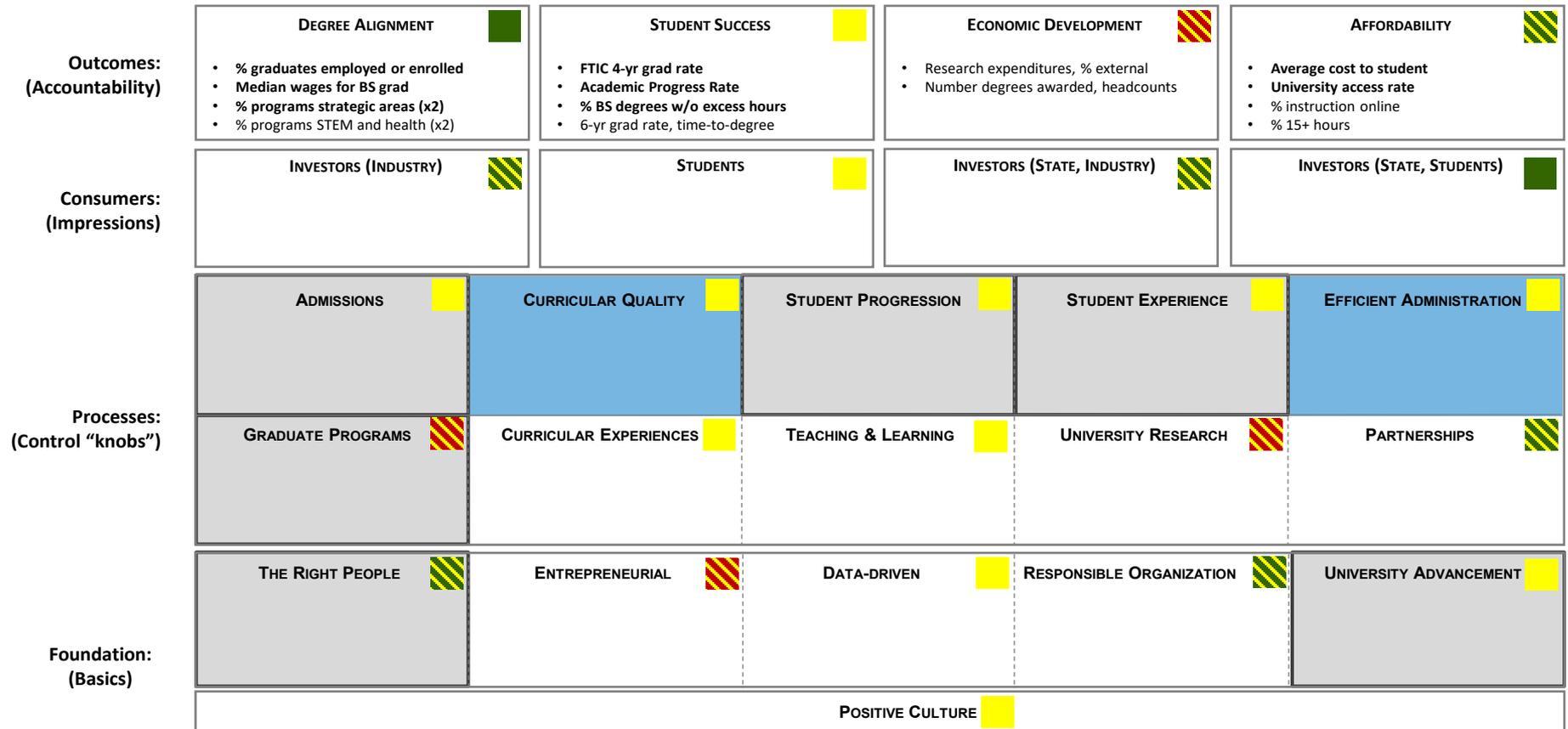


**FLORIDA POLYTECHNIC**  
UNIVERSITY

## **FY22 Q1 Operational Accomplishments**

**Randy K. Avent**  
**17 November 2021**

# Balanced Scorecard



- Propose combining Student Progression and Student Experience into a single Student Success process

# Admissions

- **Build and grow a qualified student body**
  - Continued focus on digital media
    - Improved web experience includes increased speeds, improved word search and SEO, and planned introduction of an AI “chat box”
    - Adjustments to our digital positioning on social media in process
  - Building important relationships for targeted students while introducing them to our “high-touch” campus
    - STEM Tech Days for high school calculus students focused on content over marketing
    - Weekend visits and numerous individual calls to students to personalize
    - Open Houses, invitations to our Game Expo event
    - Introduced popular high school guidance counselor program that provides professional development on supporting STEM students (90 counselors, 14 out of state)
  - Marketing Alexander Scholarship to students with SAT scores over 1540
  - Developed one-year pipeline program for transfers and targeted students through relationships and purchasing names
  - Working with P3 partner on increasing Residence Hall capacity
  - Tuition and fee waiver increased to support enrollment growth

# Admissions

- **Recruit a diverse student body**
  - Summer STEM academy planning in process
  - Evaluating adjustments to pathway programs and how they may grow
  - Partnerships with Morehead, Girl Scouts, national sorority for women engineers, ...
  - International applications are up for the graduate program, but travel restrictions remain a concern
  - Out-of-state applications (PA, CA, TX, MI, IL, NY, NJ, MA) are up, but quality is flat
- **Continued branding and national rankings**
  - Accumulating market materials in preparation for US News rankings



# Student Success

- **Instruction support**

- Key leadership hires partially successful, reorganized leadership to fill gaps
- Plans underway for summer support, improved faculty orientation, and increased grading support
- Personnel changes provide opportunities for new efforts

- **Support services**

- Centrally located the Academic Success Center on the first floor of the IST, preserving the Commons for studying
- Implemented the “Freshman Initiative” that focuses on registration, policies, coursework, peer learning strategy, and student culture to increase success
  - Improved registration based on established criteria and controls that appear positive
  - Revised policies to better manage student progress
  - Replaced Academic and Professional Skills class with Career Design, an 8-week hybrid class that blends career elements and program curricula with a team-build
- Partnered with LearnWell on a pilot program to focus on building a student culture of learning
  - Focuses on four critical courses in freshman year with peer learning strategies
- Flexible mental health model and collaborative approach yielding positive results



# Student Success

- **Campus experience**

- Completed the student hangout space – Phoenix Nest
- Continue to increase student activities – includes Women’s Soccer, Men’s Lacrosse, Robotics, Archery, Powerlifting, Band, Drum Line, NUPOC, Choir, eSports
- Improved campus spaces to encourage more outdoor activities, e.g., new picnic benches in Oak Grove, Wellness outdoor seating, new basketball goals, ...
- Police transitioning from tickets to warnings for nonrecurring offenders
- New management at Chartwells brings a fresh approach to dining
- Programming changes to the Applied Research Center will provide important student shop space
- Strong participation in Family Day, Commencement, Orientation, ...

- **Career preparation**

- Consolidation of leadership programs under “U Lead” in Student Affairs with week-long orientation this summer
- Continued focus on Collaboration, Adaptability, Innovation, and Leadership
- Adding internship coordinator with continued focus on career services, career fairs/days
- Implemented HB 1261 to include career services in freshman year
- Strong growth in multidisciplinary capstone projects (27 of 47)



# Curriculum

- **SACSCOC five-year reaffirmation application submitted**
  - Consultant hired to review application and identify potentially weak areas
- **Off-site review completed with partial and noncompliant areas identified**
  - Application was better than suspected, but there is work to do in preparation for the on-site review in February
  - No fundamental nor systemic weaknesses in application
- **Next steps**
  - (November) Conference call with our SACSCOC liaison to discuss report
  - (January) Focused report that addresses off-site review due to SACSCOC
  - (January) Quality Enhancement Plan due to SACSCOC
  - (February) On-site Committee visit
  - (December) SACSCOC Board decision

# Graduate Program

- **Grow and mature the graduate program**
  - Developed three graduate tracts that provide flexibility to grow the program (11-month coursework only, 18-month course work with internship and project, and 24-month traditional thesis-based)
  - Final approvals for two new graduate programs in play
    - Master of Science in Engineering Management
    - Master of Science in Data Science
  - Assistant Registrar developing role of Graduate Program Coordinator
- **Grow the graduate student body**
  - Increased graduate degree waivers and realigned pricing model to make the price point more competitive with other publics in our system
  - International partner GUS strongly focused on international graduate students
  - Building pipeline for graduating seniors to roll into the graduate program



# Efficient Administration

- **Institutional investments made in IT Services**
  - Moved to a more modern DevOps departmental architecture
  - Created a Data Engineering (e.g., DataOps) function to improve enterprise data management and data systems
  - Created a University Systems and Data Governance model consisting of a Strategies committee and a Tactical committee
    - Developed pilot project to build a Centralized Data Hub system, final design is being completed now
    - Developing path forward for a new Student Information System (SIS) to replace CAMS
  - Creating a process improvement support function using graduate interns
  - Structural changes to the computer leasing program provides more flexibility while improving cost
  - Larger IT infrastructure being replaced with cloud services
- **Workday improvements on-going as continuous improvement**
- **Student mail packages successfully transitioned to the Residence Halls mail room**
- **Paused unfunded initiatives to concentrate on higher priorities**

# Right People

- **Continue to grow a strong faculty body**
  - Faculty and leadership targets being developed as traditional recruitment season approaches
- **Professional development**
  - Ad Hoc Training committee recommendations delivered and being discussed
- **Recruitment remains a challenge in this tough market**
  - Vice President Administration & Finance
  - Diversity, Equity, & Inclusion
  - Government Affairs
- **New compensation plan close to completion**
- **Work From Home (WFH) policy completed with programs in discussion**

# University Advancement

- **University continues to advocate for Universities of Distinction (Undergraduate Engineering Excellence) funding with our legislators**
  - Hosted the Bay Area Legislative Delegation
  - Presented to the Senate Panel on Higher Education and at the Polk Delegation meeting
  - Personal visits with each delegation member
  - Biweekly calls with outside advocacy teams with planned December campus visits
- **Foundation continues to grow and support the University**
  - New alumni relations strategies yielding positive results engaging alumni
  - Annual giving programs to add inaugural FL Poly Day of Giving on Pi Day
  - Delivered detailed impact reports to our key donors
  - Several “transformational donor” visits scheduled beginning of Q2
  - First Corporate Impact Summit with inaugural Presidential Speaker Series planned
- **Executive Leadership Initiative planning this year’s panels and topics**



# Other Initiatives

- **Continue working with surrounding property developer(s) to share our vision for the larger campus**
- **Currently reviewing IFF's Concept Schematic Design in support of a construction start date of July 2022**
- **Development of the Design Criteria Package for the Engineering Shop is underway**
  - Goal is to procure the design-build contractor for a construction start in Summer 2022
- **The University is preparing for the space validation portion of our Educational Plant Survey that identifies future space needs**
- **Continuing to build community, city, county and Economic Development Council (EDC) relationships**

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

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**Proposed Board Action**

Information only – no action required.

**Background Information**

President Randy Avent will provide information and facilitate discussion on topics of strategic importance to the University.

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**Supporting Documentation:** N/A

**Prepared by:** Randy K. Avent, President



**FLORIDA POLYTECHNIC**  
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## **Strategic Workshop**

**Randy K. Avent**  
**17 November 2021**

# Outline

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- **Residence Halls**
  - **Deferred maintenance**
  - **Remote work**
  - **Online education**
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# Housing Considerations

- **Interim solution(s) required to continue growth in Fall '22**
  - On-campus solutions require a paradigm shift in lease management, e.g.,
    - Manage leases giving preferences to entering students
    - Convert select singles to doubles for increased capacity
  - Manage sophomores and help upperclassmen who prefer to live off campus
- **Stronger solution(s) needed for Fall '23**
  - Completion of new residence hall on campus by Fall '23 would mandate aggressive schedule
  - Possible temporary housing solution difficult financially and logistically
  - All solutions will require University management of the property
  - Potential for off-campus housing on Pace Rd may affect ability to build on campus
- **Housing consultant will work with the University to provide solutions (Contract awarded mid-November)**
  - Interim report at the November BOT meeting, final late March
  - Timing may necessitate an executive committee meeting



# Deferred Maintenance

- **Growing concern over \$800M+ deferred maintenance liability across the State University System**
  - Maintenance was historically funded from a one time increase to university operating budgets for Plant Operations and Maintenance (PO&M)
  - PO&M funding has been discontinued, resulting in buildings funded without maintenance funds identified (ARC falls into this category)
  - Prior limitations constrained the use of Carry Forward funds for maintenance
- **New legislation (Senate Bill 190) Identifies maintenance funding requirements**
  - Maintenance projects up to \$5,000,000 can be funded by carry forward funds
  - 1% annual escrow, for maintenance, is required for PECO eligible projects
- **Review of internal processes for annual maintenance funding is ongoing in effort to eliminate deferred maintenance**



# Remote Work Context

- **COVID accelerated a corporate trend towards flexible working policies**
  - Slack’s Future Forum found that 83% of employees do not want to fully return to the traditional physical office
  - Most prefer a hybrid model that provides both remote and in-person schedules
- **The “great resignation” continues to accelerate and is not just a problem for low wage industries<sup>1</sup>**
  - Resignation rates are highest among mid-career employees in the technology and health care industries
  - Higher Education is not immune
- **To attract and retain our best employees, the University should consider more flexible working policies**
  - A “Work From Home” policy that defines boundaries for those remotely working is currently nearing completion
  - A flexible work program that retains employees without losing value to the institution should be considered
  - “Student facing” employees have limited ability to work remotely



# Florida Poly Stance

- **Program should provide a clear benefit to the University**
- **Program should address emerging concerns that**
  - Remote work becomes transactional and reduces creativity and innovation
  - Remote work leads to social isolation and increased mental health concerns
  - Remote work can lead to declines in productivity
  - Remote work could hamper employee growth in their role and career
- **Program should focus only on a hybrid remote model**
  - “Home Days” are important to allow departments to connect, collaborate, build relationships, and have random collisions
  - Projects, tasks, assignments, jobs, presentations, reports, .... have potential to be more effectively done remotely
  - “Customer Experience” (CX) takes priority and will continue to be face-to-face
- **Program should recognize that**
  - Each department will have a different need and thus a different program
  - Each program will need to adapt and be run as an experiment
  - There is a desire to collect data to understand changes in productivity



# Technology Services Program

- **Experimental program evolved several times to the current implementation**
  - Assigns Remote, On-Campus, and Flex days to employees
  - Directors can work remote two days per week; others can work three days
    - Exceptions apply for customer facing employees
    - Not available to new employees or ones not meeting minimum performance evaluation
  - Model uses shared cubicle workspaces when on-campus
- **Regular communications critical to success**
  - Monday email from CIO provides status, news, and weekly planning
  - Wednesday on-campus requirement for team-building and collaboration
  - Frequent virtual interactions to keep departmental cohesiveness
  - Rigid use of calendars keeps everyone informed
- **Program works well for a department driven by a ticketing system that can be tracked**
- **Expanding the program to other “back-office” departments in consideration**

# University Relations

- **Pilot project explores the “hybrid” work environment**
- **Program will be remote 40% and in office 60% of regular work week**
  - M,T,Th will be in-office days
  - Collaborations expected and evaluated
  - All regularly scheduled team meetings will be in-person
- **Meetings/events will still be covered regardless of day or time, and flex time will still be utilized**
- **Projects will be monitored using a workflow and project completion ticketing system**
- **Exploring collaborative workspaces that are open but with space for private and one-on-one calls**



# Online Discussion

- **Higher Education responding to market pressure for flexible learning experiences that include digital-first teaching methods**
- **Key points from Burns' Trustee Summit keynote**
  - Most industries moving from the Physical Age to the Digital Age
  - This movement includes a transition from Making Things to Making Value
  - Higher Education focus is on Making Things (e.g., Degree as a Product) but ...
    - Supplier Cost > Market Price > Customer Value
  - Higher Education should transition to Learning as a Service with a technology-enabled focus on Customer Experience
- **Will this approach work for Florida Poly given**
  - Importance of reinforcing theory learned in the classroom with hands-on laboratories
  - Lack of social and professional development skills of many students
  - Lessons learned from COVID regarding student's willingness to engage while remote
  - A differentiated value around having a high-touch model

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: Consent Agenda**

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**Proposed Board Action**

Approve the consent agenda.

Each of the following items comes before the Board with unanimous approval from the respective Committees, and, as such, there is no need for a second.

**A. Academic & Student Affairs Committee**

1. Approve an automatic tuition waiver of \$150 per credit hour for all graduate students who are starting graduate school at the university in AY 2022-23.
2. Approve the procedure to connect undergraduate students to career planning, coaching, and related programs during the first academic year of the student's enrollment (the "Florida Poly Career Planning Training" process) as required by Section 1006.75(3)(a), Florida Statutes
3. Approve the \$5.0 million in waiver authority per academic year starting with AY 2022-2023.

**B. Finance and Facilities Committee**

1. Approve FY22 Carryforward Plan – Amended

**C. Board of Trustees**

1. Approve the August 11, 2021 Executive Committee Meeting Minutes
2. Approve the September 15, 2021 Board of Trustees Meeting Minutes

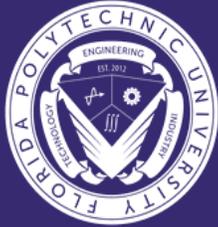
**Background Information**

For additional information about any of the items listed above, please see that committee's meeting materials.

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**Supporting Documentation:** n/a

**Prepared by:** Kristen Wharton, Assistant Secretary, University Board of Trustees



# Board of Trustees Executive Committee Meeting

## DRAFT MEETING MINUTES

Wednesday, August 11, 2021  
4:00 PM – 5:00 PM

### Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING

I. Call to Order

Chair Cliff Otto called the meeting to order at 4:01 p.m.

II. Roll Call

Kris Wharton called the roll: Chair Cliff Otto, Vice Chair Mark Bostick, Committee Chair Earl Sasser, Committee Chair Gary Wendt, and Committee Chair Bob Stork were present (Quorum).

Other trustees present: None

Staff present: President Randy Avent, Provost Terry Parker, Ms. Gina DeIulio, Mr. Alex Landback, Mrs. Kris Wharton, Ms. Melaine Schmitz, and Ms. Lydia Guzman

III. Public Comment

There were no requests for public comment.

IV. Approval of the May 25, 2021 Minutes

**Trustee Earl Sasser made a motion to approve the May 25, 2021 minutes. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Ratification of MOU between the University and UFF re: Post-COVID 19 Impact for Fall 2021 and Spring 2022 semesters

Provost Parker explained the MOU between the University and the United Faculty of Florida (UFF) which offers a one-year delay for mandatory faculty reviews due to COVID impact. This is a one-time, irrevocable opt-in offer, and all opt-ins will be in place by the end of spring 2022. Both parties support this optional delay, and this exchange is consistent with Florida Poly's sister institutions in the SUS and across the nation.

**Trustee Bob Stork made a motion to approve the ratification of the MOU between Florida Polytechnic University and the United Faculty of Florida regarding the post-COVID-19 Impact for Fall 2021 and Spring 2022 semesters. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.**

VI. Ratification of Collective Bargaining Agreement between the University and UFF for 2021-2024

Provost Parker provided an overview of the new Collective Bargaining Agreement (CBA) with the United Faculty of Florida (UFF) which was submitted for ratification by this committee. Provost Parker stated the CBA is fully renegotiated every three years; all 28 articles and four appendices from the existing CBA were reviewed, discussed, and, if necessary, revised over the past 12 months. The following five articles in the CBA were unchanged from the existing CBA: Consultation; Management Rights; Intellectual Property; Florida Polytechnic University Regulations and Policies; and Severability.

Sixteen articles had minor changes: Recognition; UFF Privileges; Assignment of Responsibilities; Leaves; Benefits; Payroll Deduction; Office Space; Layoff; Travel; Access to Documents; Maintenance of Benefits; Other Employee Rights; Miscellaneous Provisions; Amendment and Duration; Totality of Agreement; and Definitions.

Provost Parker stated seven articles had more significant revisions and provided a brief summary of those changes:

1. Academic Freedom: Provided the University with the authority to issue grades in courses under very unique circumstances, e.g., if a faculty member fails to assign grades after a certain period of time at the end of a semester.
2. Appointment and Promotion: Florida Poly's system for appointment and promotion contains elements that mirror the tenure process, but this is not a tenure system. Changes to this article included a significant and logical reconfiguration of the entire article structure including implementation of a formal reappointment and promotion process for Instructor, Wellness Counselor, and Assistant Librarian, and ability for severance buyouts, within limits of Florida law, at the University's discretion.
3. Performance Evaluations: A formal process to create performance improvement plans, and a non-binding promotion assessment by department chairs were added.
4. Coaching, Discipline, and Job Abandonment: Established that coaching and letters of counseling are not discipline, and the purpose of such actions is only to provide minor, corrective guidance. Also created was a better-defined process for discipline and termination for cause as well as language regarding circumstances for job abandonment.
5. Grievance and Arbitration: The University maintained important existing language while adding efficiency improvements, created an informal resolution process, and added language that states the filing of grievance does not prevent the University from proceeding with action being grieved.
6. Salaries: A formal raise scale tied to performance evaluations was added. It also restructured salary floors for various ranks based on national data sources.
7. Professional Development and Sabbatical Leave: The primary addition to this article states the University will not provide professional development funds to faculty who have been non-reappointed.

This contract is effective from September 1, 2021, to August 31, 2024.

Provost Parker responded to a question from Trustee Bob Stork by stating some of the additional language incorporated throughout the agreement was not necessarily a direct response to prior issues but was intended to proactively fill gaps in the contract that

address plausible situations that may potentially occur. Trustee Earl Sasser inquired which article was most important for the faculty, to which Provost Parker replied Salaries as well as Appointment and Promotion. Mr. Alex Landback confirmed for Trustee Sasser that a no-strike, no lock-out provision is standard in these agreements per Florida law.

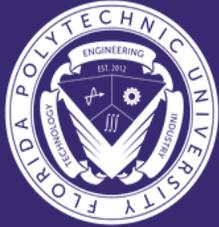
**Trustee Earl Sasser made a motion to approve the ratification of the Collective Bargaining Agreement between Florida Polytechnic University and the United Faculty of Florida for 2021-2024. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

VII. Closing Remarks and Adjournment

Trustees expressed their appreciation to Provost Parker and Mr. Landback for their hard work on the two items presented today.

Chair Otto noted that the September 15 Board meeting will now be held virtually instead of in-person. It is his hope that the November Board meeting will be in-person.

With no further business to conduct, Chair Otto adjourned the meeting at 4:29 p.m.



# Board of Trustees Meeting

## **DRAFT MEETING MINUTES**

**Wednesday, September 15, 2021  
10:45 AM – 12:00 PM**

### **Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING**

#### I. Call to Order

Chair Cliff Otto called the meeting to order at 10:45 a.m.

#### II. Roll Call

Michele Rush called the roll: Chair Cliff Otto, Vice Chair Mark Bostick, Trustee Ala' J. Alnaser, Trustee Lyn Stanfield, Trustee Laine Powell, Trustee Samantha Ashby, Trustee Earl Sasser, Trustee Bob Stork, Trustee Beth Kigel, Trustee Narendra Kini, and Trustee Gary Wendt were present (Quorum).

Staff present: President Randy Avent, Provost Terry Parker, Ms. Gina DeIulio, Mrs. Kathy Bowman, Mr. Alex Landback, Mr. David Blanton, Mr. David Calhoun, Mr. Mike Dieckmann, Ms. Penney Farley, Mrs. Maggie Mariucci, Ms. Melaine Schmiz, Mr. Ben Matthew Corpus, Mr. Kevin Calkins, Ms. Andrea Cashell, Ms. Paquita Copeland, Mr. Andrew Konapelsky, Laura Marrone, Dr. Sanna Siddiqui, Dr. Kathryn Miller, Ms. Michele Rush and Mrs. Kim Abels were present.

#### III. Public Comment

There were no requests for public comment.

#### IV. Chairman's Remarks

Chair Otto welcomed everyone to the meeting.

#### V. President's Remarks

President Avent moved directly into his Operational Plan FY22 update.

#### VI. Operations Plan FY22 Update

President Avent provided an update to his Operational Goals FYE22. He highlighted progress in the following areas of focus: admissions, student progression, student experience, curriculum, advancement, and administration.

President Avent reported on the following employee searches:

- Vice President of Administration and Finance (on-going)
- Diversity Officer (on-going)
- Legislative Officer (will start the search again soon)
- Assistant Vice President of Human Resources (will start once the VPAF is in place)

President Avent reported the ASC East has been repurposed into a COVID quarantine center. However, no students have been quarantined on campus. As COVID cases continue to rise everyone needs to do their part to help prevent the spread. It is expected that there may be more COVID cases than we saw on campus last year.

The new Academic year is off to a strong start. Recognition went out to Student Affairs, Dr. Miller and her team, in doing an incredible job pulling off the implementation of student move-in, orientation, and registration.

HEERF III funds are used for student support and institutional support. The funds must be used by May 17, 2022. There is \$1.8M left for student financial assistance and \$1.9M left in institutional support to be used through this academic year. Funds can be used as an incentive to encourage students not yet vaccinated.

#### VII. SACSCOC Reaffirmation: Quality Enhancement Plan

President Avent presented the progress on the SACSCOC Reaffirmation (Quality Enhancement Plan)

SACSCOC reaffirmation requires the University submit a Quality Enhancement Plan (QEP), one of the Principles of Accreditation. The QEP differs from other standards in that it is a requirement that the institution develop a new program or plan (they may nonetheless be comprised of existing, disparate activities) to address a gap between the University's expectations for student learning and achievement and actual student performance. The institution must develop a Quality Enhancement Plan that:

- a. has a topic identified through its ongoing, comprehensive planning and evaluation processes,
- b. has broad-based support of institutional constituencies,
- c. focuses on improving specific student learning outcomes and/or student success,
- d. commits resources to initiate, implement and complete the QEP; and
- e. includes a plan to assess achievement.

Florida Poly has initiated the first three phases above and is presently engaged in a pilot phase this fall 2021 semester. The Pilot program starts with two interrelated activities:

- Freshman Year Initiative that focuses on coherent messaging, expectation setting, and consistent instructional activities to "set the level" in all freshman courses for first-semester students.
- Peer Learning Strategists - students specially trained to engage with other students in learning strategies directly tied to course outcomes.

**Trustee Ala' J. Alnaser made a motion to affirm the Board of Trustees' full support for Florida Poly's Quality Enhancement Plan, "Florida Poly PEER," and its intended purpose of enhancing student achievement as measured by improvements in the Academic Progress and Graduation Rates. Trustee Lyn Stanfield seconded the motion; a vote was taken, and the motion passed unanimously.**

#### VIII. Faculty Presentation: "Engineering Failure Analysis of Additively Manufactured Materials for use in Aircraft Engines and Structures"

Dr. Sanna Siddiqui, Assistant Professor, Mechanical Engineering dept. shared a presentation on the Engineering Failure Analysis of Additively Manufactured Materials for use in Aircraft Engines and Structures. Dr. Siddiqui shared her educational background and her teaching and research roles at Florida Poly. She was recently awarded a grant to support the research of Deformation Mechanisms Governing Torsional Fatigue Failure of Additively Manufactured Metals at High Temperatures.

IX. Consent Agenda

Chair Otto read the list of items to be approved on the consent agenda:

A. Audit and Compliance Committee

1. Approve the UAC Risk Assessment & Audit Plan for FYE 22
2. Approve the UAC Compliance & Ethics Program Plan for FYE 22
3. Approve the Performance Based Funding (PBF) Audit Objectives for the 2021 Audit

B. Governance Committee

1. Approve Policy on President's Authority to Execute Change Orders and Purchase FF&E related to the ARC Project
2. Approve Regulation FPU-2.004 Admission of Undergraduate Transfer Students
3. Approve FPU-3.006 Student Code of Conduct
4. Approve President's Annual Review – Trustee Evaluation Instrument

C. Finance and Facilities Committee

1. Approve Policy on President's Authority to Execute Change Orders and Purchase FF&E related to the ARC Project
2. Approve E&G Carryforward Spending FY22 and Fixed Capital Outlay (FCO) Budget FY22
3. Approve Foundation Board Appointments/ Reappointments  
Appointments
  - Justin Hollis
  - Cady JohnsonReappointments
  - Travis Hills
  - Ryan Perez

D. Academic & Student Affairs Committee

Approve the Textbook and Instructional Materials Affordability Report

E. Strategic Planning Committee

1. Approve the 2021 Florida Equity Report

F. Board of Trustees

1. Approve the June 29, 2021, Board of Trustees Meeting Minutes

**As each of the consent agenda items comes before the Board with unanimous approval from the respective Committees, there is no need for a second. A vote was taken, and the motion passed unanimously.**

X. Committee Reports

A. Academic & Student Affairs Committee

Trustee Earl Sasser gave a report on the Audit & Compliance Committee.

Dr. Terry Parker presented the Annual Textbook and Instructional Materials Affordability Report. It was noted that the requirement from Tallahassee that 95% of all courses and sections must be adopted and posted 45 days in advance is to allow students to find the

lowest cost available. Between 2014 and 2019 there were three Operational Audit findings on this requirement; while improving, Florida Poly has yet to hit the 95% threshold. Processes have been implanted to reach the 95% target. The report was approved.

Dr. Parker also reported the following:

1. Admissions. The first time in college (FTIC) numbers for summer and fall have increased from 315 to 403 (25% increase). The quality of these students was high, although SAT scores were a little lower; the top 10% of the class increased from 32% to 38%.

Demographics in 2019 versus 2021:

- Female declined from 19% to 18.3%
- Black African American declined from 12% to 11.7%
- Latino increased from 20.3% to 26.7%

2. Constraints faced by Florida Poly in the coming year:
  - Housing: Looking seriously at ways to increase housing.
  - Tuition waivers are reaching the limit: in the past two years, Florida Poly was at \$4.1M with this year getting close to the limit of \$4.5M. Finding sources of funding for the tuition waivers has become extremely important.
3. Faculty hiring:
  - 14 new faculty members
  - 2 of these were Department Chairs
4. Successful Collective Bargaining Agreement (CBA) was unanimously approved by faculty and is a three-year contract.

Trustee Sasser reported that the most effort in Dr. Parker's report was placed on academic progress for students going from the first to second year. Dr. Parker outlined a number of initiatives and stated Admissions, faculty and staff have done a great job. Dr. Sasser's concern for growth stems from the increase from last Spring (32) to this Spring (92) along with US News and World report placing the University as #1. He wants to make sure the University is able to manage the new influx of students with the increased demand.

Trustee Sasser echoed what others are saying, what an outstanding job by everyone in getting us to this point.

#### B. Strategic Planning Committee

Trustee Gary Wendt gave a report on the Strategic Planning Committee. Three items were discussed.

1. Approving the previous meeting's minutes.
2. Florida Polytechnic University Equity Report was reviewed.
3. Florida Institute of Phosphate Research (FIPR) Annual report.
  - Discussed building on campus
  - Increase in staff for water quality
  - Continued progress on the use of phosphate. Currently working on project using it for hard service/roadways.

#### C. Audit and Compliance Committee

Trustee Mark Bostick gave a report on the Audit & Compliance Committee.

External Audits updates:

- Bright Futures and Florida Student Assistance Grants – conducted by the Auditor General, not completed.
- Financial Audit – conducted by the Auditor General, not completed.
- University Department of Education Federal Student Assistance - completed with no findings, final report not released.
- Florida Retirement System Audit - completed, no findings.
- Foundation Internal Controls Review – initiated by the BOG, not started

Internal Audit and Compliance Activities projects in progress or planned:

- 5-year Review of Compliance Program
- Self-evaluation completed, awaiting review by external validation team
- Follow-up review of prior findings
- Textbook Affordability Monitoring Review (Fall 2021 term)
- PBF Audit – to begin in fall 2021

University Audit & Compliance Annual Report: The Committee was presented with the Annual Report summarizing both University Audit and Compliance activities for FY21. This report was presented as “information only” and was used to facilitate the Committee’s oversight of the audit and compliance functions.

University Audit Risk Assessment/Activity Plan (FY22): The CAE presented the annual risk assessment and activity plan outlining the proposed work to be performed by University Audit for FY22. The Committee approved the audit plan which is included in the consent agenda.

University Compliance & Ethics Program Plan (FY22): The CAE presented the annual plan outlining the proposed work to be performed by University Compliance for FY22. The Committee approved the compliance & ethics program plan which is included in the consent agenda.

Monitoring Review – Conflicts of Interest and Financial Disclosures: The Committee was presented the results of a monitoring review over conflicts of interest and financial disclosures. In summary, procedures and controls over these areas were deemed to be operating effectively with only minor suggestions for improvement.

Performance Based Funding Scope and Objectives: The Committee was presented the proposed scope and objectives for the upcoming PBF Data Integrity audit. The Committee approved the objectives and scope of the proposed PBF audit which is included on the consent agenda.

D. Finance and Facilities Committee

Chair Otto gave a report on the Finance and Facilities Committee.

Work Plan: The Committee reviewed the 2020-2022 work plan and approved the following changes:

- Restructured the format to align reporting with Board of Governors deadlines.
- Added a bad debt report that requires the Board of Trustees to annually approve write offs for the University.

University Year-End Financial Review: The Committee reviewed the University’s preliminary financial results for the year ended June 30, 2021 and noted total assets of \$214M exceeded total liabilities of \$30M, resulting in a net position of \$184M. Revenue sources remain stable while expenses decrease 13.57%. Total revenue was down 1.1%

compared to the budget and expenses were down 11.82%. These figures remain preliminary until we obtain pension and OPEB adjustments. There are no financial matters of significance. The Applied Research Center (ARC) continues to channel cash downward which is impacting investment income in a relative manner. The University faculty and staff continue to be diligent in cost savings measures.

The University is extraordinarily healthy in all financial performance metrics, and it continues to limit debt while keep significant cash in reserves.

University Carryforward Plan and Fixed Capital Outlay Budget: The Committee accepted and approved the FY22 Carryforward Spending Plan and Fixed Capital Outlay Budget presented. The University is projecting a \$7.6 million carry forward balance to be used for non-recurring operations and construction.

The University received the balance of the requested PECO funds in the amount of \$14.9M to complete the ARC. This allows them to move \$4.1M in previous carryforward funds allocated to the ARC over to the Environmental Engineering Building/FIPR/Mechanical Building. This will bring a total of \$6.1 million in prior carryforward funds for this building. Current carryforward funds of \$2M will be allocated at this time.

Contracts Over \$200,000: The Committee reviewed existing and active procurement contracts over \$200,000 and less than \$500,000. There were no new contracts more than \$200,000. One continuing contract has reached \$202,000 but has not exceeded its estimate spend of \$250,000.

Contracts Over \$500,000: One new contract was presented. The Committee accepted and approved the solicitation for the purchase of network devices in the amount of \$582,378.46 for the ARC Building from CDW-G. The University is using the State's consortium agreement and has saved over 50% of the original price.

Campus Construction Update: The Committee received an update on the ARC. The ARC is 70% complete and fully funded. Substantial completion is projected for March 23, 2022, with final completion May 25, 2022. The University is currently working to procure all additional services, furniture, fixtures, and equipment.

The Environmental Engineering Building (also known as the FIPR Building) is proposed to be adjacent to the ARC with a building footprint of 20,000 square feet. A design consultant has been selected to prepare an advanced schematic design for the building.

The University continues to work on connecting to the City of Auburndale's Reclaimed Water Plant. This is scheduled to be completed in December of 2022.

P3 and ITN for Research Facility: The Committee received an update on the Invitation to Negotiate (ITN) to enter a public-private partnership between the University and a private company to plan, design, fund, construct, maintain and operate an on-campus state of the art research building. The BOG met and approved the P3 contract on August 31, 2021. Construction is currently planned to begin in the Spring of 2022 with a target completion date of Spring 2023.

Policy on the President's authority to Execute Change Orders and Purchasing Agreements for the FF&E related to the ARC Project: The Committee accepted and approved a request to temporarily allow the President to approve and execute change orders and purchasing agreements that exceed his current authority provided he obtain the approval of the Board Chair or the Finance & Facilities Chair. This authority does not allow him to exceed the

amount of the budget for this Project and change orders exceeding \$100,000 and purchase orders exceeding \$500,000 will be reported at each Board meeting thereafter.

Advancement and Foundation Updates:

- Identified 653 of 1,051 alumni through social media
- New Foundation website will launch in September
- Membership in the corporate impact network yielded 125 visits
- Seventy new corporate contacts
- Twenty-three referrals for capstone projects, career development internships and recruitment
- Net production in FY21 was \$2.2M

Foundation Third Quarter Financial Review: The Committee received the Foundation's financial results for the year ended June 30, 2021.

- Statement of activities budget to actuals
  - Revenue doubled by the FY21 budget
  - Scholarship expense tripled as requested by Financial Aid
- Statement of activities for year over year
  - 60.17% increase in revenue
  - 60.14% decrease in operating expenses from FY20 to FY21
  - Scholarship expenses increased 89.5%
  - Foundation improved bottom line from \$43,000 deficit to \$502,000 net income

2020-21 Foundation Actual Use of University Resources: The total salary, benefits and space utilized by the Foundation was \$305,540 for FY21.

Foundation Board Appointments and Reappointments: The Committee accepted and approved the new appointments of Justin Hollis and Cady Johnson, and the reappointments of Travis Hills and Ryan Perez, for service to the Florida Polytechnic University Foundation, Board of Directors.

E. Governance Committee

Trustee Mark Bostick gave a report on the Governance Committee.

There were three items for Board approval, all are included on the consent agenda.:

- The Board of Trustee Policy on the President's Authority to Execute Change Orders and Purchase FF&E related to the ARC Project.
- The revised Admission of Undergraduate Transfer regulation.
- The revised Student Code of Conduct regulation.

The Committee reviewed the Trustee Evaluation Instrument titled "President's Annual Review" and recommend the approval of this instrument to be used in the FYE 2021 evaluation of the President's performance. This is also on the Board's consent agenda.

The Committee reviewed the Board's Resolution on the President's Powers and Duties. Discussion will continue in the November meeting and provide a recommendation to the Board regarding changes to the resolution.

President Avent presented his FYE 21 Accomplishments. Trustee Bostick stated that the President's accomplishments were summed up well by the US News and World report.

#### F. Executive Committee

Board Chair Cliff Otto reported the Executive Committee met virtually on August 11, 2021 to discuss the following two items:

1. Presentation by Provost Parker on the memorandum of understanding between the University and the United Faculty of Florida offering a one-year delay for mandatory faculty reviews due to COVID impact. This is a one-time irrevocable offer for faculty and all opt-ins will be in place by the end of the Spring 2022. Both parties are in favor of this agreement and the Executive Committee unanimously approved this item.
2. Provost Parker presented an overview of the Collective Bargaining Agreement. This agreement is effective September 1, 2021, to August 31, 2024. The Executive Committee unanimously approved this agreement.

#### XI. Board of Trustees Annual Work Plan

Board Chair Otto deferred the review and approval of the Annual Work Plan to the November BOT meeting.

#### XII. Board of Trustees Meeting Schedule

Chair Otto reviewed the Board of Trustees meeting schedule through May 2022.

**Trustee Laine Powell made to motion to approve the Board of Trustees meeting schedule as presented. Trustee Beth Kigel seconded the motion; a vote was taken, and the motion passed unanimously.**

#### XIII. Board of Governors Meeting Schedule

The next meeting of the Board of Governors will be held November 3 and 4 at Florida Atlantic University in Boca Raton.

Chair Otto strongly encouraged each Trustee to attend the Annual Trustee Summit which will be held on Wednesday, November 3. An agenda for the day can be found in the meeting materials.

If you haven't already confirmed your attendance or if you need to make hotel arrangements, please email or call Kris Wharton.

#### XIV. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 12:16 p.m.

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: BOT Resolution on Powers and Duties of the President**

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**Proposed Action**

Approve the revised draft Florida Polytechnic University Board of Trustees 2021-004 Resolution on Powers and Duties of the President.

**Background Information**

Resolution on Powers and Duties of the President was first adopted on September 16, 2014 and amended on October 31, 2017. Both the Governance Committee and the Finance and Facilities Committee reviewed and discussed the existing resolution and recommend approval of the revised Resolution 2021-004.

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**Supporting Documentation:** Draft Resolution on Powers and Duties of the President

**Prepared by:** Gina DeIulio, VP & General Counsel

**THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES**

**Board of Trustees**  
**Resolution ~~2017-003~~2021-**  
**004**

**SUBJECT: Powers and Duties of the President**

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The Florida Polytechnic University Board of Trustees hereby adopts the following Resolution:

**The Florida Polytechnic University Board of Trustees hereby rescinds the prior Board of Trustees Resolution ~~2014-001~~2017-003 and resolves to establish the powers and duties of the President of Florida Polytechnic University as follows:**

The President shall serve as the Chief Executive Officer and Corporate Secretary of the Board of Trustees, and shall be responsible for the operation and administration of the University consistent with the authority delegated as may be made by the Board of Trustees from time to time. In carrying out these powers and duties, the President shall:

**(1) University Administration and Oversight.**

- (a) Organize the University to efficiently and effectively achieve its goals, and periodically review and provide reports to the Board of Trustees on University operations in order to determine how effectively and efficiently the University is being administered and whether it is meeting the strategic goals of the University, including the goals of its strategic plan adopted by the Board of Governors and other strategic goals for advancement of the University endorsed by the Board of Trustees.
- (b) Prepare a strategic plan in alignment with the Board of Governors' system wide strategic plan and regulations, and the University's mission for consideration and approval by the Board of Trustees for submission to the Board of Governors.
- (c) Prepare a multi-year workplan for consideration and approval by the Board of Trustees for submission to the Board of Governors that outlines the University's top priorities, strategic directions, and specific actions and financial plans for achieving those priorities, as well as performance expectations and outcomes on institutional and system wide goals. The workplan shall reflect the University's distinctive mission and focus on core institutional strengths within the context of State University System goals and regional and statewide needs, as well as national and global needs as applicable to the University's mission.
- (d) Prepare and periodically update a policy addressing conflicts of interest for the Board of Trustees and University employees.

(e) Maintain an effective information system to provide accurate, timely, and cost-effective information about the University, and require that all data and reporting requirements of the Board of Trustees and Board of Governors be met.

(f) Take routine administrative actions on behalf of the Board of Trustees related to the development, adoption, amendment or repeal of University regulations, or any action required under the Florida Administrative Procedures Act, Chapter 120, Florida Statutes. This authority does not include the final approval of University regulations.

(g) Propose regulations for approval by the Board of Trustees, when appropriate.

(h) Establish procedures related to data and technology, including information systems, communications systems, computer hardware and software, and networks.

(i) Secure comprehensive general liability insurance and other forms of insurance, as necessary, pursuant to sections 1001.706(4)(d) and 1004.24, Florida Statutes.

(j) Provide for payment of the cost of civil actions against officers, employees, or agents of the Board of Trustees.

(k) Govern traffic on the grounds of the University and in other areas in accordance with law and any mutual aid agreements entered into with other law enforcement agencies.

(l) Establish the program for campus safety and emergency preparedness, including safety and security measures for University personnel, students, and campus visitors.

(m) Close all or portions of the University campus and cease normal operations and services in the event of an emergency, when, in the President's judgment, such action would protect the safety, health and welfare of the University faculty, students and staff, and the University facilities and grounds. In exercising this authority, the President is authorized to determine and assign those employees who are required to provide essential services.

(n) Consult with the Chancellor of the State University System prior to recommending any acquisition, establishment, reclassification, relocation, or closure of additional campuses or special purpose centers to the Board of Trustees.

(o) To serve as Corporate Secretary of the Board of Trustees, and in the capacity of Secretary, shall give notice of all meetings of the Board of Trustees and its committees, set the agenda for meetings of the Board of Trustees in consultation with the chair, record and maintain the minutes of any Board of Trustee or committee meetings, including a record of all votes cast, in accordance with Florida Statutes section 286.011(2) attest to all documents which have been executed by the Board of Trustees, and act as custodian of the Corporate Seal.

(p) Consult with the Board of Trustees in a timely manner on any matters appropriate to its policy-making and fiduciary functions and serve as the University's key spokesperson.

(q) Execute all documents on behalf of the University and the Board of Trustees consistent with law, Board of Governors and Board of Trustees resolutions, rules, regulations and policies and the best interests of the University. No such document may purport to limit any Board of Trustees member's individual discretion in discharging the responsibilities of a Trustee.

**(2) Academic Programs and Student Affairs.**

(a) Propose for adoption by the Board of Trustees, as appropriate, University regulations or policies in areas including, but not limited to:

1. Authorization and discontinuance of degree programs;
2. Articulation and access;
3. Admission and enrollment of students;
4. Minimum academic performance standards for the award of a degree;
5. Student financial assistance;
6. Student activities and organizations;
7. Student records and reports;
8. Antihazing, related penalties, and program for enforcement;
9. Reasonable accommodation of religious observances;
10. Textbook and instructional materials affordability; and
11. Uniform Student code of conduct and related penalties.

Such regulations or policies shall be consistent with any applicable Board of Governors' regulations.

(b) Recommend to the Board of Trustees the establishment and termination of undergraduate and graduate degree programs.

(c) Develop, approve, and implement non-degree, including non-college credit, granting educational programs of the University.

(d) Award degrees, including posthumous, in memoriam and honorary degrees.

(e) Develop, approve, and enter into agreements for student exchange and study abroad programs and implement such programs, including without limitation those that are ancillary to the degree and non-degree, including non-college credit, granting programs of the University.

(f) Establish the internal academic calendar of the University within general guidelines of the Board of Governors.

(g) Govern admissions.

(h) Establish a committee to periodically review and evaluate the student disciplinary system. At least one-half of the members of the committee shall be students appointed in consultation with the student body president.

- (i) Approve the internal procedures of student government organizations.
- (j) Provide purchasing, contracting and budgetary review process for the student government organizations.
- (k) Approve, if necessary, the establishment of an educational research center for child development in accordance with the provisions of section 1011.48, Florida Statutes.
- (l) Administer all aspects of the University intercollegiate athletics program, if any, with periodic reports to the Board of Trustees on the operations of the program including, but not limited to, finances, audit and compliance, and changes in key personnel.

**(3) Personnel.**

- (a) Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, in accordance with regulations and policies of the Board of Trustees and the Board of Governors.
- (b) Consult with the Chair of the Board of Trustees, or other trustee designee, on the hiring, dismissal, and compensation of any person serving in a Vice President capacity or other executive direct report position to the President or the Board of Trustees, and the Chief Audit Executive and Chief Compliance Officer. The President shall also consult with the Board Chair on an annual basis to review the positions covered by this provision and amend the list based on the mission and strategic priorities of the University. The General Counsel, Chief Audit Executive and Chief Compliance Officer shall report to the Board of Trustees and the President.
- (c) Approve travel in accordance with section 112.061, Florida Statutes.
- (d) Serve as the University representative with regard to administering collective bargaining matters; appoint members to the collective bargaining teams to negotiate agreements on behalf of the Board of Trustees; and execute on behalf of the Board of Trustees final agreements approved by the Board of Trustees after ratification by collective bargaining units.

**(4) Financial Management.**

- (a) Keep the Board of Trustees apprised of the financial condition of the University and any direct support organizations certified by the Board of Trustees or affiliated organizations subject to the oversight of the Board of Trustees.
- (b) Prepare an institutional budget request, including a request for fixed capital outlay, and an operating budget for approval by the Board of Trustees.
- (c) Recommend to the Board of Trustees a schedule of tuition and fees to be charged by the University in accordance with the provisions in section 1009.24, Florida Statutes.

(d) Recommend to the Board of Trustees a regulation for the waiver for tuition and fees pursuant to law and regulations established by the Board of Governors.

(e) Account for expenditures of all state, local, federal, and other funds in accordance with guidelines or regulations established by the Board of Governors, and as provided by state or federal law.

(f) In accordance with the provisions of section 1011.40, Florida Statutes, prepare the operating budget of the University as prescribed by law, regulations of the Board of Governors, policies of the Board of Trustees, and provisions of the General Appropriations Act, for approval by the Board of Trustees. The proposed expenditures, plus transfers, and balances shall not exceed the estimated income, transfers, and balances. The budget and each part thereof shall balance. If at any time the unencumbered balance in the education and general fund of the Board of Trustees approved operating budget goes below 5 percent, the President shall provide written notification to the Board of Governors.

(g) Enter into agreements for, and accept, credit card payments or other electronic payments as compensation for goods, services, tuition, and fees.

(h) Establish policies and procedures for the performance of annual internal audits of University finances and operations. All reports generated from such audits must be submitted to the Board of Governors after review and acceptance by the Board of Trustees.

(i) Establish policies and procedures for the implementation of appropriate financial controls, with review by the University's internal auditor.

(j) To authorize budget transfers from depositories or accounts, and sign checks or otherwise authorize payment of legal obligations of the University in accordance with section 1011.42(7), Florida Statutes.

(k) Perform banking transactions, which authority may also be delegated to the Vice President and Assistant Vice President for Administration and Finance, the University Controller and Associate Controller, the University Treasurer, and other positions deemed by the President or senior designee reporting to the President to have responsibility for financial matters.

(l) Employ private attorney services after consulting with the university's General Counsel.

(m) Employ the services of collection agencies when deemed advisable in collecting delinquent accounts and to charge off and settle accounts when uncollectible. The President will annually report the status of accounts receivable charge-offs to the Board, which may be provided through the university's financial statements or reports.

(n) Ensure the Board of Trustees is presented with sufficient information for prudent decision-making for projects subject to the Board of Governors Debt Management Guidelines and Public-Private Partnership Guidelines, and University guidelines.

**(5) Property and Purchasing.**

(a) Administer a program for the maintenance and construction of facilities pursuant to Chapter 1013, Florida Statutes; certify to the Board of Governors or Department of Education, as requested, a project's compliance with the requirements for expenditure of Public Education Capital Outlay funds.

(b) Ensure that all plans for construction, renovation, remodeling, or demolition of any educational or ancillary plants conform to the requirements of the Florida Building Code and the Florida Fire Prevention Code. The President is authorized to submit documents to the Board of Governors or Department of Education, as appropriate, and to award contracts subsequent to and consistent with Board of Trustee approval of the scope, timeframes, funding source, and budget of a survey-recommended project. (F.S. section 1013.371).

(c) Act for the Board of Trustees as custodian of all University property.

(d) Approve and execute contracts for: purchase, sale, lease, license, or acquisition of commodities, goods, equipment, and contractual services; leases of real and personal property; and construction in accordance with Board of Governors' regulations. The acquisition may include purchase by installment or lease-purchase. Such contracts may provide for payment of interest on the unpaid portion of the purchase price.

(e) Approve and execute contracts for the purchase, sale, lease, license or acquisition of commodities, goods, equipment and contractual services, including professional architectural services (Purchasing Agreements) with a contract value up to and including ~~\$500,000~~1,000,000 (contract value includes initial term and all potential renewals).

For Purchasing Agreements where the contract value exceeds ~~\$500,000~~1,000,000, approval of the Chair of the Finance and Facilities Committee ~~Board of Trustees' approval~~ is required prior to executing the Purchasing Agreement. In addition, if there are subsequent amendments to a Purchasing Agreement that would cause the contract value of the agreement to exceed ~~\$500,000~~2,000,000, approval by the Finance and Facilities Committee is required prior to executing the amendments.

~~At each regular~~On an annual basis, the Finance and Facilities Committee ~~meeting, the committee~~ will be provided an update on the current Purchasing Agreements (which shall include the vendor's name and expenditures to date for those contracts awarded) with a contract value in excess of ~~\$200,000~~1,000,000 as an informational item.

Purchasing Agreements related in scope that are with the same vendor shall be aggregated for the purposes of determining approval authority and reporting requirements.

(f) Approve and execute contracts for the lease, rental, or use of real property (Lease Agreements) for University-related purposes where the University is the lessee/renter/user, provided the term of the Lease Agreement does not exceed 5 years or 25,000 square feet.

For Lease Agreements where the agreement exceeds 5 years or 25,000 square feet, the Board of Trustees' approval is required prior to executing the Lease Agreement. In addition, if there are subsequent amendments to a Lease Agreement that would cause the agreement to exceed 5 years or 25,000 square feet, approval by the Finance and Facilities Committee is required prior to executing the amendments.

(g) The President has authority to approve and execute contracts for leasing University real property to a third party, provided the term of the contract does not exceed 3 years.

For contracts where the term exceeds 3 years, the Board of Trustees' approval is required prior to issuing the competitive solicitation or prior to executing the contract.

**(h) Approve and execute contracts for minor construction projects up to \$2,000,000. For construction projects and capital facilities contracts greater than \$2,000,000, the Board of Trustees must approve the project prior to the execution and will authorize the President to sign the contract. In addition, for such construction projects and capital facilities contracts greater than \$2,000,000, the Board of Trustees must approve and authorize the President to sign the contract with the professional architect.**

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**(i) In accordance with the provisions of section 1013.48, Florida Statutes, approve change orders in the name of the Board of Trustees for amounts not exceeding \$100,000. All such approvals shall be for the purpose of expediting the work in progress. The President may approve and execute change orders for an amount exceeding \$100,000 only after consultation with and approval of the chair of the Finance and Facilities Committee, or if the chair has a conflict of interest, the Board Chair's designee. The Board Chair and Vice Chair shall be notified of all change orders and will be included as an informational item on the Finance and Facilities Committee agenda.**

**Change orders exceeding \$100,000 require the approval of the Board of Trustees Finance and Facilities Committee prior to execution.**

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**All change orders shall be reported to the Board of Trustees and entered in to the official minutes as soon as practicable at a regular meeting of the Board.**

(j) Regulate the use, maintenance, protection, and control of, and the imposition of charges for, 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.

(k) Adjust property records and dispose of state-owned tangible personal property in the University's custody in accordance with the procedures established by the Board of Trustees. Notwithstanding the provisions of section 273.055(5), Florida Statutes, all moneys received from the disposition of state-owned tangible personal property shall be retained by the University and disbursed for the acquisition of tangible personal property and for all necessary operating expenditures. The University shall maintain records of the accounts into which such moneys are deposited.

(l) Protect, develop, and transfer the work products of University personnel and other University agents and contractors, which authority shall include but not be limited to licensing, assigning, selling, leasing, or otherwise allowing the use of or conveying such work products and securing and enforcing patents, copyrights, and trademarks on such products.

(m) In accordance with section 705.18, Florida Statutes, and Board of Governors' regulation, take charge of any lost or abandoned personal property found on the University campus or on premises owned or controlled by the University or any direct support organization thereof. If the property is not claimed by the owner within 30 days after it is found, or a longer period of time as may be deemed appropriate by the President, the President or his or her designee shall dispose of or make use of the property in accordance with established policies and procedures that best meet the needs of the University.

(n) Prepare a campus master plan for adoption by the Board of Trustees, prepare a campus development agreement for execution by the Board of Trustees, pursuant to section 1013.30, Florida Statutes, and report on progress under the Master Plan.

(o) Recommend for adoption and promulgation by the Board of Trustees, regulations establishing basic criteria related to procurement, including procedures and practices to be used in acquiring commodities and contractual services, in accordance with Board of Governors' regulations.

(p) Exercise responsibility for the fire safety and sanitation of public educational and ancillary plants.

**(6) Miscellaneous Powers and Duties.**

(a) In accordance with section 1004.28, Florida Statutes, and Board of Governors' regulation, recommend to the Board of Trustees for final approval, the creation and certification, as well as the decertification and dissolution, of direct support organizations, and any other affiliated organization of the University whose authorizing legislation, bylaws or agreement with the University so requires, in order to serve the needs or further the interests of the University.

(b) Appoint a representative to the governing boards of each direct support organization or any other affiliated organization of the University. Prior to appointing representatives to the governing boards of direct support organizations or any other affiliated organization of the University, the President shall consult with the chair of the Board, or other trustee designee.

(c) Accept gifts, grants, bequests, and devise on behalf of the university and control the University's fund-raising activities.

(d) In accordance with the terms specified by the donor, to designate the purpose for which, and the location at which, the income and/or principal of a gift shall be used and to make allocations in accordance therewith.

(e) To determine, consistent with any expressed intent of the donor, the purpose for which and the location at which a gift shall be used, to determine whether income and/or principal shall be used,

and to make allocations and reallocation in accordance therewith, to the extent not specified by the donor of a gift.

(f) Establish policies regulating the administration and operation of the University Division of Sponsored Research. The President, or his or her designee, is authorized to negotiate, enter into, and execute research contracts; to solicit and accept research grants and donations; and to fix and collect fees, other payments, and donations that may accrue by reason thereof. The President or his or her designee may negotiate, enter into, and execute contracts on a cost-reimbursement basis and may provide temporary financing of such costs prior to reimbursement from moneys on deposit in a sponsored research development fund, except as may be prohibited elsewhere by law.

(g) All purchases of a division of sponsored research shall be made in accordance with the policies and procedures of the University and the purchasing regulations of the Board of Governors; however, upon certification addressed to the President that it is necessary for the efficient or expeditious prosecution of a research project, the President may exempt the purchase of material, supplies, equipment, or services for research purposes from the general purchasing requirement of the Florida Statutes.

(h) Comply with all applicable laws, rules, regulations, and requirements.

(i) Minimize university risk and manage the university's risk management program.

(j) Delegate in writing to any employee of the University who:

1. is a Vice President with responsibility in an area relating to the subject matter of the delegation; or

2. is a manager with responsibility in an area relating to the subject matter of the delegation who reports directly to a position at or above the level of Vice President; or

3. holds a position at the University that is equivalent in seniority or responsibility to a Vice President or such manager, as determined by the President or the Vice President for Human Resources; or

4. is deemed by the President to have the appropriate capabilities,

provided that the delegation specifies the date of the delegation, the name and title of the delegee, the particular authority or portion of authority being delegated and a copy of such delegation is filed with the delegee and with the Vice President and General Counsel of the University, and a summary table of the delegations is provided to the Board of Trustees. Although the president may re-delegate to appropriate officials, the president retains the final authority and responsibility for the administration of the university and may condition, limit, or revoke any delegated signature authorities at any time. Authorities the President reserves may not be exercised by any other person, unless expressly authorized by administrative policy or presidential directive.

**(k) Initiate, defend, and settle lawsuits and claims and appeal adverse rulings when doing so would be in the best interests of the University. Notice and reports referenced below may be oral.**

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**For settlement of claims up to \$300,000, the President may take action. For settlement of claims greater than \$300,000, but less than \$750,000, the President may take action after consultation with the Chair of the Board of Trustees. For claims above \$750,000, the President will consult with and obtain the approval of the Board Chair prior to taking action and will notify the Board Vice Chair.**

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**The President shall notify all trustees about settlements at or above \$300,000.**

(l) Act on behalf of the University in those instances where Federal law, Florida law, or Board of Governors guidelines or regulations designate the university president as having the authority to act.

(m) Have vested with the University President or President's designee the powers, duties and authority that is vested with the University; to exercise the authority and duties delegated by the Board of Trustees to the President in accordance with University regulations, policies and conditions contained in the Board of Trustees written delegations of authority, and as required by Board of Governors directives and state and federal law.

(n) Perform such other duties as are not retained by the Board of Trustees and as may be necessary or appropriate for the administration of the University, in compliance with any applicable laws, Board of Trustees and Board of Governors' regulations, policies, and resolutions.

(o) Issue directives and executive orders. Such directives and orders shall not violate existing Board of Trustees policies.

(p) Nothing in this resolution should be construed as limiting or divesting the Board of Trustees' right to exercise any authority or responsibility as deemed appropriate.

(q) If any additional contract or other matter of the University, a direct support organization, or other University affiliated entity, beyond ordinary standards and not covered by specific standards, would be considered material to the University and/or a direct support organization or University affiliated entity, including its resources or reputation, or would generate significant media attention, the President or designee is expected to confer with the chair of the Board and to notify the vice chair of the Board. Also, if any matter is expected to generate significant media attention outside of the ordinary course, the President is expected to notify the full Board of Trustees. The chair of the Board and the President shall collaborate over time to support their mutual understanding of this expectation, recognizing that there are judgments involved for both of them.

Adopted by the Florida Polytechnic University Board of Trustees on ~~October 31, 2017~~ November 17, 2021.

Signed: Signed by Frank T. MartinCliff Otto, original is maintained in Board Office  
Frank T. MartinCliff Otto, Chair

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Resolution Presidents Powers and Duties 2017final

DRAFT

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: Committee Reports**

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**Proposed Board Action**

Action required for Governance Committee items.

**Background Information**

The following committees will give a verbal report of the committee's activities:

1. Governance Committee  
**\*Action Required\***
  - A. Approve President's Evaluation for 2020-2021
  - B. Approve President's Compensation Adjustments
  - C. Approve Renewal of President's Employment Agreement for 2022-2023
2. Academic & Student Affairs Committee
3. Audit and Compliance Committee
4. Finance and Facilities Committee

For additional information about any of the items listed above, please see that committee's meeting materials.

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**Supporting Documentation:** n/a

**Prepared by:** Kristen Wharton, Assistant Secretary, University Board of Trustees

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: Board of Trustees Annual Work Plan**

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**Proposed Board Action**

Review and approve the FY22 Board of Trustees Annual Work Plan.

**Background Information**

The purpose of this agenda item is to provide trustees the opportunity to review and share feedback on the new Board Work Plan with the chair, president, and the Board Office prior to approval.

The supporting document in this section introduces an annual work plan for the full Board and provides an overview of discussion topics to support the Board's work and preparation for anticipated actions in FY22.

Committee work plans were established in 2016 to provide a framework for the annual work of the committee. Each work plan is driven primarily by annual reporting deadlines from external entities such as the Board of Governors, state auditors, etc. Until now, the Board of Trustees has not had an annual work plan. To provide trustees with strategic direction for the Board as a whole for each year, we propose a work plan divided into six primary areas of Board oversight and activities:

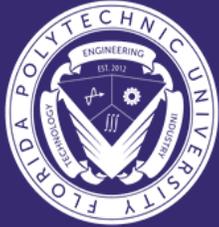
1. Mission and Strategic Direction
2. Board Governance
3. Fiscal Integrity
4. Educational Quality
5. Engaging Florida Poly's Major Constituents
6. Presidential Assessment and Compensation

Each primary item has additional bullet points of key issues, reports, and activities coming before the board for discussion, approval, or other action during the course of this fiscal year.

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**Supporting Documentation:** FY22 Board of Trustees Work Plan

**Prepared by:** Kristen Wharton, Assistant Secretary, University Board of Trustees



# BOT Annual Work Plan 2021-2022

## Mission and Strategic Direction

The following are topics for discussion throughout the year at Board Strategic Workshops:

- Strategic Plan 2023-2028
- Campus and Extended Campus Growth
- Diversity and Inclusion
- Enrollment Growth
- New Academic Programs
- Strategic Use of Performance Based Funding (PBF) money

## Board Governance

- Annual Governance Refresher: September 2021
- FY22 Board Calendar and Work Plan: September 2021
- Annual Ethics Agreement: by November 2021
- Election of Officers: June 2022

## Fiscal Integrity

- FY2021 Annual Financial Statements (University and Foundation): September 2021
- Fixed Capital Outlay Budget: September 2021
- E&G Carryforward Spending Plan: September 2021
- FIPR Institute Annual Report: September 2021
- FY2023 University Operating Budget: June 2022
- FY2024 Capital Improvement Plan (CIP): June 2022
- FY2024 Legislative Operating Budget Request (LBR): June 2022
- External Audit Program Review/QAR: June 2022

## Educational Quality

- SACSCOC Reaffirmation and Quality Enhancement Plan (QEP)
- Career Planning procedures (CS/HB 1261): February 2022
- University Accountability Plan: April 2022
- Performance Based Funding (PBF) Metrics: June 2022
- New Academic Programs (if proposed)
- Educational Plant Survey: Spring 2022

## Engaging with Florida Poly's Major Constituents

- Planned activity with students: February 2022?
- Planned activity with industry and major donors: November 2021
- Planned activity with faculty: February 2022?
- Planned activity with Foundation Board of Directors: June 2022

## Presidential Assessment and Compensation

- FY2022-2023 Presidential Employment Agreement Amendment: November 2021
- FY2022-2023 President's Compensation Review: November 2021
- President's 360 Review Discussion: June 2022

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: Board of Trustees FY22 Meeting Calendar**

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**Proposed Board Action**

For review only. No action required.

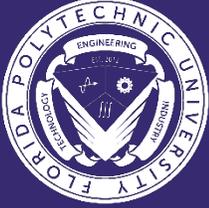
**Background Information**

The purpose of this agenda item is to review the FY22 Board meeting calendar and make note of upcoming meetings.

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**Supporting Documentation:** Board of Trustees FY22 Meeting Calendar

**Prepared by:** Kristen Wharton, Assistant Secretary, University Board of Trustees



# FY22 Meeting Schedule

## 2021

### September

Wednesday, September 8: Committee Meetings (*virtual*)

Wednesday, September 15: Strategic Workshop and Full Board Meeting (*virtual*)

### November

Wednesday, November 10: Committee Meetings (*virtual*)

Wednesday, November 17: Strategic Workshop and Full Board Meeting (*virtual*)

## 2022

### February

Wednesday, February 9: Committee Meetings (*virtual*)

Wednesday, February 16: Strategic Workshop and Full Board Meeting (*in-person*)

### April

Thursday, April 28: Academic & Student Affairs Committee (*to approve Accountability Plan (AP) only*) and brief Full Board Meeting (*to approve AP only*) (*virtual*)

### May/June

Thursday, May 26: Committee Meetings (*virtual*)

Tuesday, June 7: Strategic Workshop and Full Board Meeting (*in-person*)

### Summer

Date TBD Executive Committee (EC) (*virtual*)

### September

Wednesday, September 21: Committee Meetings (*virtual*)

Wednesday, September 28: Strategic Workshop and Full Board Meeting (*in-person*)

### November

Date TBD Committee Meetings (*virtual*)

Date TBD Annual Board Retreat and Full Board Meeting (*in-person*)

**Florida Polytechnic University  
Board of Trustees  
November 17, 2021**

**Subject: Board of Governors FY22 Meeting Calendar**

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**Proposed Board Action**

For review only. No action required.

**Background Information**

The purpose of this agenda item is to review the FY22 Board of Governors meeting calendar and make note of upcoming meetings.

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**Supporting Documentation:** Board of Governors FY22 Meeting Calendar

**Prepared by:** Kristen Wharton, Assistant Secretary, University Board of Trustees

Florida Polytechnic University  
Board of Trustees

**2022**  
**Board of Governors**  
**MEETING CALENDAR**

**2022**

- January 25-26, 2022 (*FSU, Tallahassee*)
- March 29-30, 2022 (*UNF, Jacksonville*)
- June 28-30, 2022 (*UCF, Orlando*)
- September 13-14, 2022 (*UWF, Pensacola*)
- October 12, 2022 Committee Workshops (*USF, Tampa*)
- November 9-10, 2022 (*FAU, Boca Raton*)