



BOARD OF TRUSTEES

# Governance, Audit, & Compliance Committee Meeting Agenda

February 5, 2025  
11:00 A – 12:15 P

Florida Polytechnic University  
Virtual via Microsoft Teams

Dial in: 1-863-225-2351 | Conference ID: 873 058 913#

## COMMITTEE MEMBERS

Cliff Otto, Chair  
Dr. Dorian Abbot

Jesse Panuccio, Vice Chair  
Dr. Sidney Theis

Patrick Hagen

## MEETING AGENDA

- |      |  |   |
|------|--|---|
| I.   | Call to Order  | Cliff Otto, Chair                                   |
| II.  | Roll Call  | Sherry Pavlik<br>Executive Assistant &<br>Paralegal |
| III. | Public Comment   | Cliff Otto  |
| IV.  | <a href="#">Approval of November 7, 2024, Minutes</a><br><b>*Action Required*</b>                                  | Cliff Otto  |
| V.   | <a href="#">2024-2026 Governance, Audit, and Compliance Committee Work Plan</a>                                    | Cliff Otto  |
| VI.  | <a href="#">Resolution: President Emeritus</a><br><b>*Action Required*</b>   | Cliff Otto  |
| VII. | Audit and Compliance   |   |
| A.   | <a href="#">Audit and Compliance Update</a>  | David Blanton<br>CAE and CCO                        |
| B.   | <a href="#">Performance Based Funding (PBF) Audit and Data Integrity Certification</a><br><b>*Action Required*</b> |   |
| C.   | <a href="#">Textbook Adoption Monitoring Review (Fall 2024)</a>  |   |

D. [Foundation Financial Audit FYE24](#)

VIII. Governance

A. Regulations

David Fugett  
VP & General Counsel

1. [FPU-1.003 Use of University Facilities and Property \(Amended\)](#)

*\*Action Required\**

2. [FPU-1.007 Campus Free Expression \(Amended\)](#)

*\*Action Required\**

3. [FPU-5.003 Textbook and Instructional Materials Selection and Affordability \(Amended\)](#)

*\*Action Required\**

B. [Employment Practices Report](#)

Dr. Devin Stephenson  
President

IX. Closing Remarks and Adjournment

Cliff Otto



## BOARD OF TRUSTEES

# Governance, Audit, and Compliance Committee **DRAFT** Meeting Minutes

**November 7, 2024**

**1:30 P – 2:45 P**

Florida Polytechnic University  
Virtual via Microsoft Teams

### I. Call to Order

Committee Chair Cliff Otto called the Governance, Audit, & Compliance Committee meeting to order at 1:30 p.m.

### II. Roll Call

Sherri Pavlik called the roll: Committee Chair Cliff Otto, Trustee Patrick Hagen, Trustee Dorian Abbot, and Trustee Sidney Theis were present (Quorum).

Committee members not present: Committee Vice Chair Jesse Panuccio

Other Trustees Present: Board Chair Beth Kigel and Trustee Ilya Shapiro

Staff Present: President Devin Stephenson, David Fugett, David Blanton, Bryan Brooks, Dr. Allen Bottorff, Interim Provost Brad Thiessen, Melaine Schmiz, Sherri Pavlik, and Kristen Wharton

### III. Public Comment

There were no requests received for public comment.

### IV. Approval of the September 7, 2024, Minutes

**Trustee Patrick Hagen made a motion to approve the Governance, Audit, and Compliance Committee meeting minutes for September 7, 2024. Trustee Dorian Abbot seconded the motion; a vote was taken, and the motion passed unanimously.**

### V. Audit and Compliance

#### A. Audit and Compliance Update

David Blanton, Chief Compliance Officer and Chief Audit Officer, provided the Committee with an update on external and internal audits including the following:

1. Auditor General Financial Audit FYE24 – expected to be completed in early 2025

2. Foundation Financial Audit FYE 24 – recently completed and will be presented to the Governance, Audit and Compliance Committee at the February 2025 meeting

B. Foundation Internal Controls Follow-up Audit Review

Blanton shared that the Foundation audit concerns regarding segregation of duties were corrected. Additionally, the Significant Deficiency and Material Weakness reported by external auditor Clifton Larson Allen (CLA) had been corrected for FYE24. However, UAC recommended that monitoring controls over the small Foundation accounting staff be implemented to mitigate fraud risk and the risk of further financial reporting errors. Blanton indicated that he is working with the President to strengthen such enhanced monitoring controls.

VI. Governance

A. Regulation FPU-2.006 Application Fee and Admission Deposit

David Fugett, Vice President and General Counsel, shared with the Committee that amended changes to Regulation FPU-2.006 Application Fee and Admission Deposit will, with the President's approval, allow the applicant fees to be waived during designated strategic marketing campaigns.

**Trustee Patrick Hagen made a motion to recommend approval of the proposed amended regulation FPU-2.006 Application Fee and Admission Deposit to the Board of Trustees. Trustee Dorian Abbot seconded the motion; a vote was taken, and the motion passed unanimously.**

B. President's Annual Evaluation FYE24

Board Chair Beth Kigel shared her discussion with Brian Lamb, chair of the Board of Governors, regarding the immediate past president's, Dr. Randy Avent, performance for fiscal year ending 2024. Kigel stated that the feedback was positive, as in previous years, and that Dr. Avent was a great partner to the Board and was very highly engaged.

Committee Chair Cliff Otto opened the floor for discussion on the *President's Annual Review, July 2023 – June 2024, Composite of the Trustees' Evaluation*.

**Trustee Patrick Hagen made a motion to recommend approval of the document "*President's Annual Review, July 2023-June 2024, Composite of the Trustees' Evaluations*" as the document reflecting the immediate past president's, Dr. Randy Avent, annual evaluation for 2023-24 to the Board of Trustees. Trustee Dorian Abbot seconded the motion; a vote was taken, and the motion passed unanimously.**

C. President's Compensation Bonus

The Committee discussed a potential compensation bonus for immediate past president, Dr. Randy Avent. Trustee Ilya Shapiro raised a question regarding the *Overall Rating*, noting that it does not seem to reflect a comprehensive evaluation of all areas combined.

Committee Chair Cliff Otto provided historical context on Dr. Avent's base salary, explaining that in 2019 and 2020 Dr. Avent waived his base salary in alignment with the faculty and staff, as there were no pay increases during those years. Committee Chair Otto stated that the same logic applied to the compensation bonus during 2019 and 2020; Fugett confirmed.

Committee Chair Otto reminded the Committee of its goal to recommend an appropriate bonus to the full board. While the Board has the discretion to award a bonus exceeding 20%, it cannot exceed 30% of the ending base salary.

Committee Chair Otto expressed his support for awarding a 30% bonus, emphasizing that it was Dr. Avent's final year as president and that he had received strong support from senior leadership at the Board of Governors. He also noted that the decision on the bonus would become a moot point after this year in regard to Dr. Avent. He then invited input from Trustees Abbott and Hagen.

Trustee Abbot referenced the report's data points, which he interpreted as positioning Dr. Avent's performance between "achieved" and "exceeds." He stated that an argument could be made that the bonus should be halfway between 20% and 30%, which is 25%. However, Abbot was willing to support the Committee's final decision.

Trustee Hagen agreed with Trustee Abbot's logic based solely on the data points presented in this year's survey but deferred to Committee Chair Otto's perspective, given his time on the Board.

Committee Chair Otto then proposed a compromise of 28%, considering Dr. Avent's history of the last few years and how the Board of Governors views him.

Trustee Abbott followed up on the point that the purpose of this exercise is to incentivize the kind of behavior desired from a president, and if too much is given, the Board potentially loses their ability to incentivize in the future.

**Trustee Patrick Hagen made a motion to recommend to the Board of Trustees, awarding immediate past president, Dr. Randy Avent, a performance compensation bonus in the amount of 28% of his ending base salary as president. Trustee Dorian Abbot seconded the motion; a vote was taken, and the motion passed.**

## VII. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 1:58 p.m.

Respectfully submitted:  
Sherri Pavlik  
Executive Assistant & Paralegal  
Office of General Counsel

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: 2024-2026 Governance, Audit, and Compliance Committees Work Plan**

---

**Proposed Committee Action**

No action is required unless changes are requested.

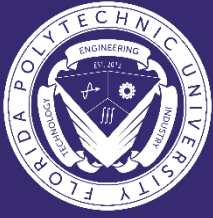
**Background Information**

Committee Chair Cliff Otto will review the Committee's 2024-2026 Committee Work Plan.

---

**Supporting Documentation:** Governance, Audit, and Compliance Committee Work Plan 2024-2026

**Prepared by:** David Fugett, VP and General Counsel



# Committee Work Plan

## Governance, Audit, and Compliance Committee Work Plan 2024-2026

### SEPTEMBER

- Review Governance, Audit, and Compliance Committee Charter (review every two years – due September 2026)

#### Governance:

- Make recommendation on the trustee evaluation instrument to be used for President's annual review
- Review President's Outcome Metrics (for prior FY)
- Review President's Powers and Duties (if needed)
- Employment Practices Report

#### Audit and Compliance:

- University Operational Audit – Auditor General (*minimum every three years*)
- UAC Annual Report (*prior FY*)
- UAC Risk Assessment and Audit Plan (*current FY*)
- University Compliance and Ethics Program Plan (*current FY*)
- Performance Based Funding Audit Scope Approval
- Audit and Compliance Charter Reviews (*every three years – due 2026*)

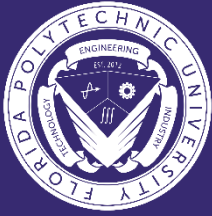
### NOVEMBER

#### Governance:

- Make recommendations to the Board on President's evaluation outcome and compensation changes
- Make recommendation to Board on renewal of President's employment agreement and any necessary changes to the agreement (*due 2026*)

#### Audit and Compliance:

- Textbook Affordability Monitoring Report (*Fall semester*)
- Foundation Financial Audit (*Prior FY*)



# Committee Work Plan

## Governance, Audit, and Compliance Committee Work Plan 2024-2026

### FEBRUARY

#### Governance:

- Review Board Bylaws (review every 3 years – due 2027)
- Discuss nominations for Board Chair and Vice Chair (every 2 years - due February 2026)
- Oversee Board self-assessment (every 5 years – due February 2028)
- Employment Practices Report

#### Audit and Compliance:

- Performance Based Funding Audit and Data Integrity Certification
- University Annual Financial Audit (*prior FY*)
- Foundation 990 Financial Audit (*prior FY*)

### JUNE

#### Governance:

- Make recommendation to Board on President's proposed goals for FY+1
- Discuss Board training needs
- Make recommendation on nominations for Board Chair and Vice Chair (every two years – due May 2026)

#### Audit and Compliance:

- Textbook Affordability Monitoring Report (*Spring semester*)
- Bright Futures Audit (*review and approve every two years – due June 2026*)



Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Resolution: President Emeritus**

---

**Proposed Board Action**

Recommend to the Board of Trustees the approval of the Emeritus Resolution, designating Randy Avent as President Emeritus of Florida Poly.

**Background Information**

The President Emeritus designation is an honorary title that may be granted to a retiring or former president of the University in recognition of their distinguished service. This designation does not involve specific administrative duties but serves as a symbolic acknowledgment of the individual's contributions to the University.

As the inaugural President of Florida Polytechnic University, Dr. Randy K. Avent was instrumental in establishing Florida Polytechnic University as a premier institution for education in the fields of Science, Technology, Engineering, and Mathematics (STEM), and played a pivotal role in shaping the vision, growth, and success of the University. As such, the President Emeritus is an appropriate designation to recognize Dr. Avent's contributions to the University.

---

**Supporting Documentation:** Emeritus Resolution

**Prepared by:** Melaine Schmiz, Associate General Counsel

**RESOLUTION OF THE FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
DESIGNATING FORMER PRESIDENT RANDY K. AVENT AS  
PRESIDENT EMERITUS**

WHEREAS, Former President Randy K. Avent (hereinafter, Former President Avent) has served with distinction as the founding President of Florida Polytechnic University (Florida Poly) from 2014 to 2024, playing a key leadership role in the establishment and development of the University; and

WHEREAS, under Former President Avent's leadership, Florida Poly has grown into a respected institution of higher education, renowned for its focus on STEM (Science, Technology, Engineering, and Mathematics) education and its commitment to innovation, research, and the advancement of technology; and

WHEREAS, Former President Avent has demonstrated exceptional dedication to Florida Poly, guiding the institution through its critical formative years, establishing its academic programs, expanding its campus, and cultivating partnerships with industry leaders, thereby enhancing the University's reputation locally, nationally, and internationally; and

WHEREAS, Former President Avent's vision, leadership, and commitment to excellence have made an enduring impact on Florida Polytechnic University, ensuring its continued success and position as a leader in higher education; and

WHEREAS, the Florida Polytechnic University Board of Trustees wishes to honor Former President Avent for his exemplary service and commitment to the University's mission and values.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Florida Polytechnic University, that:

1. **Randy K. Avent is hereby designated as President Emeritus of Florida Polytechnic University**, in recognition of his outstanding contributions, leadership, and dedication to the growth and success of the University.
2. **As President Emeritus**, Randy K. Avent shall be entitled to all honors, privileges, and recognition appropriate to this position, and the University will continue to value and appreciate his counsel and support in the years to come.
3. **This resolution** shall be duly entered into the minutes of the Board of Trustees and a formal copy provided to Former President Avent as a lasting symbol of the University's gratitude for his service.

PASSED AND ADOPTED by the Florida Polytechnic University Board of Trustees on this \_\_\_ day of \_\_\_\_\_, 2024.

Florida Polytechnic University  
Governance, Audit and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Audit & Compliance Update**

---

**Proposed Committee Action**

Information only – no action required.

**Background Information**

David Blanton, Chief Audit Executive/Chief Compliance Officer (CAE/CCO) will provide the Committee with an update of all University audit and compliance activity including the status of all external audits and University Audit & Compliance activities and plans.

---

**Supporting Documentation:** N/A

**Prepared by:** David A. Blanton, CAE/CCO

Florida Polytechnic University  
Governance, Audit and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Performance-Based Funding Data Integrity Audit and Certification**

---

**Proposed Committee Action**

Recommend approval to the Board of Trustees of the Performance-Based Funding (PBF) Data Integrity Audit performed by University Audit and the related PBF Certification both due to the Board of Governors by March 1, 2025.

**Background Information**

The Performance-Based Funding (PBF) Model currently includes 10 metrics that evaluate all State University institutions. The Florida Board of Governors designed the model to (1) promote the Board of Governors' strategic plan goals for State Universities (2) reward excellence or improvement (3) have a few clear, simple metrics, and (4) acknowledge the unique mission of the various State institutions. Accordingly, the PBF model has several metrics common to all State institutions, one selected by the Board of Governors: and one selected by the Florida Poly Board of Trustees.

State institutions are evaluated on either excellence or improvement for each PBF metric. The Board of Governors uses data from various data submissions from the most current year to evaluate PBF performance and to make PBF funding decisions for each institution. Therefore, the integrity of data submitted to the Board of Governors is crucial to determining achievement towards strategic goals and funding decisions within the PBF model. Accordingly, Section 1001.92, Florida Statutes, provides that each university shall conduct an annual audit to verify that the data submitted complies with the data definitions established by the Board of Governors and submit the audit to the Board's Office of Inspector General as part of the annual certification process. These data submissions and related controls are the focus of this audit.

This audit allows the Board Chair and President to certify the accuracy of data submissions to the Board of Governors and enhance public trust and confidence in this process.

Board of Governors (BOG) Regulation 5.001(8) provides that a data integrity certification is to be provided to the BOG's Office of Inspector General by March 1 of each year. The certification drafted by the BOG includes certain representations which are to be certified and signed by the University President and the BOT Chair after being approved by the Board of Trustees. The PBF audit serves as the basis for the Board Chair and President to certify the accuracy of data submissions to the Board of Governors.

---

**Supporting Documentation:**

1. Report No. FPU 2025-06, Performance-Based Funding Data Integrity Audit (issued by University Audit)
2. Data Integrity Certification – March 2025

**Prepared by:** David A. Blanton, CAE/CCO



FLORIDA POLYTECHNIC  
UNIVERSITY

**Report No: FPU 2025-06**

**January 2025**

**University Audit & Compliance  
Performance-Based Funding  
Data Integrity Audit  
For the Period Ending September 30, 2024**

David A. Blanton, CPA, CCEP  
Chief Audit Executive and Chief Compliance Officer

# **University Audit & Compliance Performance-Based Funding Data Integrity Audit For the Audit Period Ending September 30, 2024**

## **Index**

Executive Summary .....	3
Background, Objectives, Scope, and Methodology .....	4
Audit Observations and Recommendations .....	5
Exhibit A: Audit Observation Risk Ranking Matrix .....	6
Exhibit B: Action Plan for Audit Observations .....	7
Exhibit C: 2025 PBF Metrics and Corresponding Data Submission Files .....	8

University Audit and Compliance (UAC) is employed by the University. UAC's mission is to serve the University by recommending actions to assist in achieving its strategic and operational objectives. This assistance includes evaluating and providing assurance of activities designed and implemented by management to strengthen internal controls, reduce risk to and waste of resources, and improve operations to enhance the performance and reputation of the University. Accordingly, this report is intended solely for the use of University management and its various oversight authorities and is not intended for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

## Executive Summary:

---

Pursuant to the Audit Work Plan<sup>1</sup> approved by the Audit & Compliance Committee and the requirement set forth by State law<sup>2</sup> and Board of Governors (BOG) Regulations<sup>3</sup>, University Audit and Compliance (UAC) conducted an audit of Performance-Based Funding (PBF) Data Integrity as of September 30, 2024, and certain actions thereafter.

The objectives of this audit were to:

- Determine whether the University has established appropriate controls to ensure the completeness, accuracy, and timeliness of data submissions to the BOG which relate to the PBF metrics of the University.
- Provide assurance that the various data files which relate to the PBF metrics have been subjected to audit and evaluated for accuracy and completeness.
- Provide reasonable assurance to the President and the Chair of the Board of Trustees that certain representations included in the PBF – Data Integrity Certification form are fairly presented and therefore can be affirmed in the required certification.

Audit fieldwork was conducted from October 2024 through January 2025. This audit was conducted in accordance with the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing* (Standards). Accordingly, these audit procedures provide a reasonable basis for the conclusions drawn from this audit.

Based on the results of this audit, UAC concludes that the University has established appropriate controls and processes to (1) ensure the completeness, accuracy, and timeliness of data submissions to the BOG which support the PBF metrics and (2) affirm the various representations in the PBF – Data Integrity Certification form, except as noted below:

No reportable matters noted.

---

<sup>1</sup> UAC Risk Assessment and Audit Plan for the Fiscal Year Ended June 30, 2025.

<sup>2</sup> Section 1001.92, Florida Statutes, SUS Performance-based Incentive.

<sup>3</sup> Board of Governors Regulation 5.001(8), Performance-Based Funding.

## Background, Objectives, Scope, and Methodology:

---

### Background:

The Performance-Based Funding (PBF) Model currently includes ten metrics that evaluate all State University System (SUS) institutions. The Florida Board of Governors (BOG) designed the model to (1) promote the BOG's strategic plan goals for the SUS (2) reward excellence or improvement (3) have a few clear, simple metrics, and (4) acknowledge the unique mission of the various SUS institutions. Accordingly, the PBF model has several metrics common to all SUS institutions; one selected by the BOG; and one selected by the Florida Poly Board of Trustees (BOT). See **Exhibit C** for a description of the various PBF metrics applicable to Florida Poly.

SUS institutions are evaluated on either excellence or improvement for each PBF metric. The BOG uses data from various data submissions from the most current year to evaluate PBF performance and to make PBF funding decisions for each institution. Therefore, the integrity of data submitted to the BOG is crucial to determining achievement towards strategic goals and funding decisions within the PBF model. Accordingly, State law<sup>4</sup> provides that each university shall conduct an annual audit to verify that the data submitted complies with the data definitions established by the BOG and submit the audit to the BOG's Office of Inspector General as part of the annual certification process required by the BOG. These data submissions and related controls are the focus of this audit. Although this audit provides assurance over the data submitted to the BOG, the ultimate responsibility for the accuracy and completeness of PBF data submissions and the related data resides with university management.

### Objectives:

The objectives of this audit were approved<sup>5</sup> prior to audit completion and were as follows:

- Determine whether the University has established appropriate controls to ensure the completeness, accuracy, and timeliness of data submissions to the BOG which relate to the PBF metrics of the University.
- Provide assurance that the various data files which relate to the PBF metrics have been subjected to audit and evaluated for accuracy and completeness.
- Provide reasonable assurance to the President and the Chair of the BOT that representations included in the PBF – Data Integrity Certification form are fairly presented and therefore can be affirmed in the required certification.

---

<sup>4</sup> Section 1001.92, Florida Statutes, SUS Performance-based Incentive.

<sup>5</sup> Approved by the Florida Poly Audit and Compliance Committee on September 6, 2024, and approved by the Florida Poly BOT on September 30, 2024.



### **Scope and Methodology:**

The scope of this audit was approved<sup>5</sup> prior to audit completion and included the following:

- An evaluation of the validity of representations outlined in the Performance Based Funding – Data Integrity Certification form.
- An evaluation of controls established to ensure the completeness, accuracy, and timeliness of data files that were submitted to the BOG.
- An evaluation of access controls.
- Testing of certain PBF data submissions for accuracy, completeness, and consistency with data definitions and guidance provided by the BOG.
- A review of data resubmissions and data reclassifications to ensure that they were appropriate and conform to BOG guidance.

UAC assessed the risk of material noncompliance with BOG data reporting requirements and obtained an understanding of data integrity controls to adequately design audit procedures necessary to accomplish the audit objectives. Audit procedures included, but were not limited to, the evaluation of internal controls, reviewing written policies and procedures, interviewing key personnel, and performing tests and analysis to evaluate whether control procedures were adequately designed and operating effectively to ensure the completeness, accuracy, and timeliness of data files submitted to the BOG for PBF funding decisions.

UAC would like to acknowledge that University staff who took part in the audit were knowledgeable of their respective areas, responded quickly to questions, and showed patience throughout the audit engagement. Their cooperation was greatly appreciated.

UAC conducted this audit in accordance with the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing* (IIA Standards).

### **Audit Observations and Recommendations:**

---

Overall, based on the results of audit procedures performed, UAC concludes that PBF-related controls over data submissions during the audit period were adequate to ensure reliable processes and procedures designed to ensure that data required in reports filed with the BOG are recorded, processed, summarized, and reported in a manner which ensures accuracy and completeness.

No reportable matters were noted for the current audit.

## Exhibit A: Audit Observation Risk Ranking Matrix

---

**NOTE: Not applicable for the current year – no reportable matters noted.**

### **Risk Rating: High**

This is a high priority observation; immediate attention from University personnel is required. This is a serious internal control or risk management issue that if not corrected or mitigated could lead to serious consequences.

The criteria that define this rating are as follows: Substantial risk of loss; serious risk of violation of University strategies, policy, or values; serious risk of reputational damage and/or significant risk of adverse impact.

Examples of deficiencies for this rating include, but are not limited to, no existing policy, controls do not exist or not placed into operation, significant fraud detected, considerable number of questioned transactions, and/or significant noncompliance observed.

### **Risk Rating: Moderate**

This is a medium priority observation; timely attention from University personnel is warranted.

The criteria that define this rating are as follows: Moderate risk of financial losses, moderate risk of loss of controls within the program or area audited, and/or adverse impact resulting in moderate sanctions or penalties.

Examples of deficiencies for this rating include, but are not limited to, inconsistent application of policy, only mitigating controls exist, and/or requires additional evaluation or review.

### **Risk Rating: Low**

This is a low priority observation; routine attention from University personnel may be warranted. Recommendation may lead to improvement in the quality and/or efficiency of the process or area audited. Risks are limited.

The criteria that define this rating are as follows: Remote risk of inappropriate activity, insignificant adverse impact, and/or immaterial amounts involved.

Examples of deficiencies for this rating include, but are not limited to, controls exist but only nominal exceptions noted, compensating controls exist but internal controls could be enhanced.

## **Exhibit B: Action Plan for Audit Observations**

---

Not applicable – no reportable matters noted for the current audit.

## **Exhibit C: 2025 PBF Metrics and Corresponding Data Submission Files**

---

**Metric 1:** Percent of Bachelor's Graduates Enrolled or Employed - Earning \$40,000+ (SIFD)

**Metric 2:** Median Wages of Bachelor's Graduates Employed Full-time (SIFD)

**Metric 3:** Average Cost to the Student - Net Tuition per 120 Credit Hours (HTD, SFA, SIF)

**Metric 4:** FTIC Four Year Graduation Rate (SIF, SIFD, RET)

**Metric 5:** Academic Progress Rate - APR (SIF)

**Metric 6:** Bachelor's Degrees Awarded in Areas of Strategic Emphasis (SIFD)

**Metric 7:** University Access Rate - Percent of Undergraduates with a Pell-grant (SFA, SIF)

**Metric 8:** (a) Graduate Degrees Awarded in Areas of Strategic Emphasis (SIFD)

**Metric 9**<sup>6</sup>: (a) 3-year graduation rate for FCS AA transfers (SIF, SIFD, RET)

(b)(1) APR, 2<sup>nd</sup> Year Retention for FTIC with a Pell Grant (SIF, SFA)

**Metric 10:** Graduates with 2+ Workforce Experiences (SIFD, Separate Metric 10 data submission file)

HTD - Hours to Degree File

RET - Retention File

SIF – Student Instruction File

SIFD – Student Instruction File – Degrees Awarded

SFA – Student Financial Aid File

---

<sup>6</sup> This metric uses 2 sub-metrics that count 5 points each. Metric (9.b.1) is applicable only to Florida Poly. Other SUS institutions use sub-metric (9.b) 6-year graduation rate for Pell students.



# Data Integrity Certification

## March 2025

In accordance with Board of Governors Regulation 5.001(8), university presidents and boards of trustees are to review, accept, and use the annual data integrity audit to verify the data submitted for implementing the Performance-based Funding model complies with the data definitions established by the Board of Governors.

Given the importance of submitting accurate and reliable data, boards of trustees for those universities designated as preeminent or emerging preeminent are also asked to review, accept, and use the annual data integrity audit of those metrics to verify the data submitted complies with the data definitions established by the Board of Governors.

**Applicable Board of Governors Regulations and Florida Statutes:** Regulations 1.001(3)(f), 3.007, and 5.001; Sections 1001.706(5)(e), 1001.7065, and 1001.92, Florida Statutes.

**Instructions:** To complete this certification, university presidents and boards of trustees are to review each representation in the section below and confirm compliance by signing in the appropriate spaces provided at the bottom of the form. Should there be an exception to any of the representations, please describe the exception in the space provided.

Once completed and signed, convert the document to a PDF and ensure it is ADA compliant. Then submit it via the Chief Audit Executives Reports System (CAERS) by the **close of business on March 1, 2025**.

**University Name:** Florida Polytechnic University

### Data Integrity Certification Representations:

1. I am responsible for establishing and maintaining, and have established and maintained, effective internal controls and monitoring over my university's collection and reporting of data submitted to the Board of Governors Office which will be used by the Board of Governors in Performance-based Funding decision-making and Preeminence or Emerging-preeminence Status.
2. In accordance with Board of Governors Regulation 1.001(3)(f), my Board of Trustees has required that I maintain an effective information system to provide accurate, timely, and cost-effective information about the university, and shall require that all data and reporting requirements of the Board of Governors are met.
3. In accordance with Board of Governors Regulation 3.007, my university provided accurate data to the Board of Governors Office.

## Data Integrity Certification, March 2025

4. In accordance with Board of Governors Regulation 3.007, I have tasked my Data Administrator to ensure the data file (prior to submission) is consistent with the criteria established by the Board of Governors. The due diligence includes performing tests on the file using applications, processes, and data definitions provided by the Board Office. A written explanation of any identified critical errors was included with the file submission.
5. In accordance with Board of Governors Regulation 3.007, my Data Administrator has submitted data files to the Board of Governors Office in accordance with the specified schedule.
6. I am responsible for taking timely and appropriate preventive/ corrective actions for deficiencies noted through reviews, audits, and investigations.
7. I recognize that Board of Governors' and statutory requirements for the use of data related to the Performance-based Funding initiative and Preeminence or Emerging-preeminence status consideration will drive university policy on a wide range of university operations – from admissions through graduation. I certify that university policy changes and decisions impacting data used for these purposes have been made to bring the university's operations and practices in line with State University System Strategic Plan goals and have not been made for the purposes of artificially inflating the related metrics.
8. I certify that I agreed to the scope of work for the Performance-based Funding Data Integrity Audit and the Preeminence or Emerging-preeminence Data Integrity Audit (if applicable) conducted by my chief audit executive.
9. In accordance with section 1001.706, Florida Statutes, I certify that the audit conducted verified that the data submitted pursuant to sections 1001.7065 and 1001.92, Florida Statutes [regarding Preeminence and Performance-based Funding, respectively], complies with the data definitions established by the Board of Governors.

Exceptions to Note: N/A – None.

# Data Integrity Certification, March 2025

## Data Integrity Certification Representations, Signatures:

*I certify that all information provided as part of the Board of Governors Data Integrity Certification for Performance-based Funding and Preeminence or Emerging-preeminence status (if applicable) is true and correct to the best of my knowledge; and I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements render this certification void. My signature below acknowledges that I have read and understand these statements. I certify that this information will be reported to the board of trustees and the Board of Governors.*

Certification: \_\_\_\_\_  
University President

Date: \_\_\_\_\_

*I certify that this Board of Governors Data Integrity Certification for Performance-based Funding and Preeminence or Emerging-preeminence status (if applicable) has been approved by the university board of trustees and is true and correct to the best of my knowledge.*

Certification: \_\_\_\_\_  
University Board of Trustees Chair

Date: \_\_\_\_\_

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Textbook Adoption Monitoring Review – Fall 2024**

---

**Proposed Committee Action**

Information only. No action required.

**Background Information**

University Compliance conducted a monitoring review over textbook adoptions, to determine compliance with State law. State law requires each university to post prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course selections offered at the university during the upcoming term. Additionally, the new requirements in State law related to required textbook listing information, required syllabi posting, and faculty attestation were included in the scope of this review.

The university contracts with a bookstore vendor (vendor) to manage and operate the bookstore. The university notifies the vendor of adoptions and the vendor is responsible for subsequently posting the adopted textbooks and instructional materials on the vendor website. At the request of the university, the vendor provided a course file report evidencing the dates that (1) university staff communicated the adoption and (2) the subsequent posting of such information by the vendor to their website.

In conducting this interim monitoring review, University Compliance included a review of the vendor course file, university records, analytical review procedures, and inquiries to arrive at the conclusions reached and summarized in the monitoring review report. This monitoring report assists the Committee in their oversight responsibility and consideration of this matter which has been cited in previous operational audits.

---

**Supporting Documentation:** UAC Report No. 2025-05, Textbook Adoptions Compliance Monitoring Review – Fall 2024

**Prepared by:** David A. Blanton, CAE/CCO





FLORIDA POLYTECHNIC  
UNIVERSITY

**Report No: FPU 2025-05**

**January 2025**

**University Audit & Compliance  
Textbook Adoptions and Transparency  
Compliance Monitoring Review  
Fall 2024**

David A. Blanton, CPA, CCEP  
Chief Audit Executive and Chief Compliance Officer

**University Audit & Compliance  
Textbook Adoptions and Transparency  
Compliance Monitoring Review  
Fall 2024 Semester**

**Index**

I.	Background and Monitoring Approach.....	3
II.	Entrance/Exit Conference.....	3
III.	Monitoring Results.....	4
IV.	Findings/Instances of Non-compliance.....	5
V.	Other Observations.....	7
VI.	References and Technical Assistance.....	8

University Audit and Compliance (UAC) is employed by the University. UAC's mission is to serve the University by recommending actions to assist in achieving its strategic and operational objectives. This assistance includes evaluating and providing assurance of activities designed and implemented by management to strengthen internal controls, reduce risk to and waste of resources, and improve operations to enhance the performance and reputation of the University. Accordingly, this report is intended solely for the use of University management and its various oversight authorities and is not intended for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

## I. Background and Monitoring Approach

Pursuant to the Audit Work Plan<sup>1</sup> approved by the Audit & Compliance Committee, University Audit and Compliance (UAC) conducted a monitoring review over compliance with textbook affordability and transparency laws<sup>2</sup> for the Fall 2024 semester. This monitoring review was performed as a result of the risk assessment prepared by UAC for the 2024-25 fiscal year and as a result of recurring findings in the State Auditor General's operational audits<sup>3</sup>. The university may be subjected to additional oversight and accountability<sup>4</sup> by both the Board of Governors and the Joint Legislative Auditing Committee due to the recurrence of noncompliance in this area for the last three operational audits.

State law<sup>2</sup> requires each university to post prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course selections offered at the university during the upcoming term. Additionally, new legislation requires each university to maintain textbook listings in a searchable database and that such information is archived for the last five years; the posting of course syllabi for general education core courses within 45 days of the first day of class; and certain attestations by faculty regarding instructional materials.

The university contracts with a bookstore vendor (vendor) to manage and operate the bookstore. The university notifies the vendor of adoptions, and the vendor is responsible for subsequently posting the adopted textbooks and instructional materials on the vendor website. At the request of the university, the vendor provided a course file report evidencing the dates that (1) university staff communicated the adoption and (2) the subsequent posting of such information by the vendor to their website. University staff are responsible for the posting of archived adoptions, posting of course syllabi, and establishing controls over required faculty attestations.

Procedures performed by UAC in conducting this monitoring review included review of the vendor course file and university records, analytical review procedures, and inquiries to arrive at the conclusions reached in **Section III** of this report. This monitoring review and the related report was not conducted pursuant to *Global Internal Audit Standards*.

## II. Entrance/Exit Conference

**Entrance Conference:** At the inception of the monitoring review, UAC communicated with university academic and institutional research staff to explain the purpose and the scope of the monitoring review and to establish a timeline for completion.

<sup>1</sup> UAC Compliance and Ethics Program Plan for the Fiscal Year Ended June 30, 2024.

<sup>2</sup> Section 1004.085(5), Florida Statutes

<sup>3</sup> Auditor General operational audit report Nos. 2016-067, 2018-214, and 2021-008.

<sup>4</sup> Pursuant to BOG Regulation 4.004 and Section 11.45(7)(j), Florida Statutes.

Exit Conference: At the conclusion of the monitoring review, UAC communicated with university academic and general counsel staff to discuss the results of the review. A summary of the findings/observations and appropriate corrective action was discussed.

### III. Monitoring Results

UAC performed monitoring procedures over textbook adoptions and compliance with applicable laws for the Fall 2024 semester. **Table 1** below outlines various compliance requirements applicable to this review and provides an indication as to whether appropriate controls have been designed and implemented to ensure compliance with each requirement. Detailed findings for any noncompliance referenced in the tables below are included in **Section IV** of this report.

Table 1 - Textbook Affordability Compliance Criteria			Finding #
1.	The university complied with the requirement that a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course selections offered at the University for the Fall 2024 term was prominently posted in the course registration system and on its website at least 45 days prior to the first day of class.	<input checked="" type="checkbox"/>	-
2.	Exceptions to the compliance deadline were properly submitted in writing to the designated university official and outlined reasonable justification for the exception in accordance with Board of Governors (BOG) Regulation 8.003(1)(h).	n/a	-
3.	The University accurately and timely reported textbook adoptions to the Chancellor of the State University System by September 30, 2024, as required <sup>5</sup> .	<input checked="" type="checkbox"/>	-
4.	The list of required and recommended instructional materials included the International Standard Book Number (ISBN) <u>or</u> all other required identifying information which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required and recommended for each course. <sup>6</sup>	<input checked="" type="checkbox"/>	-
5.	The list of required and recommended instructional materials was searchable by course subject, course number, course title, instructor name, title of textbook or instructional material, and by author. <sup>6</sup>	<input checked="" type="checkbox"/>	-
6.	The list of required and recommended instructional materials was easily downloadable by current and prospective students.	<input checked="" type="checkbox"/>	-
7.	The list of required and recommended instructional materials was complete and included all courses offered in the Fall 2024 term.	<input checked="" type="checkbox"/>	-
8.	The list of required and recommended instructional materials remained posted for at least 5 academic years.	<input checked="" type="checkbox"/>	-

<sup>5</sup> The “Textbook and Instructional Materials Affordability Annual Report” was presented to and approved by the Florida Poly Board of Trustees on September 6, 2024, and was subsequently accepted by the BOG.

<sup>6</sup> Although certain information required by law was missing (course subject, course title, publication date, and copyright date) UAC concluded that sufficient information was available to comply with the spirit of the law.

<b>Table 1 - Textbook Affordability Compliance Criteria</b>			<b>Finding #</b>
9.	For general education core courses, course syllabi information containing sufficient detail to inform students of statutorily required information <sup>7</sup> was timely posted (within 45 days of the first day of class) to the required list of such courses offered.	<input checked="" type="checkbox"/>	1
10.	All faculty or instructors attested that they have reviewed all required materials for each course they teach before the materials are presented or assigned to the students. (Materials include but are not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the faculty member plans to assign to students to read and review in the course. Faculty or instructors must attest that the materials are appropriate for the course and submit it in accordance with university policy).	<input checked="" type="checkbox"/>	2

**LEGEND:**

- Appropriate controls in place to ensure compliance with this requirement.
- Processes need to be enhanced to ensure compliance with this requirement.

#### **IV. Findings/Instances of Non-compliance**

As noted in **Table 2** below, the university complied with the requirement that a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course selections offered at the University for the Fall 2024 term was prominently posted in the course registration system and on its website at least 45 days prior to the first day of class.

<b>Table 2 Textbook and Instructional Materials Textbook Posting Dates<sup>8</sup> Fall 2024 Term</b>	
Timely Course Sections	345
Late Course Sections	1
Total Course Sections	346
Percent Timely	99.7%

UAC was able to conclude that the University had established appropriate controls to ensure material compliance with the timeliness of textbook adoption requirements. However, as noted below, procedures need to be enhanced to comply with certain other requirements of the law.

<sup>7</sup> Section 1004.085(5)(c), Florida Statutes, requires the following: (1) the course curriculum (2) the goals, objectives, and student expectations of the course and (3) how student performance will be measured.

<sup>8</sup>Posting date as reflected in vendor course file report and/or University listing created 10/1/24.

### **Finding 1: Posting of Course Syllabi for General Education Courses**

State law<sup>9</sup> was amended in 2023 to require that course syllabi for general education core course options are included on the University's listing of required and recommended instructional materials by course and section (posted listing). The posted listing is required to be available on the University's website 45 days prior to the first day of class and each course syllabi included in the posted listing is required to include the following:

- The course curriculum.
- The goals, objectives, and student expectations of the course.
- How student performance will be measured.

Although the University posted the listing of required and recommended textbooks and instructional materials for Fall 2024 timely, course syllabi for general education core course options were not included on the University's listing posted on their website, as required by law. When general education core course syllabi are not published timely, students may not have sufficient time to gain an understanding of the course curriculum; the goals, objectives, and student expectations of the course; and how student performance will be measured.

The University is currently working on procedures to comply with this new requirement by the Fall 2025 term. UAC will follow-up on the progress of this corrective action in future compliance monitoring reviews each term.

**Recommendation:** The University should enhance processes over the list of required and recommended instructional materials posted each semester to ensure it includes course syllabi for general education core course options. Additionally, the course syllabi should be posted timely (45 days prior to the first day of class) and contain all required elements required by law.

### **Finding 2: Faculty Attestation of Instructional Materials**

State law<sup>10</sup> and BOG Regulation<sup>11</sup> require that all faculty or instructors must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to the students. Materials include but are not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the faculty member plans to assign to students to read and review in the course. Faculty or instructors must attest that the materials are appropriate for the course and submit the attestation in accordance with university policy.

---

<sup>9</sup> Senate Bill 7044 that was signed into law on April 19, 2022, and amended Section 1004.085, Florida Statutes for FYE23.

<sup>10</sup> Section 1004.085, Florida Statutes, as amended by Senate Bill 7044 that was signed into law on April 19, 2022

<sup>11</sup> BOG Regulation 8.003(2), Textbook and Instructional Materials Affordability and Transparency

For the Fall 2024 semester, the University had not established procedures to ensure that faculty or instructors had made the required attestation. Additionally, the University had not established a policy requiring attestation. The University is in the process of amending Florida Poly Regulation FPU-5.003, Textbook and Instructional Materials Selection and Affordability, and implementing procedures to secure the attestation from all faculty for the Spring 2025 term. UAC will test the effectiveness of these enhancements to ensure compliance in the next compliance monitoring report.

**Recommendation:** The University should continue their efforts to develop policies providing for the required attestation and enhance processes to timely ensure that all faculty review the applicable materials for each course and attest that such materials are appropriate for the course.

## **V. Other Observations**

UAC performed similar compliance monitoring reviews for previous semesters. The results of recent monitoring efforts indicate that the university has maintained compliance with State law over timely adoptions for the last eight semesters.

Additionally, the Florida Auditor General recently released an operational audit<sup>12</sup> that followed up on their three previous audit findings related to textbook affordability at Florida Poly. The results of that audit disclosed no reportable matters related to textbook affordability laws.

BOG Regulations over textbook adoptions were amended in September 2020 to require innovative pricing techniques and payment options for course materials include opt-out and opt-in provisions for students. In the most recent Annual Textbook and Instructional Materials Affordability Report filed with the BOG (2024), the university indicated that the opt-in provision was evaluated through the bookstore vendor and did not identify any cost savings due to low volume. The University responded that this option would continue to be evaluated over time.

The university continues to work with the bookstore vendor to include certain missing information identified in Table 1, Compliance Item #4, and has indicated that all SUS institutions are experiencing this same challenge.

UAC would like to extend gratitude to Tom Dvorske, Chantal Cortes, and the Office of General Counsel for their assistance with these monitoring efforts and for enhancing controls to ensure compliance.

---

<sup>12</sup> Florida Auditor General Report No. 2024-07, released August 2023

## **VI. References and Technical Assistance**

Listed below are the applicable guidelines and other information related to textbook adoption compliance used by UAC to set the scope of this monitoring review:

- Florida Poly Regulation FPU-5.003, Textbook and Instructional Materials Selection and Affordability
- Section 1004.085(5), Florida Statutes
- Section 1004.085(7), Florida Statutes
- BOG Regulation 8.003, Textbook and Instructional Materials Affordability



Florida Polytechnic University  
Governance, Audit & Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Foundation Financial Audit FYE24**

---

**Proposed Committee Action**

Information only. No action required.

**Background Information**

David Blanton will provide the Committee with an overview of the Foundation's financial audit for the fiscal year ended June 30, 2024, conducted by Clifton Larson Allen (CLA), LLP, an independent CPA firm.

Pursuant to University Regulation (FPU 10.002), the Foundation is required to submit the annual financial audit to the University Board of Trustees for review and oversight.

---

**Supporting Documentation:** Foundation Audit Report prepared by CLA for FYE24

**Prepared by:** David A. Blanton, CAE/CCO

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**FINANCIAL STATEMENTS**  
**YEARS ENDED JUNE 30, 2024 AND 2023**



CPAs | CONSULTANTS | WEALTH ADVISORS

[CLAcconnect.com](https://CLAcconnect.com)

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.  
TABLE OF CONTENTS  
YEARS ENDED JUNE 30, 2024 AND 2023**

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	<b>4</b>
<b>FINANCIAL STATEMENTS</b>	
<b>STATEMENTS OF NET POSITION</b>	<b>8</b>
<b>STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION</b>	<b>9</b>
<b>STATEMENTS OF CASH FLOWS</b>	<b>10</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>	<b>11</b>
<b>INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>20</b>



## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Florida Polytechnic University Foundation, Inc.  
Lakeland, Florida

### ***Report on the Audit of the Financial Statements***

We have audited the accompanying financial statements of the Florida Polytechnic University Foundation, Inc. (the Foundation), a discretely presented component unit of Florida Polytechnic University, as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation, as of June 30, 2024 and 2023, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

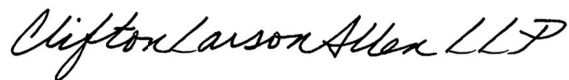
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2024, on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Orlando, Florida  
October 25, 2024

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.  
MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)**

The management’s discussion and analysis of Florida Polytechnic University Foundation, Inc. (Foundation), a component unit of Florida Polytechnic University (the University), financial performance provides an overview of the Foundation’s financial activities for the years ended June 30, 2024, 2023, and 2022. It should be read with the accompanying financial statements and notes.

The Foundation was established in 2012, and the current Chief Executive Officer began serving in September 2019. Until fiscal year 2020, the University managed the Foundation’s accounting utilizing shared resources allowing the Foundation to begin build its investments through fundraising. Beginning in FY2020, the Foundation separated accounting from the University Finance and Administration Division and began managing the Foundations finances independently.

The Director of Advancement Operations (the Director) retired in April 2023 after serving from FY20 and was responsible for the transition of the accounting system from the University to the Foundation. This is the third audit of the Foundation and the first audit since the Director retired. A staff accountant was hired in February 2023 to train with the Director before his retirement in April 2023. The current staff accountant performed her first audit for the Foundation for FY23. In addition, a part-time accounting consultant was subsequently hired in June 2023 to assist the staff accountant and provide an additional layer of oversight for the Foundation.

**Overview of the Financial Statements**

The financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, as promulgated by the Governmental Accounting Standards Board (GASB). See the notes to the financial statements for a summary of the Foundation’s significant accounting policies.

Pursuant to GASB Statement No. 35, *Basic Financial Statements—Management’s Discussion and Analysis—for Public Colleges and Universities*, the Foundation’s basic financial statements include: the statement of net position; the statement of revenues, expenses, and changes in net position; the statement of cash flows; and other required supplemental information.

*Statement of Net Position* – The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the Foundation, using the accrual basis of accounting, and presents the financial position of the Foundation at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equal net position, which is one indicator of the Foundation’s current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the Foundation’s financial condition. Restricted net position is comprised of expendable and nonexpendable and consists of assets that have constraints placed upon their use either by external donors or creditors or through laws or regulations imposed through constitutional provisions or enabling legislature. Nonexpendable assets represent endowment assets whose principal cannot be spent and are required by the donor to be held in perpetuity. Unrestricted net position consists of assets that do not meet the definition of restricted.

*The Statement of Revenues, Expenses, and Changes in Net Position* – The statement of revenues, expenses, and changes in net position presents the Foundation’s revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**Statement of Net Position**

The following schedule is a summary of the Foundation's statements of net position as of June 30, 2024 and the two preceding fiscal years.

	2024	2023	2022	2024-2023 Increase (Decrease)	2023-2022 Increase (Decrease)
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 1,018,116	\$ 890,379	\$ 627,686	\$ 127,737	\$ 262,693
Investments	6,663,410	7,199,522	6,095,923	(536,112)	1,103,599
Contributions Receivable, Net	4,771,810	5,562,569	2,403,485	(790,759)	3,159,084
Other Assets	73,981	-	-	73,981	-
<b>Total Assets</b>	<b><u>\$ 12,527,317</u></b>	<b><u>\$ 13,652,470</u></b>	<b><u>\$ 9,127,094</u></b>	<b><u>\$ (1,125,153)</u></b>	<b><u>\$ 4,525,376</u></b>
<b>LIABILITIES AND NET POSITION</b>					
<b>LIABILITIES</b>					
Accounts Payable and Due to University	\$ 100,540	\$ 39,258	\$ 32,144	\$ 61,282	\$ 7,114
Other Liabilities	-	2,250,000	2,750,000	(2,250,000)	(500,000)
<b>Total Liabilities</b>	<b><u>100,540</u></b>	<b><u>2,289,258</u></b>	<b><u>2,782,144</u></b>	<b><u>(2,188,718)</u></b>	<b><u>(492,886)</u></b>
<b>NET POSITION</b>					
Restricted:					
Expendable	6,319,065	6,024,782	2,005,233	294,283	4,019,549
Nonexpendable Endowments	4,300,678	3,859,611	3,532,862	441,067	326,749
Unrestricted	1,807,034	1,478,819	806,855	328,215	671,964
<b>Total Net Position</b>	<b><u>12,426,777</u></b>	<b><u>11,363,212</u></b>	<b><u>6,344,950</u></b>	<b><u>1,063,565</u></b>	<b><u>5,018,262</u></b>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 12,527,317</u></b>	<b><u>\$ 13,652,470</u></b>	<b><u>\$ 9,127,094</u></b>	<b><u>\$ (1,125,153)</u></b>	<b><u>\$ 4,525,376</u></b>

Total assets as of June 30, 2024, were \$12,527,317, a decrease of \$1,125,153 from the prior year. Total assets decreased due to a refund paid to a donor related to a conditional gift in the amount of \$2.25M, in addition to collections on pledges greater than new pledges received during the year ended June 30, 2024. Total liabilities decreased by \$2,188,718 which was mostly due to the refund of a conditional gift to the donor during the year ended June 30, 2024. The details behind the refund is in Note 4. The Foundation's net position as of June 30, 2024, was \$12,426,777, an increase of \$1,063,565 from the prior year due to positive philanthropic activity exceeding operational expenses during the year ended June 30, 2024.

Total assets as of June 30, 2023, were \$13,652,470, an increase of \$4,525,376 from the prior year. Total assets increased due to an increase in all asset categories. Total liabilities showed a decrease of \$492,886 due mostly to the \$500,000 revenue recognized from a deferred conditional gift. The Foundation's net position as of June 30, 2024, was \$11,363,212, an increase of \$5,018,262 from the prior year. The Foundation received a significant pledge from a single donor during the year related to university support.

As of June 30, 2024 and 2023, approximately 85% and 87%, of the Foundation's net position was restricted, of which approximately 35% and 34% are considered nonexpendable for endowments, respectively. The remaining 15% and 13% are restricted is for scholarships, capital funding, academic advancement, and student activities. As of June 30, 2024 and 2023, the remaining balance of net position, or approximately 15% and 13%, respectively, of the total net position, is unrestricted and may be used to meet the Foundation's unrestricted obligations.



**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**Statement of Revenues, Expenses, and Changes in Net Position**

The following summarizes the Foundation's changes in net position for the fiscal year ended June 30, 2024 and the two preceding fiscal years.

	2024	2023	2022	2024-2023 Increase (Decrease)	2023-2022 Increase (Decrease)
<b>REVENUES</b>					
Contributions, Net	\$ 1,403,085	\$ 5,464,458	\$ 2,916,649	\$ (4,061,373)	\$ 2,547,809
Investment Earnings/(Losses)	985,669	686,121	(997,089)	299,548	1,683,210
University Support	413,578	276,800	-	136,778	276,800
Total Revenues	<u>2,802,332</u>	<u>6,427,379</u>	<u>1,919,560</u>	<u>(3,625,047)</u>	<u>4,507,819</u>
<b>EXPENSES</b>					
Services and Supplies	842,484	928,369	599,719	(85,885)	328,650
Scholarships, Fellowships, and Waivers	516,331	281,683	570,309	234,648	(288,626)
Other Operating Expenses	379,952	199,065	125,651	180,887	73,414
Total Expenses	<u>1,738,767</u>	<u>1,409,117</u>	<u>1,295,679</u>	<u>329,650</u>	<u>113,438</u>
<b>CHANGE IN NET POSITION</b>	1,063,565	5,018,262	623,881	(3,954,697)	4,394,381
Net Position - Beginning of Year	<u>11,363,212</u>	<u>6,344,950</u>	<u>5,721,069</u>	<u>5,018,262</u>	<u>623,881</u>
<b>NET POSITION - END OF YEAR</b>	<u>\$ 12,426,777</u>	<u>\$ 11,363,212</u>	<u>\$ 6,344,950</u>	<u>\$ 1,063,565</u>	<u>\$ 5,018,262</u>

During the year ended June 30, 2024, contributions to the foundation totaled \$1,403,085, a decrease of \$4,061,373 from fiscal year 2023. During the year ended June 30, 2023, contributions to the Foundation totaled \$5,464,458, an increase of \$2,547,809 from fiscal year 2022. Contributions to the Foundation represent unrestricted, scholarship, and endowment support. During the years ended June 30, 2024 and 2023, investment income increased by \$299,548 and \$1,683,210, respectively, from the prior years, mostly due to market performance increases correlated with current year investment contributions. University support is noncash revenue which represents payroll, benefits, and occupancy expenses paid by Florida Polytechnic University on behalf of the Foundation. These related expenses are recorded in services and supplies within operating expenses. During the year ended June 30, 2024, University support increased by \$136,778 due to increased foundation time and efforts on staff along with reevaluating time studies for the Foundation related staff. Prior to June 30, 2023, the university did not record university support.

During the year ended June 30, 2024, service and supplies expense decreased by \$85,885 due to no longer utilizing a third-party consultant expense related to philanthropic management and growth. During the year ended June 30, 2023, service and supplies expenses increased by \$328,650 due to added consultant expense for the Foundation's first fundraising campaign, audit expenses incurred for a mandated audit by the Board of Governors for all State University Direct Support Organizations, along with the non-cash expenses paid for by the University as mentioned before. During the year ended June 30, 2024 scholarships, fellowships, and waivers expense increased by \$516,331 due to higher funding amounts approved to be paid related to scholarship and endowment fundings to support students at the University. During the year ended June 30, 2023, scholarships, fellowships, and waivers expense decreased by \$288,626 due to a decrease in funding to the university during fiscal year 2023. During the years ended June 30, 2024 and 2023, other operating expenses increased by \$180,887 and \$73,414, respectively, mostly related to increased academic program expenses along with the University's 10-year gala fundraising event the year ended June 30, 2024.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**Economic Factors**

The Foundation continues to grow overall financial resources during the year which is a testament to the continued effort of the Advancement staff to utilize the best practice known as “moves management taking qualifying prospects from initial conversations of support for the Foundation culminating in the donor’s investment supporting the University through the Foundation. It is the objective of the Foundation to be a strong advocate for funding resources ensuring the university meets the strategic mission to serve students and industry through excellence in education, discovery, and application of engineering and applied sciences.

**Request for Information**

If you have any questions concerning the basic financial statements or other accounting information in this report, please contact the Foundation at:

Florida Polytechnic University Foundation  
Kathleen (Kathy) Bowman, VP (Vice President) Advancement & CEO (Chief Executive Officer)  
4700 Research Way, Lakeland, FL 33805

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**STATEMENTS OF NET POSITION**  
**JUNE 30, 2024 AND 2023**

<b>ASSETS</b>	<u>2024</u>	<u>2023</u>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 1,018,116	\$ 890,379
Unrestricted Investments	198,521	86,915
Pledge Receivable, Net	<u>772,143</u>	<u>941,603</u>
Total Current Assets	1,988,780	1,918,897
<b>NONCURRENT ASSETS</b>		
Pledge Receivable, Net	3,999,667	4,620,966
Restricted Noncurrent Assets:		
Investments - Endowment	4,190,908	3,510,727
Investments - Restricted for Other Long-Term Purpose	2,273,981	3,601,880
Deposits	<u>73,981</u>	<u>-</u>
Total Noncurrent Assets	<u>10,538,537</u>	<u>11,733,573</u>
 Total Assets	 <u>\$ 12,527,317</u>	 <u>\$ 13,652,470</u>
<b>LIABILITIES AND NET POSITION</b>		
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	\$ 71,935	\$ 752
Due to University	28,605	38,506
Other Liabilities	<u>-</u>	<u>2,250,000</u>
Total Current Liabilities	100,540	2,289,258
<b>NET POSITION</b>		
Restricted:		
Expendable:		
Scholarships	4,050,773	3,822,077
Capital Projects	1,763,292	1,697,705
Academia	505,000	505,000
Nonexpendable Endowments	4,300,678	3,859,611
Unrestricted	<u>1,807,034</u>	<u>1,478,819</u>
Total Net Position	<u>12,426,777</u>	<u>11,363,212</u>
 Total Liabilities and Net Position	 <u>\$ 12,527,317</u>	 <u>\$ 13,652,470</u>

See accompanying Notes to Financial Statements.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**YEARS ENDED JUNE 30, 2024 AND 2023**

	2024	2023
<b>REVENUES</b>		
Contributions, Net of Allowance and Discounts	\$ 1,019,475	\$ 5,162,708
University Support	413,578	276,800
Total Revenues	1,433,053	5,439,508
<b>EXPENSES</b>		
Services and Supplies	842,484	928,369
Scholarships, Fellowships, and Waivers	516,331	281,683
Other Operating Expenses	379,952	199,065
Total Expenses	1,738,767	1,409,117
<b>OPERATING INCOME (LOSS)</b>	(305,714)	4,030,391
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Realized Gains/(Losses) on Investments, Interest, and Dividends	94,621	(12,654)
Unrealized Gain on Investments	891,048	698,775
Total Nonoperating Revenues	985,669	686,121
<b>NET INCOME BEFORE ENDOWMENT CONTRIBUTIONS</b>	679,955	4,716,512
<b>ENDOWMENT CONTRIBUTIONS</b>	383,610	301,750
<b>CHANGE IN NET POSITION</b>	1,063,565	5,018,262
Net Position - Beginning of Year	11,363,212	6,344,950
<b>NET POSITION - END OF YEAR</b>	\$ 12,426,777	\$ 11,363,212

See accompanying Notes to Financial Statements.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2024 AND 2023**

	2024	2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash Received from Contributions	\$ 1,810,234	\$ 1,503,624
Cash Paid for Refunds of Contribution	(2,250,000)	-
Cash Payments for Services and Supplies	(428,906)	(644,455)
Cash Payments for Scholarships, Fellowships, and Waivers	(516,331)	(281,683)
Cash Payments for Other Operating Expenses	<u>(392,651)</u>	<u>(199,065)</u>
Net Cash Provided (Used) by Operating Activities	(1,777,654)	378,421
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of Investments	(1,298,923)	(1,293,837)
Proceeds from Sale of Investments	2,568,912	662,657
Receipts from Interest and Dividends	<u>251,792</u>	<u>213,702</u>
Net Cash Provided (Used) by Investing Activities	1,521,781	(417,478)
<b>NONCAPITAL FINANCING ACTIVITIES</b>		
Endowment contributions Received for Other than Capital Purchases	<u>383,610</u>	<u>301,750</u>
Net Cash Provided by Noncapital Financing Activities	<u>383,610</u>	<u>301,750</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	127,737	262,693
Cash and Cash Equivalents - Beginning of Year	<u>890,379</u>	<u>627,686</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 1,018,116</u>	<u>\$ 890,379</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>		
Operating Income (Loss)	\$ (305,714)	\$ 4,030,391
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:		
Changes in Operating Assets and Liabilities:		
Pledge Receivables	790,759	(3,159,084)
Deposits	(37,101)	-
Accounts Payable	34,303	(31,392)
Due to University	(9,901)	38,506
Other Liabilities	<u>(2,250,000)</u>	<u>(500,000)</u>
Total Adjustments	<u>(1,471,940)</u>	<u>(3,651,970)</u>
Net Cash Used by Operating Activities	<u>\$ (1,777,654)</u>	<u>\$ 378,421</u>

See accompanying Notes to Financial Statements.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Florida Polytechnic University Foundation, Inc. (the Foundation) was incorporated on October 30, 2012. Foundation was formed as a direct-support organization in accordance with Section 1004.28, Florida statutes, and operates exclusively for the benefit of Florida Polytechnic University (the University). The Foundation is considered a component unit of the University. The governing body of the Foundation is the board of directors (the Board). The Board is comprised of not less than 3 and not more than 45 elected directors, revised by the nominations committee, elected by the Board, and confirmed by the University board of trustees. The Foundation's purpose is to receive, hold, invest and administer property and to make expenses to or for the benefit of the University by encouraging alumni and friends to provide private funds and other resources for the University's benefit, to manage those assets, to provide volunteer leadership in support of the University's objectives and to perform all business matter to accomplish these purposes, and to exercise rights in intellectual property for the benefit of the University.

**Reporting Entity**

According to the Foundations bylaws and Section 1004.28, Florida statutes, the University board of trustees shall approve all appointments to the Foundation Board, resulting in University control of the Board. Therefore, the Foundation's financial statements are prepared in accordance with generally accepted accounting principles applicable to governmental nonprofit organizations as prescribed by the Governmental Accounting Standards Board (GASB).

In evaluating the Foundation as a reporting entity, there were no component units identified for which the Foundation is considered financially accountable.

**Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting coupled with an economic resources measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The Foundation applies accounting and financial reporting standards applicable to governmental entities. Accordingly, the Foundation applies statements issued by the Governmental Accounting Standards Board.

The Foundation is engaged only in business-type activities and is required to present the financial statements required for enterprise funds which are part of proprietary funds.

Proprietary funds account for their activities similar to those found in the private sector, where cost recovery and the determination of net income are useful or necessary for sound fiscal management. The focus of proprietary fund measurement is upon the determination of operating income, changes in net position, financial net position and cash flows. Currently, the Foundation reports its proprietary fund activities in a single enterprise fund.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash, Cash Equivalents, and Restricted Cash**

Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Cash balances held for restricted purposes are shown as restricted cash on the statements of net position and are excluded from cash and cash equivalents.

**Contributions Receivable**

The Foundation accounts for its pledges in accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. Unrestricted and restricted contributions receivable are recorded in the statement of net position. If management expects the cash from the contribution receivable to be received more than one year in the future, the promises to give revenue and receivable are discounted for the time value of money (i.e., net present value). Endowment pledges are not recognized in the statement of net position. These contributions are not revalued in subsequent years and the Foundation has not elected the fair value option. Discount amortization is recognized as contribution revenue in subsequent years.

Management reviews, and if applicable, estimates an allowance for uncollectible promises based on historical write-offs. Contributions are reported at net realizable value in the initial year and a discount is recorded, if applicable.

**Investments**

Investments consist primarily of assets invested in marketable equity and debt securities and money market accounts. Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair value in the statement of financial position. The realized and unrealized gain or loss on investments is reflected in the statement of revenue, expenses, and change in fund balance.

Investments are exposed to various risks such as significant world events, interest rate, credit, and overall market volatility risks. Due to the level of risk associated with certain investment securities, it is reasonably possible that change in the fair values of investments will occur in the near term and that such changes could materially affect the amounts reported in the statement of net position.

**Investment Income**

Gains or losses on the sale of the investments are based on the weighted-average cost method. Realized gains (losses) are recognized based on the trade date for investments sold during the year. For investments held as of year-end any changes in fair value during the year are recorded as unrealized gains (losses) for the year. Interest and dividend income is recognized as revenue in the period earned.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Deposits**

Deposits primarily consist of amounts paid in advance to vendors for assets the Foundation has not yet received which will provide future benefit to support the Foundations.

**Net Position**

Classification of net position is defined as follows:

- **Restricted Net Position** – This category represents the net position of the Foundation which is restricted by constraints placed on the use of resources either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through enabling legislation.

**Expendable** – This portion of restricted net position comprises expendable funds with restrictions to use for the benefit of various programs at the University, including the expendable portion of endowment funds.

**Nonexpendable** – This portion of restricted net position consists of nonexpendable funds with restrictions to use for the benefit of various programs at the University. The corpus of the permanent endowments are retained while the net earnings or losses on endowment funds are included in expendable funds available for expense.

- **Unrestricted Net Position** – Represents funds that are available without restriction for carrying out the Foundation’s objectives.

*Net Position Flow Assumption* – Sometimes the Foundation will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted and unrestricted, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Foundation’s policy to consider restricted funds to have been depleted before unrestricted funds are applied.

**Revenue Recognition**

The Foundation recognizes gifts of cash, investment securities, or pledges receivable as revenue when all eligibility requirements have been met with the exception of pledges to the endowment which are recognized when funds are received. Donations of securities and other nonmonetary items are recorded as revenue based on their acquisition value at the date of the gift. Donated services are not recognized by the Foundation. Conditional promises to give are not recognized until the condition has been met.



**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Operating and Nonoperating Activities**

Operating revenues and expenses represent ongoing activities of the Foundation, as well as ongoing activities that are in support of the University's programs. Operating activities relate to the Foundation's principal function, which is to solicit, receive, hold, invest, and administer charitable contributions for the benefit of the University. Operating revenues also include University related support. Nonoperating revenues include investment returns.

**Income Tax Status**

The Foundation is a nonprofit organization that is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC). Unrelated business income, as defined by Section 509(a)(1) of the IRC is subject to federal income tax. The Foundation currently has no unrelated business taxable income. Accordingly, no provision for income taxes has been recorded.

The Foundation has reviewed and evaluated the relevant technical merits of its tax position in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes and determined that there are no uncertain tax positions that would have a material impact on the financial statements.

**Compensated Absences, Other Postemployment Benefits, and Pension Liability**

Employees earn the right to be compensated during absences for annual leave (vacation) and sick leave pursuant to Section 6C-5.920, Florida Administrative Code. Leave earned is accrued to the credit of the employee and records are kept on each employee's unpaid (unused) leave balance. Employees also accrue retirement benefits for pension and other postemployment benefits over the time of employment at the University. Since all the employees who work for the Foundation are considered employees of the University, this compensated absences liability, along with liabilities for pensions and other postemployment benefits, is reported by the University and therefore is not reflected on the Foundation's financial statements.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Reclassifications**

Certain prior year amounts have been reclassified to conform to the current year presentation. Net position and changes in net position are unchanged as a result of the reclassifications.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS**

**Cash and Cash Equivalents**

At June 30, 2024, the recorded amount of cash and cash equivalents of the Foundation's deposits was \$1,018,116. Operating bank account balances as of June 30, 2024, were \$938,880. Cash equivalents as of June 30, 2024, include \$77,138 of money market funds held in brokerage accounts with an average duration of less than one year and a credit rating of AAA.

At June 30, 2023, the recorded amount of cash, cash equivalents, and restricted cash of the Foundation's deposits was \$890,379. Operating bank account balances as of June 30, 2023, were \$835,944. Cash equivalents as of June 30, 2024, include \$70,345 of money market funds held in brokerage accounts with an average duration of less than one year and a credit rating of AAA.

**Custodial Credit Risk – Deposits**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Foundation will not be able to recover deposits. Cash deposits consist of noninterest-bearing demand deposits, money market accounts and cash deposits.

At June 30, 2024 and 2023, \$690,978 and \$570,034, respectively, in cash deposits are not insured by federal deposit insurance and are not collateralized.

**Investments**

The goal of the Foundation's investments is set forth in the investment policy manual as approved by the Foundation's board of directors. Such goal is designed to maximize growth, minimize risk, and provide lasting income in support of the University. The investment policy manual also provides information on asset classes, target allocations and ranges of acceptable investment categories. However, the policy does not address specific types of risks such as credit risk and interest rate risk that the Foundation may be exposed to as outlined below.

Investments are allocated across the following investment strategies at June 30:

	2024	2023
Equity Mutual Funds	\$ 4,342,809	\$ 4,712,001
Bonds Mutual Funds	2,320,601	2,487,521
Total Investments	<u>\$ 6,663,410</u>	<u>\$ 7,199,522</u>

**Custodial Credit Risk – Investments**

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty, the Foundation will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. It is the Foundation's policy to require that all securities be held by the Foundation's agent in the Foundation's name. The Foundation's investments as of June 30, 2024 and 2023, are uninsured and registered with securities held by the Foundation's agent in the Foundation's name.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

**Credit Risk**

Credit risk is the risk that an insurer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law does not limit investment options of the Foundation. The Foundation had no policy on credit risk. Presented below is the actual rating as of June 30, 2024 and 2023, for each type of investment.

<u>Investment Type</u>	<u>Rating</u>	<u>2024</u>	<u>2023</u>
Mutual Funds:			
Equity Funds	NR	\$ 4,342,809	\$ 4,712,001
Bonds Funds	NR	2,320,601	2,487,521
Total Investments		<u>\$ 6,663,410</u>	<u>\$ 7,199,522</u>

**Interest Rate Risk**

Interest rate risk is the possibility that interest rates will rise and reduce the fair value of an investment. The Foundation had no policy on interest rate risk.

As of June 30, 2024, the Foundation had the following investments and related maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities</u>		
		<u>Less than 1 year</u>	<u>1 - 5 Years</u>	<u>&gt; 5 Years</u>
Mutual Funds:				
Equity Funds	\$ 4,342,809	\$ 4,342,809	\$ -	\$ -
Bonds Funds	2,320,601	2,320,601	-	-
Total Investments	<u>\$ 6,663,410</u>	<u>\$ 6,663,410</u>	<u>\$ -</u>	<u>\$ -</u>

As of June 30, 2023, the Foundation had the following investments and related maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities</u>		
		<u>Less than 1 year</u>	<u>1 - 5 Years</u>	<u>&gt; 5 Years</u>
Mutual Funds:				
Equity Funds	\$ 4,712,001	\$ 4,712,001	\$ -	\$ -
Bonds Funds	2,487,521	2,487,521	-	-
Total Investments	<u>\$ 7,199,522</u>	<u>\$ 7,199,522</u>	<u>\$ -</u>	<u>\$ -</u>

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

**Fair Value Measurements**

GASB Statement No. 72, *Fair Value Measurement and Application*, establishes a framework for measuring fair value through a hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The level of an asset or liability within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

The fair value hierarchy prioritizes the inputs into three broad levels:

*Level 1* – Quoted prices (unadjusted) in active markets for identical assets or liabilities that government can access at the measurement date.

*Level 2* – Inputs other than quoted prices included within Level 1 that are observable for an asset or liability either directly or indirectly.

*Level 3* – Unobservable inputs for an asset or liability.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following tables present the assets measured at fair value on a recurring basis on the statements of net position for the year ended June 30, 2024, by the GASB Statement No. 72 hierarchy (as described above).

Investment Type	Assets Measured at Fair Value	Fair Value Hierarchy Level		
		Level 1	Level 2	Level 3
Mutual Funds:				
Equity Funds	\$ 4,342,809	\$ 4,342,809	\$ -	\$ -
Bonds Funds	2,320,601	2,320,601	-	-
Total Investments	<u>\$ 6,663,410</u>	<u>\$ 6,663,410</u>	<u>\$ -</u>	<u>\$ -</u>

The following tables present the assets measured at fair value on a recurring basis on the statements of net position for the year ended June 30, 2023.

Investment Type	Assets Measured at Fair Value	Fair Value Hierarchy Level		
		Level 1	Level 2	Level 3
Mutual Funds:				
Equity Funds	\$ 4,712,001	\$ 4,712,001	\$ -	\$ -
Bonds Funds	2,487,521	2,487,521	-	-
Total Investments	<u>\$ 7,199,522</u>	<u>\$ 7,199,522</u>	<u>\$ -</u>	<u>\$ -</u>

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 3 PLEDGE RECEIVABLE**

Pledges receivable future collections, the discount, and the related allowance for potentially uncollectible amounts are summarized as follows at June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Pledges Receivable	\$ 5,459,845	\$ 6,391,603
Less: Allowance for Doubtful Amounts	(12,371)	-
Less: Discount on Future Payments	(675,664)	(829,034)
Total Pledges Receivables, Net	<u>\$ 4,771,810</u>	<u>\$ 5,562,569</u>
Current Pledges Receivable, Net	\$ 772,143	\$ 941,603
Noncurrent Pledges Receivable, Net	3,999,667	4,620,966
Total Pledges Receivable, Net	<u>\$ 4,771,810</u>	<u>\$ 5,562,569</u>

Noncurrent pledges receivable are net of discounts on future payments using a risk-free interest rate at the time the pledge was initially recognized. Discount rates used for pledges currently outstanding range from 3.01% to 4.33%.

**NOTE 4 OTHER LIABILITIES – DEFERRED/CONDITIONAL GIFT**

During fiscal year 2014, an anonymous donor gave \$5,000,000 to the Foundation in the form of a conditional gift which was not recognized as revenue until the donor and the Foundation agreed to terms. According to the second amendment to the donation agreement, \$250,000 was returned to the donor in fiscal year 2015. \$2,000,000 of the donation was designated for unrestricted purposes. Funds were available in a dollar-for-dollar match as donations were received from additional donors. During fiscal year June 30, 2014, \$447,200 was matched and recognized as revenue. During fiscal year-end June 30, 2015, the remaining \$1,552,800 was matched, collected, and recognized as revenue. The remaining \$2,750,000 could not be used until the anonymous donor and Foundation enter an agreement as to how the funds will be released. The second amendment of the donation agreement states, if a written agreement is not reached on or before August 1, 2015, the anonymous donor may at any time, upon its written request, request a refund of the remainder of the donation. If this event occurs, the Foundation is required to return the \$2,750,000 to the anonymous donor within 30 days of the anonymous donor's written request. During the year ended June 30, 2023, the donor and the University came to an agreement to utilize \$500,000 on a high-level endowed chair (Distinguished Chair). This \$500,000 was released and no longer subject to being returned. At June 30, 2023, The Foundation had \$2,250,000 in other liabilities which represented the remainder of the conditional gift not yet recognized. In April 2024, the donor requested a refund of remaining \$2,250,000. The Foundation returned the funding to the donor in June 2024.

**FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2024 AND 2023**

**NOTE 5 ENDOWMENT**

The Foundation's endowment balance is comprised of funds established for the purposes of scholarships. As of June 30, 2024, the endowments investment and cash account balances were combined \$4,300,678. The endowment recovered is previous years underwater funds during the year ended June 30, 2024 due to positive market results.

As of June 30, 2023, the endowments investment and cash account balances were combined \$3,576,196; however, the endowment balance was \$3,859,611 of which \$283,415 is a reduction of unrestricted net position, to cover the investment losses and underwater endowments.

The Foundation authorizes expenses for the uses and purposes for which endowment funds were established. The Foundation's general total spending rate for eligible endowments was calculated in accordance with the Foundation's investment policy and used a total spending rate of 4.0% for fiscal years 2024 and 2023. The total spending rate for each fund is determined by the finance committee on an annual basis and is approved by the Foundation Board.

The Foundation is allowed to spend a portion of the total return on endowment funds for current year needs. Any remainder of the total return is to be reinvested to keep pace with and exceed inflations.

**NOTE 6 RELATED PARTY TRANSACTIONS**

The Foundation is the primary fundraiser for the University; in return, the University provides administrative and fundraising support to the Foundation for salaries and related benefits which are reported as University Support, on the statement of revenues, expenses, and changes in net position.

During the years ended June 30, 2024 and 2023, the Foundation provided scholarships, and other academic support in the amounts of \$676,503 and \$595,137, respectively, to the University. Amounts owed to the University as of June 30, 2024 and 2023 related to these items were \$28,605 and \$30,506, respectively, which are reported as due to University, on the statements of net position.

During the years ended June 30, 2024 and 2023, contribution revenue from the Foundation board of directors and University board of trustees totaled \$115,300 and \$69,253, respectively. Outstanding pledges receivables from board members at June 30, 2024 and 2023, were \$82,500 and \$52,584, respectively.

**NOTE 7 CONCENTRATIONS**

During the years ended June 30, 2024 and 2023, approximately 39% and 67%, respectively of the total contribution revenue recorded was from one donor (unique donor each year). The unique donor from 2023 has outstanding pledges which represent 69% and 74% of total pledge receivables as of June 30, 2024 and 2023, respectively.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Florida Polytechnic University Foundation, Inc.  
Lakeland, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Florida Polytechnic University Foundation, Inc. (Foundation), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements, and have issued our report thereon dated October 25, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Board of Directors  
Florida Polytechnic University Foundation, Inc.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Orlando, Florida  
October 25, 2024





CLA (CliftonLarsonAllen LLP) is a network member of CLA Global. See [CLAglobal.com/disclaimer](http://CLAglobal.com/disclaimer). Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Board of Directors and Management  
Florida Polytechnic University Foundation, Inc.  
Lakeland, Florida

In planning and performing our audit of the financial statements of Florida Polytechnic University Foundation, Inc. (Foundation) as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

However, during our audit, we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. Our comments and suggestions regarding those matters are summarized below.

A separate communication dated October 25, 2024, contains our written communication of significant deficiencies and material weaknesses in the entity's internal control. This letter does not affect our report on the financial statements dated October 25, 2024, nor our internal control communication dated October 25, 2024.


1. During the audit, there were a few audit journal entries necessary that, while not material as a whole, should be reviewed to ensure adequate processes and reconciliations are completed to minimize risk of error in the future. One journal entry related to pledge receivables and recording the correct discount adjustment for long term pledges. It should be noted that management made great improvements from last year's audit, however there was an audit entry necessary to correctly record adjust discounts related to prior year pledges that continued into 2024. Another journal entry related to accounts payable and amounts due to the Florida Polytechnic University (University). We recommend that the Foundation ensure adequate communication exists between them and the University to ensure records match at some frequency during the year. Related to accounts payable, we recommend that the Foundation ensure adequate review is completed when payment are made after period or year end to ensure they are recorded in the proper period/year.
2. During our audit of philanthropic revenue, we tested approximately 23 items and had 3 minor exceptions. Two of the exceptions related to longstanding payroll contributions where adequate support on the original elections was not retained by the Foundation. Collaborating evidence provided adequate support however management noted that since the elections was made many years ago, any original electronic/paper election was not retained. We recommend that management review policies and procedures to ensure adequate support for employee contribution elections are retained to support the related gift(s) for a timeframe that meets regulatory compliance needs. The final exception was a restricted gift from a student, via a credit card, for scholarships however the underlying form/election support was not retained by the foundation to support transaction. We recommend that management review policies and procedures to ensure adequate support for all contributions are retained to support the related gift(s), and as applicable, any restrictions.

3. During our audit of nonexpendable endowment funds, we noticed that there was not an efficient way that investment earnings, appreciation, depreciation, spending allocations, etc. are tracked by individual endowment. The Foundation is fiduciarily responsible to ensure that donor funds are managed accordingly and we recommend that management establish a process that tracks endowment activity for all inflows and outflows for each unique endowment that reconcile back to financial records at year-end. Endowments should be tracked based on (1) the corpus gifts and (2) the related earnings/spendings for each fund that is restricted spendable in nature. Currently the foundations tracks the related appreciation/depreciation for all endowments as a pool, versus allocating to each individual endowment. Additionally, all interest/dividends should be either contributed back to the endowment or tracked separately with earnings. There are software solutions that can help manage this as the Foundation grows; however, that may not necessary currently.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various entity personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

\* \* \*

This communication is intended solely for the information and use of management, the board of directors, and others within the entity, and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Orlando, Florida  
October 25, 2024



Board of Directors  
Florida Polytechnic University Foundation, Inc.  
Lakeland, Florida

We have audited the financial statements of the business-type activities of Florida Polytechnic University Foundation, Inc. (the Foundation) as of and for the year ended June 30, 2024, and have issued our report thereon dated October 25, 2024. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our engagement agreement dated June 19, 2024. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings or issues**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2024.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

##### *Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Significant unusual transactions***

We identified no significant unusual transactions.

***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

***Corrected misstatements***

None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

***Disagreements with management***

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated October 25, 2024.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other audit findings or issues***

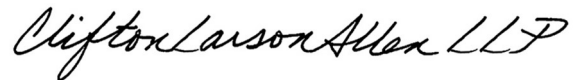
We have provided a separate communication to you dated October 25, 2024, communicating internal control related matters identified during the audit.

**Required supplementary information**

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

\* \* \*

This communication is intended solely for the information and use of the board of directors and management of Florida Polytechnic University Foundation, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Orlando, Florida  
October 25, 2024

Client: **A352890 - Florida Polytechnic University Foundation, Inc.**  
 Engagement: **AUD 2024 - Florida Polytechnic University Foundation, Inc.**  
 Period Ending: **6/30/2024**  
 Trial Balance: **0900.00 - TB**  
 Workpaper: **Combined Journal Entries Report - 2**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 2</b>			
Correct Discount at year end			
02-11270	Discount on Long Term Pledges	14,309.00	
04-11270	Discount on Long Term Pledges	50,473.00	
02-54000	Oper. Exp.-Amortization & Write-Offs		14,309.00
04-54000	Oper. Exp.-Amortization & Write-Offs		50,473.00
<b>Total</b>		<b>64,782.00</b>	<b>64,782.00</b>
<b>Adjusting Journal Entries JE # 5</b>			
Due to University true up			
04-55000	Academic program expense	28,605.00	
04-20000	Accounts Payable		28,605.00
<b>Total</b>		<b>28,605.00</b>	<b>28,605.00</b>
<b>Adjusting Journal Entries JE # 6</b>			
Adjust Accounts Payable at year end			
02-21550	Prepaid Expense	36,880.00	
02-51350	Contracted Services	7,735.00	
02-20000	Accounts Payable		44,615.00
<b>Total</b>		<b>44,615.00</b>	<b>44,615.00</b>
<b>Total Adjusting Journal Entries</b>		<b>138,002.00</b>	<b>138,002.00</b>
<b>Passed Journal Entries</b>			
<b>Passed Journal Entries JE # 4</b>			
Unreconciled Difference on Pledges			
04-11250	Accounts Receivable - Future	10,000.00	
04-40200	Grants And Donations		10,000.00
<b>Total</b>		<b>10,000.00</b>	<b>10,000.00</b>
<b>Total Passed Journal Entries</b>		<b>10,000.00</b>	<b>10,000.00</b>
<b>Total All Journal Entries</b>		<b>148,002.00</b>	<b>148,002.00</b>

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: FPU-1.003 Use of University Facilities and Property (Amended)**

---

**Proposed Board Action**

Recommend to the Board of Trustees the approval of the proposed amended regulation FPU-1.003 Use of University Facilities and Property.

**Background Information**

This regulation is being amended to define “sunset” time as published by the National Oceanic and Atmospheric Administration (noaa.gov).

The Notice of Amended Regulation was posted on the University’s website on December 13, 2024. No comments were received during the review and comment period.

---

**Supporting Documentation:** Draft amended regulation FPU-1.003 Use of University Facilities and Property

**Prepared by:** Melaine Schmiz, Associate General Counsel



## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU-1.003 Use of University Facilities and Property

- (1) **Purpose.** Facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public. The purpose of this regulation is to set priorities for Facility use and to establish authority for determining scheduling procedures and setting charges.
- (2) **Definitions.**
  - (a) **Facilities.** Physical space and grounds that are under the University's operating authority.
  - (b) **Facility Administrators.** Individuals with designated responsibility for the management of one or more Facilities, appointed by the President or designee.
  - (c) **Student Group.** Student groups, clubs or organizations that have received official recognition from the Office of Student Affairs.
  - (d) **University Affiliated Groups.** The University's Direct Support Organizations, institutes, and centers.
  - (e) **Affiliated Organizations.** University Departments or Units, University Affiliated Groups, Student Groups and University Partners.
  - (f) **Affiliated Activities.** Activities hosted by Affiliated Organizations that are related to University business.
  - (g) **Unaffiliated Activities.** Activities hosted by Unaffiliated Groups or activities hosted by any other groups or individuals when such activities are not related to University business.
  - (h) **Unaffiliated Groups.** Groups or individuals other than University Departments or Units, University Affiliated Groups, Student Groups or University Partners.
  - (i) **University Departments or Units.** Component parts of the University.
  - (j) **University Partners.** Institutions and organizations with which the University has formal written agreements for mission-relevant joint efforts, for example: industry partners and state colleges.
  - (k) **Elected Official or Candidate.** Individuals serving in, or running for, an elected position at the local, state, or national level.
- (3) **Access.** There are some areas of the University where access of the Facilities by the general public is permitted, and in many cases, encouraged. However, in order to foster an atmosphere and environment in which the University's educational mission can be carried out, some areas such as classrooms, laboratories, academic offices, and other academic and research areas are not open to the general public. For the most part, the academic and research areas are limited to the use of faculty, staff, students, and invited guests who have business related to the mission of the University.
- (4) **Priority.** The following order of priorities will be observed by Facility Administrators when scheduling Facilities:
  - (a) **Credit Instruction.** The highest priority for the use of the Facilities is reserved for

academic scheduling, i.e., the use of classrooms, laboratories, and other Facilities for teaching and instructional programs for credit.

- (b) Other Academic Use (Research and Essential Support Services). These are mission-essential academic activities including sponsored and non-sponsored research projects and support services. These include but are not limited to library services, technology support, recruiting events, art exhibits, performances needed to fulfill the academic mission, registration services, counseling and tutoring, and Student Group meetings.
- (c) Non-Credit Instruction and Academic Outreach. This includes academic offerings that are not degree-related or credit-generating (i.e., certain continuing education programs).
- (d) Affiliated Organization and University Partner events related to the University mission.
- (e) Unaffiliated Activities. On a resources-available basis, the University may grant use of its Facilities for Unaffiliated Activities when such use:
  - i. Complies with University rules, regulations, policies and charge schedules;
  - ii. Does not compete with University programs;
  - iii. Does not interfere with other proper functions of the University; and
  - iv. Does not result in the deterioration of Facilities without reimbursement to the University.

Tax exempt organization activities will generally be given priority in scheduling over commercial activities.

- (5) **Scheduling.** When scheduling use of Facilities or equipment, priority shall be given to University programs and functions. Requests for scheduling events in Facilities, except for instructional space, should be directed to the appropriate Facilities Administrator for the Facility. Scheduling of instructional space shall be determined by the Registrar.

(6) **Charges.**

- (a) Rental Fees. The President or designee will establish standard Facility/Equipment Use Fees. These fees may correlate to the number of attendees per event and may include:
  - i. Space rental fee;
  - ii. Equipment use, maintenance or replacement fee;
  - iii. Cost recovery charges; and
  - iv. Processing fees.
- (b) Cost Recovery. Cost recovery may include, but is not limited to, expenses incurred for:
  - i. Event-specific security;
  - ii. Event-specific traffic control;
  - iii. Parking for event guests or visitors;
  - iv. Use of technology;
  - v. Set up;
  - vi. Clean-up; and
  - vii. Processing.
- (c) Distribution of Rental Fee and Cost Recovery. All fees collected will be distributed to the appropriate service areas and Facilities or as directed by the President or designee.
- (d) Facility/Equipment Use Fee. The President or designee will establish a standard Facility use fee schedule. The President or designee may waive or reduce fees for the use of Facilities when appropriate. Applicants requesting a Facilities/Equipment use fee waiver must submit written documentation with the basis for the waiver to the Facilities Administrator or Registrar, as appropriate, for consideration.

**(7) Conditions.**

- (a) Laws and Policies. All use of Facilities and equipment shall be governed by all applicable state and federal laws and by University rules, regulations, and policies. Security and traffic control for all events held on or in Facilities are under the jurisdiction of the University and all event attendees are subject to University traffic and parking rules.
- (b) Licenses for the use of the Facilities shall include appropriate insurance provisions. All non-governmental groups not directly a part of the University or Student Groups must provide proof of insurance coverage in the appropriate amount as determined by risk management.
- (c) If a University Department or Unit, Student Group, or governmental group holding an event utilizes an outside vendor to provide services for the event, the vendor must be required, by contract, to have and maintain types and amounts of insurance that cover the vendor's exposure in performing the services.
- (d) Unaffiliated Activities Sponsored by University Departments or Units. The University sponsor is responsible for:
  - i. Submitting all required applications for the proposed use as required;
  - ii. Being on site to supervise the activity or event;
  - iii. Assuring that the Facilities are used for the purposes for which they were scheduled;
  - iv. Being fiscally responsible for the event;
  - v. Ensuring that all (on-campus and off-campus) promotion and advertising of such events shall identify the University Department or group that is the sponsor and all groups involved in funding the event;
  - vi. Taking all reasonable steps to ensure that use of the Facilities complies with local, state, and federal laws, and University rules, policies, and regulations.
- (e) Before contacting or inviting any Elected Official or Candidate to an event sponsored by the University or a University Affiliated Group, the Government Relations staff must be consulted.

- (8) Camping, Tents, and Other Structures.** University Affiliated Groups may set up tents and other structures outdoors during their events, subject to the appropriate approvals. Tents and other structures may only be on campus between 8:00 am EST and sunset, as published by the National Oceanic and Atmospheric Administration (noaa.gov-). Tents and other structures may not be left overnight. At least one member of the University Affiliated Group must remain with the tent or structure at all times. Exceptions to this provision may be made for large tents being used for events, subject to appropriate approvals. Camping, including but not limited to, using tents or other similar items for sleeping, is prohibited on campus except when such camping is in connection with an official University activity and has been approved by the President or designee.

- (9) Fronting.** A University Department or Unit or Student Group may not reserve space on behalf of or for the use by an Unaffiliated Group so that the Facility can be used at a reduced rate. This conduct constitutes "fronting" and is prohibited.

- (10) **Refusal, Reassignment or Cancellation.** The reservation and use of Facilities or equipment is a privilege and not a right. The University reserves the right to refuse a request for use of Facilities or equipment or to reassign or cancel any reservation by any person or group. The requestor will be notified, as soon as practicable, of any decision refusing the request for use of space or equipment, or the reassignment or cancellation of a reservation.
- (11) **Employees Protected Right to Engage in Concerted Activities.** This regulation in no way limits or restricts employees' protected rights to self-organization and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.

*Authority: BOG regulation 1.001(7)(g); Fla. Stat. § 1013.10*

*History: New: 5.15.14. Amended: 12.6.2017, 9.30.2024, XX.XX.2025*

DRAFT

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: FPU-1.007 Campus Free Expression (Amended)**

---

**Proposed Board Action**

Recommend to the Board of Trustees the approval of the proposed amended regulation FPU-1.007 Campus Free Expression.

**Background Information**

This regulation is being amended to clarify the use of outdoor space for expression activities and define “sunset” as published by the National Oceanic and Atmospheric Administration (noaa.gov).

The Notice of Amended Regulation was posted on the University’s website on December 13, 2024. No comments were received during the review and comment period.

---

**Supporting Documentation:** Draft amended regulation FPU-1.007 Campus Free Expression

**Prepared by:** Melaine Schmiz, Associate General Counsel

# THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

## FPU-1.007 Campus Free Expression

- 1) **Purpose.** It is the intent of the University to encourage a free discourse of ideas while maintaining the safe and normal operations of campus life and education. To that extent, this regulation provides some time, place, and manner parameters on “campus expression.”
- 2) **Definitions.**
  - a) **Campus Expression.** Campus expression is expressive activities protected under the First Amendment to the United States Constitution and Article 1 of the Florida Constitution and includes, but is not limited to, any oral or written communication of ideas, including:
    - i) all forms of peaceful assembly, protests, and speeches;
    - ii) distributing literature;
    - iii) carrying signs;
    - iv) circulating petitions; and
    - v) the recording and publication, including internet publication, of video or audio recorded in outdoor areas of campus.Campus expression does not include commercial speech. Commercial speech is speech in which the individual is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. See University Regulation FPU-1.009 Commercial Solicitation on University Property for more information.
  - b) **University Grounds.** University grounds are the generally accessible outdoor areas of campus in which members of the campus community are commonly allowed, including grassy areas, walkways, or other similar common areas. The term does not include areas of campus to which access is restricted such as parking facilities, and athletic or recreational facilities.
  - c) **Indoor Areas.** Indoor areas are the spaces in or attached to University buildings and facilities, such as classrooms, libraries, labs, terraces, and residence halls.
- 3) **Campus Expression Permitted.** Subject to the limitations of this regulation, University grounds and indoor areas may be used for campus expression. Such use must not disrupt or interfere with the normal operations of the University, any academic or other University activities or the rights of other members of the University community.
- 4) **Parameters on Campus Expression.**
  - a) Campus Expression in Indoor Areas. Demonstrations, assemblies, events, and other similar functions wanting to be held in indoor areas must follow the procedures in University Regulation FPU 1.003 Use of University Facilities and Property and

University Policy FPU-1.0038 Events on Campus to reserve space. Campus expression in indoor areas must comply with all provisions of this regulation. Requesting a reservation of space does not guarantee approval of the activity.

- b) Campus Expression in Outdoor Areas. Outdoor areas of campus are traditional public forums for individuals, organizations and guest speakers to engage in expressive activities subject to reasonable content-neutral time, place and manner restrictions. Accordingly, consistent with the definitions and other portions of this regulation, persons or groups wishing to engage in expressive activities in outdoor areas of campus may do so freely, spontaneously, and contemporaneously as long as the person's conduct is lawful and does not materially and substantially disrupt University's academic mission, its administrative functioning or infringe upon the rights of other individuals to engage in expressive activities. Use of outdoor areas must also be consistent with all other University regulations and policies including, but not limited to the regulations and policies governing governing campus activities, commercial speech and activity, and use of facilities.

~~e) Restricted Areas. The President or designee may determine on a content neutral basis additional areas of campus where it would be unreasonable for campus expression activities to occur because of disruption or health, safety, and welfare considerations.~~

d) Time Restrictions for Campus Expression. To protect the health, safety, and welfare and to prevent inference or disruption of University operations, protests, parades, marches, picketing, demonstration, and other similar campus expression is not permitted on University grounds nor in indoor areas from sunset, as published by the National Oceanic and Atmospheric Administration (noaa.gov), to 8:00 am EST without prior written approval from the President or designee. Requests for such campus expression will be reviewed in a content and viewpoint neutral manner.

- e)d) Interference with University operations and rights of others. To ensure that campus expression does not interfere with the operation of the University or rights of others, campus expression is not permitted to:
- i) Obstruct vehicular, bicycle, pedestrian, or other traffic;
  - ii) Obstruct entrances or exits to buildings, classrooms, offices, facilities, or areas on campus;
  - iii) Materially and substantially interfere with or disrupt:
    - (1) Any educational, instructional, research or administrative activities inside or outside any building;
    - (2) A scheduled speaker from being heard;
    - (3) Scheduled University ceremonies or events; nor
    - (4) Normal University operations or activities;
  - iv) Threaten or harass passersby or engage in activity that is otherwise unprotected by the First Amendment;
  - v) Damage property, including lawns and landscaping;

- vi) Pose an environmental hazard or health or safety threat to the University, the University community, University organizations, or the general public;
- vii) Utilize sound amplification that will materially and substantially disrupt normal University operations.

¶e) Material and Substantial Disruption. If campus expression is, in the opinion of the President or designee, materially and substantially disrupting normal University operations or materially and substantially disrupting exercise of the rights of other members of the University community contrary to the requirements of this and applicable regulations, the President or his/her designee may:

- i) Identify him/herself to the persons participating in the campus expression, giving name and official position;
- ii) Inform the persons participating in the campus expression that they are in violation of University policy and/or in violation of the law and specify the nature of the violation;
- iii) Request that the violation cease (which may include relocation of the activity to avoid the disruption); and
- iv) In the event of non-compliance with this request, enlist the assistance of University and/or local police in restoring order and enforcing the law.

¶f) Compliance with Applicable Regulations and Laws. Persons engaging in campus expression must comply with all applicable University rules, regulations, and policies and state and federal law.

- 5) **Law Enforcement Authority.** In the event of a material and substantial disruption, law enforcement personnel may declare campus expression to be disruptive, disorderly, or in violation of law and request all participants to cease and desist and to disperse and clear the area or be subject to arrest and/or University disciplinary action.
- 6) **Employee Disciplinary Action.** Faculty, staff, and all other personnel who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University are subject to appropriate disciplinary action by the University, up to and including termination of employment.
- 7) **Student Disciplinary Action.** Students who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University are subject to appropriate disciplinary action up to and including expulsion in accordance with the Student Code of Conduct.
- 8) **Employees' Protected Right to Engage in Concerted Activities.** This regulation in no way limits or restricts employees' protected rights to self-organization nor employees' rights to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.



*Authority: BOG regulation 1.001, Sections 1013.10, 1012.80, 1006.61, 1004.097 F.S.*  
*History: New: 7.29.14, Amended 3.15.19, 9.30.24, XX.XX.2025*

DRAFT

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: FPU-5.003 Textbook and Instructional Materials Selection and Affordability (Amended)**

---

**Proposed Committee Action**

Recommend to the Board of Trustees the approval of the proposed amended regulation FPU-5.003 Textbook and Instructional Materials Selection and Affordability.

**Background Information**

This regulation is being amended to establish the University's textbook and instructional materials approval and adoption procedures that support the effort to minimize the cost of textbooks and instructional materials for students while maintaining the quality of education and academic freedom, in accordance with Florida Board of Governors ("BOG") regulation 8.003

The Notice of Amended Regulation was posted on the University's website on December 11, 2024. No comments were received during the review and comment period.

---

**Supporting Documentation:** Draft proposed amended regulation FPU-5.003 Textbook and Instructional Materials Selection and Affordability

**Prepared by:** Melaine Schmiz, Associate General Counsel

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### **FPU-5.003 Textbook and Instructional Materials Selection and Affordability.**

**(1) Purpose.** This regulation establishes the University's textbook and instructional materials ~~selection~~ approval and adoption procedures that support the effort to minimize the cost of textbooks and instructional materials for students while maintaining the quality of education and academic freedom, in accordance with Florida Board of Governors ("BOG") regulation 8.003.

**(2) Selection of Textbooks and Instructional Materials.** The University uses cost-benefit analyses, pricing techniques, and payment options to allow students to obtain the highest quality textbooks and instructional materials at the lowest available price by considering the following:

- (a) Purchasing digital textbooks in bulk;
- (b) Expanding the use of open-access textbooks and instructional materials;
- (c) Providing rental options for textbooks and instructional materials;
- (d) Increasing the availability and use of affordable digital textbooks and learning objects;
- (e) Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials;
- (f) The length of time that textbooks and instructional materials remain in use; and
- (g) An evaluation of cost savings for textbooks and instructional materials which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials. The University encourages adoption of common textbooks for the same course as a way of addressing affordability.

### **(3) Selection Procedures.**

- (a) Selection deadline and exceptions to deadline. The Provost or designee establishes textbook and instructional material adoption deadlines for each academic term. The deadlines are set no later than forty-five (45) days prior to the first day of class for each term in order for the bookstore to confirm the availability of the requested materials, source lower cost options, explore alternatives with faculty, and maximize the availability of used textbooks and instructional materials. A request for an exception to the selection deadline must be submitted, in writing, to the Provost or designee prior to the established deadline and must provide a reasonable justification for the exception.
- (b) Instructor notifies bookstore of selections. Each instructor must provide the University bookstore with textbook and instructional material selection information for each course he/she has been assigned to teach, in accordance with the requirements specified in this regulation, as early as reasonably possible but no later than the deadline established by the Provost for each academic term. Such information must include:
  - (i.) notification that no textbook or instructional materials will be required or recommended for the course, if applicable; or
  - (ii.) sufficient information detailing any and all textbooks and instructional material that the instructor will require students and/or recommend to students who are enrolled in the course to purchase;

- (iii.) a statement of the intent of the course instructor, or academic department offering the course, to use, during the term of the course, all instructional materials that the instructor is requiring students enrolled in the course to obtain, including each individual item sold as a part of a bundled package, unless the individual items from the bundled package would cost more, if purchased separately, than the package as a whole; and
- (iv.) if the course instructor, or academic department offering the course, is selecting a new edition of a textbook or instructional material, a statement reflecting the determination by the course instructor or academic department of the extent to which the new edition differs significantly and substantively from earlier versions and the value to the student of changing to a new edition or the extent to which open-access textbooks or instructional materials are available.

**(4) Textbook and Instructional Materials Posting Deadline.** Not less than forty-five (45) days prior to the first day of class scheduled for each term, the University will post a hyperlink to the lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered for the upcoming term on its course registration system and the University's website. Textbook and instructional materials information for courses added after the posting deadline must be posted immediately as such information becomes available; a course or section added after the posting deadline is exempt from this posting requirement. Requests for exceptions to the posting deadline must be submitted in writing to and approved by the Provost or designee prior to the posting deadline. For courses where an exception to the posting deadline has been approved by the Provost or designee, the required information must be posted immediately as the information becomes available. The information published to students must provide the following for all course textbooks and instructional materials that students are required or recommended to purchase:

- (a) the International Standard Book Number (ISBN), or (b) other identifying information which includes, at a minimum:
  - (i.) title
  - (ii.) all authors listed;
  - (iii.) publisher;
  - (iv.) edition number;
  - (v.) copyright date;
  - (vi.) published date; and
  - (vii.) other relevant information necessary to identify the specific textbook.

**(5) Textbook and Instructional Materials Review and Attestation Process.** Course instructors must review all required course materials for each course they teach each semester. Materials include, but are not limited to, textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional materials the faculty member plans to assign to students to read and review in the course.

- (a) All course instructors must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to students. Course instructors must attest that the materials are appropriate for the course. For courses with temporary instructors, the individual responsible for selecting the materials for that course must complete the attestation.

**(5)(6) Financial Aid Procedures.**

- (a) Eligible students may choose to participate in the book voucher program to purchase course textbooks and instructional materials at the University Bookstore up to the approved purchase amount. Students who purchase textbooks and instructional materials with a book voucher will have a charge placed on their student account after the Drop/Add period for the textbooks and instructional materials they purchased. By using the book voucher, the student authorizes the University to deduct all bookstore charges made with the book voucher from the amount of financial aid in the student's account. If

DRAFT

the student does not use the total amount of the book voucher, the student's account will be adjusted to reflect the actual purchases. Financial Aid funds in excess of the tuition and fees will be reduced as a result of these charges.

- (b) The Director of Financial Aid or designee publishes, on the University website, the procedure for students to follow that make required and recommended textbooks and instructional materials for each course offering available to students who cannot afford the cost, including consideration of the extent to which an open-access textbook or instructional material may be used.

~~(6)~~**(7) Innovative Pricing Techniques and Payment Options.** The University uses innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers, including bookstores. The pricing techniques and payment options must include an opt-in or opt-out provisions for students and are used only if there is documented evidence that the options reduce the cost of the textbooks and instructional materials.

~~(7)~~**(8) Dual Enrollment Textbooks and Instructional Materials.** The Provost or designee consults with school districts to identify practices that impact the cost of dual enrollment textbooks and instructional materials to school districts, including, but not limited to, the length of time that textbooks and instructional materials remain in use.

*Authority: §1004.085, F.S., BOG regulation 8.003*

*History: New: 2.21.14, Revised: 12.19.16, 9.16.20, 5.3.21*

Florida Polytechnic University  
Governance, Audit, and Compliance Committee  
Board of Trustees  
February 5, 2025

**Subject: Employment Practices**

---

**Proposed Committee Action**

Discussion only. No action necessary.

**Background Information**

Pursuant to section 1001.741, Florida Statutes, the President must annually present the results of performance evaluations and annual salaries for evaluated personnel earning \$200,000 or more to the Board of Trustees. Additionally, the President must provide a report and recommendations on employment practices to the Board of Trustees twice annually.

---

**Supporting Documentation:** N/A

**Prepared by:** Dr. Devin Stephenson, President