

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
FINANCE & FACILITIES COMMITTEE
MEETING MINUTES
Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
December 2, 2015 at 9:00 AM**

I. Call to Order and Roll Call

Chair Frank Martin called the meeting to order at 9:12 a.m.

Maggie Mariucci called the roll: Chair Frank Martin, Vice-Chair Bob Stork, Trustee Christina Drake, and Trustee Sandra Featherman, were present (Quorum).

Other trustees present: Trustee Mark Bostick, Trustee Dick Hallion, Trustee Tom O'Malley, and Trustee Veronica Perez-Herrera were present.

Staff present: President Randy Avent, Gina DeJulio, Tom Hull, Crystal Lauderdale, Maggie Mariucci, Rick Maxey, Mark Mroczkowski, and Elhami Nasr were present.

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

Trustee Sandra Featherman made a motion to approve the minutes of the Finance & Facilities Committee meeting of September 9, 2015. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.

IV. Accountability Report

Kevin Calkins presented the University's Accountability Report to the committee. This is one of two required reports provided annually to the Board of Governors; the University provides performance information on what has been accomplished by students/faculty during the last academic year. This report also requires full Board approval.

Trustee Bob Stork noted that Aubury Erickson, a Florida Polytechnic freshman, received fourth place in a national competition for her video entitled "Our Deficient Transportation Infrastructure", and mentioned that for a freshman student to capture a very complex process in four brief minutes is phenomenal. Trustee Frank Martin stated he viewed the video on the Internet and showed it at a delegation meeting recently.

Kevin Calkins also pointed out, in the future, the Accountability Report will reflect where the University stands relative to performance funding. However, since the University has not yet graduated its first class and does not have alumni, this information cannot be reported at this time.

Trustee Bob Stork made a motion to recommend approval of the 2014-15 Annual Accountability Report to the Board of Trustees; Trustee Sandra Featherman seconded the motion, a vote was taken and the motion passed unanimously.

V. Named Building Space Opportunity

- A. Lindsay Zimmerman stated that the Florida Polytechnic University Foundation Board met on October 12, 2015, voted, and approved to recommend to the Board of Trustees the naming of Collaboration Room 2076 in the Innovation, Science & Technology Building as the “Heacock Family Collaboration Room”. Chair Martin noted this recommendation was vetted by the Foundation Board and meets all the criteria for naming of building space.

Trustee Bob Stork made a motion to recommend approval of the naming of the Collaboration Room 2076 in the Innovation, Science & Technology Building as the “Heacock Family Collaboration Room” to the Board of Trustees. Trustee Sandra Featherman seconded the motion; a vote was taken, and the motion passed unanimously.

- B. Chair Frank Martin presented the recommendation of naming the Florida Polytechnic University Campus on Research Way as the “John David “JD” Alexander Campus”. If approved, it will go before the Foundation Board for approval and then be presented to the full Board of Trustees for final approval.

Trustee Bob Stork highly recommended the approval of the recommendation.

Trustee Bob Stork made a motion to recommend approval of naming the Florida Polytechnic University Campus on Research Way as the “John David “JD” Alexander Campus”, subject to approval by the Florida Polytechnic University Foundation Board and full Board of Trustees approval. Trustee Sandra Featherman seconded the motion; a vote was taken, and the motion passed unanimously.

VI. Foundation Update

Lindsay Zimmerman stated that in an on-going effort to strengthen the financial management of the Foundation, quarterly closings have been implemented.

Updates were also provided on the following activities which have taken place:

- National Day of Giving – December 1, 2015
- Purchase of financial management software – implementation will take several months (Target date: Mid-February 2016)

- PIVOT occurred October 8, 2015
 - The Foundation worked with a steering committee of 9 community leaders
 - A group of 42 ambassadors helped generate attendance
 - Foundation received nearly 450 reservations with 407 in attendance
 - There were 91 sponsors, 38 of which were new sponsors
 - With the help of PIVOT, the Foundation raised \$2.2M in pledges and gifts to the Foundation to be received this fiscal year.

Lindsay Zimmerman also reported the Foundation is working on its Annual Report along with its Five-Year Funding Needs Projections and Strategic Plan. Additionally, the following events are being planned or considered:

- Women in STEM Luncheon – March 2016
- Parents Association
- Alumni Association
- Naming Opportunities – IST (\$15M total) and Recreational Areas (\$7M)

VII. Workday Implementation Update

Jackye Maxey presented an update on the implementation of Workday, a cloud-based financial management and human capital management software system. Fourteen consultants have been assigned to this project. The anticipated go-live date is October 1, 2016 with January 1, 2017 as the contingency go-live date. In order to achieve the October 2016 go-live date, Sierra-Cedar and Florida Polytechnic acknowledge that the Florida Polytechnic team must be fully staffed and trained by February 15, 2016.

Having Workday will facilitate the transfer off of the current Shared Services agreement with the University of Florida.

The following deployment methodology is being used:

- Plan
- Architect
- Configure and Prototype (around February 2016)
- Test (“dress rehearsal”)
- Deploy

Trustee Sandra Featherman inquired whether consultants will be available after deployment if problems occur. Barbara Kiesinger, Delivery Manager from Sierra-Cedar, stated consultants will definitely be available after deployment. Approximately 300-400 hours have been allocated for after deployment support.

Trustee Tom O’Malley asked if Workday will run parallel with Shared Services after deployment. Barbara Kiesinger indicated the processes will run parallel for three pay periods.

Trustee Frank Martin inquired whether additional costs would be incurred should the October 1, 2016 deadline be missed. Barbara Kiesinger stated additional costs are dependent upon the length of time and type of services needed past the deadline; however, some contingencies are

built into the initial contract. Significant testing of each module (approximately 2-3 months) will take place prior to go-live in order to avoid as many problems as possible.

Dr. Randy Avent stated concentration is being placed on business processes. All functions of the University will be designed around the system in order for it to meet the University's needs for years to come.

VIII. Construction Projects Update

David Calhoun provided an update on the following construction projects:

1. Recreation Field and Courts

The recreation field and courts were completed and are in use. The project was completed on time and within budget.

2. Parking Lots 6 & 8

These lots were designed for temporary parking. They are available for use. This project was completed on time and within budget.

3. Cooling Tower and Server HVAC

A Guaranteed Maximum Price (GMP) has been received and the purchase order has been issued. The design is complete and the cost of the project is within budget. Construction is anticipated to begin December 2015 and is on schedule for completion April 2016.

Trustee Sandra Featherman inquired regarding the need for a second cooling tower. David Calhoun indicated as the University grows the cooling needs will increase. The new cooling tower will also cover both residence halls should something happen to the current tower.

4. Parking Lot 5

In an attempt to limit the number of parking lots on campus, this project is currently on hold and will be re-evaluated following the design of the Recreation Building.

5. Swimming Facility

This project is currently in the design scope review/schematic design phase. The exact location of this facility has not been determined. The University is currently working with a design architect.

6. Wellness Center Phase II

This project contains two components: the Recreation Building and the Wellness Center renovation. As the student body increases, it is important to have the necessary cafeteria space.

7. Engineering Shop

In lieu of the Engineering Shop, Room 1016 in the Innovation, Science & Technology building is being reconfigured with electrical needs and requirements upgraded. This project is due to be completed during the winter holiday in order to be ready for the spring semester. However, this space will only work for a few semesters before it is outgrown. This project is currently on time and under budget.

Trustee Christina Drake stated three dozen students have already signed up to begin utilizing this space once it is completed.

David Calhoun stated six of the seven approved projects are in some phase of production with the exception being Parking Lot 5, which is being re-evaluated to avoid over-paving the campus.

Trustee Bob Stork inquired about the utilization of lab and classroom space. Dr. Randy Avent stated that based upon state calculations, the space is very tight. Currently, there are no rooms that are under-utilized.

Trustee Sandra Featherman made a motion to adjourn the Finance and Facilities Committee meeting. The motion was seconded by Trustee Bob Stork; a vote was taken, and the motion passed unanimously.

With no further business to discuss, the Finance and Facilities Committee meeting adjourned at 10:13 a.m.