



# Board of Trustees Meeting Minutes

## DRAFT MEETING MINUTES

**Wednesday, September 27, 2023  
9:15 AM – 12:00 PM**

**Florida Polytechnic University  
Applied Research Center (ARC) and Virtual via Microsoft Teams**

I. Call to Order

Chair Cliff Otto called the meeting to order at 9:15 a.m.

II. Roll Call

Kristen Wharton called the roll: Chair Cliff Otto, Vice Chair Beth Kigel, Trustee Ajeet Kaushik, Trustee Melia Rodriguez, Trustee Mark Bostick, Trustee Lyn Stanfield, Trustee Narendra Kini (joined at 11:10 a.m.), Trustee Laine Powell, Trustee David Williams, and Trustee Gary Wendt were present (Quorum).

Trustees not present: N/A

Staff present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, Kathy Bowman, David Blanton, Mike Dieckmann, David Fugett, Melaine Schmiz, David Calhoun, Maggie Mariucci, and Kristen Wharton were present.

III. Public Comment

There were no requests received for public comment.

IV. Chairman's Remarks

Board Chair Cliff Otto thanked Kristen Wharton and Provost Terry Parker for their efforts in organizing the Annual Board/Faculty Breakfast, and for the great attendance and discussion around the tables. Chair Otto then recognized Presidential Search Committee Chair Beth Kigel to provide an update on the presidential search.

Committee Chair Kigel expressed her gratitude for the talented and respected members of the community and the University who enthusiastically agreed to serve on the search committee. Currently, schedules are being coordinated and a timeline created for the search process. Additionally, the University is working to make sure that this timeline aligns with the Board of Governors. Once all this necessary work is completed, an initial meeting will be scheduled, and the search process will officially begin.

V. President's Remarks

President Randy Avent remarked on the progress around campus, including Housing III construction, increased applications, investments in student affairs, and the design of the Gary C. Wendt engineering building.

VI. Board of Trustees Work Plan FY24

Chair Otto reviewed revisions to the Board of Trustees Annual Work Plan, which includes the Board's primary task of selecting the next president of Florida Poly. There were no questions by the Committee on the Work Plan.

**A motion was made by Trustee Melia Rodriguez to approve the Board of Trustees Work Plan for FY24. Trustee Lyn Stanfield seconded the motion; a vote was taken, and the motion passed unanimously.**

VII. Annual Review and Endorsement of Statement of Free Expression

Chair Otto reminded trustees of the Board of Governors' recommendation that university boards of trustees annually review and endorse the Statement of Free Expression and commit to the principles of civil discourse. This Statement was provided in the Board's materials for their review.

**A motion was made by Trustee Beth Kigel to approve the Board of Governors' Statement of Free Expression. Trustee Mark Bostick seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Consent Agenda

Chair Otto brought forward the consent agenda for trustee approval.

- A. Finance and Facilities Committee
  - 1. Approve the Ellucian Contract
  - 2. Approve the FY24 University Carryforward Spending Plan and Fixed Capital Outlay Budget
  - 3. Approve Naming Opportunity: Barnett Applied Research Center
  - 4. Approve the 2023 Florida Polytechnic University Equity Report
- B. Governance, Audit, and Compliance Committee
  - 1. Approve UAC Risk Assessment & Audit Plan FYE 24
  - 2. Approve UAC Compliance & Ethics Program Plan FYE 24
  - 3. Approve the Performance Based Funding Audit Scope & Objectives 2023 Audit
  - 4. Approve Regulation FPU-3.006 Student Code of Conduct
  - 5. Approve Regulation FPU-8.001 Procurement
  - 6. Approve the Board of Trustees Self-Assessment Survey
  - 7. Approve the President's Annual Review – Trustee Evaluation Instrument
- C. Academic and Student Affairs Committee
  - 1. Approve the Annual Textbook and Instructional Materials Affordability Report
- D. Board of Trustees
  - 1. Approve minutes from August 21, 2023
  - 2. Approve minutes from August 17, 2023

**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.**

IX. Information Technology and Cybersecurity Risks

Mike Dieckmann, Vice President and Chief Information Officer presented the Board with detailed information on risk mitigation related to IT and cybersecurity. He also reviewed how the University has addressed the five areas of security controls found in the IT operational

audit. Trustees inquired about concerns regarding artificial intelligence (AI), costs for cybersecurity staffing and other hard costs, and employee training.

Dieckmann addressed mitigation plans in the Continuity of Operations Plan (COOP) in case of catastrophic emergency. Trustee Powell inquired if cybersecurity training is available for students and parents; Dieckmann responded there is not a training program for students, mostly due to cost. Trustee Powell stated October is national cybersecurity awareness month and recommended a social media campaign to the broader Florida Poly community.

X. Legislative Implementation Update

Melaine Schmiz, Associate General Counsel, provided an update on the progress in addressing the multiple Florida State statutes recently enacted pertaining to higher education. An implementation task force was created to review the legislative mandates and directives and determine compliance. Schmiz reviewed areas where Florida Poly is in compliance as well as the areas that are still in progress or are awaiting further instruction from the BOG.

XI. Faculty Presentation: Degree Program Design and Engagement Sequences

Dr. Matt Bohm, Professor and Director of Industry Engagement and Capstone Projects and Dr. Elisabeth Kames, Assistant Professor, Mechanical Engineering gave a presentation on the University's degree program design and engagement sequences. The "*Design Sequence*," or "*Engagement Sequence*," is being employed across all degree programs and all four undergraduate years to produce more prepared and qualified graduates entering the workforce.

Trustee Lyn Stanfield inquired how the curriculum addresses the development of professionalism in students. Bohm responded that the Career Design course trains students in appropriate email writing and dressing professionally among other skills. Trustee Melia Rodriguez added that as a Teaching Assistant in these classes, she encourages students to rely on upperclassmen as a resource for providing feedback and skills transference.

Trustee Laine Powell asked if teaching online safety skills is part of that curriculum. Bohm replied that students are coached on creating appropriate LinkedIn profiles and taught not to post photos of a company's proprietary projects online.

Vice Chair Beth Kigel referenced use of artificial intelligence (AI) like ChatGPT and the need for students to understand if they are leveraging that, they are putting their information into the public domain. She recommended considering implementing a strong AI policy.

XII. Gary C. Wendt Engineering Building Design Presentation

David Calhoun, AVP, facilities and safety services, introduced members from general contractor Charles Perry (CPPI), and the design team from the DLR Group. The University anticipates breaking ground on this building in spring 2024. After the team presented the design plan, trustees had the opportunity to ask questions.

Trustee Narendra Kini asked if there is a technology consultant to help mitigate a huge expense to re-fit the facility in the future as technology rapidly develops. Calhoun stated the modularity approach of the building design lends itself to future changes. He also mentioned that the Campus Master Plan (CMP) guides Facilities and the ITS team as to how infrastructure is engineered across campus.

Trustee Wendt stated he is pleased with the design of the building.

### XIII. Committee Reports

#### A. Governance, Audit, and Compliance

Committee Chair Mark Bostick reported that the Committee heard both audit and governance updates, reviewed two policies for approval, and discussed the upcoming Board of Trustees self-assessment. The Committee also heard President Avent's overview on current employment practices as well as the results of performance evaluations and annual salaries for evaluated personnel earning \$200,000 or more. Additionally, President Avent presented his accomplishments related to the operational goals of FYE23. All nine of the Committee's action items were approved in today's consent agenda.

#### B. Academic and Student Affairs

Committee Chair David Williams reported that the Academic and Student Affairs Committee heard reports on the annual Textbook and Instructional Materials Affordability Report, US News and World ranking results, strategic changes within admissions, and the implementation of a 4+1 program which provides seniors with room in their schedule to start their master's degree during their senior year. The Committee's one action item was approved in today's consent agenda.

#### C. Finance and Facilities

Committee Chair Beth Kigel reported that the Finance and Facilities Committee heard reports on University finances, the FL Poly Student Housing System, information on contracts over \$1M, University Foundation activities, campus construction projects, and the 2023 Florida Equity Report. All of the Committee's action items were approved in today's consent agenda.

### XIV. Strategic Plan 2024-2029

President Randy Avent presented the final draft of the 2024-2029 strategic plan. The name of the plan is "Engineering Florida's Future: 2024-2029." He reviewed the elements that will go into the final designed publication as well as the four priorities and corresponding initiatives that comprise the plan. He also reviewed five-year outcome metrics and goals.

Trustee Wendt suggested adding as one of the initiatives enhancing the visibility of the Institution around the state. President Avent stated \$500k is in the budget to build branding this year.

**A motion was made by Trustee Lyn Stanfield to approve the Strategic Plan for 2024-2029. Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

### XV. Board of Trustees Meeting Schedule

Chair Otto reminded trustees of the November Board retreat and annual dinner November 15-16, 2023.

### XVI. Board of Governors Meeting Schedule

Chair Otto asked trustees to see Kristen Wharton if they plan to attend the Board of Governors' annual trustee summit on November 8, 2023.

XVII. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 11:45 a.m.

Respectfully submitted:

Kristen J. Wharton  
Corporate Secretary