

Florida Polytechnic University  
Board of Trustees

Board of Trustees Meeting

**MEETING MINUTES**

Wednesday, December 5, 2018

1:15 PM-2:00 PM

Florida Polytechnic University, 4700 Research Way, Lakeland, FL 33805

I. Call to Order

Chair Don Wilson called the Board of Trustees meeting to order at 1:30 p.m.

II. Roll Call

Kris Wharton called the roll: Chair Don Wilson, Vice Chair Cliff Otto, Trustee Philip Dur, Trustee Frank Martin, Trustee Henry McCance, Trustee Travis Hills, Trustee Bob Stork, Trustee Adrienne Perry, Trustee Jim Dewey, Trustee Dick Hallion, Trustee Louis Saco, and Trustee Gary Wendt were present (Quorum).

Staff present: President Randy Avent, Provost Terry Parker, Ms. Gina Delulio, Mr. Mark Mroczkowski, Mr. Kevin Aspegren, Mr. Rick Maxey, Mrs. Kris Wharton, Mr. David Calhoun, Dr. Mustafa Akbas, Ms. Michele Rush, Mrs. Kim Abels and Mrs. Maggie Mariucci were present.

Others present: Ms. Kelda Senior, Florida Turnpike Enterprise; Carol Wick, Convergent; and Cheryl Hardy, Convergent.

III. Public Comment

There was one request received for public comment. Dr. Richard Matyi, President, Florida Poly UFF addressed the Academic and Student Affairs Committee Report.

IV. Chairman's Remarks

Having no remarks, Chair Wilson turned the meeting over to President Randy Avent.

V. President's Remarks

President Avent shared that much of his time is spent on advancing the vision of Florida Poly 2.0. Discussion is ongoing with surrounding land owners and ten companies have expressed interest in establishing their presence in the research park. The proposal to build 1.2M square feet of warehouse space on Pace Road is of concern to the University and the President is involved in these discussions.

VI. Faculty Presentation: Advanced Mobility Institute & SunTrax

Ms. Kelda Senior from Florida Turnpike Enterprise (FTE) presented an update on SunTrax, covering the current construction progress on the 2.25 mile toll testing track and the context of the program. The high speed oval track will open in April 2019 and the infield facilities will be complete in spring 2021. One of SunTrax's branding components is Florida Poly's Advanced Mobility Institute (AMI). AMI will develop unique autonomous vehicle (AV) test cases to assess at SunTrax. A third party operator will manage daily operations. SunTrax will be a revenue generator as companies pay to use the test facilities. Ms. Senior stated SunTrax will attract smaller companies for whom Florida Poly can perform research.

Dr. Mustafa Akbas gave a presentation on Florida Poly's AMI. AMI's current efforts are focused on the science of testing, or AV verification, which is a niche specialization. The Institute will work with both SunTrax and smart cities in this arena. Trustee Henry McCance asked if AMI's geographic location is a disadvantage. Dr. Akbas stated it is not a disadvantage because this niche program does not have any competition. Trustee Frank Martin inquired as to the nature of the relationship AMI has with FTE and the Florida Department of Transportation (FDOT). While it has been portrayed as a three-way partnership and an MOU was signed in December 2016, Trustee Martin is concerned about equal branding that elevates Florida Poly to be part of the overall discussion. He requested a deep dive at a future meeting to ensure the Board fully understands the University's involvement in SunTrax.

#### VII. Fundraising Readiness Assessment

Mr. Kevin Aspegren introduced Ms. Carol Wick and Ms. Cheryl Hardy with Convergent who presented on the University's readiness for a capital campaign. Ms. Wick stated campaigns require a compelling need and sense of urgency in order to be effective. Not having an alumni base right now is a hindrance. Ms. Wick recommends moving away from annual fund and special events and begin to shift the donors to investors. The Florida Poly Foundation Board needs to grow beyond Polk County and become a state-wide Board of Directors who can open doors for the University across the state. Ms. Wick also suggested engaging current donors and including them in discussions that allow them to help create the future of the University. A staff member or consultant is needed to lead this effort. The University needs to cultivate these relationships now, and recruit high profile volunteers to lead campaign efforts, as it takes 18-24 months to cultivate a six figure gift. She also recommends creating an Advisory Board separate from the Foundation Board. Their role is to raise awareness and funding for the University. Currently the Foundation is waiting for the University to accomplish the first priority – Degree Alignment – in the new strategic plan.

#### VIII. Strategic Plan Accountability Tracking

President Randy Avent gave a presentation on how he intends to track progress on the new five-year strategic plan which includes four main goals: degree alignment, student success, economic development, affordability and efficiency. The University accomplishes the strategic plan by developing yearly operational plans. President Avent presented the "balanced scorecard" approach to tracking progress and performance metrics of the operational plan, and ultimately the strategic plan. Trustee Martin asked if it is possible to have this as part of the annual Workplan process which is due to the Board of Governors in June. President Avent responded in the affirmative stating that the strategic plan, the Workplan, and budget all come together in May.

#### IX. Florida Polytechnic University Alignment to 2025 SUS Strategic Plan Goals

Mr. Rick Maxey stated the Board of Governors requested that all State University System institutions conduct a crosswalk of their strategic plans to the 2025 State University System Strategic Plan to indicate alignment. The Board of Governors will review Florida Poly's strategic plan at its January 30-31, 2019

meeting. Mr. Maxey recommends approval of the report “Florida Polytechnic University Alignment to the 2025 SUS Strategic Plan Goals”. There was no further discussion.

**Trustee Adrienne Perry made a motion to approve the Florida Polytechnic University Alignment to the 2025 SUS Strategic Plan Goals report. Trustee Frank Martin seconded the motion; a vote was taken and the motion passed unanimously.**

X. Committee Reports

A. Audit & Compliance Committee Meeting Report:

Committee Chair Gary Wendt gave a review of the Audit & Compliance Committee meeting. The committee heard an update on Audit & Compliance activities, which included discussion on external audits, internal audit and compliance activities and Foundation operating and scholarship funds.

The Committee also reviewed and recommended for approval the Compliance Program Status Checklist which is required by the Board of Governors. Eighteen required components were in place as of November 2018 and there is good progress on the one remaining component. The Committee recommends approval of the Compliance Program Status Checklist, which is included on the consent agenda.

Finally, the Committee reviewed the audit of Sponsored Research that was completed by University Audit. The audit identified seven observations directed at enhancing the operations of sponsored research. Of the seven, only one is considered to be high risk which is the reporting of labor costs. The Committee recommends approval of the Audit of Sponsored Research, which is included on the consent agenda.

B. Academic & Student Affairs Committee Meeting Report:

Committee Vice Chair Adrienne Perry gave a review of the Academic & Student Affairs Committee meeting. She stated the Provost's report provided information regarding the operation of Academic and Student Affairs on the campus and provided an update on admissions and financial aid, student services, degree programs, faculty hiring, the graduate program, and the spring 2018 Noel Levitz survey results. The Collective Bargaining Agreement is also near completion.

The Committee recommends approval of the policy: FPU-5.00012AP Approval of Non-Degree Academic Programs, which is included on the consent agenda.

**Trustee Philip Dur made a motion to approve a resolution thanking Florida Poly faculty and staff, and particularly Faculty Chairs, for their hard work on the ABET accreditation process. Trustee Lou Saco seconded the motion; a vote was taken and the motion passed unanimously.**

C. Finance and Facilities Committee Meeting Report

Trustee Frank Martin stated the Committee received a report of the University's and the Foundation's financial results for the quarter ended September 30, 2018. The University continues to enjoy a strong financial position and operations are consistent with the prior year and generally within budgeted parameters. The University Foundation had a weak first quarter financially due in part to fundraising efforts being too event-driven.

The Committee also received the full annual report for the University for the year ended June 30, 2018. The University finished the year with financial results consistent with the prior year. Revenues exceeded expectations in the areas of auxiliary services, financial aid and tuition and expenses were well within budgetary limits.

The Committee also reviewed the BOG's recommendation to the state legislature for PECO funding. The University was listed at number 5 on the BOG's list of 20 priorities. The BOG's recommendation is to fund Florida Poly \$5.5 million over the next 2 years for the completion of the Applied Research Center (ARC).

The Committee accepted and approved a report of available carryforward funds as of November 30, 2018. The report showed the nature of the funds as encumbered, restricted, committed or available. The University reported no funds as available. The report will be submitted to the BOG who will combine it with those of the other 11 Universities and use it to educate legislators in the next session.

The Committee received a report of one new contract in excess of \$200,000. The contract is with Skanska for pre-construction services for the new Applied Research Center (ARC) in the amount of \$310,000.

The Committee approved two new contracts in excess of \$500,000. One is for custodial services with WFF Facilities Services and the second is the contract with Global University Systems (GUS). These two contracts are included on the consent agenda for Board approval.

The Committee also unanimously recommends approval of Joshua McCoy and Ivette O'Doski for service on the Foundation Board, which is included on the consent agenda.

The Committee received an update on the Applied Research Center. Design is in progress and programming is almost complete. Conceptual Design has been received for review and comment.

**Trustee Lou Saco made a motion to approve the Capital Projects Report to the Board of Governors. Trustee Henry McCance seconded the motion; a vote was taken and the motion passed unanimously.**

**Committee Chair Frank Martin made a motion to approve the Carryforward Report to the Board of Governors. Trustee Bob Stork seconded the motion; a vote was taken and the motion passed unanimously.**

D. Governance Committee Meeting Report:

Trustee Philip Dur stated the Governance Committee recommends repeal of the rule on Direct Support Organizations and adoption of a Board policy on "Public Comment at Board of Trustees Meetings". These two items are on the consent agenda.

This Committee is pulling the approval of the Direct Support Organizations regulation from the consent agenda since the Committee recommends approval of the regulation with two significant changes.

**The Committee recommends approval of the Direct Support Organizations regulation with two significant changes. The Committee recommends that the thresholds for the DSO's acquiring of real property (11)(a), and constructing or renovating a facility (11)(b), be set at in excess of \$500,000 instead of \$1 million dollars for purposes of requiring the Board's approval. Frank Martin seconded**

**the motion; a vote was taken and the motion passed unanimously.**

The Board voted at the last meeting to set as one of its goals arising out of the self-evaluation to create an executive committee to improve Board operations. The Committee reviewed the practices of the other sister institutions in the SUS that use executive committees and came up with the following recommendations:

The Committee recommends to the Board that the Committee be made up of the Board Chair, the Board Vice Chair, and the Chairs of the standing committees, and that the President be included as an ex-officio non-voting member.

As to the Executive Committee's authority, the Committee recommends the Executive Committee may act on matters that, in the opinion of the Board Chair, must be timely approved between regularly scheduled Board meetings.

The Executive Committee may exercise all powers and authority of the Board of Trustees except where the law, Board of Governors regulation or directive, or Board of Trustees bylaws or directives specifically require the full Board's vote. The following matters shall also be reserved for the full Board:

- Board officer selection;
- Appointing and removing the President;
- Approving or discontinuing programs;
- Changes in institutional mission or purpose;
- Changes to the Board's bylaws;
- Incurring of indebtedness;
- Adoption of the annual operating and capital outlay budgets and the University's Capital Improvement Program list for funding by the Legislature, including the Public Education Capital Outlay (PECO) list; and
- Sale or other disposition of the real property in the BOT's name

Actions taken by the Executive Committee will be reported to the Board at the next Board meeting.

**The Committee recommends approval of the creation and operation of a Board of Trustees Executive Committee as stated. Trustee Mark Bostick seconded the motion; a vote was taken and the motion passed unanimously.**

#### XI. Consent Agenda

Chair Wilson requested that the consent agenda be moved before the Committee reports. That will make it easier to pull items off of the consent agenda and move them into the Committee reports if the Board wishes to engage in further discussion about an item. Additionally, all items requiring Board action will be listed under each Committee's report with an asterisk added next to those items located on the consent agenda for approval.

**Trustee Frank Martin made a motion to approve the items on the consent agenda:**

##### **A. Audit & Compliance Committee**

- 1. Approve SUS Compliance Program Status Checklist**
- 2. Approve UAC Report 2019-02 – Sponsored Research Activities**

**B. Academic & Student Affairs Committee**

1. Approve FPU-5.00012AP Non-Degree Academic Programs policy

**C. Finance & Facilities Committee**

1. Approve Contracts over \$500,000
  - a. Approve contract for Campus-wide Custodial Services with WFF Facilities Services
  - b. Approve contract for International Student Recruitment services with Global University Systems (GUS)
2. Approve new Foundation Board Directors, Joshua McCoy and Ivette O'Doski

**D. Governance Committee**

1. Adopt FPU-10.002 Direct Support Organization Regulation
2. Repeal Rule 6C13-10.002 University Direct Support Organizations
3. Adopt BOT Policy - Public Comment at Board of Trustees Meetings

**E. Board of Trustees Meeting**

1. Approve September 5, 2018 Board of Trustees Meeting Minutes
2. Approve September 21, 2018 Board of Trustees Meeting Minutes

**Trustee Adrienne Perry seconded the motion; a vote was taken and the motion passed unanimously.**

XII. Board of Trustees Meeting Calendar

Chair Don Wilson reviewed upcoming Board of Trustees meetings.

XIII. Board of Governors' Meetings

Chair Don Wilson reviewed upcoming Board of Governors meetings. Mr. Maxey shared that the Board of Governors is holding an "SUS Day" in Tallahassee on February 6, 2019. The BOG is asking all Board Chairs to attend; other Trustees are welcome to attend if they are able.

XIV. Closing Remarks and Adjournment

With no further comments, the meeting adjourned at 3:39 p.m.