

**FLORIDA POLYTECHNIC UNIVERSITY
OPERATIONS COMMITTEE
MEETING MINUTES
One Poly Place
439 South Florida Avenue
Lakeland, Florida 33801
December 13, 2012**

1. Call to Order and Roll Call

Florida Polytechnic COO, Ava Parker, called the Operations Committee Meeting to order at 8:27 am.

Committee members present: Chair Frank T. Martin and Trustee Kevin Hyman (Quorum). Other Board Members present: Chair Rob Gidel and Trustee Don Wilson.

Staff & Others: Ava Parker, Tom Belcher, Tim Campbell, Pete Karamitsanis, Bryan Mehaffey, Steve Tallyn, Mitch Day and Larry Stephen.

2. Construction of Phase I

Pete Karamitsanis presented a PowerPoint depicting the progression of the campus to the completion of Phase I.

The Construction Team is asking the Committee for \$11 million to be encumbered into the Skanska contract to continue construction. The money is appropriated but has not yet been approved for encumbrance by the Committee.

A Residence Hall (\$14 million) and a Student Services Center (\$40 million) will also need to be built prior to the opening of the University. The Student Services Center will require private and/or bond money. There was discussion regarding the construction and what will need to be completed prior to opening the University. Ava Parker requested the staff to complete a cost-out of the actual rendering versus the architectural plan.

Trustee Hyman asked about the SACS Accreditation Guidelines and Requirements and whether all items in the plan regarding the classroom are in line with SACS. Pete Karamitsanis advised that all spaces are flexible in nature so they can be used for other classes. The Committee would like to know what elements SACS will deem as necessary and those elements should be depicted on all drawings the staff shows to SACS.

Tom Belcher presented a brief overview of the rooms and space in the IST building (labs, prep rooms, storage, etc.).

The plan for the construction of the Central Utility Plant (CUP) is to only build what is needed for Phase I; however, the CUP has the flexibility to grow as the University grows. The CUP is ready to be constructed and could be completed by the end of the summer 2013.

There was much discussion regarding the Residence Hall and the Student Services Center. Pete Karamitsanis advised that prior to the separation from USF, the former Committee followed all CC&A processes for the State. The former Committee reviewed proposals, selected the firm and

began negotiations. Tim Campbell has the drafted master lease. The master lease has not been reviewed due to the split.

Ava Parker will check with Purchasing to see if the Committee can move forward with the process or if they will need to go through the RFQ process again.

The current Master Plan details the various aspects of the types of buildings that Florida Poly can build.

There was also some discussion regarding housing. Ava Parker advised that she will prepare information to present at one of the next Committee meetings detailing where Florida Poly is and whether the Committee recommends going out for another RFP.

The Student Services Center (formerly the Wellness Center) will be used as a Student Union, Library, small retail and a gym. This center will require \$20 million for each of the two phases:

Phase I - \$10 million from Mantra (firm originally selected to erect Residence Halls)
\$10 million – money already in Foundation (\$5 million from Polk County and \$5 million from an anonymous donor who has not yet decided yet whether the money will stay with Florida Poly).

Under this assumption, we have \$20 million to move forward.

Phase II - \$10 million from private funding
\$10 million to come from public funds

3. Approval of November 19, 2012 Meeting Minutes

Trustee Martin made a motion to approve the minutes from November 19, 2012. Trustee Hyman seconded the motion, and the motion passed unanimously.

4. Technology and Technical Infrastructure Update

Steve Tallyn, Preconstruction Manager at APG Electric, along with members from APG Electric presented information regarding technology and technical infrastructure. Steve Tallyn, Mitch Day, Larry Stephen presented an update on the technology platform. The technology platform for the IST building went through the RFP process and is being completed by Skanska. There was some discussion regarding the platform for the IST building and the core facility systems which will allow Florida Poly to receive real time business information and make real time decisions. Florida Poly will be the second digital campus built in America in the last 10 years; Ave Maria University in Fort Myers was the first. It was suggested to make a visit to Ave Maria University in order to see the technology platform in action.

Trustee Hyman asked about data centers for other universities providing services to other schools as a collaboration between business and students. Larry Stephen advised that USF is currently doing this in their legal department as they are connected into the Hillsborough County Court System. The infrastructure will be there to do this, so it will depend on what Florida Poly wants.

Ava Parker wanted to know if Florida Poly will have the infrastructure in place to provide this type of shared services for other universities. Bryan Mehaffey advised this was possible and the opportunity

will help other universities with items such as energy management. He advised that Florida Poly will have a good foundation to help sister campuses, private business and partnerships. There was some discussion on possible sponsorship and internship programs. Ava Parker and Bryan Mehaffey will meet to discuss these possible opportunities.

5. Potential for Phasing and Deferrals

Pete Karamitsanis presented an overview of items that Florida Poly can phase or defer into the future. He advised that Florida Poly could defer some of the landscaping and service road completion. Some of the parking spaces could also be deferred. Ava Parker would like to know when these items will be potentially used in order to determine if phasing or deferring is feasible.

6. Overview of Campus Master Plan

Pete Karamitsanis presented an overview of the Campus Master Plan (CMP). The CMP determines how and when the campus develops. John White advised that USF amended their CMP to include USF Poly. Chair Gidel believes that the Board needs to have 3-4 months to complete the CMP for Florida Poly. Ava Parker would like the Board of Trustees to be updated on where Florida Poly is currently. She would also like a timeline developed reflecting what has been approved and when the Board of Trustees will need to make additional decisions.

7. Format for Monthly Reporting

Pete Karamitsanis advised Florida Poly currently receives a monthly report from Skanska which shows the status of the projects, draw schedules, Request for Information (RFI's), and shop drawings. Trustee Martin requested that these monthly updates be sent out to the Committee on the status of construction. The Committee would also like the following to be included in the report: open items with the Design Team, any decisions that have been made since the last report, and construction photographs. Trustee Hyman would like to be notified of any 60 – 90 day timelines and Trustee Martin would like an Executive Summary attached to the front of each report.

8. Next Steps

There was some discussion on what should be presented at the next Board of Trustees meeting. Ava Parker asked Pete Karamitsanis to present the recommended amendment of the Skanska agreement to the Board of Trustees. Polk County is providing \$10 million to construct the ring road – which comes in three annual installments of \$3.3 million each. \$4 million of this has already been spent on the site. Polk County pays for work after it is completed and \$4 million has already been spent on the construction. The recommendation is to amend the Skanska agreement by \$11 million to cover the cost of the major infrastructure of the site, a portion of the Ring Road, and additional ponds as part of storm water. When the \$11 million is approved, Skanska will immediately purchase the items that are needed. A bill will then be presented to Polk County to receive the \$10 million.

Trustee Martin suggested that Pete Karamitsanis create a memo detailing what the \$11 million will be used for and the financial impacts and consequences if not approved. Pete Karamitsanis advised that he will prepare the memo and send it to the Board of Trustees on Monday for review.

Ava Parker advised that she will put together a packet to send to the Board of Trustees prior to the meeting on Wednesday.

9. Update on Lease Agreements

Tim Campbell updated the Committee on the status of offsite property leases.

Blue Sky West – Lease terminated 12/31/2012:

- Personal property has been removed.
- Modifications to space were made by contractor.

Blue Sky East – Lease expired – Currently on a month to month:

- PSC would like Florida Poly to keep the space as an incubator with PSC paying for use of the video wall.
- PSC is working on a proposal and will meet with Chair Gidel and Ava Parker.

Brain Lab – Lease terminates 1/31/2014:

- Hoping that lease will be forgiven if we enter into an agreement on the video wall.
- May need to discuss negotiation for early termination.

Pilot Bank – 1st Floor – Lease terminates 4/30/2014:

- Monthly rent paid through 12/31/2012

Pilot Bank – 3rd Floor – Prepaid rent through 3/31/2014.

Blue Sky – Wauchula – Lease terminates on 1/13/13. This building has been vacated and owner has already leased property to someone else, so termination date is now 12/10/2012. Since lease payment has already been made for December, staff will check to see if rent can be prorated for 10 days and a refund will be issued to Florida Poly.

Interstate Commerce Park – Lease extends to 1/31/15

- USF has retained this space for the teach-out.
- USF may want to have this lease turned over to them.

Pete Karamitsanis advised that staff has requested proposals for the cost of moving and storage of equipment from vacated property. Items were crated, shrink wrapped and moved into storage in Orlando, FL. There was cost savings to store in Orlando versus Lakeland.

10. Delegation of Authority to Sign Invoices

There was some discussion regarding delegation of authority to Ava Parker to have the ability to sign invoices.

Trustee Hyman made a motion to delegate invoice signing authority to the Chief Operating Officer Ava Parker for any items less than \$100,000. Trustee Martin seconded the motion, and the motion was passed unanimously. Chair Gidel will retain his authority to sign all invoices \$100,000 or greater.

11. Concluding Remarks and Adjournment

Trustee Martin would like to have a short Committee meeting before the December 19, 2012 Board of Trustees meeting to review the request for the \$11 million dollars to be added to the Skanska Contract. Trustee Martin requested that the Committee meetings be at least within two full weeks prior to the Board of Trustees meeting to prepare memos for action. He would like a specific date calendared. Ava Parker that the committee meetings can be completed via conference call. She also advised that some committees may need to meet more than once a month and the meetings might be longer than one hour each.

Chair Gidel advised that at the next Board of Trustees meeting they will populate a Strategic Planning Committee.

With no further business to discuss, Trustee Martin made a motion to adjourn the Operations Committee meeting. Trustee Hyman seconded the motion, and the motion passed unanimously. The Operations Committee meeting adjourned at 12:15 p.m.