FLORIDA POLYTECHNIC UNIVERSITY
TECHNOLOGY – VIA CONFERENCE CALL
MEETING MINUTES
ONE POLY PLACE
439 S. Florida Avenue, Suite 300
Lakeland, FL 33801
July 18, 2013 at 2:30 p.m.

1. <u>Call to Order</u>

    Chair Trustee Hyman called the meeting to order at 2:31 p.m. Roll call was completed by Gina DeIulio. Members on the call were Chair Kevin Hyman, Trustee Frank Martin, and Trustee Bob Stork (Quorum).

    Staff, Consultants & Others: Ava Parker, Gina DeIulio, Bryan Mehaffey, Charlie Moran, and Jami Morshed.

2. <u>Charter and Objectives of the Committee</u>

    Chair Kevin Hyman advised that the primary purpose for this meeting was to review the recommendation regarding Student Information Systems (SIS).

    Ava Parker introduced Charlie Moran who joined the call as a technology expert.

3. <u>SIS Update – Three Rivers Systems</u>

    Bryan Mehaffey gave an update on the SIS selection process. He advised that they were looking for a system that could be implemented rapidly in order to meet the necessary deadlines. Florida Polytechnic was advised that there was an option to "piggy back" on another universities' contracts. UF helped Florida Polytechnic identify potential suppliers. Florida Polytechnic's committee interviewed four vendors, but one dropped out because they could not meet the University's criteria. After the committee interviewed the proposed vendors, they were ranked and the top choice was Three Rivers Systems. Bryan Mehaffey gave an overview of Three Rivers and advised that several of Three River's clients were randomly interviewed by him.

    Trustee Stork asked about the maintenance fee of $38,326 for the first year. Bryan Mehaffey explained that when the system is installed it then belongs to Florida Polytechnic and the maintenance fee is necessary as Three Rivers must maintain the system because the SIS platform is ever-changing.

    Chair Hyman voiced his concerns as well of the maintenance fee for the first year. He advised that usually with installation there is some negotiation for the maintenance fee not to begin until the second year.

    Gina DeIulio advised that the normal maintenance fee is $49,136 per year and they gave us a discount of $10,810 for the first year. Gina DeIulio advised that they were also able to negotiate to lock in this rate for the first five years; then a 5% increase cap was negotiated.

    Trustee Martin asked when the time would start for the maintenance.

Bryan Mehaffey advised that the time would start once the software is installed and accepted by the University.

Gina DeIulio advised that according to the maintenance contract it is renewable upon the anniversary of the software installation date.

Bryan Mehaffey advised that once Florida Polytechnic and Three Rivers have agreed upon the contract terms, then the software will be tested and once approved then that will start the maintenance terms.

Trustee Martin advised that the renewal date should be the date of acceptance and not the date the software was installed.

Bryan Mehaffey advised that they can resubmit the contract with this request.

Chair Hyman agreed with Trustee Martin and advised this was an important distinction that needed to be stated well in the contract. It could take 6 months from the install to acceptance of the install. Chair Hyman suggested making a recommendation to the Board, including the clarifying language in the contract to that effect and subject to a satisfactory contractual reduction of this agreement.

Gina DeIulio advised that Florida Polytechnic is adopting another University's contract so the vendor is giving Florida Poly the same deal or better deal than what was given to the other university.

Trustee Martin asked if this recommendation needed to be approved by the Operations Committee and sent to the Board. Ava Parker responded that the Operations Committee did need to approve the contract, but there is no requirement for the contract to be approved by the full Board.

Trustee Martin requested the full cost for the first year of this contract. Bryan Mehaffey advised that the anticipated amount is $247,956 with the implementation costs of $26,950 (this amount could fluctuate going forward). Negotiated rate is $175 per hour.

Charlie Moran advised that typically you take the estimate of the vendor for the consulting side and you add 20-30% risk buffer that Florida Poly would manage. He advised things will happen and the hours are an estimate, so he would budget in a risk pool.

Jami Morshed from Three Rivers advised that this is accurate and they do not anticipate any major surprises given the good communication and the low complexity of this implementation. Implementation will be 90 days. Trustee Martin requested this 90 day implementation timeline and the testing phase to be added into the contract.

Chair Hyman requested a summary of the referrals that have been received on Three Rivers. Bryan Mahaffey spoke briefly on the referrals which have all been placed into the contract file.

Chair Hyman asked Jami Morshed to confirm that the commencement of maintenance payments and scheduled forth coming will be at the time installation is deemed complete. Jami Morshed advised that would not be a problem and he would work with his attorneys to get the wording that would be acceptable to the University.

Trustee Stork made a motion to give authority to the staff to proceed with negotiations and if negotiations are successful to enter into a contract with Three Rivers. Trustee Martin seconded the motion, and the motion passed unanimously.

4. Construction Update

   Bryan Mehaffey gave a construction update noting that all the previous concerns have been met. He gave an update on the IT platform that will be built on campus.

5. Classroom Technology

   Bryan Mehaffey advised that Dr. Darkazalli and the academic team have been involved in the progression of the classroom technology, and they are very pleased with the layout and the flexibility of the classrooms.

   Bryan Mehaffey confirmed that they are on budget and on time.

6. Data Center

   Bryan Mehaffey gave an update on the data center and the history of the typical data center. He presented an overview of the cloud and how that would work within the University's platform.

   Chair Hyman advised that this is bigger than the Technology Committee as this could have some academic impact as well. He recommended getting feedback from other Board Committees or from the Board on how this would impact them.

   Trustee Stork recommended supporting the direction that the staff was going and to get the information to the entire Board.

7. Items on the Horizon

   Bryan Mehaffey gave an update on items that will be coming up before the Committees in the next eight months. Those items included: Admissions call center, facilities department, security, classroom technology, e-library, catalog, and the website.

8. Closing Remarks

   Ava Parker gave an update on the CIO search and will be bringing the final recommendations to the Technology Committee to see if anyone would be interested in interviewing the candidates before the final selection is made. Trustee Stork requested to see the resumes of the final selection. Ava Parker will send copies out to the Committee.

   Ava Parker suggested the Technology Committee to be looking at the budget for the next year. Trustee Martin requested to roll that into the Operations Committee meeting.

   With no further business to discuss, Trustee Stork made a motion to adjourn the meeting. Trustee Martin seconded the motion, and the motion passed unanimously. The meeting adjourned at 3:57 p.m.