

FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard (One Airport Boulevard)
Orlando, Florida 32827
October 24, 2013

1. Call to Order and Roll Call

Chair Rob Gidel called the meeting to order at 9:05 a.m. Gina DeIulio called the roll: Chair Rob Gidel, Vice Chair Mark Bostick, Trustee Sandra Featherman, Trustee Scott Hammack, Trustee Kevin Hyman, Trustee Frank Martin, Trustee Bob Stork, and Trustee Don Wilson were present (Quorum).

Staff and Consultants: Ava Parker, Dr. Ghazi Darkazalli, Gina DeIulio, Dr. Mary Carpenter, John Gray, Pete Karamitsanis, Scott Rhodes, Maggie Mariucci, Kevin Calkins, Ray Galleno, Crystal Lauderdale, Sean Malott, Steve Warner, and Josh Bresler.

2. Approval of Minutes

The minutes from the August 26, 2013 Board of Trustees meetings were presented for approval. **Trustee Featherman made a motion to approve the minutes. Trustee Stork seconded the motion, a vote was taken and the motion passed unanimously.**

3. Chairman's Report

Chair Gidel gave his report to the Board and expressed his appreciation to the Board and all the members to their attention to detail, their interest in Florida Poly and how it is being built.

Chair Gidel introduced Bill Funk who will be conducting the presidential search.

4. Residential Housing Update

John Gray presented a housing update with the projected numbers for the next 10 years. He presented a potential floor plan that included a capacity of 236 student beds.

John Gray advised that the focus for housing will be on the first time in college students (FTIC) as transfer students have been approved to live off campus. He discussed dorm options, hotel options, and multi-family housing options.

John Gray showed a map of the proposed locations of the residential housing and floor plans. He advised the steel building is expected to last 40 years or more.

Expected occupancy of the building is August 20, 2014.

There were some concerns about the building not being ready in time due to possible weather setbacks.

Trustee Hammack advised that he would like on campus housing for 60% of the students.

Trustee Martin advised that a deadline of August 2014 for housing is critical in order to attract the students. He is in favor of moving forward with the housing.

Chair Gidel asked if the Board would like to retain the authority as a whole to approve this or they can delegate it to the Housing Committee.

Trustee Stork made a motion to delegate authority to the Housing Committee. Trustee Featherman seconded the motion, a vote was taken and the motion passed unanimously.

5. Facility Needs

John Gray completed an overview of the facility needs for Florida Poly and the funds necessary for those needs. He advised the staff is putting together a proposed package and will be bringing it back to the Board for approval.

6. Chief Operating Officer's Report

Status of Board Goals and Objectives. Ava Parker gave her report to the Board and updated them on the process of the presidential search. She advised the process has started and Florida Poly is looking to have a president in place by the second quarter of 2014. The Chair is currently working on creating a Search Committee. Ava Parker presented an overview of the work plan and updated the Board on the status of the completion of the goals and objectives.

2013-14 Staffing Plan. Ava Parker presented an overview of the staffing plan and presented an organizational chart of the current and projected staff. Trustee Hyman advised that he would like to see the ratio of administration to faculty as we should be able to keep that ratio as slow as possible. There was some discussion of staffing for online classes. Trustee Hammack would like to see an analysis of online versus campus. **Chair Gidel made a motion to accept the 2013-14 staffing plan. Trustee Wilson seconded the motion, a vote was taken and the motion passed unanimously.**

Ava Parker introduced the new staff members to the Board:

- Heather Johnson, Registrar
- Dr. Velmarie Albertini, Academic Program Coordinator
- Eric Callueng, Director of Financial Aid
- Dr. Steve Warner, Director of Student Affairs
- Tom Hull, Chief Information Officer

Delegation of Authority. Ava Parker presented an overview of the proposed recommended delegation of authority.

- a. Purchasing and Business Services:
 - \$0-\$500K: Would go to Chief Operating Officer to sign
 - \$500K - \$1M: Would go to the Committee, then to COO to sign
 - Over \$1M: Would go to the Board, then to COO to sign
- b. Construction Services:
 - \$0-\$100K: Would go to Chief Operating Officer to sign
 - Over \$100K: Would go to the Board Chair, then to COO to sign

There was some discussion on the details of the delegation of authority. Trustee Stork suggested add "within the restraints of the budget."

Trustee Stork made a motion to approve the delegation of authority with the addition of adding “within the restraints of the budget.” Trustee Hyman seconded the motion, a vote was taken and the motion passed unanimously.

Legislative Update. Ava Parker advised that the Board faculty representative appointed to the Board is Robert MacCuspie. Chair Gidel and Rick Maxey recently met with the governor and the governor has volunteered to personally send letters to students interested in Florida Poly. He will send two letters: one to the student and one to the student’s parents.

7. Committee Reports

Operations Committee. Trustee Martin gave an update on the Operations Committee.

- a. **Furniture and Fixtures for the IST Building.** Pete Karamitsanis presented to the Board the current furniture Florida Poly has in inventory and the proposed furniture for the IST building. The proposed cost for the new furniture is a total cost of \$1.5M and the budget is \$2M, so the projected cost is \$500K below budget. There was some discussion on options for the furniture. **Trustee Stork made a motion to authorize staff to select the appropriate furniture from the packages submitted by Herman Miller/Workscapes and Steelcase/Empire and proceed with the order and installation of the furniture as described in these packages for a total amount not to exceed \$1.5 million. Trustee Featherman seconded the motion, a vote was taken and the motion passed unanimously.**
- b. **Campus Security Update.** Bryan Mehaffey presented an update on the campus security. An RFP process is anticipated to be issued in November and once proposals have been reviewed and received then this will be presented to the Operations Committee. Florida Poly has contracted with the consulting firm American Eagle Security to assist with guidance in the RFP proposal process. There was some discussion on possible options for the campus security.
- c. **Campus Construction Update.** Pete Karamitsanis presented an update on of the campus construction.
- d. **Facility Needs.**
 - i. **Business Auxiliary Service Facilities.** Ray Galleno presented an overview of the recommended business auxiliary services including: dining, bookstore, snack and beverage vending, postal operations, copy center, ID card services, convenience store, copier, printers, and transportation and parking services.
 - ii. **Recreational Facilities.** Ray Galleno presented an overview of the recommended recreational facilities that includes a multipurpose playing field (soccer, football, etc.), basketball, tennis, and volleyball courts. A survey was placed on the Admissions website in order to get feedback from students on their preference.
 - iii. **Student Services Facilities.** Steve Warner presented an overview on the SACS requirements for student services facilities and the auxiliary aids required for students with disabilities.
 - iv. **Facilities Plan.** Pete Karamitsanis presented a map with the location of each of the proposed facilities.
 - v. **Five Year Capital Improvement Plan (CIP) and Fixed Capital Outlay Budget Request.** Ava Parker and Pete Karamitsanis presented the CIP which is the projection of the facilities planned to be constructed on the campus within the next five years. The CIP is a Board of Governors requirement and is due to the Board of Governors by December 1, 2013. Ava Parker advised that this is a projected plan and can be changed as the university develops. Trustee Featherman recommended

moving forward with this plan given the reassurance that the University has the option to adjust the plan in the future. **Trustee Hyman made a motion to approve the Five Year Capital Improvement Plan. Trustee Wilson seconded the motion, a vote was taken and the motion passed unanimously.**

Academic Affairs Committee. Trustee Featherman gave an update on the Academic Affairs Committee.

- a. **SACS Update.** Dr. Darkazalli presented to the Board the requirements and processes in order to achieve initial membership with SACS. He also presented how Florida Poly is actively engaged in this process and how they are planning to achieve accreditation.
- b. **Faculty Hiring Update.** Dr. Darkazalli advised that Florida Poly has been successful in hiring good faculty. He advised they are currently looking at resumes for the faculty positions that are currently open.
- c. **Recruitment Update.** Scott Rhodes presented the recruitment update. He advised the admissions team has attended 106 college fairs throughout the state; including 4 national college fairs. They have completed 184 expo visits and visited all 12 college campuses. There have been over 4,200 inquiries from all 50 states. Florida Poly has received over 700 applications. Over 22 students that have been admitted to the school with an average of average GPA of 4.2, SAT average 1700, and an ACT average 25.
- d. **Enrollment Projections.** Kevin Calkins presented an overview of the enrollment projections. He presented a comparison of two models; an internal model and one developed by an outside consultant, Archer Analytics. Both models were close in their projections of the yearly numbers.
- e. **Approval of Resolution.** Gina DeJulio went over the Resolution 2013-003 on Retroactivity of Annual Leave and Sick Leave Regulations. **Trustee Featherman made motion from the Committee to approve Resolution 2013-003 on Retroactivity of Annual Leave and Sick Leave Regulations. A vote was taken and the motion passed unanimously**

Strategic Planning Committee. Trustee Stork gave an update on the Strategic Planning Committee.

- a. **Strategic Plan Update.** Dr. Darkazalli presented an update on the Strategic Plan. The University will be having a SWOT meeting, conducted by Dr. Robert Olszewski, to discuss the goals of the University.
- b. **Industry Summit Recap.** Sean Malott presented an update on the Industry Summit and advised a major company that did not participate in the summit expressed interest in being involved with the University. The Industry Summit had a total of 201 attendees (164 company attendees and 37 Poly staff and faculty) with a total of 107 companies and organizations being represented. Sean Malott gave a special thank you to all the sponsors.
- c. **Marketing & Communications Strategy and Plan Update.** Crystal Lauderdale presented a marketing update and went over their objectives and priorities. She also gave an update on strategy, advertising and the next steps for news media. She advised that an interview with Ava Parker on Hall radio stations will be aired at the end of October.

Finance & Audit Committee.

- a. **Foundation Update.** Maggie Mariucci gave an update and advised that they have contracted with Association of Governing Boards (AGB) for the Vice President of Advancement search. Cliff Otto, from the Foundation Board Committee is chairing the Search Committee.
- b. **IST Building Naming Opportunities.** Maggie Mariucci gave an update on the options for the naming opportunities. She advised that Ron Cark is chairing the Board Development and

Nominating Committee and they are meeting next week to discuss ways to broaden the Florida Poly Foundation reach. She went over the IST Naming Building Policy and the scholarship giving opportunities. There was some discussion on the scholarship giving options.

- c. **Monthly Financial Update.** Josh Bresler gave an update to the Board on the monthly financials for the months of August 2013 and September 2013.

8. Consent Agenda

Gina DeJulio presented the consent agenda items that were approved by the Academic Affairs Committee. Chair Gidel requested a motion for approval of regulations/policy: FPU-2.004 Admission of Undergraduate Transfer Students, FPU-2.005 Admission of International Students, FPU-2.008 Graduate Admissions, and Sexual Harassment Policy.

Trustee Martin made a motion to approve the consent agenda items. Trustee Bostick seconded the motion, a vote was taken and the motion passed unanimously.

9. Closing Remarks & Adjournment

The Board is looking to have a Steering Committee work with Bill Funk to search for a president. All Board members are welcome to be on the Committee. Frank Martin volunteered to be on the Committee. Two members from the Board of Governors and one representative from Polk County will also be on the Steering Committee. Bill Funk has placed an ad for the president and has received over 50 inquiries.

With no further business to discuss the Board of Trustees meeting adjourned at 3:15 p.m.