



# Finance & Facilities Committee Meeting Minutes

## DRAFT MEETING MINUTES

May 29, 2024  
9:00 AM – 11:30 AM

### Florida Polytechnic University VIRTUAL VIA MICROSOFT TEAMS

#### I. Call to Order

Committee Chair Lyn Stanfield called the Finance and Facilities Committee meeting to order at 9:00 a.m. She welcomed the new faculty trustee Dr. Brad Towle, and new student trustee Christos "Taki" Tsetsekas to the Committee.

#### II. Roll Call

Kristen Wharton called the roll: Committee Chair Lyn Stanfield, Trustee Ilya Shapiro, Trustee Laine Powell, Trustee Christos Tsetsekas, and Trustee Brad Towle were present (Quorum).

Committee members not present: Committee Vice-Chair Mark Bostick

Other Trustees Present: Board Chair Cliff Otto and Trustee Sidney Theis

Staff Present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, David Fugett, David Blanton, Mike Dieckmann, Penney Farley, David Calhoun, and Kristen Wharton

#### III. Public Comment

There were no requests received for public comment.

#### IV. Approval of the April 25, 2024, Minutes

**Trustee Laine Powell motioned to approve the Finance and Facilities Committee meeting minutes of April 25, 2024. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.**

#### V. 2022-2024 Finance & Facilities Committee Work Plan Review

Committee Chair Stanfield reviewed the Finance and Facilities Committee Work Plan. There was no discussion on this item.

#### VI. University Finance and Budget

##### A. University FY24 Q3 Financial Update

Dr. Allen Bottorff, VP and CFO, provided the financial update for the third quarter of FY24. He stated the University finished the third quarter with a 9.3% increase in net position over the same period last year. He noted the impacts of the new student housing system, and the increase in receivables due to PECO funds received from the State. Bottorff also

reviewed year-over-year (YOY) operating variances, budget-to-actuals, and the expense of Federal (HEERF) Funds.

As of December 31, 2023, the ending balance of Carryforward funds is \$23,008,411. This includes a 7% reserve as required by the State in the amount of \$4.7M.

B. University Operating Budget FY25

Committee Chair Stanfield noted that due to the late dissemination of the proposed budget, the action item associated with the University Operating Budget FY25 has been tabled until the Board of Trustees meeting on Wednesday, June 5.

Bottorff reviewed the proposed operating budget for FY25. He explained the various sources of Education and General (E&G) funds. Trustee Ilya Shapiro asked if Bottorff had any specific requests of trustees with regard to the budget. Bottorff asked that trustees advocate with the Governor's office to pass Florida Poly's budget request and to add additional recurring funds to support the University's growth.

Bottorff transitioned to reviewing the E&G fund use requests of the six divisions across the University as well as other fund use requests. The total annual budget request is just over \$99M. Trustee Shapiro inquired if the University receives any complaints from applicants or families about the availability of financial aid. Bottorff responded that the information presented on financial aid is largely depicting the University's waiver authority, not necessarily hard dollars. Provost Parker added that the increase in financial aid is driven the forecasted increase driven by increased enrollment. Trustee Shapiro stated as Florida Poly reaches its enrollment goal, he does not want to lose great talent because an applicant cannot afford to attend the University.

VII. University Facilities Planning, Design, and Construction

A. Campus Construction Update

David Calhoun, AVP Facilities and Safety Services, provided updates on the following construction projects: the Gary C. Wendt Engineering Building, Residence Hall III, Public Safety and Campus Operations Center, Parking Lot 5, and the Student Achievement Center (SAC).

B. Capital Improvement Plan (CIP) FY26

Bottorff presented the Capital Improvement Plan (CIP) which is required annually by the State and includes the following recommended facilities: the Student Achievement Center (SAC), the Campus Relocation Remodel Project, and Academic Building 3. The campus relocation/remodel project will bring employees whose offices are located at Poly South to the main campus.

C. Main Campus - Parking Lot 5 Project Budget Increase

Bottorff explained the University's request for an additional \$350k to complete Parking Lot 5. While the project was estimated and fully funded at \$1M, current market pricing for materials requires an additional \$350k to complete the lot.

**Trustee Brad Towle motioned to recommend to the Board of Trustees an increase of \$350,000 to the current budget for the Parking Lot 5 project, bringing the total project budget not-to-exceed \$1,350,000, and the**

**authorization for the President to sign instruments, documents, and contracts for this project up to that amount. Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

D. Gary C. Wendt Engineering Building (Engineering Building 1) Project Budget Amendment

Bottorff stated the Board of Trustees previously approved the Gary C. Wendt Engineering Building project and its original \$14,672,556 budget at their June 14, 2023, meeting. The anticipated total project cost of \$15,989,875 was subsequently approved by the Board of Trustees in the FY24-25 Capital Improvement Plan and then set aside for the additional funding which was approved in the FY24 carryforward plan. The additional funding of \$1,317,319 will complete the design and construction of the remaining first floor of the building which includes additional office space and three research labs.

**Trustee Ilya Shapiro motioned to recommend to the Board of Trustees approval of an increase of \$1,317,319 to the current budget for the Gary C. Wendt Engineering Building (Engineering Building 1) project, bringing the total project budget not-to-exceed \$15,989,875, and the authorization for the President to sign instruments, documents, and contracts for this project up to that amount. Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Advancement and Foundation

A. Advancement and Foundation Update

Kathy Bowman, Vice President of Advancement and Foundation CEO, gave the Advancement and Foundation report. She reported 219 new graduates joined the rank of Florida Poly Alumni which now totals 1,999. Bowman also shared the outcome on Giving Day which generated \$401k.

The Foundation's donor acquisition rate is up, however, there has been a slight decrease in donor retention to 22.73%. To reverse that decline, an email solicitation will be sent to the 221 donors who gave last year but not this year.

Trustee Shapiro inquired how many alumni give an annual financial gift to the University and if they receive any recognition for doing so. Bowman responded she will prepare and send a report to the trustees regarding alumni giving. She also said that anniversary cards are sent along with ongoing communications throughout the year.

The philanthropic production chart showed a net production of \$1.6M as of March 31, 2024. Bowman projects it will be closer to \$1.9M by June 30. She also stated \$5M is still needed to achieve the campaign goal; two major gifts are still outstanding that would complete the goal, hopefully by June 30, 2024.

Lastly, Bowman reviewed the Foundation's net position, year-over-year variance, and budget-to-actuals. She also provided a re-cap of the Excelerate gala event.

B. Foundation Operating Budget FY25

Bowman shared that on May 17, 2024, the Foundation Board of Directors approved the Foundation's FY25 operating budget. This budget projects \$2.3M in revenue and \$1.5M

in expenses.

C. Foundation's Planned Uses of University Personnel and Property (FY+1)

Based upon third quarter projections, the DSO's projected usage of University personnel resources for FY24 will be \$382,843.23 with a space usage cost of \$19,792.50 (\$402,635.73 total). Bowman recommended the Trustees approve \$430,000 for FY25.

**Trustee Ilya Shapiro motioned to recommend to the Board of Trustees approval of the Foundation's Planned Uses of University Personnel and Property for fiscal year 2025. Trustee Christos Tsetsekas seconded the motion; a vote was taken, and the motion passed unanimously.**

D. Facility Naming Opportunities

Bowman stated the University Foundation Board of Directors approved the following naming opportunities at their last meeting. This item now comes before the Board of Trustees for final approval, having been properly and publicly noticed.

**Trustee Brad Towle motioned to Recommend approval to the Board of Trustees of the following facility naming opportunities:**

- **Barnett Applied Research Center – Room 1122 – *Polumbo Group Conference Room***
- **Barnett Applied Research Center – Room 1116 – *Duke Energy Lab***
- **Barnett Applied Research Center – Room 1124 – *Dr. Muhammad Harunur Rashid Classroom***

**Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 10:29 a.m.

Respectfully submitted:  
Kristen J. Wharton  
Corporate Secretary