



Board of Trustees Annual Retreat

DRAFT MEETING MINUTES

**Monday, May 3, 2021
1:00 PM – 4:15 PM**

Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING

I. Call to Order

Chair Cliff Otto called the meeting to order at 1:00 p.m.

II. Roll Call

Kris Wharton 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, Mrs. Kris Wharton, Dr. Tom Dvorske, Mr. Alex Landback, Mr. David Blanton, Mr. Rick Maxey, Mr. David Calhoun, Mr. David Brunell, Ms. Penney Farley, Mrs. Maggie Mariucci, Ms. Melaine Schmiz

III. Public Comment

There were no requests for public comment.

IV. Florida Polytechnic University Board of Trustees Training

Chair Cliff Otto introduced Dr. Carol Cartwright who led today's training in Board Governance. She began her presentation by challenging trustees to set a goal of building a strategic Board. Dr. Cartwright taught the primary resources and roles of a strategic Board, as well as strategic practices in which trustees should engage.

Dr. Cartwright spent time explaining what it means for a trustee to be a "fiduciary" of the institution. She outlined a trustee's fiduciary duties and best practices as it relates to Board conduct. Trustees engaged in discussion by providing examples of how the Florida Poly Board expresses these duties and best practices.

Dr. Cartwright taught ten responsibilities of governing boards. Regarding the University's mission, Trustee Gary Wendt recommended the University's mission statement be read at the beginning of each meeting.

Trustee Narendra Kini suggested the president be assessed quarterly as a checkpoint as it seems unfair to assess him just once at the end of the year. He also recommended responsibility number three be written, "Support and periodically assess the performance

and development of the chief executive...” Dr. Cartwright agreed as the performance of president him/herself is different from the performance of the university.

Regarding the strategic plan and monitoring its progress, Trustee Wendt asked if President Avent could spend more time during his Board reports discussing the Balanced Scorecard with trustees.

To item number six “Ensure the educational quality of the institution and its academic programs,” Trustee Kini asked if there is a student satisfaction survey conducted as a measure of quality. President Avent replied there is an annual student satisfaction survey called Noel Levitz conducted in the spring each year and reported out in the fall.

Regarding responsibility number ten on periodically assessing the performance of the board, Trustee Kini asked how an individual trustee knows they are doing what is helpful to the institution. Dr. Cartwright advised the Board to develop their own assessment list; items like attendance, being prepared for meetings, participating in discussion, offering different perspectives in a respectful way, supporting a decision once it is made, are all ways to assess oneself individually as a trustee. Each trustee can also talk directly with the president to discuss ways the trustee can best assist the University in its development.

Dr. Cartwright continued by sharing characteristics of high-performing boards, followed by clarifying roles between the board and the president and administration. Mini case studies were reviewed and discussed.

After a short break, Dr. Cartwright reviewed AGB’s new Principles of Trusteeship, nine principles designed to empower individual board members. Instruction on the partnership between the board and the president, as well as the expectations of each, was covered.

Shared governance was defined, and the corresponding roles of board trustees, administration, and faculty explained.

Finally, Dr. Cartwright discussed top strategic issues on which the Board, as thought-partners with the president, should focus. Chair Otto stated many of these issues provide a positive opportunity for Florida Poly. Trustees added other issues to the list including mental health, the long-term plan for the University, and the environment.

To capture a list of key takeaways from the day’s training, Dr. Cartwright invited trustees to share one key item they will take with them as they move forward on the Florida Poly Board of Trustees. Long-serving trustees and new trustees alike expressed their appreciation for the training.

XII. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 4:14 p.m.