

# FLORIDA POLYTECHNIC UNIVERSITY

## BOARD OF TRUSTEES

### AGENDA

One Poly Place  
439 South Florida Avenue  
Lakeland, Florida 33801  
October 24, 2012  
8:00 a.m.

- |  |                           |
|--|---------------------------|
| <b>1. Call to Order</b>                            | <b>Chair Robert Gidel</b> |
| <b>2. Approval of Meeting Minutes</b>              | <b>Chair Gidel</b>        |
| <b>3. Organizational Matters</b>                   |                           |
| A. Florida Polytechnic University Foundation, Inc. | <b>Chair Gidel</b>        |
| B. Chief Operating Officer Update                  | <b>Chair Gidel</b>        |
| C. Staffing Update                                 | <b>Chair Gidel</b>        |
| <b>4. Transition Committee Report:</b>             |                           |
| A. Acceptance of Transfer of Assets                | <b>Chair Gidel</b>        |
| B. Post-Closing                                    | <b>Chair Gidel</b>        |

**5. Educational Committee Report:**

A. Update on Accreditation Path

**Trustee Sandra Featherman**  
**Trustee Dick Hallion**

B. Considerations for SACS Accreditation

**Mr. Richard Stevens,**  
*Director,*  
*Academic and Student Affairs,*  
*Board of Governors*

**6. Concluding Remarks and Adjournment**

**Chair Gidel**

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
October 24, 2012**

**SUBJECT:** Approval of Minutes of Meeting held September 24, 2012

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**PROPOSED BOARD ACTION**

Approval of Minutes of the meeting held on September 24, 2012, in Lakeland.

**AUTHORITY FOR BOARD OF TRUSTEES ACTION**

Article IX, Section 7, Florida Constitution; Chapter 2012-129, Laws of Florida; Board of Governors Regulation 1.001

**BACKGROUND INFORMATION**

Trustees will review and approve the Minutes of the meeting held September 24, 2012, in Lakeland.

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**Supporting Documentation Included:** To Be Provided

**Facilitators/Presenters:** Chair Robert Gidel

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
October 24, 2012**

**SUBJECT:** Organizational Matters

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**PROPOSED BOARD ACTION**

Approval of Articles of Incorporation and Bylaws for the Florida Polytechnic University Foundation, Inc.

**AUTHORITY FOR BOARD OF TRUSTEES ACTION**

Article IX, Section 7, Florida Constitution; Chapter 2012-129, Laws of Florida; Board of Governors Regulation 1.001

**BACKGROUND INFORMATION**

Trustees will review and approve the Articles of Incorporation and the Bylaws of the Florida Polytechnic University Foundation, Inc.

Trustees will also receive an update on the Chief Operating Officer and Staffing.

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**Supporting Documentation Included:** Articles of Incorporation of Florida Polytechnic University Foundation, Inc.  
Bylaws of Florida Polytechnic University Foundation, Inc.

**Facilitators/Presenters:** Chair Gidel

**Articles of Incorporation**  
**of**  
**Florida Polytechnic University Foundation, Inc.**  
A Florida Not-for Profit Corporation

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**Article I**

**Name of Corporation and Principal Office**

The name of the corporation is the FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC. (the "Corporation"). The principal office of the Corporation is at 439 South Florida Avenue, Suite 300, Lakeland, Polk County, Florida 33801.

**Article II**

**Enabling Law**

This Corporation is organized pursuant to the Florida Not for Profit Corporation Act (the "Act"), as provided in Chapter 617 of the Florida Statutes.

**Article III**

**Term**

The Corporation shall have perpetual existence unless it shall be dissolved pursuant to the laws of the State of Florida.

**Article IV**

**Purposes**

The Corporation is organized and shall be operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of Florida Polytechnic University (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.

**Article IV**

**Property Held for Charitable Purposes**

The property of the Corporation is irrevocably dedicated to charitable, educational and scientific purposes and no part of the net income or assets of the Corporation shall ever inure to the benefit of any director, officer or member of the Corporation, or to the benefit of any private individual.

**Article VI**

**Powers**

The Corporation shall have and may exercise all powers, rights, and authorities as are now or may hereafter be granted to corporations not for profit under the laws of the State of Florida, but shall be limited to exercise only those powers which are consistent with its purposes.

**Article VII**  
**Board of Directors**

All corporate powers shall be exercised and the affairs for the Corporation shall be managed by or under the direction of a board of directors (the "Board of Directors" or the "Board") consisting of not less than three persons, the exact number of which, and method and manner of appointment, shall be provided in the Bylaws (hereinafter defined).

**Article VIII**  
**Officers**

The officers of the Corporation, and the manner of their appointment, shall be as set forth in the Bylaws.

**Article IX**  
**Bylaws**

Bylaws (the "Bylaws"), not inconsistent with Florida law or these Articles, shall be adopted by the Board of Directors to provide for the administration of the affairs of the Corporation and the exercise of its corporate powers. Such Bylaws may be amended or repealed, in whole or in part, by the Board of Directors as provided in such Bylaws.

**Article X**  
**Amendments**

Subject to the limitations contained in the Bylaws and any limitations provided in the Act, the Bylaws of the Corporation may be made, altered, rescinded, added to, or new bylaws may be adopted, either by a resolution of the Board of by following the procedure provided for in the Bylaws.

**Article XI**  
**Limitations**

No Part of the net earnings of the corporation shall inure to benefit of or be distributed to its directors, officers, ore other private persons, except that the Corporation shall be authorized to pay reasonable compensation. All income and assets of the Corporation above necessary expenses shall be administered solely and exclusively for the corporate purposes selected by the Corporation Board of Directors. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. All such activities are to be approved by the president of the University.

**Article XII**  
**Dissolution**

Upon the dissolution or winding up of the Corporation, after payment or making provisions for payment of the liabilities and obligations of the Corporation, and after the return, transfer or conveyance of assets which are held by the Corporation under a condition requiring their return in the event of dissolution, the Board of Directors shall distribute the remaining assets of the Corporation to the University or any other State of Florida entity designated to hold title on behalf of the University to be used exclusively for the purposes set forth herein. If no such entity exists, then the Board of Directors shall distribute the remaining assets of the Corporation to such educational, scientific and charitable organizations ruled to be exempt under Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code (or corresponding provisions of any subsequent revenue laws) as may be selected by the last Board of Directors, it being intended that no distribution or payment shall be made which will impair or destroy the tax exempt status of the Corporation or which will result in the denial of tax exempt status to donations, contributions, legacies, bequests, or dues received by the Corporation, to the extent that such tax exempt status will be allowed under any applicable laws or regulations. Furthermore, none of the assets will be distributed to any members, directors or officers of the Corporation.

**Article XIII**  
**Registered Office and Registered Agent**

The registered office address of the Corporation is 439 South Florida Avenue, Suite 300, Lakeland, Florida, 33801. The Corporation registered agent is Robert Gidel, located at 439 South Florida Avenue, Suite 300, Lakeland, Florida, 33801.

**Article XIV**  
**Incorporator**

The name and address of the incorporator of the Corporation (the "Incorporator") is as follows:

Name: Robert Gidel

Address: 439 South Florida Avenue, Suite 300, Lakeland, Florida, 33801.

**IN WITNESS WHEREOF**, the undersigned Incorporator makes and subscribes to these Articles of Incorporation for the purposes herein set forth on this \_\_\_\_ day of October, 2012.

**Incorporator:**

By: \_\_\_\_\_  
Name: Robert Gidel

STATE OF FLORIDA  
POLK COUNTY

The above Articles of Incorporation was executed, acknowledged and delivered before me by on this \_\_\_\_ day of October, 2012, by Robert Gidel, as Incorporator for the Florida Polytechnic University Foundation, Inc., who is personally known to me or who has produced \_\_\_\_\_ as identification.

(NOTARY SEAL)

\_\_\_\_\_  
(Signature of Notary Public-State of Florida)  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
My Commission No.: \_\_\_\_\_



**BYLAWS**  
**of**  
**Florida Polytechnic University Foundation, Inc.**  
A Florida Not-for Profit Corporation

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**ARTICLE 1. PURPOSE**

Florida Polytechnic University Foundation, Inc. is organized and shall be operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of Florida Polytechnic University (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. support and enhance Florida Polytechnic 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 matters to accomplish these purposes.

The Corporation is to be operated as a university direct support organization, as defined in Section 1004.28, Florida Statutes, or the corresponding provision of any future Florida state law.

The Corporation shall support the educational purposes of Florida Polytechnic University and shall promote, encourage and assist charitable and educational aid in forms of financial contributions, property and any forms of services and support allowed by law. The Corporation may also promote, encourage and assist research and training activities of faculty, staff and students at Florida Polytechnic University through income from contracts, grants, contributions and other sources, including, without limitation, income derived from or related to the development and commercialization of Florida Polytechnic University work products. The Corporation will promote education and other related activities and will encourage research and research programs, learning, and dissemination of information pertaining to University activities and those organizations in which the Association is associated. Additionally, the Corporation shall be entitled to conduct business for or on behalf of Florida Polytechnic University within the meaning of Section 501(c)(3) and Section 170 (c) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future Internal Revenue Law).

In order to prosecute properly the objects and purposes set forth above, the Corporation shall have full power and authority to purchase, lease, and otherwise acquire, hold, mortgage, convey and otherwise dispose of all kinds of property; and to invest, administer and use the money and property of the Corporation, and any and all income derived therefrom, for any one or more of the purposes provided herein; provided, however, that no such powers shall be exercised in a manner which is not

consistent with Section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of any future Internal Revenue Law).

## **ARTICLE 2. DEFINED TERMS**

Capitalized terms used in these Bylaws shall have the meanings ascribed to them as set forth below.

1. "Board" means the Board of Directors of the Foundation.
2. "Board of Trustees" means Florida Polytechnic University's Board of Trustees.
3. "Directors" means Elected Directors, Life Members, and Ex-officio Directors.
4. "Elected Directors" are those directors confirmed by the University President and elected by the Board.
5. "Ex-officio Directors" means the Directors listed in Article 4, Section 4.
6. "Executive Officers" shall mean the Executive President, Executive Vice President, and other executive officers appointed by the Board.
7. "For cause" means actions or omissions that may adversely reflect on the interests or reputation of the Foundation or the University, as determined by the University President after consulting with the Board of Directors. Any such determination may be made by the University President at any time and need not depend on the conclusion of any external determination or process.
8. "Foundation" means Florida Polytechnic University Foundation, Inc.
9. "Life Members" are those Directors confirmed by the University President and elected by the Board for life in accordance with Article 4, Section 6.
10. "Officers" means the Foundation Chair, Vice Chair, Secretary, Treasurer, and any other officers deemed necessary by the Board.
11. "Unacceptable performance" means a persistent failure to fulfill duties of the position to high standards and in a manner that serves the best interests of the Foundation and the University, as determined by the University President after consulting with the Board of Directors.
12. "University" means Florida Polytechnic University.

13. "University President" means the President of Florida Polytechnic University.

### **ARTICLE 3. OFFICES**

The principal office of the Foundation shall be located in Lakeland, Polk County, Florida.

### **ARTICLE 4. BOARD OF DIRECTORS**

**Section 1. Number.** The initial Board is comprised of three board members named by the Incorporator. The Board shall be composed of Elected Directors, Ex-officio Directors, and Life Members described in Sections 3, 4, and 5 below. The Board shall, at all times, have at least three Directors and no more than forty-five Elected Directors.

**Section 2. Duties.** The role of the Directors is to assist in raising private funds and other resources for the University, to continue their personal financial support for the University, and to participate in governance of and advocacy on behalf of the Foundation.

**Section 3. Selection of Elected Directors.** Candidates for Elected Directors shall be reviewed by a Board Development Advisory Council appointed by the Chair, subject to confirmation by the University President and election by the Board.

**Section 4. Ex-officio Directors.** The Ex-officio Directors are full voting members of the Board and shall include, where applicable:

1. Three appointees of the University Board of Trustees (4-year terms);
2. The University President;
3. The University Student Body President.
4. Up to four University deans, directors or faculty members as appointed by the University President (4-year terms).

#### **Section 5. Foundation Life Members.**

Candidates for Foundation Life Members shall be reviewed and approved by election of the Board, subject to confirmation by the University President. Life Members are voting members of the Board. Criteria to be considered as a Foundation Life Member shall include the following:

1. Completion of two four-year terms on the Board;
2. Minimum of \$1 million gift or \$1 million irrevocable gift commitment; and
3. Exemplary commitment to the mission, vision, and objectives of the University and Foundation.

The number of Life Members shall be limited only by the high standards to be used in their selection to assure that this honor be extended to persons of extraordinary merit and distinction.

#### **Section 6. Terms of Office.**

**a. Elected Directors.** An Elected Director shall hold a four-year term commencing immediately following election and continuing through the meeting closest to the end of four years, and is not eligible to serve more than two terms consecutively. An Elected Director who has served two terms consecutively may be re-elected to the Board after the expiration of one year following the end of his or her last term and shall have the status of a new Director. Vacancies occurring during a term shall be filled for the unexpired portion in the manner provided for the election of Directors. Vacancies that are filled with less than two years of the term remaining shall not be counted as a term for purposes of eligibility to serve two terms consecutively.

**b. Ex-officio Directors.** An Ex-officio Director shall serve so long as he or she holds the office or the position which resulted in placement on the Board.

**c. Life Members.** The selection as a Life Member is for life.

#### **Section 7. Powers And Duties Of Officers**

**a. Chair.** The Chair shall preside at all meetings of the Board and shall do and perform other duties as may be assigned to him or her by the Board or these Bylaws. The Chair shall serve as Chair of the Executive Committee, and he or she shall be an ex-officio voting member of all Committees of the Board.

**b. Vice Chair.** The Vice Chair shall preside at all meetings of the Board in the absence or disability of the Chair and shall do and perform other duties as may be assigned to him or her by the Chair, the Board, or these Bylaws. In the event of a vacancy or prolonged disability in the office of the Chair, the Vice Chair shall also perform all duties of the Chair.

#### **Section 8. Resignation.**

A Director may resign at any time by submitting a written resignation to the Chair and the Executive President.

## **Section 9. Removal.**

An Elected Director may be removed by a two-thirds vote of the Board members present and voting, whenever in the Board's judgment the interests of the Foundation would be best served. Any Director may be removed for cause by the University President after consultation with the other Directors.

## **ARTICLE 5. EXECUTIVE OFFICERS AND ELECTIONS**

The Board may vote to name Executive Officers or to remove Executive Officers at its discretion. The Executive Officers shall consist of the following: Executive Vice-President, Associate Vice-President, Secretary, and Treasurer, unless otherwise determined by the Board. The Board may provide for other Executive Officers as it deems necessary. If a vacancy occurs in an office, an election may be held at any regular or special meeting of the Board.

## **ARTICLE 6. POWERS AND DUTIES OF EXECUTIVE OFFICERS**

**Section 1. Executive Vice-President.** The office of Executive Vice-President shall be the chief executive officer of the Foundation, responsible for the day-to-day management of the affairs of the Foundation. The Executive Vice-President shall exercise the authority to accept gifts, collect revenues, and make expenditures, and is responsible for maintenance and management of the Foundation's activities and personnel, and shall perform other duties assigned to him or her by the Board or these Bylaws.

**Section 2. Associate Vice President.** The Associate Vice President is the chief operating officer of the Foundation. The Associate Vice President shall manage the business affairs of the Foundation as delegated by the Executive Vice President and is specifically authorized to sign documents on behalf of the Foundation in accordance with these Bylaws and the policies of the Foundation.

**Section 3. Secretary.** The Secretary shall keep full and accurate minutes of all meetings of the Board and Executive Committee, transmit all notices required by these Bylaws, and perform other duties assigned by the Board or these Bylaws. The Secretary shall have charge of all official records of the Foundation which shall at all reasonable times be open to examination by any Director.

**Section 4. Treasurer.** The Treasurer shall review the budgetary status and financial information of the Foundation and attend all meetings of the Finance Committee. The Treasurer shall also perform other duties assigned by the Board or these Bylaws.

**Section 5. Absence or Incapacity of Officers.** In the event of absence, inability, or refusal to act of any Officer, the Executive Committee may appoint a successor to perform such Officer's respective duties, until the following meeting of the Board or any special meeting which may be held for the election of Officers.

**Section 6. Resignation.** An Officer may resign at any time by submitting a written resignation to the Executive Vice-President. If the Executive Vice-President is resigning, he or she may submit his or her resignation to the Chair and the University President.

**Section 7. Removal.** Any Officer may be removed by the Board at any time for any reason.

## **ARTICLE 7. TRANSACTION OF FOUNDATION BUSINESS**

**Section 1. Checks and Drafts.** Checks or drafts (paper or electronic) on the funds of the Foundation must be signed by two Executive Officers. All Foundation Executive Officers are authorized to sign checks or drafts.

**Section 2. Execution of Foundation Documents.** The Chair, Vice Chair, Executive Vice President, and Associate Vice President are authorized to execute in the name of the Foundation, with the Secretary attesting if necessary, all certificates, contracts, deeds, notes, and other documents or legal instruments authorized or issued by the Board or these Bylaws, or necessary to effectuate the purposes of the Foundation.

**Section 3. Employee Bonding.** The Foundation shall keep in force a blanket surety bond or employee dishonesty insurance, the adequacy of which shall be determined by the Board, to assure that each Officer and employee who is authorized to collect, hold, or disburse funds of the Foundation shall faithfully discharge his or her duties.

**Section 4. The Corporate Seal.** The corporate seal of the Foundation inscribed with the words "Florida Polytechnic University Foundation, Inc." shall continue to be the seal as formerly adopted and now used and reproduced as follows:

*[ SEAL ]*

## ARTICLE 8. COMMITTEES OF THE BOARD OF DIRECTORS

### **Section 1. Standing and Special Committees; Advisory Councils.**

Standing Committees shall be permanent. Special Committees or Advisory Councils may be formed by the Chair for special purposes as requested and set forth by the Board.

**a. Special Appointees.** A Special Appointee is appointed by the Chair to serve on a Committee or Advisory Council in order to enhance the purposes of the Committee or Council. Special Appointees are not Directors but do have full voting rights on the assigned Committee or Council, and have no other rights or privileges of a Director.

**b. Term of Office.** Committees and Advisory Councils shall have a minimum of three members appointed for one-year terms. Members shall serve commencing immediately following appointment and continuing through the meeting closest to the end of one year.

**c. Appointments.** Appointments to Committees and Advisory Councils and designation of the respective chairs for service during the ensuing fiscal year shall be made by the Chair prior to the first Board meeting of the new fiscal year.

**d. Executive Committee.** The Executive Committee is a Standing Committee and shall consist of the following: the Chair, Vice Chair, Treasurer, immediate past Chair, University President, one Board of Trustees designee, chairs of other Standing Committees, and three additional members appointed by the Chair annually, at his or her discretion. The Chair, or in his or her absence the Vice Chair, shall preside at meetings of the Executive Committee.

**(1) Meetings.** The Executive Committee shall meet at the call of the Chair. The presence of four members shall constitute a quorum of the Committee and the affirmative vote of a majority of members present shall be necessary for the adoption of any resolution. No subsequent revision or alteration by the Board of action taken by the Executive Committee shall affect the rights of third parties.

**(2) Powers.** The Executive Committee shall have and may exercise all powers and authority of the Board when the Board is not in session and may act in lieu of any Committee; provided however, the Executive Committee shall have no authority to alter,

amend, or repeal the Articles of Incorporation or the Bylaws of the Foundation or to elect Directors.

**e. Finance Committee.** The Finance Committee is a Standing Committee and shall establish and be responsible for the fiscal policy of the Foundation, including budgets and fees. The Finance Committee shall recommend the budget for the next fiscal year to the Board at its regular meeting held prior to the end of the current fiscal year. The Finance Committee is also responsible for oversight of all Foundation investments, and the acquisition, management, and disposal of all real property offered to, or held by, the Foundation.

**f. Audit Committee.** The Audit Committee is a Standing Committee and shall select the Foundation's external and internal auditors, set the audit plans with the auditors annually, review the annual audits of the Foundation, and report on the audits to the Board at the first Board meeting after each audit is completed. The external auditor shall report directly to the Audit Committee. Additionally, the Audit Committee shall provide oversight for Foundation internal controls.

**Section 2. Committee and Council Actions; Records.** All official actions of any Standing Committee shall require approval or confirmation by the Board. Each Committee and Council shall maintain written minutes of its meetings. Any Committee or Council member may be removed for cause by the University President after consultation with the Directors.

## **ARTICLE 9. MEETINGS AND QUORUM**

**Section 1. Calling Meetings.** At least two meetings of the Board shall be held during each fiscal year. The day, hour, and place of the meetings shall be determined by the Chair.

**Section 2. Special Meetings.** Special meetings of the Board may be called by the Chair, Executive Vice President, ten or more Directors, or the University President.

**Section 3. Quorum and Voting.** Any number greater than 50% of all of the Directors shall constitute a quorum at any duly noticed meeting of the Board. One-third of a Committee (except for the Executive Committee as provided in Article 8, Section 1) shall constitute a quorum at any meeting of a Committee. All questions shall be determined by a majority vote of those present and voting, except:

- a.** a majority of the Directors must concur in amending these Bylaws;



and

b. as otherwise provided in the Articles of Incorporation.

**Section 4. Presiding Officer.** The Chair, or in his or her absence, the Vice Chair, shall preside at meetings of the Board. In the absence of both of these Officers from any meeting, the meeting shall be run by a Director or Executive Officer designated by the Chair. If there is no designee, then the University President may appoint any Director or Executive Officer to preside.

**Section 5. Minutes.** Minutes of any Board meeting shall be presented for approval at the next meeting of the Board.

**Section 6. Action Without a Meeting.** To the extent permitted by law, action of the Board or its Committees may be taken by a majority vote of the members of the Board or its Committees, individually or collectively consenting in writing or by telephone conference to the actions. In writing or by telephone includes facsimile, telegraph, electronic transmission (such as email), satellite broadcast, or any other electronic means. The written consent or consents shall be filed with the minutes of the proceedings of the Board or Committee. Action by written consent shall have the same force and effect as action by voice vote of the Board or its Committees. Any certificate or other document filed under any provision of law which relates to an action taken without a meeting shall state the action was taken by written consent of a majority of the Board or its Committees without a meeting, and that the Bylaws of the Foundation authorize the Board and its Committees to act without a meeting as described in this section.

**Section 7. Proxies.** Proxies, general or special, shall not be accepted for any purpose in the meetings of the Board or Committees.

**Section 8. Roll Call.** At the beginning of any meeting, the Secretary shall determine the presence or absence of a quorum. The roll shall thereafter only be called upon the request of the Chair or any Director, and after each roll call the presence or absence of a quorum shall be announced.

**Section 9. Notice.** Notice of each meeting shall be mailed to the Board by the Secretary not fewer than seven calendar days preceding the meeting.

**Section 10. Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Florida Not for Profit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws, a written waiver of the notice signed by the person or persons entitled to notice, whether before or after

the time the notice was required, shall be deemed equivalent to the giving of the notice. This Section 10 does not dispense with any public notice required by law.

**Section 11. Public Notice.** Public notice of any meeting of the Board of Directors or any Committee shall be made as required by Florida law.

## **ARTICLE 10. CONFLICTS OF INTEREST POLICY**

**Section 1. Purpose.** The purpose of this Policy is to protect the Foundation's interests when entering into a transaction or arrangement that might benefit the private interest of an Officer, Director, or Committee or Advisory Council member.

### **Section 2. Definitions.**

**a. Interested Person.** Any Director, Officer, or member of a Committee or Council with Board-delegated powers, who has a direct or indirect Financial Interest, as defined below, is an Interested Person.

**b. Financial Interest.** A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or family:

(1) an ownership or investment interest in any entity with which the Foundation or the University has a transaction or arrangement;  
or

(2) a compensation arrangement with the Foundation or the University or with any entity or individual with which the Foundation or the University has a transaction or arrangement; or

(3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation or the University is negotiating a transaction or arrangement.

**c. Compensation.** "Compensation" as used above includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A Financial Interest is not necessarily a conflict of interest. An Interested Person who has a Financial Interest has a conflict of interest only if the Board or appropriate Committee or Council decides that a conflict of interest exists.

### **Section 3. Procedures.**

**a. Duty to Disclose.** In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence of his or her Financial Interest and all material facts to the Directors and members of Committees and Councils with Board-delegated powers considering the proposed transactions or arrangement.

**b. Determining Whether a Conflict of Interest Exists.** The remaining Board, Committee, or Council members shall decide whether a conflict of interest exists.

**c. Procedures for Addressing the Conflict of Interest.** An Interested Person may make a presentation at the Board, Committee, or Council meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.

**(1)** The Chair or the Chair of the Committee or Council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

**(2)** After exercising due diligence, the Board, Committee, or Council shall determine whether the Foundation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

**(3)** If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board, Committee, or Council shall determine by a majority vote of the disinterested Directors or members in attendance whether to enter into the transaction despite the conflict of interest.

**d. Violations of the Policy.**

**(1)** If the Board, Committee, or Council has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board, Committee, or Council determines that the member has in fact failed to disclose an actual or possible conflict or interest, it shall take appropriate action, which may include immediate removal.

**Section 4. Records of Proceedings.** The minutes shall contain: (a) the names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the decision as to whether a conflict of interest in fact existed; and (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the transaction or arrangement.

**Section 5. Annual Disclosure.** Each Director, Officer, and member of a Committee or Council shall annually sign a statement which affirms that he or she:

- a. has received a copy of the conflict of interest policy;
- b. has read and understands the policy;
- c. has agreed to comply with the policy; and
- d. understands that the Foundation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## **ARTICLE 11. MISCELLANEOUS PROVISIONS**

**Section 1. Regulations of the Board of Trustees.** The Articles of Incorporation and Bylaws shall be consistent with the applicable regulations of the University and the Board of Trustees, including the right of the University President to monitor and control the use of the name of the University and other University resources.

**Section 2. Nondiscrimination.** The Foundation shall not discriminate based on race, creed, color, religion, gender, age, national origin, sexual orientation, marital status, disability, political opinions or affiliations, or veteran status.

**Section 3. Foundation Employees.** No person employed by the Foundation shall be considered to be an employee of Florida Polytechnic University or Florida Polytechnic University's Board of Trustees solely because of such person's employment by the Foundation.

**Section 4. Confidentiality of Foundation Documents.** As stated in Florida Statutes Section 1004.28, Foundation records are confidential and exempt from Florida public records laws. Upon receipt of a reasonable and specific request in writing, the Foundation shall provide financial information such as expenditures from Foundation funds, documentation regarding completed business transactions, and information about the management of Foundation assets. The Foundation shall furnish this information in a format reasonably responsive to the request, at a reasonable cost to the requesting party, pursuant to Florida law. The Foundation shall not, however, release any record or information that includes personal or financial information about a donor, prospective donor, alumnus, volunteer, or employee. All fundraising activities undertaken by University staff, faculty, or students, or by volunteers, are undertaken on behalf of the Foundation. All documents associated with such activities in possession of any University staff, faculty, or student, or any volunteer, are records of the Foundation and are confidential.

### **Section 5. Indemnification**

**a. Indemnification.** Every Director and Officer of the Foundation, as well as Special Appointees, shall be indemnified by the Foundation against all expenses and liabilities, including attorneys' fees, reasonably incurred by or imposed on the Director or Officer in connection with any proceeding, including any appeal, or any settlement of any proceeding to which the individual may be a party or in which he or she becomes involved as a result of serving as a Director, Officer, or Special Appointee. The indemnified party does not have to be a Director, Officer, or Special Appointee at the time the expenses or liabilities are incurred or imposed. In the event, however, of a settlement before entry of judgment, the indemnification shall apply only upon approval by the Board of Directors as being in the best interests of the Foundation. This indemnification is in addition to and not exclusive of all other rights to which the person may be entitled.

**b. Exceptions and Limitations.** The indemnification set forth above does not apply in the case of an action by, or in the right of, the Foundation. A Director, Officer, or Special Appointee is entitled to indemnification only if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Foundation and (where applicable) had no reasonable cause to believe

his or her conduct was unlawful. This indemnification shall be made in accordance with Section 607.0850, Florida Statutes, as amended from time to time.

**Section 6. Written Policies.** The Foundation shall have written policies on ethics, conflicts of interest, personnel, discrimination, and sexual harassment.

**Section 7. Review of Mission.** The President of the University or his or her designee shall periodically review the mission of the Foundation to ensure that it is in furtherance of the interests of the University.

## **ARTICLE 12. AMENDMENTS**

The Bylaws of the Foundation may be altered or amended at any meeting of the Board by resolution approved by a vote of a majority of the Board. Written notice of any proposed amendment of the Bylaws shall be mailed to each member of the Board not fewer than seven calendar days prior to any meeting at which the proposed amendment is to be considered. Proposed amendments shall become effective only after approval by the University President or his or her designee.

*Bylaws of Florida Polytechnic University Foundation, Inc. adopted by the Board of Directors of Florida Polytechnic University Foundation, Inc. on October 24, 2012.*

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
October 24, 2012**

**SUBJECT:** Transition Committee Report

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**PROPOSED BOARD ACTION**

Approval of the acceptance of the transfer of assets from the University of South Florida.

**AUTHORITY FOR BOARD OF TRUSTEES ACTION**

Article IX, Section 7, Florida Constitution; Chapter 2012-129, Laws of Florida; Board of Governors Regulation 1.001

**BACKGROUND INFORMATION**

Trustees will review and approve the acceptance of the transfer of assets from the University of South Florida. Trustees will also discuss Post-Closing actions.

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**Supporting Documentation Included:** To Be Provided

**Facilitators/Presenters:** Chair Gidel

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
October 24, 2012**

**SUBJECT:** Pathway for SACS COC Accreditation

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**PROPOSED BOARD ACTION**

For discussion.

**AUTHORITY FOR BOARD OF TRUSTEES ACTION**

Article IX, Section 7, Florida Constitution; Chapter 2012-129, Laws of Florida; Board of Governors Regulation 1.001

**BACKGROUND INFORMATION**

Trustees Sandra Featherman and Dick Hallion will provide information regarding the process for achieving Southern Association of Colleges and Schools Commission on Colleges (SACS COC) accreditation.

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**Supporting Documentation Included:** SACS COC New Applicant Policy Paper

**Facilitators/Presenters:** Trustee Sandra Featherman  
Trustee Dick Hallion





*Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

## **ACCREDITATION PROCEDURES FOR APPLICANT INSTITUTIONS**

### **Policy Statement**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is a regional accrediting agency which accredits institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America that award associate, baccalaureate, master's and/or doctoral degrees. The Commission also accepts a limited number of applications from international institutions of higher education. The Commission welcomes applications from institutions which are located in these areas and which are prepared to meet other qualifications for membership.

The accreditation procedures outlined in this document apply to degree-granting institutions of higher education which wish to seek accreditation with SACSCOC. Formerly accredited members seeking to regain membership with the Commission must also follow these same procedures. The philosophy of accreditation by the Commission on Colleges precludes denial of membership to a degree-granting institution of higher education in its region on any basis other than failure to comply with the Core Requirements, the Comprehensive Standards, and the Federal Requirements of the *Principles of Accreditation: Foundations for Quality Enhancement* established by the College Delegate Assembly or failure to comply with the policies and procedures of the Commission. The Commission's Board of Trustees uniformly applies the *Principles* to all applicant, candidate, and member institutions.

Communication concerning membership should be addressed to the President of SACS Commission on Colleges. Applications and a copy of the *Principles of Accreditation* may be secured at the Commission's website, [www.sacscoc.org](http://www.sacscoc.org).

#### **The Application:**

##### **Documentation of Compliance with the Core Requirements, Designated Sections of the Comprehensive Standards, and Federal Requirements of the *Principles of Accreditation***

An institution seeking authorization of a Candidacy Committee must first complete an application documenting its compliance with Core Requirements 2.1–2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1–4.9. These requirements are basic expectations of institutions seeking Candidacy. Compliance with these requirements, however, is not sufficient to warrant initial membership. After gaining Candidacy status, institutions must demonstrate both continued compliance with the above requirements and compliance with all of the remaining Comprehensive Standards of the *Principles of Accreditation*.

### Note Concerning Substantive Change

An applying institution describes itself in its initial application with the Commission. Therefore, from the date of submission of an application to the date of the granting of membership, if an institution undertakes a substantive change, as defined by the Commission policy "Substantive Change for Accredited Institutions of the Commission on Colleges," it will have significant impact on the accreditation process. If an institution chooses to implement a substantive change after submitting an application, but prior to gaining authorization to receive a Candidacy Committee, the institution will be required to submit a new application which describes the change. If an institution implements a substantive change after it has been authorized to receive a Candidacy Committee but prior to the granting of Candidacy, its authorization may be revoked at the discretion of the Commission. If an institution implements a substantive change during its Candidacy period, the status of Candidacy may be revoked at the discretion of the Commission. Should Candidacy be revoked, the institution may reapply at any time.

### Note Concerning Documentation of Compliance with Core Requirement 2.11

In addition to providing narrative describing its compliance with Core Requirement 2.11.1, an institution must include with its application separate institutional audits and management letters for its three most recent fiscal years, including that for the fiscal year ending immediately prior to the date of submission of the application. The institution also must provide with the application an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board, and a schedule of changes in unrestricted net assets, excluding plant and plant related debt (short and long term debt attached to physical assets). Further, the institution must provide a separate audit and management letter for the most recent fiscal year ending prior to any committee visit for Candidacy, Candidacy renewal, or initial Membership. All audits must be conducted by independent certified public accountants or an appropriate governmental auditing agency.

An applicant or Candidate institution must not show an annual or cumulative operating deficit at any time during the application process or at any time during Candidacy.

(These documents are also required of member institutions and are referenced in Core Requirement 2.11.1).

### General Steps in the Process for Achieving Initial Membership

#### *1. Attendance at a Workshop for Pre-Applicant Institutions*

An institution planning to submit an application must attend a one day workshop at the Commission offices. Information about the workshop can be obtained by calling or writing the Commission on Colleges or by visiting the Commission's website. Institutions interested in understanding the process in order to determine whether to apply or not may also wish to attend a workshop. The workshop acquaints attendees with the accreditation process and with the Core Requirements, Comprehensive Standards, and Federal Requirements.

#### *2. Submission of an Application by the Institution and Initial Review by the Commission*

An institution seeking membership must first submit an application describing the characteristics of the institution and documenting its compliance with Core Requirements 2.1-2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9. The application is initially reviewed by Commission staff and then by peer reviewers.

3. *Authorization by the Commission of a Candidacy Committee*

When the Commission determines that the institution has demonstrated compliance with Core Requirements 2.1-2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9, it will authorize a Candidacy Committee to visit the institution. The Candidacy Committee verifies on site the documentation presented in the application and writes a report that is forwarded to the Committee on Compliance and Reports for review and consideration of Candidacy status for the institution. The institution has a minimum of two weeks to respond to the Candidacy Committee Report if it wishes to do so. If it responds to the report, the response will also be forwarded to the Committee on Compliance and Reports. If the Commission determines that the institution is not in compliance with any of the above requirements, it will deny authorization of a Candidacy Committee. Denial of authorization of a Candidacy Committee visit by the Commission is not appealable. The institution may submit a new application whenever it wishes.

4. *Granting of Candidacy Status by the Commission*

The institution is granted Candidacy status upon recommendation of the Committee on Compliance and Reports and subsequent action by SACSCOC Board of Trustees indicating that the institution has demonstrated compliance with the requirements of the application and that this compliance has been verified by a Candidacy Committee which has visited the institution.

Candidacy is effective on the date of SACSCOC Board of Trustee action to grant Candidacy.

If Candidacy is denied, the institution must submit a new application along with application fees and must be authorized to receive another Candidacy Committee visit before being considered again for Candidacy. Denial of Candidacy is appealable.

5. *Completion by the Institution of a Compliance Certification*

When Candidacy is granted, the institution must complete a Compliance Certification documenting continued compliance with Core Requirements 2.1-2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9 and must document compliance with the remainder of the Comprehensive Standards of the *Principles of Accreditation* and receive an Accreditation Committee visit within the two years following the date the institution was granted Candidacy status. The report of the Accreditation Committee and the institution's response to the recommendations in that report are sent for review by the Commission's Board of Trustees for one of the following actions: grant membership, continue the institution in Candidacy status for a maximum of two more years, or remove the institution from Candidacy. Removal from Candidacy is an appealable action. If the Appeals Committee's final decision is to reverse the Board's decision to remove the institution from Candidacy, the institution remains in Candidacy, receives another Accreditation Committee visit, and within two years is again considered for membership by the Commission.

If the institution is granted continued Candidacy, an Accreditation Committee will again visit the institution within the next two years of Candidacy. The report of that Accreditation Committee and the institution's response to that report will be sent to the Commission's Board of Trustees for action either granting or denying membership. If the decision of the Board is to deny membership, the institution will be removed from Candidacy. This action is appealable. The institution may apply for membership immediately following the Board's decision or, if the institution appeals the decision, after the Appeals Committee's final decision to drop the institution from Candidacy. If the Appeals Committee's final decision is to reverse the Board of Trustee's decision to remove the institution from Candidacy, the institution is granted membership status.

## 6. *Granting by the Commission of Membership Status*

An institution which has been granted Candidate status is granted membership when the Commission's Board of Trustees judges that the institution has complied with Core Requirements 2.1–2.11, has documented compliance with all of the Comprehensive Standards (except CS 3.3.2) and Federal Requirements of the *Principles of Accreditation* and **has been in operation, i.e., has without interruption enrolled students in degree programs through at least one complete degree program cycle, and has graduated at least one class at the level of the highest degree offered by the institution prior to action of the Commission.** There can be no substantial reliance on corrective actions to bring an institution into compliance after the institution is awarded accreditation.

Membership is retroactive to January 1 of the year in which accreditation is awarded by the Commission.

**An institution is granted membership only for those purposes and programs in place at the time of initial accreditation.** Before a member institution implements a substantive change, as defined by the Commission policy "Substantive Change for Accredited Institutions of the Commission on Colleges," it must report the change to the President of SACS Commission on Colleges.

The institution's accreditation must be reaffirmed five years after it is granted initial membership. Prior to reaffirmation, the institution must submit for review by an Off Site Reaffirmation Committee a Compliance Certification documenting compliance with Core Requirements 2.1-2.11, all of the Comprehensive Standards (except CS 3.3.2), and the Federal Requirements of the *Principles of Accreditation*. It must also complete a Quality Enhancement Plan (Core Requirement 2.12 and Comprehensive Standard 3.3.2) for review during a visit by an On Site Reaffirmation Committee.

### **Specific Procedures in the Process for Achieving Initial Membership**

1. The institution secures an application for membership, a copy of the *Principles of Accreditation*, and other materials as well as information concerning the pre-applicant workshop by writing or calling the offices of the Commission on Colleges or by visiting the website of the Commission ([www.sacscoc.org](http://www.sacscoc.org)).
2. Representatives of the institution attend a workshop for pre-applicant institutions.
3. The institution provides all information requested in the Application Form. The completed Application constitutes a primary source of information used by the Commission on Colleges to determine apparent compliance with Core Requirements 2.1-2.11, Comprehensive Standards 3.3.1, 3.5.1, 3.7.1, and Federal Requirements 4.1-4.9. (See **Note Concerning Documenting Compliance with Core Requirement 2.11.1** above.)
4. A staff member will review the completed Application Form and will provide the institution with a written assessment. If additional information is needed, the institution will be requested to provide it.

If the staff member determines that the institution does not appear to comply with any or all of the requirements, the institution will be given a choice of withdrawing its application or requesting that it be referred to one of the Committees on Compliance and Reports (the review committees of SACSCOC Board of Trustees). Upon recommendation of the review committee, the Board of Trustees will then either deny authorization or authorize a Candidacy Committee visit.

If the staff member determines that the institution appears to be in compliance with the requirements, the President of SACS Commission can authorize the visit of a Candidacy Committee. This Candidacy Committee will consist of at least five members and will ascertain on site that the institution does meet Core Requirements 2.1–2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9.

The application review process (beginning with receipt of the completed application and ending with authorization of the Candidacy Committee) normally can be accomplished within a period of twelve to eighteen months. The maximum period from the time the initial application is received by the Commission on Colleges to the time that the Candidacy Committee is authorized (either by the President of the Commission or the Committee on Compliance and Reports) should not exceed 18 months. Should the institution not receive authorization for a Candidacy Committee visit within 18 months after submitting its initial application materials, its application may be withdrawn at the discretion of the Commission. Should the institution wish to reapply at a future time, it will be required to submit a new application along with the appropriate application fee.

After authorization, the visit of the Candidacy Committee and the subsequent decision of the Committee on Compliance and Reports may take as long as twelve months.

5. The Candidacy Committee, consisting of at least five members, will visit the institution to review documentation of compliance with Core Requirements 2.1–2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9. This Committee will write a report which will be forwarded to the Committee on Compliance and Reports. The institution may respond to the Candidacy Committee Report, and if it responds, the response will also be forwarded to the Committee on Compliance and Reports. Upon recommendation of the Committee on Compliance and Reports, the Commission, on the basis of the institution's application and the Candidacy Committee report and the institution's response, will either grant Candidacy or deny Candidacy.
6. If the Commission denies Candidacy, the institution may appeal the action. If the appeal is denied, the institution may apply again at its discretion.
7. If the Commission grants Candidacy, the institution will be authorized to complete a Compliance Certification documenting continuing compliance with Core Requirements 2.1-2.11, Comprehensive Standards 3.3.1, 3.5.1, and 3.7.1, and Federal Requirements 4.1-4.9 and to document compliance with the remainder of the Comprehensive Standards and receive an Accreditation Committee visit. In order for the institution to maintain Candidacy status, this visit and subsequent action by the Commission's Board of Trustees must occur within two years of the time that the institution is granted Candidacy. Prior to the institution's completion of the Compliance Certification, the staff member assigned to the institution will visit it for the purpose of conducting an orientation to the process. An institution may be in Candidacy status for a maximum of four years with renewal at the two-year period.
8. After the institution completes a Compliance Certification, the institution will receive an Accreditation Committee visit. The chair of the Accreditation Committee will make a preliminary visit to the institution approximately two months in advance of the committee visit.
9. The Accreditation Committee will evaluate the extent of the institution's compliance with the *Principles of Accreditation* and the institution's potential for achieving accreditation. The Accreditation Committee report will be sent to the Commission staff member and to the institution. The chief executive officer of the institution will be invited to review the report and to prepare a written response to recommendations in

the report. The response must be submitted no later than the date requested for consideration at the next meetings of the Committees on Compliance and Reports and the Commission's Board of Trustees.

10. The Accreditation Committee report, the institution's response to the report, and the chair's written review of the institution's response, will be reviewed by the Committee on Compliance and Reports. At that time, the institution may be invited to send representatives for a meeting on the record. (If an institution is in its fourth year of Candidacy, representatives from the institution will be invited for a meeting on the record.)

The Committee on Compliance and Reports may recommend to the Commission that the institution be granted Continued Candidacy if the institution provides strong evidence that it is making adequate progress toward complying with the *Principles of Accreditation* and that it will fully comply with the *Principles* within four years despite the existence of issues of non-compliance cited by the Accreditation Committee.

If an institution is granted Continued Candidacy, it will be visited again by an Accreditation Committee and considered by the Committee on Compliance and Reports within two years. In preparation for that committee visit, the institution will address issues of non-compliance cited by the first Accreditation Committee and will update information in its Compliance Certification.

The Committee on Compliance and Reports will recommend membership if the institution has complied with Core Requirements 2.1–2.11, the Comprehensive Standards (except CS 3.3.2), and the Federal Requirements of the *Principles of Accreditation*.

The Committee on Compliance and Reports will recommend removal from Candidacy if the institution has failed to comply with Core Requirements 2.1–2.11 and/or has failed to provide strong evidence that it is making adequate progress toward complying with the Comprehensive Standards and/or Federal Requirements of the *Principles of Accreditation*. An institution removed from Candidacy may submit another application at its discretion. Removal from Candidacy is appealable.

11. The Committee on Compliance and Reports makes recommendations concerning an institution's status to the Executive Council of the Commission which, in turn, makes its recommendation to the Commission's Board of Trustees which takes final action on the institution's status.
12. An institution may withdraw its application or its status as a Candidate institution at any time prior to the decision of the Commission's Board of Trustees. If an institution withdraws its application and later decides to seek membership, it must submit a new application and follow the procedures outlined above as they apply to institutions seeking status with the Commission on Colleges.
13. It is the policy of the Commission on Colleges that an applying institution bears the following expenses: travel, meals, and lodging for members of a Candidacy Committee and members of all subsequent Accreditation Committees and the accompanying Commission staff representative; \$200 to the chair and \$100 to each Committee member for miscellaneous expenses incurred during the visit; and clerical expenses necessary for the chairs of committees to complete reports. The total cost of visits is billed to the institution by the Association following the visit.

## Fees for Applicant and Candidate Institutions

Because of staff and Commission involvement with applicant institutions beginning at the time an institution submits its application, the following fees apply:

### For national institutions:

Application Fee	\$10,000
Candidacy Fee	2,500

### For international institutions:

Application Fee	\$15,000
Candidacy Fee	2,500

The **Application Fee** must accompany the application submitted by the institution. It covers costs associated with the application review and consultation with staff.

When an institution is authorized to receive a Candidacy Committee, it is assessed a **Candidacy Fee** of \$2,500. This fee covers costs associated with staff involvement in the accreditation process and assembling a Candidacy Committee.

In addition, candidate and member institutions are assessed annual dues using a formula based on enrollment and on educational and general expenditures beginning with the term in which candidate or membership status is awarded.

### **Document History**

*Approved: Commission on Colleges, December 2002*

*Updated and Edited for the Principles of Accreditation: Commission on Colleges, December 2003*

*Updated: January 2007*

*Revised: Commission on Colleges, June 2008*

*Revised: Board of Trustees, January 2009 and July 2011*

*Edited: January 2012*

**FLORIDA POLYTECHNIC UNIVERSITY  
BOARD OF TRUSTEES  
October 24, 2012**

**SUBJECT:** Considerations for SACS COC Accreditation

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**PROPOSED BOARD ACTION**

For discussion.

**AUTHORITY FOR BOARD OF TRUSTEES ACTION**

Article IX, Section 7, Florida Constitution; Chapter 2012-129, Laws of Florida; Board of Governors Regulation 1.001

**BACKGROUND INFORMATION**

Board of Governors academic affairs staff will be available to respond to any questions during the discussion regarding academic programs and achieving Southern Association of Colleges and Schools Commission on Colleges (SACS COC) accreditation.

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**Supporting Documentation Included:** None

**Facilitators/Presenters:** Mr. Richard Stevens  
Director, Academic and Student Affairs  
Board of Governors