

**FLORIDA POLYTECHNIC UNIVERSITY  
EDUCATIONAL COMMITTEE  
MEETING MINUTES  
One Poly Place  
439 South Florida Avenue  
Lakeland, Florida 33801  
November 13, 2012 at 10:00 a.m.**

1. Call to Order

Chair Featherman called the meeting to order at 10:04 a.m. Chair Sandra Featherman and Trustee Dick Hallion were present (Quorum).

Others present: Dr. Steve Hall, Monoka Venters, and Richard Stevens.

2. Search Firms to Hire Interim Chief Academic Officer

Chair Featherman started the discussion regarding information on search firms to hire an interim Chief Academic Officer.

Trustee Hallion shared that he had located two search firms for academic searches. The first search firm is located in Miramar Beach: Greenwood-Asher and Associates. They are currently being considered for the presidential search at University of Wyoming.

The second search firm is Storbeck/Pimentel and Associates, but Trustee Hallion had no further information on them.

Chair Featherman advised that she made contact with Jessica Kosloff of Academic Search, who recommended that she contact John Hicks, one of the firm's consultants. Chair Featherman also attempted to contact the Registry as it can provide access to people interested in interim positions such as a two-year job; however, she was unable to make contact.

Chair Featherman advised she did speak with John Hicks and explained to him that they were looking for someone they could have in place in the next 2-2 ½ months to begin work on the accreditation process. The person hired would need to be a self-starter with a STEM background and experience with regional accreditation.

John Hicks told her that Deans of Engineering are commanding about \$350,000/year, but that Florida Poly may be able to get someone for \$250,000. Normally firms take about 1/3 of the first year's compensation as their fee, which would be \$75,000 in this case, but he thought the firm could do it for about \$60,000.

Trustee Hallion advised that they would like to have someone in place by February 2013.

Chair Featherman clarified that the \$60,000 would include travel.

Chair Featherman said that both Jessica Kosloff and John Hicks had asked her to clarify what the requirements for the search will be under the sunshine law. Chair Featherman asked Monoka Venters to help with this, and Monoka agreed to consult with Vikki Shirley to provide the information by the next Board of Trustees meeting.

Trustee Hallion said that if she wanted, Chair Featherman could do a matrix of the different search firms so they could be compared. However, if this was the only one to come through he was fine with it. Chair Featherman said she would call the other firm(s).

Chair Featherman said she had made contact with Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC). Chair Featherman explained that Florida Poly is trying to get on the fast track. Dr. Wheelan referred Chair Featherman to Dr. Ann Chard, Vice President at SACS COC, for more detailed information about the process.

Monoka Venters was asked to forward an email Chair Featherman received from Dr. Chard to Trustee Hallion. Monoka advised that she would forward the email to Chair Gidel and Trustee Hallion.

Chair Featherman said that Dr. Chard went over the accreditation requirements and timeline with her. Before Florida Poly can go through the accreditation process Florida Poly will need to send people who will be working on the process to a pre-accreditation workshop. The next workshop is on February 6, 2013. Dr. Chard also clarified that SACS COC would accept two years of successful audits against SACS COC Standards for a new start-up institution instead of the usual three years of audits. The institution must have students enrolled and be in operation before they can begin the process.

Dr. Chard offered to have an in-person meeting with the Board of Trustees on December 17, 2012 or December 18, 2012. Dr. Chard also advised that she could arrange a teleconference meeting as well. The teleconference meeting was set for Wednesday, November 21, 2012, 11:00 a.m. – 12:00 p.m.

Chair Featherman advised that a timeline needed to be completed in preparation of the first audit. Once the application is submitted, SACS COC will need 6 months to review and request additional information. The University is then placed on the agenda for authorization for a visit, and if authorized, the visit can take place within six months to a year. After the visit team's report is provided, the University is then placed on the agenda of the next SACS COC meeting. The Commission meets in June and December of each year. If candidacy status is granted, Florida Poly will get a certificate of candidacy and it is possible to gain full accreditation within 2yrs. Dr. Chard said that the process to become a SACS COC member institution takes an average 3-6yrs depending on readiness from where the University is when it applies.

Chair Featherman re-emphasized that Florida Poly needs to hire someone familiar with the accreditation process, and that at least two people should attend the pre-accreditation workshop.

### 3. Concluding Remarks and Adjournment

Chair Featherman and Trustee Hallion wanted it put on record that they feel very lucky to have Monoka Venters working with them while they have no staff. They both complimented Monoka Venters, expressing that she was remarkably conscientious and professional.

With no further business to discuss, the Education Committee meeting adjourned at 10:38 a.m.