

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
FINANCE & FACILITIES COMMITTEE
MEETING MINUTES
Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
March 16, 2016 @ 9:45 AM**

I. Call to Order and Roll Call

Chair Frank Martin called the Finance and Facilities Committee meeting to order at 9:26 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, and Trustee Veronica Perez-Herrera were present.

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

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

Trustee Bob Stork made a motion to approve the minutes of the Finance and Facilities Committee of December 2, 2015. Trustee Sandra Featherman seconded the motion; a vote was taken, and the motion passed unanimously.

IV. Shared Services Update

Mark Mroczkowski provided an update on the Shared Services Transition Plan. Florida Polytechnic has been working on a comprehensive plan with the University of Florida to pull away from the Shared Services model and move to an in-house ERP system. A comprehensive agreement has been reached with the University of Florida. The ERP “go-live” is scheduled for September 30, 2016, which is approximately 12% ahead of the original projection.

Derek Horton, Florida Polytechnic Controller was instrumental in developing the Transition Plan with University of Florida.

Derek reported the Transition Plan was put together with three phases in mind:

1. Phase I – Was completed in the first quarter of this year and consisted primarily of all the University's finance and accounting procedures.
2. Phase II – Third and fourth quarter – The finance and accounting department will focus on treasury management and general accounting with construction of accounting functions scheduled for fourth quarter. Purchasing functions will overlap during both the third and fourth quarters. Human Resources will focus on transitioning services in the areas of classification and compensation, recruitment and onboarding.
3. Phase III – All other remaining components of the service level agreement will remain with UF until Phase III, which will not take place until the 2nd quarter of fiscal year 2016-17 when we deploy our ERP. Those services include those outlined in our service level agreement (i.e. check printing, payroll, etc.)

Trustee Don Wilson inquired if there is a cost savings as Florida Polytechnic transitions away from the Shared Services agreement. Mark Mroczkowski stated there has already been a cost savings of approximately 25%. The CFO of University of Florida and Mark are signing monthly reduction documents.

Trustee Martin inquired what the annual cost savings will be by moving these services in-house versus working through University of Florida. Mark stated that after two years, approximately \$1M/year will be saved (\$3.3M versus \$2.3M).

Trustee Frank Martin stated it is crucial the University be prudent in the hiring decisions being made to implement the Transition Plan.

Trustee Bob Stork inquired how closely the University is staying to the initial ERP package presented. Mark Mroczkowski stated very few modifications are being made to the ERP package in order to keep costs and possible complications to a minimum.

Trustee Sandra Featherman made a motion to approve the Shared Services Transition Plan. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.

V. Resolution for Signature Authority

Mark Mroczkowski reported that currently all Florida Polytechnic checks are signed by the University of Florida CFO and Controller. The resolution provides the necessary signature authority for Florida Polytechnic, but is also necessary to complete the transition of treasury services from University of Florida to Florida Polytechnic. The proposed signatories are:

- Dr. Randy K. Avent, President
- Mark Mroczkowski, Vice President and Chief Financial Officer
- Derek Horton, University Controller

Trustee Bob Stork made a motion to approve the Resolution for Signature Authority. Trustee Sandra Featherman seconded the motion; a vote was taken, and the motion passed unanimously.

VI. Campus Naming

Loretta Sanders, Chair of the Florida Polytechnic Foundation, reported that on January 15, 2016, the Foundation Board met and unanimously approved the naming of the Florida Polytechnic University campus on Research Way as the “JD Alexander Campus” and now, in accordance with Foundation Campus Naming Policy 2.01 and Board of Governors naming regulation, approval by the Board of Trustees is being requested.

Trustee Sandra Featherman made a motion to approve the naming of the Florida Polytechnic University campus on Research Way as the “JD Alexander Campus”. The motion was seconded by Trustee Bob Stork; a vote was taken and the motion was unanimously approved.

VII. Approval of Policies

- A. Gina DeIulio presented policy FPU-4.006 Third Time Repeat Course Fee Exemption for approval.

There was discussion regarding the details of the policy.

Trustee Bob Stork made a motion to approve policy FPU-4.006 Third Time Repeat Course Fee Exemption contingent upon discussion of the full Board. Trustee Sandra Featherman seconded the motion; a vote was taken, and the motion passed unanimously.

- B. Gina DeIulio presented policy FPU-1.010 Use of Skateboards, Skates, Scooters and Similar Devices and High Risk Activities.

This is a revision to the policy previously approved and is being requested due to the possibility of hoverboards becoming flammable and causing harm to students and/or the University.

Trustee Sandra Featherman made a motion to approve policy FPU-1.010 Use of Skateboards, Skates, Scooters and Similar Devices and High Risk Activities. Trustee Bob Stork seconded the motion; a vote was taken and the motion passed unanimously.

VIII. Facilities Update

David Calhoun provided a facilities update. He reported there are currently seven facilities projects in some phase of design or completion for this fiscal year:

1. Engineering Shop – This is being completed by improvements and enhancements to existing lab space. The location for this facility remains TBD.
2. Cooling Tower – This infrastructure improvement is being done to provide 100% redundancy on campus, allowing for one of the cooling towers to be out of operation while the other tower carries the load so cooling services to our students in all buildings go uninterrupted.
3. Parking Lot – Currently in design phase.
4. Wellness Center Expansion – Currently in design phase.
5. Swimming and Recreation Facility – Currently in design phase.

6. Recreation Fields and Courts – Complete
7. Parking Lots 6 & 8 – These lots are operable for daytime use only, with evening parking becoming available Summer 2016

Additionally, David presented an initial schematic design for the Recreation Building/Swimming Pool. There is a lap pool concept, a recreational pool concept, and the building takes the form of the University's mascot, the Phoenix. This schematic was recently presented to staff and the design development phase will begin in the near future.

David stated in preparation for the future, and in accordance with the 2015-2025 Campus Master Plan, internal reviews are complete and public hearings are in process. Design standards are in draft form and will be analyzed to be certain they are in compliance with SUS guidelines as well as the updated Florida building codes, and will then be presented to staff for approval. These will then become the standards adopted for future buildings.

Trustee Sandra Featherman noted it appears many of the facilities are a good distance from one another and inquired if the causeways across the lakes are suitable for student traffic. David indicated all causeways are wide enough for student traffic as well as emergency access vehicles.

It was also noted by David that as the University and campus grow there is a greater need for vendors within various areas to be on campus. Therefore, Facilities has begun to develop manuals and standards.

1. Campus Development Manuals and Procedures
 - Professional Services draft complete
 - Construction Administration draft complete
 - Interactive draft forms complete
2. Campus Maintenance and Operating Procedures
 - Baseline plans, scopes and schedules complete
 - Operating specifications are in progress

It was also reported that upgrades to the University's building automation systems have occurred. This allows for greater efficiency and consumption tracking. There has been an increase of approximately 13% in utilities. Consumption tracking will allow Facilities to see where increases are occurring.

David reported that approximately 1,000 work-related (standard operating) requests have been received and completed this year.

Trustee Bob Stork inquired about the reason for the 13% increase in utilities. David reported the increase is due to the increase in the number of students, faculty, and staff - primarily electricity costs (heating and cooling). A plateau in utilities costs is anticipated by year four.

Trust Bob Stork also inquired whether records regarding utilities consumption are being kept. David reported such records are being kept.

With no further business to discuss, the Finance and Facilities Committee meeting adjourned 10:00 a.m.