

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
MEETING MINUTES
Florida Polytechnic University
Polk State College
3433 Winter Lake Road
LTB Building – Room 2182
Lakeland, FL 33803
April 25, 2016 @ 10:00 AM**

I. Call to Order and Roll Call

Vice-Chair Frank Martin called the meeting to order at 10:07 a.m.

Vice-Chair Frank Martin and Trustee Bill Brown were present (Quorum). Chair Don Wilson joined the meeting at 10:14 a.m.

Staff present: President Randy Avent, Gina DeJulio, Nicole Jackson, Crystal Lauderdale, Maggie Mariucci, Jessica Throckmorton, and Kim Kennedy were present.

II. Approval of Minutes

Trustee Frank Martin made a motion to approve the Governance Committee meeting minutes of December 2, 2015, with the addition of “State University System Strategic Plan” to Page 2 (first paragraph following Item C). Trustee Bill Brown seconded the motion, a vote was taken, and the motion passed unanimously.

III. Discussion of the President’s Performance

A. Review of President’s Goals for 2015-2016

- Trustee Bill Brown inquired if there were areas which fell below expectation. President Avent indicated due to the resignation of the Director of Industry Partnerships early in the year, he would have liked to have made more progress in this area.
- Trustee Brown questioned whether any impact was seen by the Academic Success Center engaging with students mid-semester. President Avent stated the University has completed a fairly detailed analysis regarding the methods which have proven to be successful both in retention and GPA. Dr. Kathryn Miller, Vice Provost of Academic Support Services, has created a one-on-one program involving the use of Success Coaches. Additional data will then be collected to review effectiveness. President Avent also stated teaching modules seem to be very effective.

- Trustee Frank Martin inquired if students struggling with courses are required to meet with academic counselors or if it is on a voluntary basis. President Avent stated the students seek assistance on a voluntary basis and that Dr. Kathryn Miller seems to be having better involvement by students when using Success Coaches on a one-on-one basis.
- Trustee Martin asked what percentage of students take part in the services of the Academic Success Center. President Avent stated he will obtain this information from Dr. Kathryn Miller and supply it to Trustee Martin, but stated a larger number of students are using these services than in the previous year.
- Trustee Martin made a suggestion that the University consider making it mandatory for struggling students to meet with the Success Coaches. President Avent stated he will discuss this suggestion with Dr. Kathryn Miller and will provide feedback.
- Chair Don Wilson inquired if there were any changes to the presidential review policy. Gina DeJulio stated the policy was provided for the purpose of discussion and there were no changes.
- Trustee Brown stated the accomplishments of President Avent and the team are phenomenal in terms of building a base for this new university. Trustee Don Wilson concurred the accomplishments over the last few years are remarkable.

Trustee Bill Brown made a motion to accept President Avent’s Self-Evaluation for 2015-2016. Trustee Frank Martin seconded the motion, a vote was taken, and the motion passed unanimously.

B. Review Evaluation Instrument

- Chair Don Wilson inquired if President Avent would like to provide input regarding the evaluation instrument. President Avent stated he approves the instrument. President Avent also stated he does not want his base salary to be increased more than the minimum amount required under his contract.
- Trustee Frank Martin suggested the following wording in the Evaluation Instrument be changed to remain consistent with the President’s Self-Evaluation:
 - Change “Exceeds” to “Exceeded”
 - Change “Meets” to “Met”

Trustee Frank Martin made a motion to approve the President’s Annual Review Instrument with the stated changes. Trustee Bill Brown seconded the motion, a vote was taken, and the motion passed unanimously.

IV. Discussion of the President’s Proposed Goals for 2016-2017.

- President Avent indicated in the future, the University may want to change the format used when creating goals, coming in line with some of the other SUS institutions.
- President Avent also stated that the Strategic Plan is reaching its fifth year; therefore, the University may want to begin creating a new Strategic Plan over the next year. There is discussion of a possible Strategic Planning exercise to be conducted during the Board of Trustees Retreat in June 2016.
- Trustee Frank Martin stated according to the Policy on Annual Review of the President, a comprehensive review will be conducted in the third year. Trustee Don Wilson stated, to that end, an outside contractor will need to be secured.
- Trustee Bill Brown indicated the University remains in a growth/foundation phase, with accreditation being the primary focus in the upcoming year.

- President Avent stated SACSCOC is expecting the Strategic Plan will be updated as the University begins its 5th year.
- Trustee Martin requested President Avent provide an accreditation update on the accreditation process for the next 9-12 months. President Avent stated the following:
 - Florida Polytechnic will receive the candidacy decision on June 17, 2016.
 - If candidacy is granted, the Compliance Certification application will be assembled during the summer which will be sent to Dr. Mary Kirk in August for review/feedback. Based upon her feedback, updates will be made and the application will be submitted to the SACSCOC Accreditation Committee by mid-November.
 - The University will graduate its' first class the first week of January 2017.
 - The SACSCOC Committee site visit is tentatively scheduled for February 13, 2017.
 - Once the site visit report is received, Florida Polytechnic is given five months to respond. A letter will be sent to the SACSCOC President requesting the five month review period be waived in order to be placed on the June CNR Committee agenda for accreditation.

President Avent stated accreditation has three levels:

1. Accredited
 2. Not Accredited
 3. Accredited With Monitoring
- If all goes as planned, the final accreditation decision will be received in 2017.
 - Trustee Frank Martin inquired whether the accreditation committee meetings are open to the public. Gina DeJulio and President Avent stated these are closed meetings.
 - Trustee Don Wilson inquired if students will be eligible for federal loans upon receiving candidacy. President Avent responded that the necessary application is complete and will be submitted immediately upon receiving candidacy; however, the approval process can take 2-9 months. The University is hopeful students will be eligible for federal financial aid by Spring 2017.
 - Trustee Wilson inquired about eligibility for Bright Futures funding. President Avent responded the application process for Bright Futures is usually faster as it is a state rather than federal process. The same is true for Florida Prepaid. Trustee Wilson questioned if Bright Futures and Florida Prepaid would be approved in time for students enrolled for Fall 2016. President Avent indicated he will consult with Eric Callueng, Director of Financial Aid.
 - Trustee Bill Brown inquired if the placement of accreditation within the President's Goals (Objective 4.3) should be moved up. President Avent stated the placement does not reflect the level of priority or importance, but is due to alignment with the goals.

Trustee Frank Martin made a motion to approve the President's goals for 2016-2017. Trustee Bill Brown seconded the motion, a vote was taken, and the motion passed unanimously.

V. Closing Remarks

Gina DeIulio confirmed the President's Self-Evaluation and President's Annual Review Form will be sent to the full Board for completion and returned to staff upon completion. General Counsel will then compile the responses and provide them to Chair Wilson for discussion at the next meeting of the Governance Committee on June 1. The responses will also be provided to the full Board prior to the next meeting on June 2. According to Board of Governors policy, Board of Trustees Chair, Mark Bostick, will provide the responses to the Board of Governors in order to receive feedback prior to the Board of Trustees meeting on June 2.

With no further business to discuss, the Governance Committee meeting adjourned at 10:46 a.m.