



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 FY22. 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.