



Finance & Facilities Committee Chair Transition Meeting

DRAFT MEETING MINUTES

**Thursday, August 26, 2021
11:30 AM – 12:15 PM**

Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING

I. Persons Present

- Board of Trustees Chair Cliff Otto
- Trustee Beth Kigel
- Penney Farley, AVP and Controller
- John Irvine, Deputy Controller, Asset Management & Disbursements
- Kristen Wharton, Assistant Secretary, University Board of Trustees

II. Discussion

The purpose of this meeting was to familiarize Trustee Beth Kigel with her upcoming role as Chair of the Finance and Facilities Committee.

Penney Farley briefly discussed the many acronyms used in finance operations. She reviewed the Finance and Facilities Committee September 8 meeting agenda as well as standard reports that come before the Committee throughout the year.

Chair Cliff Otto provided guidance by stating each Committee Chair has different styles of committee leadership and encouraged Trustee Kigel to explore her own.

Kris Wharton reviewed the ways her office supports each Committee Chair and shared the timeline of meeting preparations that occur beginning six weeks out from the first committee meeting.

Chair Otto confirmed he will lead the September 8 committee meeting and upon its conclusion, hand the committee's leadership to Trustee Kigel.

VII. Adjournment

With no further business to conduct, the meeting was adjourned at 11:55 a.m.