



# BOARD OF TRUSTEES SCHEDULE

**Wednesday, May 20, 2020**

**FLORIDA POLYTECHNIC UNIVERSITY  
WEBEX VIDEO CONFERENCE MEETINGS**

**DILIGENT:** 24/7 Diligent Support | 1-973-299-8300

| TIME               | ACTIVITY   | LOCATION  |
|--------------------|--|---|
| <b>8:30-9:00 A</b> | <b>Academic &amp; Student Affairs Committee</b>  | <b>Dial In Number: 415-655-0001</b><br><b>Access Code: 618 932 538#</b> |
| <b>9-9:30 A</b>    | <u><b>Audit &amp; Compliance Committee</b></u><br>or upon completion of previous committee       |   |
| <b>9:30-10 A</b>   | <u><b>Governance Committee</b></u><br>or upon completion of previous committee                   |   |
| <b>10-10:30 A</b>  | <u><b>Finance &amp; Facilities Committee</b></u><br><br>or upon completion of previous committee |   |
| <b>10:30-11 A</b>  | <u><b>Full Board of Trustees Meeting</b></u>   |   |



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Academic & Student Affairs Committee Meeting

Wednesday, May 20, 2020, 8:30-9:00 AM

Florida Polytechnic University  
TELE-CONFERENCE MEETING

Dial In Number: 415-655-0001 | Access Code: 618 932 538#

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|                         |                             |                   |
|-------------------------|-----------------------------|-------------------|
| Don Wilson, Board Chair | Dr. Earl Sasser, Vice-Chair | Henry McCance     |
| Mark Bostick            | Dr. Victoria Astley         | Connor Coddington |
| Rear Admiral Philip Dur |                             |                   |

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### AGENDA

- |  |                                   |
|--|-----------------------------------|
| I. Call to Order   | Don Wilson, Board Chair           |
| II. Roll Call  | Michele Rush                      |
| III. Public Comment  | Don Wilson, Board Chair           |
| IV. <a href="#">Approval of the February 25, 2020 Minutes</a><br>*Action Required*             | Don Wilson, Board Chair           |
| V. Provost Report and Discussion   | Dr. Terry Parker, EVP and Provost |
| A. Admissions and Financial Aid  |                                   |
| B. Faculty Hiring  |                                   |
| C. Planning for the 2020-2021 Academic Year  |                                   |
| VI. Requested Committee Actions (discussion of actions in Provost Report)<br>*Action Required* | Dr. Terry Parker, EVP and Provost |
| A. Student Code of Conduct   |                                   |
| B. Cyber Security Degree Approval  |                                   |
| C. Collective Bargaining Agreement, Article 12: Salaries                                       |                                   |
| VII. Closing Remarks and Adjournment   | Don Wilson, Board Chair           |

Florida Polytechnic University  
Board of Trustees

**Academic and Student Affairs Committee Meeting**

**DRAFT MEETING MINUTES**

Tuesday, February 25, 2020  
1:00 PM - 2:30 PM

Florida Polytechnic University, Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Committee Chair Adrienne Perry called the Academic and Student Affairs Committee meeting to order at 1:27 p.m.

II. Roll Call

Zaira Medina called the roll: Committee Chair Adrienne Perry, Committee Vice Chair Earl Sasser, Trustee Victoria Astley, Trustee Henry McCance, Trustee Ryan Perez, Trustee Mark Bostick and Trustee Philip Dur were present (Quorum).

Other trustees present: Board Chair Don Wilson, Vice Chair Cliff Otto, Trustee Frank Martin, Trustee Lou Saco and Trustee Gary Wendt.

Staff present: Provost Terry Parker, Ms. Gina Delulio, Mr. Mark Mroczkowski, Dr. Kathryn Miller, Dr. Tom Dvorske, Mrs. Maggie Mariucci, Mrs. Kris Wharton, Ms. Michele Rush, Mrs. Kim Abels and Mrs. Zaira Medina were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Henry McCance made a motion to approve the Academic and Student Affairs Committee meeting minutes of December 10, 2019. Trustee Mark Bostick seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2018-20 Strategic Planning Committee Work Plan Review

The 2018-2020 Work Plan remains unchanged and no discussion occurred.

VI. Provost Report

Provost Terry Parker reviewed activity aligned with the Work Plan, which included Admissions and

Financial Aid, Student Affairs, four-year graduation improvement plan, degree program additions, faculty hiring status, student and faculty diversity, graduate programs, and technology and pedagogy.

Trustee Henry McCance inquired about the statement on the Completed Applications graph that indicates student applications have increased by more than 70% over prior year. BenMatthew Corpus stated the graph is incorrect; “applications” have increased by more than 31%; however, this graph should read “Applications” versus “Completed Applications.” Completed Applications have increased 81%.

Board Chair Don Wilson inquired if the summer cohort program would help students in their 4-year graduation rate. Provost Parker responded affirmatively. Trustee Victoria Astley inquired if the students in the summer cohort is considered FTIC for graduation? As students are required to complete nine credits in a summer semester, the summer cohort will account for six of their credits and the graduation rate should improve. Additionally, Mr. Corpus clarified the First Year STEM Program students become part of the spring FTIC cohort.

Trustee McCance inquired if the 18 First Year STEM Program students who persisted received scholarship funds for the summer. Provost Parker stated they received scholarship funds in the fall semester as they transitioned into full time degree-seeking students. They will continue to receive \$2,000 per semester if they maintain their GPA.

Trustee Frank Martin inquired if the 18 faculty up for reappointment and promotion is consistent with the Collective Bargaining Agreement. Provost Parker confirmed there are exactly 18, that no one has been excluded from the process, and after these 18, there would be no more faculty in the pre-June 2017 group and the review of all faculty would be complete. Trustee Astley expressed concern if a great number of faculty are not reappointed. Provost Parker stated there is not an expectation of losing an enormous number of faculty, and that there is a transition period of one year after faculty are informed of non-reappointment.

Trustee Martin stated the need to recruit diverse faculty. Provost Parker affirmed diversity is appropriately considered in the hiring process. All universities struggle to hire diverse faculty because the pool of faculty in STEM degrees at the doctorate level is small.

Trustee Perry suggested undergraduate students may benefit from hybrid offerings for the summer cohort. Provost Parker agreed and stated this was investigated; however, the population who seeks participation do not live close enough to bring them in three Saturdays.

VII. Adoption of Regulation FPU-2.001 Admission to the University and Appeal Process – General

Ms. Melaine Schmitz provided an overview of Regulation FPU-2.001. Trustee Astley inquired who is the chief enrollment officer and is this defined anywhere? Ms. Schmitz confirmed that BenMatthew Corpus is the chief enrollment officer. The title is in lower caps; therefore, it is not an official title.

**Trustee Henry McCance made a motion to recommend adoption of Regulation FPU-2.001 Admission to the University and Appeal Process – General to the Board of Trustees. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Closing Remarks and Adjournment

With no further business to discuss, the Academic and Student Affairs Committee Meeting adjourned at 2:19 p.m.



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Audit & Compliance Committee Meeting

Wednesday, May 20, 2020, 9:00-9:30 AM

*Or upon conclusion of the Academic & Student Affairs Committee meeting*

Florida Polytechnic University  
WEBEX/TELE-CONFERENCE MEETING

Dial In Number: 415-655-0001 | Access Code: 618 932 538#

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Gary Wendt, Chair  
Connor Coddington

Mark Bostick, Vice Chair  
Dr. W. Earl Sasser

Dr. Victoria Astley

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### AGENDA

- |  |                   |
|--|-------------------|
| I. Call to Order   | Gary Wendt, Chair |
| II. Roll Call  | Michele Rush      |
| III. Public Comment  | Gary Wendt, Chair |
| IV. <a href="#">Approval of the February 25, 2020 Minutes</a><br><i>*Action Required*</i>                                | Gary Wendt, Chair |
| V. <a href="#">University Financial Audit – (FYE 6/30/19)</a><br><i>*Action Required*</i>                                | David Blanton     |
| VI. <a href="#">Foundation Form 990 (FYE 6/30/19)</a><br><i>*Action Required*</i>  | David Blanton     |
| VII. <a href="#">UAC Quality Assurance Review – Self Assessment (Report No. FPU 2020-07)</a><br><i>*Action Required*</i> | David Blanton     |
| VIII. <a href="#">Charter Review and Approval/Committee Evaluation</a><br><i>*Action Required*</i>                       | David Blanton     |
| IX. Closing Remarks and Adjournment  | Gary Wendt, Chair |

Florida Polytechnic University  
Board of Trustees

**Audit and Compliance Committee Meeting**

**DRAFT MEETING MINUTES**

Tuesday February 25, 2020  
2:45 PM - 3:45 PM

Florida Polytechnic University, IST 1046  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Committee Chair Gary Wendt called the meeting to order at 2:42 p.m.

II. Roll Call

Kim Abels called the roll: Committee Chair Gary Wendt, Committee Vice-Chair Mark Bostick, Trustee Earl Sasser, Trustee Ryan Perez, Trustee Adriene Perry and Trustee Victoria Astley were present (Quorum).

Other trustees present: No other trustees were present

Staff present: Mr. David Blanton, Mrs. Kim Abels, Mr. Alex Landback, Ms. Michele Rush, Mr. Rick Maxey, Mr. Kevin Calkins, Mr. John Sprenkle, Dr. Terry Parker, Mr. David Calhoun, Ms. Penny Farley, Mr. Tom Dvorske, Mr. Larry Locke, Ms. Deann Doll, Ms. Iliana Ricelli, and Mrs. Kathy Bowman were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Mark Bostick made a motion to approve the Audit & Compliance Committee meeting minutes of December 10, 2019. Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2018-2020 Audit & Compliance Committee Work Plan Review

Mr. David Blanton reviewed the Work Plan for 2018-2020. There were no changes to the Work Plan.

VI. Audit & Compliance Update

Mr. Blanton provided the Committee with an update of audit and compliance activities. The updates included the following:

- A. External Audits: Currently, Florida Poly's Financial audit for the fiscal year ended 3/30/19 is near completion and will soon be subjected to an audit of the Bright Futures Program administration and an Operational audit (both to be conducted by the Florida Auditors General).
- B. Internal Audit and Compliance Activities: Currently the University has the following projects in progress:
  - o Admissions Follow up review
  - o Quality Assurance Review (self-Assessment)
- C. Foundation Operating and Scholarship Funds: Mr. Blanton reported on the revenues and expenses for these Foundation funds through January of 2020. Revenues continue to decline; however, the University has also acted to reduce Foundation expenses for this same period.
- D. House Select Committee on Research Integrity: Mr. Blanton reported University Compliance has responded to 2 requests for information related to risks involving foreign influence in research.

VII. Foundation Financial Audit (FYE 6/30/19)

The CAE/CCO presented the Foundation's audited financial statements for the fiscal year ended June 30, 2019. The Foundation received a clean opinion and the balance sheet improved significantly as a result of the pledge forgiveness.

**Trustee Adrienne Perry made a motion to approve the Foundation Financial audit (FYE 6/30/19) Trustee Earl Sasser seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Crowe Internal Management and Accounting Control and Business Process Assessment (November 2019)

The CAE presented the assessment report by Crowe. LLP, and reported that Florida Poly fared very favorably with only two low risk observations (Written IT Policies/Procedures and Removable Media Controls).

**Trustee Victoria Astley made a motion to recommend approval of the Crowe Internal Management and Accounting Control and Business Process Assessment, date November 2019 to the Board of Trustees. Trustee Mark Bostick seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 3:26 p.m.

**Florida Polytechnic University  
Audit and Compliance Committee  
Board of Trustees  
May 20, 2020**

**Subject: University Financial Audit – Fiscal Year Ended 6/30/19**

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**Proposed Committee Action**

Recommend approval of the Florida Polytechnic University Financial audit conducted by the Florida Auditor General for the fiscal year ended June 30, 2019 to the Board of Trustees.

**Background Information**

In accordance with Section 11.45, Florida Statutes, a financial audit was performed on the University's basic financial statements for the fiscal year ended June 30, 2019 by the Florida Auditor General. David Blanton, Chief Audit Executive/Chief Compliance Officer (CAE/CCO) will present the results of the financial audit to the Committee for their consideration and approval.

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**Supporting Documentation:** Florida Polytechnic University Financial audit report for the fiscal year ended June 30, 2019. (Auditor General Report No. 2020-131)

**Prepared by:** David A. Blanton, CAE/CCO



Report No. 2020-131  
February 2020

**STATE OF FLORIDA AUDITOR GENERAL**

**Financial Audit**

**FLORIDA POLYTECHNIC UNIVERSITY**

For the Fiscal Year Ended  
June 30, 2019



Sherrill F. Norman, CPA  
Auditor General

## Board of Trustees and President

During the 2018-19 fiscal year, Dr. Randy K. Avent served as President of Florida Polytechnic University and the following individuals served as Members of the Board of Trustees:

|  |                                      |
|--|--------------------------------------|
| Donald H. Wilson, Chair                      | Frank T. Martin                      |
| Clifford "Cliff" K. Otto, Vice Chair         | Henry McCance                        |
| Dr. Victoria Astley <sup>a</sup> from 5-2-19 | Ryan Perez <sup>b</sup> from 4-25-19 |
| R. Mark Bostick                              | Dr. Adrienne Perry                   |
| Dr. James Dewey <sup>a</sup> through 5-1-19  | Dr. Louis S. Saco                    |
| Rear Admiral Philip A. Dur, USN (Ret.)       | Robert W. Stork                      |
| Dr. Richard P. Hallion                       | Gary C. Wendt                        |
| Travis Hills <sup>b</sup> through 4-24-19    |                                      |

<sup>a</sup> Faculty Senate Chair.

<sup>b</sup> Student Body President.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Gregory J. Lemieux, CPA, and the audit was supervised by Mark A. Arroyo, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at [jaimehoelscher@aud.state.fl.us](mailto:jaimehoelscher@aud.state.fl.us) or by telephone at (850) 412-2868.

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Printed copies of our reports may be requested by contacting us at:

**State of Florida Auditor General**

**Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722**

**FLORIDA POLYTECHNIC UNIVERSITY**  
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## SUMMARY

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### SUMMARY OF REPORT ON FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of Florida Polytechnic University (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

### SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, issued by the Comptroller General of the United States.

### AUDIT OBJECTIVES AND SCOPE

Our audit objectives were to determine whether Florida Polytechnic University and its officers with administrative and stewardship responsibilities for University operations had:

- Presented the University's basic financial statements in accordance with generally accepted accounting principles;
- Established and implemented internal control over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements; and
- Complied with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements.

The scope of this audit included an examination of the University's basic financial statements as of and for the fiscal year ended June 30, 2019. We obtained an understanding of the University's environment, including its internal control, and assessed the risk of material misstatement necessary to plan the audit of the basic financial statements. We also examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the University is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

### AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



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Fax: (850) 488-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

We have audited the accompanying financial statements of Florida Polytechnic University, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the discretely presented component unit, which represent 100 percent of the transactions and account balances of the discretely presented component unit columns. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the

assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Florida Polytechnic University and of its discretely presented component unit as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Notes 2. and 3. to the financial statements, the University's discretely presented component unit changed its financial accounting framework from that prescribed by the Financial Accounting Standards Board to the framework prescribed by the Governmental Accounting Standards Board. This affects the comparability of amounts reported by the component unit for the 2018-19 fiscal year with amounts reported for the 2017-18 fiscal year. Our opinion is not modified with respect to this matter.

### ***Other Matter***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of the University's Proportionate Share of the Total Other Postemployment Benefits Liability**, **Schedule of the University's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of University Contributions – Florida Retirement System Pension Plan**, **Schedule of the University's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of University Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information**, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements,

and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2020, on our consideration of the Florida Polytechnic University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Florida Polytechnic University's internal control over financial reporting and compliance.

Respectfully submitted,



Sherrill F. Norman, CPA  
Tallahassee, Florida  
February 27, 2020

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

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Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the University for the fiscal year ended June 30, 2019, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of University management. The MD&A contains financial activity of the University for the fiscal years ended June 30, 2019, and June 30, 2018.

### **FINANCIAL HIGHLIGHTS**

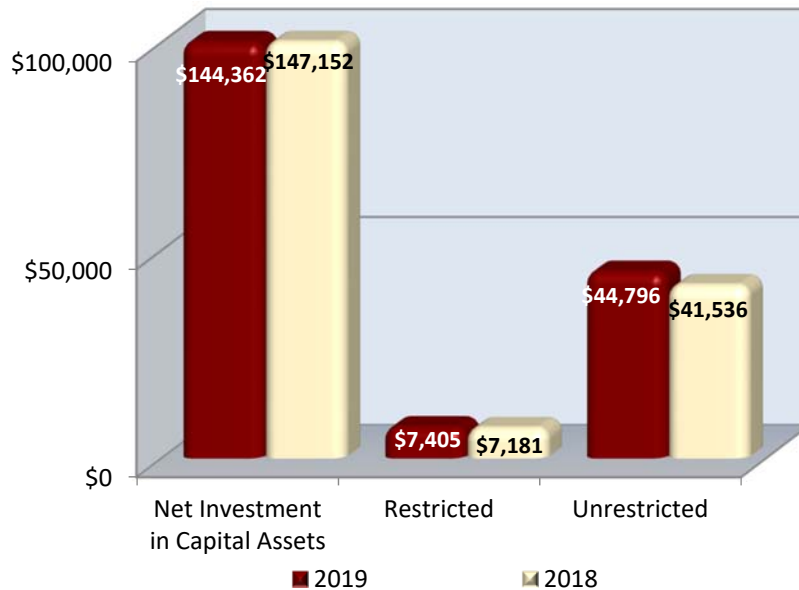
The University's assets and deferred outflows of resources totaled \$221.3 million at June 30, 2019. This balance reflects a \$3.2 million, or 1.5 percent, increase as compared to the 2017-18 fiscal year, resulting from an increase in investments due to an insurance recovery for damages to the Innovation, Science and Technology (IST) building during Hurricane Irma. Liabilities and deferred inflows of resources also increased by \$2.5 million, or 11.3 percent, totaling \$24.8 million at June 30, 2019, resulting from an increase in deferred inflows related to pensions, and a temporary cash overdraft. As a result, the University's net position increased by \$0.7 million, resulting in a year-end balance of \$196.6 million.

The University's operating revenues totaled \$8.3 million for the 2018-19 fiscal year, representing a 3.4 percent increase compared to the 2017-18 fiscal year due mainly to an increase in student tuition and fees. Operating expenses totaled \$60.5 million for the 2018-19 fiscal year, representing an increase of 10.3 percent as compared to the 2017-18 fiscal year due mainly to increased compensation and employee benefits, and services and supplies.

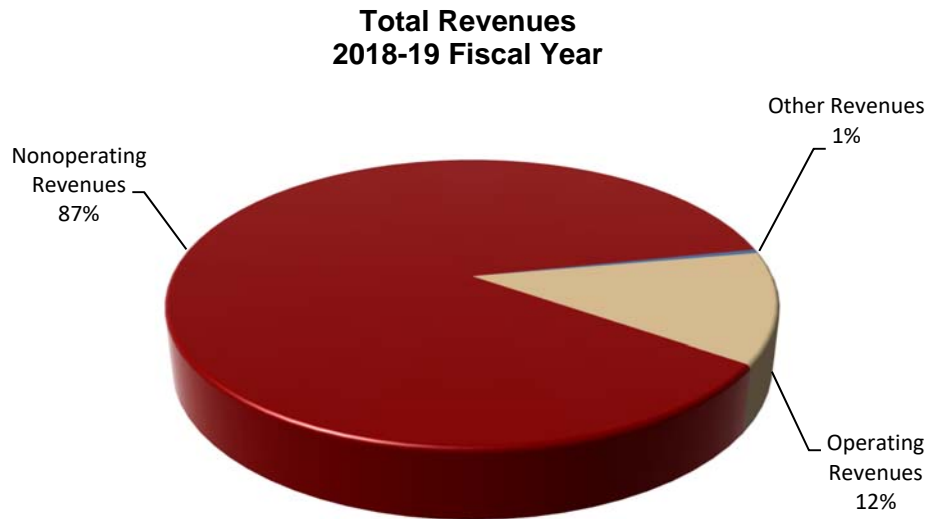
Net position represents the residual interest in the University's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The University's comparative total net position by category for the fiscal years ended June 30, 2019, and June 30, 2018, is shown in the following graph:



**Net Position  
(In Thousands)**



The following chart provides a graphical presentation of University revenues by category for the 2018-19 fiscal year:



**OVERVIEW OF FINANCIAL STATEMENTS**

Pursuant to Governmental Accounting Standards Board (GASB) Statement No. 35, the University’s financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the University and its component unit. Based on the application of the criteria for determining component units, the Florida Polytechnic University Foundation,

Inc. (Foundation) is included within the University reporting entity as a discretely presented component unit.

Information regarding the component unit's separately issued financial statements, is presented in the notes to financial statements. This MD&A focuses on the University, excluding the discretely presented component unit.

### **The Statement of Net Position**

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the University, using the accrual basis of accounting, and presents the financial position of the University at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the University's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the University's financial condition.

The following summarizes the University's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30:

#### **Condensed Statement of Net Position at June 30** (In Thousands)

|                                       | <b>2019</b>       | <b>2018</b>       |
|---------------------------------------|-------------------|-------------------|
| <b>Assets</b>                         |                   |                   |
| Current Assets                        | \$ 47,990         | \$ 34,765         |
| Capital Assets, Net                   | 145,043           | 148,763           |
| Other Noncurrent Assets               | 19,571            | 24,848            |
| <b>Total Assets</b>                   | <b>212,604</b>    | <b>208,376</b>    |
| <b>Deferred Outflows of Resources</b> | <b>8,733</b>      | <b>9,751</b>      |
| <b>Liabilities</b>                    |                   |                   |
| Current Liabilities                   | 5,269             | 3,419             |
| Noncurrent Liabilities                | 17,989            | 17,685            |
| <b>Total Liabilities</b>              | <b>23,258</b>     | <b>21,104</b>     |
| <b>Deferred Inflows of Resources</b>  | <b>1,516</b>      | <b>1,154</b>      |
| <b>Net Position</b>                   |                   |                   |
| Net Investment in Capital Assets      | 144,362           | 147,152           |
| Restricted                            | 7,405             | 7,181             |
| Unrestricted                          | 44,796            | 41,536            |
| <b>Total Net Position</b>             | <b>\$ 196,563</b> | <b>\$ 195,869</b> |

University Statement of Net Position changes were the result of the following factors:

- Assets increased \$4.2 million due to an increase in investments primarily due to insurance recovery for damage to the IST building during Hurricane Irma.
- Liabilities increased \$2.2 million primarily due to a temporary cash overdraft.

## **The Statement of Revenues, Expenses, and Changes in Net Position**

The statement of revenues, expenses, and changes in net position presents the University's revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the University's activity for the 2018-19 and 2017-18 fiscal years:

### **Condensed Statement of Revenues, Expenses, and Changes in Net Position For the Fiscal Years (In Thousands)**

|   | <u>2018-19</u>    | <u>2017-18</u>    |
|---|-------------------|-------------------|
| Operating Revenues                                  | \$ 8,281          | \$ 8,008          |
| Less, Operating Expenses                            | <u>60,501</u>     | <u>54,831</u>     |
| <b>Operating Loss</b>                               | (52,220)          | (46,823)          |
| Net Nonoperating Revenues                           | <u>58,336</u>     | <u>46,551</u>     |
| <b>Income (Loss) Before Other Revenues and Loss</b> | 6,116             | (272)             |
| Other Revenues and Loss                             | <u>(5,422)</u>    | <u>2,589</u>      |
| <b>Net Increase In Net Position</b>                 | <u>694</u>        | <u>2,317</u>      |
| Net Position, Beginning of Year                     | 195,869           | 196,903           |
| Adjustment to Beginning Net Position (1)            | <u>-</u>          | <u>(3,351)</u>    |
| <b>Net Position, Beginning of Year, as Restated</b> | <u>195,869</u>    | <u>193,552</u>    |
| <b>Net Position, End of Year</b>                    | <u>\$ 196,563</u> | <u>\$ 195,869</u> |

(1) For the 2017-18 fiscal year, the University's beginning net position was decreased in conjunction with the implementation of GASB Statement No. 75.

## **Operating Revenues**

GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues by source that were used to fund operating activities for the 2018-19 and 2017-18 fiscal years:

**Operating Revenues  
For the Fiscal Years**

(In Thousands)

|   | <u>2018-19</u>  | <u>2017-18</u>  |
|---|-----------------|-----------------|
| Student Tuition and Fees, Net                 | \$ 2,302        | \$ 2,002        |
| Grants and Contracts                          | 1,682           | 1,625           |
| Sales and Services of Educational Departments | 27              | 30              |
| Sales and Services of Auxiliary Enterprises   | 4,106           | 4,207           |
| Other   | 164             | 144             |
| <b>Total Operating Revenues</b>               | <b>\$ 8,281</b> | <b>\$ 8,008</b> |

The following chart presents the University's operating revenues for the 2018-19 and 2017-18 fiscal years:

**Operating Revenues  
(In Thousands)**



University operating revenues were essentially unchanged in the current year.

**Operating Expenses**

Expenses are categorized as operating or nonoperating. The majority of the University's expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The University has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the 2018-19 and 2017-18 fiscal years:

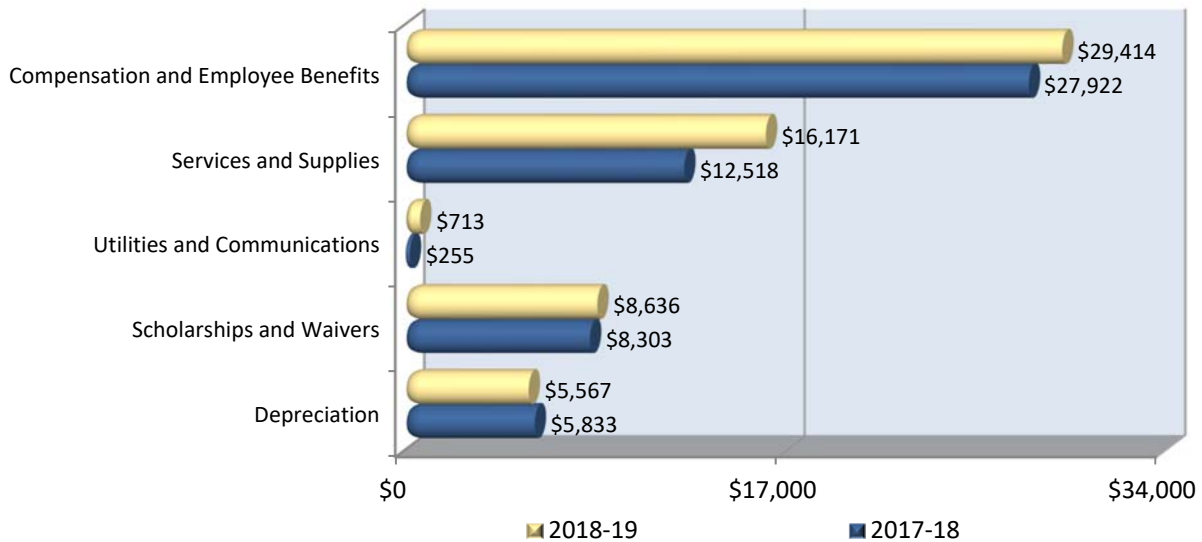
**Operating Expenses  
For the Fiscal Years**

(In Thousands)

|                                    | <u>2018-19</u>   | <u>2017-18</u>   |
|------------------------------------|------------------|------------------|
| Compensation and Employee Benefits | \$ 29,414        | \$ 27,922        |
| Services and Supplies              | 16,171           | 12,518           |
| Utilities and Communications       | 713              | 255              |
| Scholarships and Waivers           | 8,636            | 8,303            |
| Depreciation                       | 5,567            | 5,833            |
| <b>Total Operating Expenses</b>    | <b>\$ 60,501</b> | <b>\$ 54,831</b> |

The following chart presents the University’s operating expenses for the 2018-19 and 2017-18 fiscal years:

**Operating Expenses  
(In Thousands)**



Changes in operating expenses were the result of the following factors:

- Compensation and employee benefits increased mainly due to increases in staffing levels and pension expense.
- Services and supplies increased primarily due to increases in meal plan payments, contracted outside legal counsel, and facilities services due to the Student Development Center coming online.

**Nonoperating Revenues and Expenses**

Certain revenue sources that the University relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, and investment income are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related

to capital assets. The following summarizes the University's nonoperating revenues and expenses for the 2018-19 and 2017-18 fiscal years:

**Nonoperating Revenues (Expenses)  
For the Fiscal Years**

(In Thousands)

|   | <b>2018-19</b>   | <b>2017-18</b>   |
|---|------------------|------------------|
| State Noncapital Appropriations         | \$ 39,207        | \$ 38,456        |
| Federal and State Student Financial Aid | 8,485            | 7,782            |
| Investment Income                       | 1,278            | 768              |
| Other Nonoperating Revenues             | 8,170            | 386              |
| Unrealized Gain (Loss) on Investments   | 1,253            | (282)            |
| Loss on Disposal of Capital Assets      | -                | (427)            |
| Interest on Capital Asset-Related Debt  | (38)             | (98)             |
| Other Nonoperating Expenses             | (19)             | (34)             |
| <b>Net Nonoperating Revenues</b>        | <b>\$ 58,336</b> | <b>\$ 46,551</b> |

Net nonoperating revenues increased primarily due to the following factors:

- Federal and State student financial aid increased due to the increased awarding of Federal and State financial aid programs.
- Investment income increased due to higher yields. Unrealized gains increased as a result of market performance.
- Other nonoperating revenues increased due to the insurance recovery for damage to the IST building during Hurricane Irma.

**Other Revenues and Loss**

Other revenues in this category are composed of State capital appropriations and capital grants, contracts, donations, and fees. The following summarizes the University's other revenues and loss for the 2018-19 and 2017-18 fiscal years:

**Other Revenues and Loss  
For the Fiscal Years**

(In Thousands)

|  | <b>2018-19</b>    | <b>2017-18</b>  |
|--|-------------------|-----------------|
| State Capital Appropriations                             | \$ 157            | \$ 2,185        |
| Capital Grants, Contracts, Donations, and Fees           | 140               | 404             |
| Special Item - Loss on Forgiveness of Scholarship Pledge | (5,719)           | -               |
| <b>Total</b>   | <b>\$ (5,422)</b> | <b>\$ 2,589</b> |

Other revenues and loss decreased primarily due to the following factors:

- Other revenues decreased because no Public Educational Capital Outlay (PECO) funds were received for the Applied Research Center (ARC) during the year ended June 30, 2019.
- The University forgave the scholarship pledge receivable due from the Foundation.

## The Statement of Cash Flows

The statement of cash flows provides information about the University's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the University's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the University. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes cash flows for the 2018-19 and 2017-18 fiscal years:

### **Condensed Statement of Cash Flows For the Fiscal Years (In Thousands)**

|   | <u>2018-19</u> | <u>2017-18</u> |
|---|----------------|----------------|
| Cash Provided (Used) by:                                    |                |                |
| Operating Activities  | \$ (44,191)    | \$ (38,965)    |
| Noncapital Financing Activities                             | 47,689         | 40,218         |
| Capital and Related Financing Activities                    | 3,805          | (4,968)        |
| Investing Activities  | <u>(7,590)</u> | <u>4,007</u>   |
| <b>Net Increase (Decrease) in Cash and Cash Equivalents</b> | (287)          | 292            |
| Cash and Cash Equivalents, Beginning of Year                | <u>492</u>     | <u>200</u>     |
| <b>Cash and Cash Equivalents, End of Year</b>               | <u>\$ 205</u>  | <u>\$ 492</u>  |

Major sources of funds came from State noncapital appropriations (\$39.2 million), Federal and State Student Financial Aid (\$8.5 million), other receipts for capital projects (\$8.2 million), sales and services of auxiliary enterprises (\$4.1 million), net student tuition and fees (\$2.7 million), Federal Direct Student Loan receipts (\$2.2 million), and grants and contracts (\$1.7 million). Major uses of funds were for payments made to and on behalf of employees (\$27.5 million), payments to suppliers (\$16.7 million), payments to and on behalf of students for scholarships (\$8.6 million), purchases or construction of capital assets (\$3.6 million), and Federal Direct Student Loan disbursements (\$2.2 million). Changes in cash and cash equivalents primarily were the result of increased payments to employees and suppliers offset by the receipt of insurance proceeds for hurricane damage.

### CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENT, AND DEBT ADMINISTRATION

#### Capital Assets

At June 30, 2019, the University had \$170 million in capital assets, less accumulated depreciation of \$25 million, for net capital assets of \$145 million. Depreciation charges for the current fiscal year totaled \$5.6 million. The following table summarizes the University's capital assets, net of accumulated depreciation, at June 30:

## Capital Assets, Net at June 30

(In Thousands)

|                                       | <u>2019</u>             | <u>2018</u>             |
|---------------------------------------|-------------------------|-------------------------|
| Land                                  | \$ 18,156               | \$ 18,156               |
| Construction in Progress              | 1,211                   | 590                     |
| Buildings                             | 87,315                  | 88,796                  |
| Infrastructure and Other Improvements | 32,765                  | 34,372                  |
| Furniture and Equipment               | 3,786                   | 4,422                   |
| Library Resources                     | 1                       | 2                       |
| Other Capital Assets                  | 1,809                   | 2,425                   |
| <b>Capital Assets, Net</b>            | <b><u>\$145,043</u></b> | <b><u>\$148,763</u></b> |

Additional information about the University's capital assets is presented in the notes to financial statements.

### **Capital Expenses and Commitment**

Major capital expenses through June 30, 2019, were incurred on the ARC. The University's construction commitment at June 30, 2019, is as follows:

|                          | <u>Amount</u><br><u>(In Thousands)</u> |
|--------------------------|--|
| Total Committed          | \$ 3,137                               |
| Completed to Date        | <u>1,211</u>                           |
| <b>Balance Committed</b> | <b><u>\$ 1,926</u></b>                 |

Additional information about the University's construction commitment is presented in the notes to financial statements.

### **Debt Administration**

As of June 30, 2019, the University had \$669,000 in outstanding installment purchases payable and capital lease payable, representing a decrease of \$907,000, or 57.6 percent, from the prior fiscal year. The following table summarizes the outstanding long-term debt by type for the fiscal years ended June 30:

## Long-Term Debt at June 30

(In Thousands)

|                       | <u>2019</u>          | <u>2018</u>            |
|-----------------------|----------------------|------------------------|
| Installment Purchases | \$ 615               | \$ 1,509               |
| Capital Lease         | <u>54</u>            | <u>67</u>              |
| <b>Total</b>          | <b><u>\$ 669</u></b> | <b><u>\$ 1,576</u></b> |

Additional information about the University's long-term debt is presented in the notes to financial statements.



## ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The University's economic condition is closely tied to that of the State of Florida. The budget that the Florida Legislature adopted for the 2019-20 fiscal year provided a 1.5 percent increase for State universities. The University's budget decreased 0.7 percent over the same period. The University expects revenues to remain consistent in the upcoming year.

## REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplemental information, and financial statements and notes thereto, or requests for additional financial information should be addressed to Mark Mroczkowski, Vice President and Chief Financial Officer, Florida Polytechnic University, 4700 Research Way, Lakeland, Florida 33805-8531.

# BASIC FINANCIAL STATEMENTS

## FLORIDA POLYTECHNIC UNIVERSITY A Component Unit of the State of Florida Statement of Net Position

June 30, 2019

|   | <u>University</u>  | <u>Component<br/>Unit</u> |
|---|--------------------|---------------------------|
| <b>ASSETS</b>                               |                    |                           |
| Current Assets:                             |                    |                           |
| Cash and Cash Equivalents                   | \$ 204,698         | \$ 534,401                |
| Investments                                 | 37,818,267         | 771,893                   |
| Accounts Receivable, Net                    | 234,434            | -                         |
| Contributions Receivable, Net               | -                  | 272,719                   |
| Interest Receivable                         | 191,610            | 8,537                     |
| Due from State                              | 7,157,026          | -                         |
| Due from Component Unit                     | 3,064              | -                         |
| Other Current Assets                        | 2,381,256          | -                         |
| <b>Total Current Assets</b>                 | <b>47,990,355</b>  | <b>1,587,550</b>          |
| Noncurrent Assets:                          |                    |                           |
| Contributions Receivable, Net               | -                  | 21,470                    |
| Restricted Investments                      | 19,570,734         | 5,260,857                 |
| Depreciable Capital Assets, Net             | 125,676,098        | -                         |
| Nondepreciable Capital Assets               | 19,367,488         | -                         |
| <b>Total Noncurrent Assets</b>              | <b>164,614,320</b> | <b>5,282,327</b>          |
| <b>Total Assets</b>                         | <b>212,604,675</b> | <b>6,869,877</b>          |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>       |                    |                           |
| Other Postemployment Benefits               | 17,000             | -                         |
| Pensions                                    | 8,716,145          | -                         |
| <b>Total Deferred Outflows of Resources</b> | <b>8,733,145</b>   | <b>-</b>                  |
| <b>LIABILITIES</b>                          |                    |                           |
| Current Liabilities:                        |                    |                           |
| Accounts Payable                            | 942,027            | 7,149                     |
| Construction Contracts Payable              | 11,818             | -                         |
| Salary and Wages Payable                    | 876,097            | -                         |
| Due to University                           | -                  | 3,064                     |
| Deposits Payable                            | 30,299             | -                         |
| Unearned Revenue                            | 177,096            | -                         |
| Other Current Liabilities                   | 2,406,391          | 2,750,000                 |
| Long-Term Liabilities - Current Portion:    |                    |                           |
| Installment Purchases Payable               | 281,199            | -                         |
| Capital Lease Payable                       | 14,377             | -                         |
| Compensated Absences Payable                | 149,236            | -                         |
| Other Postemployment Benefits Payable       | 15,000             | -                         |
| Net Pension Liability                       | 365,857            | -                         |
| <b>Total Current Liabilities</b>            | <b>5,269,397</b>   | <b>2,760,213</b>          |

|  | <u>University</u>     | <u>Component<br/>Unit</u> |
|--|-----------------------|---------------------------|
| <b>LIABILITIES (Continued)</b>             |                       |                           |
| Noncurrent Liabilities:                    |                       |                           |
| Installment Purchases Payable              | 334,084               | -                         |
| Capital Lease Payable                      | 39,539                | -                         |
| Compensated Absences Payable               | 1,343,121             | -                         |
| Other Postemployment Benefits Payable      | 4,206,000             | -                         |
| Net Pension Liability                      | 12,065,968            | -                         |
| <b>Total Noncurrent Liabilities</b>        | <u>17,988,712</u>     | <u>-</u>                  |
| <b>Total Liabilities</b>                   | <u>23,258,109</u>     | <u>2,760,213</u>          |
| <b>DEFERRED INFLOWS OF RESOURCES</b>       |                       |                           |
| Other Postemployment Benefits              | 427,000               | -                         |
| Pensions                                   | 1,089,339             | -                         |
| <b>Total Deferred Inflows of Resources</b> | <u>1,516,339</u>      | <u>-</u>                  |
| <b>NET POSITION</b>                        |                       |                           |
| Net Investment in Capital Assets           | 144,362,569           | -                         |
| Restricted for Nonexpendable:              |                       |                           |
| Endowment                                  | -                     | 1,422,338                 |
| Restricted for Expendable:                 |                       |                           |
| Capital Projects                           | 7,157,540             | -                         |
| Grants and Loans                           | 247,098               | -                         |
| Other                                      | -                     | 1,235,226                 |
| Unrestricted                               | 44,796,165            | 1,452,100                 |
| <b>TOTAL NET POSITION</b>                  | <u>\$ 196,563,372</u> | <u>\$ 4,109,664</u>       |

The accompanying notes to financial statements are an integral part of this statement.

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**FLORIDA POLYTECHNIC UNIVERSITY**  
**A Component Unit of the State of Florida**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Fiscal Year Ended June 30, 2019**

|  | <u>University</u>     | <u>Component<br/>Unit</u> |
|--|-----------------------|---------------------------|
| <b>REVENUES</b>  |                       |                           |
| Operating Revenues:  |                       |                           |
| Student Tuition and Fees, Net of Scholarship Allowances of \$5,541,003 | \$ 2,302,188          | \$ -                      |
| Federal Grants and Contracts   | 290,305               | -                         |
| State and Local Grants and Contracts                                   | 1,017,435             | -                         |
| Nongovernmental Grants and Contracts                                   | 375,001               | -                         |
| Sales and Services of Educational Departments                          | 27,181                | -                         |
| Sales and Services of Auxiliary Enterprises                            | 4,105,599             | -                         |
| Contributions, Net   | -                     | 687,128                   |
| Other Operating Revenues   | 163,646               | 385                       |
| <b>Total Operating Revenues</b>  | <u>8,281,355</u>      | <u>687,513</u>            |
| <b>EXPENSES</b>  |                       |                           |
| Operating Expenses:  |                       |                           |
| Compensation and Employee Benefits                                     | 29,414,077            | -                         |
| Services and Supplies  | 16,171,018            | 123,764                   |
| Utilities and Communications   | 713,061               | -                         |
| Scholarships, Fellowships, and Waivers                                 | 8,635,984             | 932,155                   |
| Depreciation   | 5,566,928             | -                         |
| Other Operating Expenses   | -                     | 220,597                   |
| <b>Total Operating Expenses</b>  | <u>60,501,068</u>     | <u>1,276,516</u>          |
| <b>Operating Loss</b>  | <u>(52,219,713)</u>   | <u>(589,003)</u>          |
| <b>NONOPERATING REVENUES (EXPENSES)</b>                                |                       |                           |
| State Noncapital Appropriations  | 39,207,184            | -                         |
| Federal and State Student Financial Aid                                | 8,484,670             | -                         |
| Unrealized Gain on Investment  | 1,253,151             | -                         |
| Investment Income  | 1,277,542             | 328,434                   |
| Other Nonoperating Revenues  | 8,170,370             | -                         |
| Interest on Capital Asset-Related Debt                                 | (38,492)              | -                         |
| Other Nonoperating Expenses  | (18,585)              | -                         |
| <b>Net Nonoperating Revenues</b>                                       | <u>58,335,840</u>     | <u>328,434</u>            |
| <b>Income (Loss) Before Other Revenues, Gain, and Loss</b>             | <u>6,116,127</u>      | <u>(260,569)</u>          |
| State Capital Appropriations   | 157,026               | -                         |
| Capital Grants, Contracts, Donations, and Fees                         | 140,000               | -                         |
| Special Item - Gain (Loss) on Forgiveness of Scholarship Pledge        | (5,718,582)           | 5,718,582                 |
| <b>Increase in Net Position</b>  | <u>694,571</u>        | <u>5,458,013</u>          |
| Net Position, Beginning of Year  | 195,868,801           | (1,028,147)               |
| Adjustment to Beginning Net Position                                   | -                     | (320,202)                 |
| <b>Net Position, Beginning of Year, as Restated</b>                    | <u>195,868,801</u>    | <u>(1,348,349)</u>        |
| <b>Net Position, End of Year</b>                                       | <u>\$ 196,563,372</u> | <u>\$ 4,109,664</u>       |

The accompanying notes to financial statements are an integral part of this statement.

**FLORIDA POLYTECHNIC UNIVERSITY**  
**A Component Unit of the State of Florida**  
**Statement of Cash Flows**

**For the Fiscal Year Ended June 30, 2019**

|   | <b>University</b>   |
|---|---------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |                     |
| Student Tuition and Fees, Net                                   | \$ 2,682,260        |
| Grants and Contracts  | 1,682,741           |
| Sales and Services of Educational Departments                   | 27,181              |
| Sales and Services of Auxiliary Enterprises                     | 4,105,599           |
| Payments to Employees   | (27,493,881)        |
| Payments to Suppliers for Goods and Services                    | (16,719,714)        |
| Payments to Students for Scholarships                           | (8,639,048)         |
| Other Operating Receipts  | 163,646             |
|   | <b>(44,191,216)</b> |
| <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>          |                     |
| State Noncapital Appropriations                                 | 39,207,184          |
| Federal and State Student Financial Aid                         | 8,484,670           |
| Federal Direct Loan Program Receipts                            | 2,164,141           |
| Federal Direct Loan Program Disbursements                       | (2,164,141)         |
| Net Change in Funds Held for Others                             | (2,516)             |
|   | <b>47,689,338</b>   |
| <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b> |                     |
| State Capital Appropriations                                    | 266,858             |
| Capital Grants, Contracts, Donations and Fees                   | 140,000             |
| Purchase or Construction of Capital Assets                      | (3,649,108)         |
| Principal Paid on Capital Debt and Leases                       | (1,066,501)         |
| Interest Paid on Capital Debt and Leases                        | (38,492)            |
| Other Receipts for Capital Projects                             | 8,151,785           |
|   | <b>3,804,542</b>    |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                     |                     |
| Proceeds from Sales and Maturities of Investments               | 42,815,804          |
| Purchases of Investments  | (51,491,279)        |
| Investment Income   | 1,085,932           |
|   | <b>(7,589,543)</b>  |
| <b>Net Decrease in Cash and Cash Equivalents</b>                | <b>(286,879)</b>    |
| Cash and Cash Equivalents, Beginning of Year                    | 491,577             |
| <b>Cash and Cash Equivalents, End of Year</b>                   | <b>\$ 204,698</b>   |

|   | <u>University</u>      |
|---|------------------------|
| <b>RECONCILIATION OF OPERATING LOSS<br/>TO NET CASH USED BY OPERATING ACTIVITIES</b>  |                        |
| Operating Loss  | \$ (52,219,713)        |
| Adjustments to Reconcile Operating Loss<br>to Net Cash Used by Operating Activities:  |                        |
| Depreciation Expense  | 5,566,928              |
| Changes in Assets, Liabilities, Deferred Outflows of Resources,<br>and Deferred Inflows of Resources:   |                        |
| Receivables, Net  | 404,115                |
| Due from Component Unit   | (3,064)                |
| Accounts Payable  | 164,365                |
| Salaries and Wages Payable  | (27,991)               |
| Compensated Absences Payable  | 67,438                 |
| Unearned Revenue  | (24,043)               |
| Other Postemployment Benefits Payable   | (262,000)              |
| Net Pension Liability   | 762,294                |
| Deferred Outflows of Resources Related to Other Postemployment Benefits   | 514,000                |
| Deferred Inflows of Resources Related to Other Postemployment Benefits  | 478,339                |
| Deferred Outflows of Resources Related to Pensions  | 503,693                |
| Deferred Inflows of Resources Related to Pensions   | (115,577)              |
| <b>NET CASH USED BY OPERATING ACTIVITIES</b>  | <u>\$ (44,191,216)</u> |
| <b>SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND<br/>CAPITAL FINANCING ACTIVITIES</b>  |                        |
| Unrealized gains on investments were recognized on the statement of<br>revenues, expenses, and changes in net position, but are not cash<br>transactions for the statement of cash flows. | \$ 1,253,151           |
| The University entered into an installment purchase agreement, which is<br>recognized on the statement of net position, but is not a cash transaction for<br>the statement of cash flows. | \$ 159,316             |

The accompanying notes to financial statements are an integral part of this statement.

# **NOTES TO FINANCIAL STATEMENTS**

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## **1. Summary of Significant Accounting Policies**

**Reporting Entity.** The University is a separate public instrumentality that is part of the State university system of public universities, which is under the general direction and control of the Florida Board of Governors. The University is directly governed by a Board of Trustees (Trustees) consisting of 13 members. The Governor appoints 6 citizen members and the Board of Governors appoints 5 citizen members. These members are confirmed by the Florida Senate and serve staggered terms of 5 years. The chair of the faculty senate and the president of the student body of the University are also members. The Board of Governors establishes the powers and duties of the Trustees. The Trustees are responsible for setting policies for the University, which provide governance in accordance with State law and Board of Governors' Regulations, and selecting the University President. The University President serves as the executive officer and the corporate secretary of the Trustees and is responsible for administering the policies prescribed by the Trustees.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the primary government's financial statements to be misleading. Based on the application of these criteria, the University is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Comprehensive Annual Financial Report by discrete presentation.

**Discretely Presented Component Unit.** Based on the application of the criteria for determining component units, the Florida Polytechnic University Foundation, Inc. (Foundation), a legally separate entity, is included within the University's reporting entity as a discretely presented component unit and is governed by a separate board. Florida Statutes authorize these organizations to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the University. The Foundation solicits, collects, manages and directs contributions to various academic departments and programs of the University, and assists the University in fundraising, and public relations.

An annual audit of the organization's financial statements is conducted by independent certified public accountants. Additional information on the University's discretely presented component unit, including copies of audit reports, is available by contacting the University Controller.

**Basis of Presentation.** The University's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the University with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows public universities various reporting options. The University has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:



- Management's Discussion and Analysis
- Basic Financial Statements:
  - Statement of Net Position
  - Statement of Revenues, Expenses, and Changes in Net Position
  - Statement of Cash Flows
  - Notes to Financial Statements
- Other Required Supplementary Information

**Measurement Focus and Basis of Accounting.** Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The University's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The University follows GASB standards of accounting and financial reporting.

The University's discretely presented component unit uses the economic resources measurement focus and the accrual basis of accounting, and follows GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been eliminated from revenues and expenses for reporting purposes.

The University's principal operating activities consist of instruction, research, and public service. Operating revenues and expenses generally include all fiscal transactions directly related to these activities as well as administration, operation and maintenance of capital assets, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations, Federal and State student financial aid, and investment income. Unrealized losses on investments and interest on capital asset-related debt are nonoperating expenses. Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the University's policy to first apply the restricted resources to such programs, followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between the stated charge for goods and services provided by the University and the amount that is actually paid by the student or the third party making payment on behalf of the student. The University applied the "Alternate Method" as prescribed in NACUBO Advisory Report 2000-05 to determine the reported net tuition scholarship allowances. Under this method, the University computes these amounts by allocating

the cash payments to students, excluding payments for services, using a ratio of total aid to aid not considered third-party aid.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

**Cash and Cash Equivalents.** Cash and cash equivalents consist of cash on hand and cash in demand accounts. University cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes.

**Capital Assets.** University capital assets consist of land, construction in progress, buildings, infrastructure and other improvements, furniture and equipment, library resources, and other capital assets. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The University has a capitalization threshold of \$5,000 for tangible personal property, \$100,000 for infrastructure and improvements, and \$250,000 for building renovations except that all new buildings and projects adding new square footage are capitalized. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 20 to 50 years
- Infrastructure and Other Improvements – 20 years
- Furniture and Equipment – 3 to 15 years
- Library Resources – 10 years
- Other Capital Assets – 10 years

**Noncurrent Liabilities.** Noncurrent liabilities include installment purchases payable, capital lease payable, compensated absences payable, other postemployment benefits payable, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

**Pensions.** For purposes of measuring the net pension liabilities, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

## **2. Reporting Changes – Component Unit**

The Florida Legislature passed, and the Governor signed into law Chapter 2018-004, Laws of Florida, a provision that changed Section 1004.28, Florida Statutes, which addresses university direct-support

organizations (DSO). With this change, the University Board of Trustees is required to approve all DSO board members. Under current accounting guidance, a key factor in determining whether a DSO should report under the FASB versus the GASB is board control. With the change in Florida Statutes, the University has control of the board of the DSO and the FASB reporting model is no longer appropriate. The Foundation reported under FASB prior to the legislative change. The Foundation converted from FASB to the GASB reporting model for the 2018-19 fiscal year.

### **3. Adjustment to Beginning Net Position – Component Unit**

The beginning net position of the Foundation was decreased by \$320,202 as a result of the change in the financial accounting framework as discussed in Note 2. The adjustment to beginning net position is due to the removal of endowment pledges.

### **4. Investments**

Section 1011.42(5), Florida Statutes, authorizes universities to invest funds with the State Treasury and State Board of Administration (SBA) and requires that universities comply with the statutory requirements governing investment of public funds by local governments. Accordingly, universities are subject to the requirements of Chapter 218, Part IV, Florida Statutes. The Board of Trustees has adopted a written investment policy providing that surplus funds of the University shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Pursuant to Section 218.415(16), Florida Statutes, the University is authorized to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined in Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open end or closed end management type investment companies; and other investments approved by the Board of Trustees as authorized by law.

Investments set aside to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

The University categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

All of the University's recurring fair value measurements as of June 30, 2019, are valued using quoted market prices (Level 1 inputs), with the exception of obligations of United States government agencies and instrumentalities, and corporate equity securities which are valued using a matrix pricing model (Level 2 inputs) and investments with the State Treasury which are valued based on the University's share of the pool (Level 3 inputs).

The University's investments at June 30, 2019, are reported as follows:

|   | Amount               | Fair Value Measurements Using  |   |  |
|---|----------------------|--|---|--|
|   |                      | Quoted Prices<br>in Active<br>Markets for<br>Identical Assets<br>(Level 1) | Significant<br>Other<br>Observable<br>Inputs<br>(Level 2) | Significant<br>Unobservable<br>Inputs<br>(Level 3) |
| <b>Investments by fair value level</b>            |                      |  |   |  |
| External Investment Pool:                         |                      |  |   |  |
| State Treasury Special Purpose Investment Account | \$ 46,941,968        | \$ -   | \$ -  | \$ 46,941,968                                      |
| United States Treasury Securities                 | 3,397,381            | 3,397,381  | -   | -  |
| Obligations of United States Government           |                      |  |   |  |
| Agencies and Instrumentalities                    | 2,922,954            | -  | 2,922,954   | -  |
| Corporate Equity Securities                       | 3,871,976            | -  | 3,871,976   | -  |
| Money Market Funds                                | 254,722              | 254,722  | -   | -  |
| <b>Total investments by fair value level</b>      | <b>\$ 57,389,001</b> | <b>\$ 3,652,103</b>  | <b>\$ 6,794,930</b>                                       | <b>\$ 46,941,968</b>                               |

### **External Investment Pools.**

The University reported investments at fair value totaling \$46,941,968 at June 30, 2019, in the State Treasury Special Purpose Investment Account (SPIA) investment pool, representing ownership of a share of the pool, not the underlying securities. Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section 17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The State Treasury SPIA investment pool carried a credit rating of AA-f by Standard & Poor's, had an effective duration of 2.71 years, and fair value factor of 1.0103 at June 30, 2019. Participants contribute to the State Treasury SPIA investment pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool's total fair value by the pool participant's total cash balances. The fair value factor is the ratio used to determine the fair value of an individual participant's pool balance. The University relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury investment pool are included in the notes to financial statements of the State's Comprehensive Annual Financial Report.

### **Other Investments.**

The University's other investments consisted of various debt securities and money market funds totaling \$10,447,033 at June 30, 2019. The following risks apply to those investments.

*Interest Rate Risk:* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The University's investment policy generally requires that the investment portfolio be maintained in such a manner as to provide sufficient liquidity to pay obligations as they become due. Recognizing that market value volatility is a function of maturity, a segment of the portfolio shall be maintained in a short-term maturity portfolio. Funds in excess of those required to meet current expenses may be invested in longer-term portfolios. Investment maturities at June 30, 2019 were as follows:

| <u>Investment Type</u>                            | <u>Fair Value</u>    | <u>Investment Maturities (In Years)</u> |                     |                     |
|---|----------------------|---|---------------------|---------------------|
|   |                      | <u>Less than 1</u>                      | <u>1-5</u>          | <u>6-10</u>         |
| Obligations of United States Government           |                      |   |                     |                     |
| Agencies and Instrumentalities                    | \$ 2,922,954         | \$ 997,640                              | \$ 1,925,314        | \$ -                |
| United States Treasury Securities                 | 3,397,381            | 373,756                                 | 2,494,916           | 528,709             |
| Corporate Equity Securities                       | 3,871,976            | 324,323                                 | 2,300,498           | 1,247,155           |
| Money Market Funds                                | 254,722              | 254,722                                 | -                   | -                   |
| <b>Total investments by investment maturities</b> | <b>\$ 10,447,033</b> | <b>\$ 1,950,441</b>                     | <b>\$ 6,720,728</b> | <b>\$ 1,775,864</b> |

*Credit Risk:* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. United States Treasury Securities or obligations explicitly guaranteed by the United States Government are not considered to have credit risk and do not require disclosure of credit quality. At June 30, 2019, the University had \$3,397,381 of these investments. The University's investment policy requires the portfolio provide specific types of investments that may be purchased, including credit quality guidelines, where applicable, maintain a total average quality minimum of BBB. The policy states that securities in the BBB rating category can make up no more than 25 percent of the portfolio. At June 30, 2019, the University had obligations of United States Government agencies and instrumentalities and equity securities with quality ratings by nationally recognized rating agencies, as follows:

| <u>Investment Type</u>                            | <u>Fair Value</u>   | <u>Credit Quality Rating (1)</u> |                     |                     |
|---|---------------------|----------------------------------|---------------------|---------------------|
|   |                     | <u>AA</u>                        | <u>A</u>            | <u>BBB</u>          |
| Obligations of United States Government           |                     |                                  |                     |                     |
| Agencies and Instrumentalities                    | \$ 2,922,954        | \$ 2,723,737                     | \$ 199,217          | \$ -                |
| Corporate Equity Securities                       | 3,871,976           | 750,633                          | 1,568,989           | 1,552,354           |
| <b>Total investments by credit quality rating</b> | <b>\$ 6,794,930</b> | <b>\$ 3,474,370</b>              | <b>\$ 1,768,206</b> | <b>\$ 1,552,354</b> |

(1) The credit quality ratings are from Standard & Poor's.

*Custodial Credit Risk:* Custodial credit risk is the risk that in the event of the failure of the counterparty, the value of the investments or collateral securities in the possession of an outside party will not be recoverable. Exposure to custodial credit risk relates to investment securities that are held by someone other than the entity and are not registered in the entities name. All University investments are held in safekeeping by a third-party custodian. There were no losses during the period due to default by counterparties to investment transactions.

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of investment in a single issuer. The University policy states that a maximum of 5 percent of the funds be invested in securities of a single issuer, except that obligations of the United States Government agencies and instrumentalities are not subject to the limitations.

### **Component Unit Investments.**

The University discretely presented component unit's investments at June 30, 2019 are reported at fair value as follows:

|  | Amount              | Fair Value Measurements Using  |   |  |
|--|---------------------|--|---|--|
|  |                     | Quoted Prices<br>in Active<br>Markets for<br>Identical Assets<br>(Level 1) | Significant<br>Other<br>Observable<br>Inputs<br>(Level 2) | Significant<br>Unobservable<br>Inputs<br>(Level 3) |
| <b>Investments by fair value level</b>       |                     |  |   |  |
| Corporate Bonds                              | \$ 473,713          | \$ 473,713   | \$ -  | \$ -   |
| International Bonds                          | 124,653             | 124,653  | -   | -  |
| U.S. Government Bonds                        | 549,559             | 549,559  | -   | -  |
| Mutual Funds:                                |                     |  |   |  |
| Bonds  | 764,291             | 764,291  | -   | -  |
| Equity                                       | 3,911,270           | 3,911,270  | -   | -  |
| <b>Total investments by fair value level</b> | <b>5,823,486</b>    | <b>\$ 5,823,486</b>  | <b>\$ -</b>   | <b>\$ -</b>  |
| <b>Investments by Amortized Cost</b>         |                     |  |   |  |
| Money Market Account                         | 209,264             |  |   |  |
| <b>Total Investments</b>                     | <b>\$ 6,032,750</b> |  |   |  |

## 5. Receivables

**Accounts and Interest Receivable.** Accounts and interest receivable represent amounts for student tuition and fees, contract and grant reimbursements due from third parties, various sales and services provided to students and third parties, and interest accrued on investments. As of June 30, 2019, the University reported the following amounts as accounts and interest receivable:

| Description  | Amount            |
|--|-------------------|
| Contracts and Grants                               | \$ 111,684        |
| Sales and Services                                 | 61,495            |
| Student Tuition and Fees, Net                      | 61,255            |
| Investment Interest                                | 191,610           |
| <b>Total Accounts and Interest Receivable, Net</b> | <b>\$ 426,044</b> |

**Allowance for Doubtful Receivables.** Allowances for doubtful accounts is reported based on management's best estimate as of fiscal year end considering type, age, collection history, and other factors considered appropriate. Accounts receivable are reported net of allowances of \$47,224 at June 30, 2019.

No allowance has been accrued for contracts and grants receivable, sales and services receivable, and investment interest receivable. University management considers these to be fully collectible.

## 6. Due From State

The amount due from State consists of \$7,157,026 of Public Education Capital Outlay (PECO) due from the State to the University for construction of University facilities.

## 7. Due From Component Unit

The amount due from component unit consists of amounts owed to the University by the Foundation for expense reimbursements.

## 8. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2019, is shown in the following table:

| <u>Description</u>                           | <u>Beginning<br/>Balance</u> | <u>Additions</u>      | <u>Reductions</u> | <u>Ending<br/>Balance</u> |
|--|------------------------------|-----------------------|-------------------|---------------------------|
| Nondepreciable Capital Assets:               |                              |                       |                   |                           |
| Land   | \$ 18,156,039                | \$ -                  | \$ -              | \$ 18,156,039             |
| Construction in Progress                     | 590,389                      | 1,260,725             | 639,665           | 1,211,449                 |
| <b>Total Nondepreciable Capital Assets</b>   | <b>\$ 18,746,428</b>         | <b>\$ 1,260,725</b>   | <b>\$ 639,665</b> | <b>\$ 19,367,488</b>      |
| Depreciable Capital Assets:                  |                              |                       |                   |                           |
| Buildings                                    | \$ 96,628,344                | \$ 639,665            | \$ -              | \$ 97,268,009             |
| Infrastructure and Other Improvements        | 41,035,547                   | -                     | -                 | 41,035,547                |
| Furniture and Equipment                      | 7,771,707                    | 594,659               | 27,811            | 8,338,555                 |
| Library Resources                            | 16,358                       | -                     | -                 | 16,358                    |
| Other Capital Assets                         | 4,038,722                    | -                     | -                 | 4,038,722                 |
| <b>Total Depreciable Capital Assets</b>      | <b>149,490,678</b>           | <b>1,234,324</b>      | <b>27,811</b>     | <b>150,697,191</b>        |
| Less, Accumulated Depreciation:              |                              |                       |                   |                           |
| Buildings                                    | 7,832,092                    | 2,120,568             | -                 | 9,952,660                 |
| Infrastructure and Other Improvements        | 6,663,585                    | 1,606,743             | -                 | 8,270,328                 |
| Furniture and Equipment                      | 3,349,716                    | 1,222,655             | 20,089            | 4,552,282                 |
| Library Resources                            | 14,349                       | 1,581                 | -                 | 15,930                    |
| Other Capital Assets                         | 1,614,512                    | 615,381               | -                 | 2,229,893                 |
| <b>Total Accumulated Depreciation</b>        | <b>19,474,254</b>            | <b>5,566,928</b>      | <b>20,089</b>     | <b>25,021,093</b>         |
| <b>Total Depreciable Capital Assets, Net</b> | <b>\$ 130,016,424</b>        | <b>\$ (4,332,604)</b> | <b>\$ 7,722</b>   | <b>\$ 125,676,098</b>     |

## 9. Other Current Liabilities

The University maintained an account with a local bank to process general operating expenses and payroll transactions. Funds in excess of current need, including float, were invested. As a result, the University's records showed a temporary cash overdraft for the amount of outstanding checks not presented as of June 30, 2019. This did not, however, represent an overdraft in the University's depository account.

## 10. Unearned Revenue

Unearned revenue at June 30, 2019, includes student tuition and fees received prior to fiscal year end related to subsequent accounting periods. As of June 30, 2019, the University reported \$177,096 as unearned revenue.

## 11. Long-Term Liabilities

Long-term liabilities of the University at June 30, 2019, include installment purchases payable, capital lease payable, compensated absences payable, other postemployment benefits payable, and net pension liability. Long-term liabilities activity for the fiscal year ended June 30, 2019, is shown in the following table:

| <u>Description</u>                    | <u>Beginning Balance</u> | <u>Additions</u>     | <u>Reductions</u>    | <u>Ending Balance</u> | <u>Current Portion</u> |
|---------------------------------------|--------------------------|----------------------|----------------------|-----------------------|------------------------|
| Installment Purchases Payable         | \$ 1,508,849             | \$ 159,316           | \$ 1,052,882         | \$ 615,283            | \$ 281,199             |
| Capital Lease Payable                 | 67,535                   | -                    | 13,619               | 53,916                | 14,377                 |
| Compensated Absences Payable          | 1,424,919                | 319,054              | 251,616              | 1,492,357             | 149,236                |
| Other Postemployment Benefits Payable | 4,483,000                | 241,000              | 503,000              | 4,221,000             | 15,000                 |
| Net Pension Liability                 | 11,669,531               | 11,071,471           | 10,309,177           | 12,431,825            | 365,857                |
| <b>Total Long-Term Liabilities</b>    | <b>\$ 19,153,834</b>     | <b>\$ 11,790,841</b> | <b>\$ 12,130,294</b> | <b>\$ 18,814,381</b>  | <b>\$ 825,669</b>      |

**Installment Purchases Payable.** The University has entered into several installment purchase agreements for the purchase of equipment reported at \$5,018,051. The stated interest rates ranged from 1.21 percent to 5.59 percent. Future minimum payments remaining under installment purchase agreements and the present value of the minimum payments as of June 30, 2019, are as follows:

| <u>Fiscal Year Ending June 30</u>        | <u>Amount</u>     |
|--|-------------------|
| 2020                                     | \$ 325,326        |
| 2021                                     | 268,256           |
| 2022                                     | 46,065            |
| <b>Total Minimum Payments</b>            | <b>639,647</b>    |
| Less, Amount Representing Interest       | 24,364            |
| <b>Present Value of Minimum Payments</b> | <b>\$ 615,283</b> |

**Capital Lease Payable.** Vehicles in the amount of \$75,082 are being acquired under a capital lease agreement. The stated interest rate is 5.45 percent. Future minimum payments under the capital lease agreement and the present value of the minimum payments as of June 30, 2019, are as follows:

| <u>Fiscal Year Ending June 30</u>        | <u>Amount</u>    |
|--|------------------|
| 2020                                     | \$ 17,025        |
| 2021                                     | 17,025           |
| 2022                                     | 17,025           |
| 2023                                     | 8,512            |
| <b>Total Minimum Payments</b>            | <b>59,587</b>    |
| Less, Amount Representing Interest       | 5,671            |
| <b>Present Value of Minimum Payments</b> | <b>\$ 53,916</b> |



**Compensated Absences Payable.** Employees earn the right to be compensated during absences for annual leave (vacation) and sick leave earned pursuant to Board of Governors' Regulations, University regulations, and bargaining agreements. Leave earned is accrued to the credit of the employee and records are kept on each employee's unpaid (unused) leave balance. The University reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the University expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2019, the estimated liability for compensated absences, which includes the University's share of the Florida Retirement System and FICA contributions, totaled \$1,492,357. The current portion of the compensated absences liability, \$149,236, is the amount expected to be paid in the coming fiscal year and represents a historical percentage of leave used applied to total accrued leave liability.

**Other Postemployment Benefits Payable.** The University follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for certain postemployment healthcare benefits administered by the State Group Health Insurance Program.

#### ***General Information about the OPEB Plan***

*Plan Description.* The Division of State Group Insurance's Other Postemployment Benefits Plan (OPEB Plan) is a multiple-employer defined benefit plan administered by the State of Florida. Pursuant to the provisions of Section 112.0801, Florida Statutes, all employees who retire from the University are eligible to participate in the State Group Health Insurance Program. Retirees and their eligible dependents shall be offered the same health and hospitalization insurance coverage as is offered to active employees at a premium cost of no more than the premium cost applicable to active employees. A retiree means any officer or employee who retires under a State retirement system or State optional annuity or retirement program or is placed on disability retirement and who begins receiving retirement benefits immediately after retirement from employment. In addition, any officer or employee who retires under the Florida Retirement System Investment Plan is considered a "retiree" if he or she meets the age and service requirements to qualify for normal retirement or has attained the age of 59.5 years and has the years of service required for vesting. The University subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because retiree healthcare costs are generally greater than active employee healthcare costs. No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75. The OPEB Plan contribution requirements and benefit terms necessary for funding the OPEB Plan each year is on a pay-as-you-go basis as established by the Governor's recommended budget and the General Appropriations Act. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible.

*Benefits Provided.* The OPEB Plan provides healthcare benefits for retirees and their dependents. The OPEB Plan only provides an implicit subsidy as described above.

### **Proportionate Share of the Total OPEB Liability**

The University's proportionate share of the total OPEB liability of \$4,221,000 was measured as of June 30, 2018, and was determined by an actuarial valuation as of July 1, 2017. At June 30, 2018, the University's proportionate share, determined by its proportion of total benefit payments made, was 0.04 percent, which remained unchanged from its proportionate share measured as of June 30, 2017.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

|  |  |
|--|--|
| Inflation                                | 2.6 percent  |
| Salary increases                         |  |
| Regular Employees                        | 4.0 to 7.8 percent, including inflation  |
| Special Risk Employees                   | 5.1 to 7.6 percent, including inflation  |
| Senior Management Employees              | 4.7 to 7.1 percent, including inflation  |
| Discount rate                            | 3.87 percent   |
| Healthcare cost trend rates              |  |
| PPO Plan                                 | 8.8 Percent for 2019, decreasing to an ultimate rate of 3.8 percent for 2076 and later years |
| HMO Plan                                 | 6.2 percent for 2019, to an ultimate rate of 3.8 percent for 2076 and later years            |
| Retirees' share of benefit-related costs | 100 percent of projected health insurance premiums for retirees                              |

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The demographic actuarial assumptions for retirement, disability incidence, and withdrawal used in the June 30, 2017, valuation were based on the 2014 Experience Study prepared by Milliman on September 8, 2014. Updated assumptions for the FRS July 1, 2016, Actuarial Valuation were approved by the 2016 FRS Actuarial Assumptions Conference.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2017, valuation were based on a review of recent plan experience done concurrently with the June 30, 2017, valuation.

The following changes have been made since the prior valuation:

- The discount rate as of the measurement date for GASB Statement No. 75 purposes was changed to 3.87 percent. The prior GASB Statement No. 75 valuation used 3.58 percent. The GASB Statement No. 75 discount rate is based on the 20-year municipal bond rate as of June 30, 2018.

*Sensitivity of the University's Proportionate Share of the Total OPEB Liability to Changes in the Discount Rate.* The following table presents the University's proportionate share of the total OPEB liability, as well as what the University's proportionate share of the total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current rate:

|  | <u>1%<br/>Decrease<br/>(2.87%)</u> | <u>Current<br/>Discount Rate<br/>(3.87%)</u> | <u>1%<br/>Increase<br/>(4.87%)</u> |
|--|------------------------------------|--|------------------------------------|
| University's proportionate share of the total OPEB liability | \$5,133,000                        | \$4,221,000                                  | \$3,510,000                        |

*Sensitivity of the University's Proportionate Share of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates.* The following table presents the University's proportionate share of the total OPEB liability, as well as what the University's proportionate share of the total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

|  | <u>1% Decrease</u> | <u>Healthcare<br/>Cost Trend<br/>Rates</u> | <u>1% Increase</u> |
|--|--------------------|--|--------------------|
| University's proportionate share of the total OPEB liability | \$3,414,000        | \$4,221,000                                | \$5,303,000        |

***OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB.***

For the fiscal year ended June 30, 2019, the University recognized OPEB expense of \$181,000. At June 30, 2019, the University reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| <u>Description</u>  | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|---|---|--|
| Change of assumptions or other inputs   | \$ -                                      | \$ 239,000                               |
| Changes in proportion and differences between University benefit payments and proportionate share of benefit payments | -   | 188,000                                  |
| Transactions subsequent to the measurement date   | 17,000                                    | -  |
| <b>Total</b>  | <u>\$ 17,000</u>                          | <u>\$ 427,000</u>                        |

Of the total amount reported as deferred outflows of resources related to OPEB, \$17,000 resulting from transactions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability and included in OPEB expense in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2020                              | \$ (42,700)         |
| 2021                              | (42,700)            |
| 2022                              | (42,700)            |
| 2023                              | (42,700)            |
| 2024                              | (42,700)            |
| Thereafter                        | (213,500)           |
| <b>Total</b>                      | <b>\$ (427,000)</b> |

**Net Pension Liability.** As a participating employer in the Florida Retirement System (FRS), the University recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2019, the University's proportionate share of the net pension liabilities totaled \$12,431,825. Note 12. includes a complete discussion of defined benefit pension plans.

## **12. Retirement Plans – Defined Benefit Pension Plans**

### **General Information about the Florida Retirement System (FRS).**

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees in the State university system. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the University are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The University's FRS and HIS pension expense totaled \$2,944,615 for the fiscal year ended June 30, 2019.

## **FRS Pension Plan**

*Plan Description.* The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are employed as law enforcement officers and meet the criteria to qualify for this class.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

*Benefits Provided.* Benefits under the Plan are computed on the basis of age, and/or years of service, average final compensation, and credit service. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following table shows the percentage value for each year of service credit earned:

| <u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>    | <u>% Value</u> |
|--|----------------|
| <b>Regular Class members initially enrolled before July 1, 2011</b>      |                |
| Retirement up to age 62 or up to 30 years of service                     | 1.60           |
| Retirement at age 63 or with 31 years of service                         | 1.63           |
| Retirement at age 64 or with 32 years of service                         | 1.65           |
| Retirement at age 65 or with 33 or more years of service                 | 1.68           |
| <b>Regular Class members initially enrolled on or after July 1, 2011</b> |                |
| Retirement up to age 65 or up to 33 years of service                     | 1.60           |
| Retirement at age 66 or with 34 years of service                         | 1.63           |
| Retirement at age 67 or with 35 years of service                         | 1.65           |
| Retirement at age 68 or with 36 or more years of service                 | 1.68           |
| <b>Senior Management Service Class</b>                                   | 2.00           |
| <b>Special Risk Class</b>  | 3.00           |

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

*Contributions.* The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2018-19 fiscal year were:

| <u>Class</u>   | <u>Percent of Gross Salary</u> |                     |
|--|--------------------------------|---------------------|
|  | <u>Employee</u>                | <u>Employer (1)</u> |
| FRS, Regular   | 3.00                           | 8.26                |
| FRS, Senior Management Service   | 3.00                           | 24.06               |
| FRS, Special Risk  | 3.00                           | 24.50               |
| Deferred Retirement Option Program (applicable to members from all of the above classes) | 0.00                           | 14.03               |
| FRS, Reemployed Retiree  | (2)                            | (2)                 |

(1) Employer rates include 1.66 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The University's contributions to the Plan totaled \$957,925 for the fiscal year ended June 30, 2019.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2019, the University reported a liability of \$9,095,857 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The University's proportionate share of the net pension

liability was based on the University's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the University's proportionate share was 0.030207815 percent, which was an increase of 0.001713571 from its proportionate share measured as of June 30, 2017.

For the year ended June 30, 2019, the University recognized pension expense of \$2,305,368. In addition, the University reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| <u>Description</u>  | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|---|---|--|
| Differences between expected and actual experience  | \$ 770,801                                | \$ 27,976                                |
| Change of assumptions   | 2,973,029                                 | -  |
| Net difference between projected and actual earnings on FRS Plan investments                                    | -   | 702,989                                  |
| Changes in proportion and differences between University contributions and proportionate share of contributions | 1,976,440                                 | -  |
| University FRS contributions subsequent to the measurement date   | 957,925                                   | -  |
| <b>Total</b>  | <b>\$ 6,678,195</b>                       | <b>\$ 730,965</b>                        |

The deferred outflows of resources totaling \$957,925, resulting from University contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2020                              | \$ 1,912,241        |
| 2021                              | 1,372,586           |
| 2022                              | 435,184             |
| 2023                              | 740,244             |
| 2024                              | 457,269             |
| Thereafter                        | 71,781              |
| <b>Total</b>                      | <b>\$ 4,989,305</b> |

*Actuarial Assumptions.* The total pension liability in the July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                           |   |
|---------------------------|---|
| Inflation                 | 2.60 percent  |
| Salary increases          | 3.25 percent, average, including inflation                                |
| Investment rate of return | 7.00 percent, net of pension plan investment expense, including inflation |

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

The actuarial assumptions used in the July 1, 2018, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u>       | <u>Target Allocation (1)</u> | <u>Annual Arithmetic Return</u> | <u>Compound Annual (Geometric) Return</u> | <u>Standard Deviation</u> |
|--------------------------|------------------------------|---------------------------------|---|---------------------------|
| Cash                     | 1%                           | 2.9%                            | 2.9%                                      | 1.8%                      |
| Fixed Income             | 18%                          | 4.4%                            | 4.3%                                      | 4.0%                      |
| Global Equity            | 54%                          | 7.6%                            | 6.3%                                      | 17.0%                     |
| Real Estate (Property)   | 11%                          | 6.6%                            | 6.0%                                      | 11.3%                     |
| Private Equity           | 10%                          | 10.7%                           | 7.8%                                      | 26.5%                     |
| Strategic Investments    | 6%                           | 6.0%                            | 5.7%                                      | 8.6%                      |
| <b>Total</b>             | <u>100%</u>                  |                                 |   |                           |
| Assumed inflation - Mean |                              |                                 | 2.6%                                      | 1.9%                      |

(1) As outlined in the Plan's investment policy.

*Discount Rate.* The discount rate used to measure the total pension liability was 7.00 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2018 valuation was updated from 7.10 percent to 7.00 percent.

*Sensitivity of the University's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the University's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the University's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.00 percent) or 1 percentage point higher (8.00 percent) than the current rate:

|   | <u>1% Decrease (6.00%)</u> | <u>Current Discount Rate (7.00%)</u> | <u>1% Increase (8.00%)</u> |
|---|----------------------------|--------------------------------------|----------------------------|
| University's proportionate share of the net pension liability | \$16,605,601               | \$9,095,857                          | \$2,863,867                |

*Pension Plan Fiduciary Net Position.* Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Comprehensive Annual Financial Report.



## **HIS Pension Plan**

*Plan Description.* The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

*Benefits Provided.* For the fiscal year ended June 30, 2019, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

*Contributions.* The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2019, the contribution rate was 1.66 percent of payroll pursuant to Section 112.363, Florida Statutes. The University contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The University's contributions to the HIS Plan totaled \$173,940 for the fiscal year ended June 30, 2019.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2019, the University reported a liability of \$3,335,968 for its proportionate share of the net pension liability. The current portion of the net pension liability is the University's proportionate share of benefit payments expected to be paid within 1 year, net of the University's proportionate share of the HIS Plan's fiduciary net position available to pay that amount. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018. The University's proportionate share of the net pension liability was based on the University's 2017-18 fiscal year contributions relative to the total 2017-18 fiscal year contributions of all participating members. At June 30, 2018, the University's proportionate share was 0.031518639 percent, which was an increase of 0.001206400 from its proportionate share measured as of June 30, 2017.

For the fiscal year ended June 30, 2019, the University recognized pension expense of \$639,247. In addition, the University reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| <u>Description</u>  | <u>Deferred Outflows<br/>of Resources</u> | <u>Deferred Inflows<br/>of Resources</u> |
|---|---|--|
| Change of assumptions   | \$ 371,001                                | \$ 352,706                               |
| Difference between expected and actual experience   | 51,072                                    | 5,668                                    |
| Net difference between projected and actual earnings on HIS Plan investments  | 2,014                                     | -  |
| Changes in proportion and differences between University HIS contributions and proportionate share of HIS contributions | 1,439,923                                 | -  |
| University HIS contributions subsequent to the measurement date   | 173,940                                   | -  |
| <b>Total</b>  | <u>\$ 2,037,950</u>                       | <u>\$ 358,374</u>                        |

The deferred outflows of resources totaling \$173,940, resulting from University contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| <u>Fiscal Year Ending June 30</u> | <u>Amount</u>       |
|-----------------------------------|---------------------|
| 2020                              | \$ 436,922          |
| 2021                              | 436,752             |
| 2022                              | 339,850             |
| 2023                              | 204,659             |
| 2024                              | 70,835              |
| Thereafter                        | 16,618              |
| <b>Total</b>                      | <u>\$ 1,505,636</u> |

*Actuarial Assumptions.* The total pension liability at July 1, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

|                     |  |
|---------------------|--|
| Inflation           | 2.60 percent                               |
| Salary Increases    | 3.25 percent, average, including inflation |
| Municipal bond rate | 3.87 percent                               |

Mortality rates were based on the Generational RP-2000 with Projection Scale BB.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

*Discount Rate.* The discount rate used to measure the total pension liability was 3.87 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate

selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate used in the 2018 valuation was updated from 3.58 percent to 3.87 percent.

*Sensitivity of the University's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the University's proportionate share of the net pension liability calculated using the discount rate of 3.87 percent, as well as what the University's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.87 percent) or 1 percentage point higher (4.87 percent) than the current rate:

|   | <u>1%<br/>Decrease<br/>(2.87%)</u> | <u>Current<br/>Discount Rate<br/>(3.87%)</u> | <u>1%<br/>Increase<br/>(4.87%)</u> |
|---|------------------------------------|--|------------------------------------|
| University's proportionate share of the net pension liability | \$3,788,472                        | \$3,335,968                                  | \$2,949,611                        |

*Pension Plan Fiduciary Net Position.* Detailed information about the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Comprehensive Annual Financial Report.

### **13. Retirement Plans – Defined Contribution Pension Plans**

**FRS Investment Plan.** The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State's Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. University employees already participating in the State University System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member's account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2018-19 fiscal year were as follows:

| <u>Class</u>                   | <u>Percent of<br/>Gross<br/>Compensation</u> |
|--------------------------------|--|
| FRS, Regular                   | 6.30   |
| FRS, Senior Management Service | 7.67   |
| FRS, Special Risk Regular      | 14.00  |

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the FRS Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2019, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the University.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The University's Investment Plan pension expense totaled \$311,874 for the fiscal year ended June 30, 2019.

**State University System Optional Retirement Program.** Section 121.35, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible university instructors and administrators. The Program is designed to aid State universities in recruiting employees by offering more portability to employees not expected to remain in the FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing university contributes 5.14 percent of the participant's salary to the participant's account, 3.5 percent to cover the unfunded actuarial liability of the FRS pension plan, and 0.01 percent to cover administrative costs, for a total of 8.65 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the University to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The University's contributions to the Program totaled \$642,277, and employee contributions totaled \$406,483 for the 2018-19 fiscal year.

#### 14. Construction Commitment

The University's construction commitment at June 30, 2019, was as follows:

| <u>Project Description</u> | <u>Total<br/>Commitment</u> | <u>Completed<br/>to Date</u> | <u>Balance<br/>Committed</u> |
|----------------------------|-----------------------------|------------------------------|------------------------------|
| Applied Research Center    | \$ 3,137,795                | \$ 1,211,449                 | \$ 1,926,346                 |

#### 15. Risk Management Programs

The University is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Pursuant to Section 1001.72(2), Florida Statutes, the University participates in State self-insurance programs providing insurance for property and casualty, workers' compensation, general liability, fleet automotive liability, Federal Civil Rights, and employment discrimination liability. During the 2018-19 fiscal year, for property losses, the State retained the first \$2 million per occurrence for all perils except named windstorm and flood. The State retained the first \$2 million per occurrence with an annual aggregate retention of \$40 million for named windstorm and flood losses. After the annual aggregate retention, losses in excess of \$2 million per occurrence were commercially insured up to \$78 million for named windstorm and flood through February 14, 2019, and decreased to \$68.5 million starting February 15, 2019. For perils other than named windstorm and flood, losses in excess of \$2 million per occurrence were commercially insured up to \$225 million; and losses exceeding those amounts were retained by the State. No excess insurance coverage is provided for workers' compensation, general and automotive liability, Federal Civil Rights and employment action coverage; all losses in these categories, with the exception of out-of-state workers' compensation, are completely self-insured by the State through the State Risk Management Trust Fund established pursuant to Chapter 284, Florida Statutes. The State Risk Management Trust Fund purchases an insurance policy for out-of-state workers' compensation coverage. Payments on tort claims are limited to \$200,000 per person and \$300,000 per occurrence as set by Section 768.28(5), Florida Statutes. Calculation of premiums considers the cash needs of the program and the amount of risk exposure for each participant. Settlements have not exceeded insurance coverage during the past 3 fiscal years.

Pursuant to Section 110.123, Florida Statutes, University employees may obtain healthcare services through participation in the State group health insurance plan or through membership in a health maintenance organization plan under contract with the State. The State's risk financing activities associated with State group health insurance, such as risk of loss related to medical and prescription drug claims, are administered through the State Employees Group Health Insurance Trust Fund. It is the practice of the State not to purchase commercial coverage for the risk of loss covered by this Fund. Additional information on the State's group health insurance plan, including the actuarial report, is available from the Florida Department of Management Services, Division of State Group Insurance.

## 16. Litigation

The University is involved in several pending and threatened legal actions. The range of potential loss from all such claims and actions, as estimated by the University's legal counsel and management, should not materially affect the University's financial position.

## 17. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, research, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as research and public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

| <u>Functional Classification</u>       | <u>Amount</u>                      |
|--|------------------------------------|
| Instruction                            | \$ 9,266,435                       |
| Research                               | 4,334,845                          |
| Public Services                        | 190,362                            |
| Academic Support                       | 9,098,299                          |
| Student Services                       | 4,073,824                          |
| Institutional Support                  | 12,009,645                         |
| Operation and Maintenance of Plant     | 3,489,048                          |
| Scholarships, Fellowships, and Waivers | 8,855,573                          |
| Depreciation                           | 5,566,928                          |
| Auxiliary Enterprises                  | 3,616,109                          |
| <b>Total Operating Expenses</b>        | <b><u><u>\$ 60,501,068</u></u></b> |

## 18. Related Party Transaction

On June 26, 2019, the Board approved the release of the scholarship pledge receivable from the Foundation in the amount of \$5,718,582. The scholarship pledge receivable was reported in the University's Statement of Net Position as due from component unit in prior fiscal years.

## 19. Subsequent Event

On September 11, 2019, the Board approved the construction management contract and the Guaranteed Maximum Price (GMP) proposal for Phase 1 of the Applied Research Center (ARC) totaling \$8.2 million. This contract was signed and fully executed on September 24, 2019. Additionally, on February 26, 2020, the Board approved the construction management contract and the GMP proposal for Phase 2 of the ARC totaling \$17.7 million.

## ***OTHER REQUIRED SUPPLEMENTARY INFORMATION***

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### **Schedule of the University's Proportionate Share of the Total Other Postemployment Benefits Liability**

|   | <u>2018</u>   | <u>2017</u>   |
|---|---------------|---------------|
| University's proportion of the total other<br>postemployment benefits liability   | 0.04%         | 0.04%         |
| University's proportionate share of the total other<br>postemployment benefits liability  | \$ 4,221,000  | \$ 4,483,000  |
| University's covered-employee payroll   | \$ 16,978,875 | \$ 15,360,481 |
| University's proportionate share of the total other<br>postemployment benefits liability as a<br>percentage of its covered-employee payroll | 24.86%        | 29.19%        |

**Schedule of the University's Proportionate Share of the Net Pension Liability –  
Florida Retirement System Pension Plan**

|  | <u>2018 (1)</u> | <u>2017 (1)</u> | <u>2016 (1)</u> | <u>2015 (1)</u> |
|--|-----------------|-----------------|-----------------|-----------------|
| University's proportion of the FRS net pension liability   | 0.030207815%    | 0.028494244%    | 0.022832875%    | 0.019998331%    |
| University's proportionate share of the FRS net pension liability  | \$ 9,095,857    | \$ 8,428,407    | \$ 5,765,319    | \$ 2,583,054    |
| University's covered payroll (2)   | \$ 16,978,875   | \$ 15,360,481   | \$ 11,660,838   | \$ 8,912,958    |
| University's proportionate share of the FRS net pension liability as a percentage of its covered payroll | 53.57%          | 54.87%          | 49.44%          | 28.98%          |
| FRS Plan fiduciary net position as a percentage of the FRS total pension liability                       | 84.26%          | 83.89%          | 84.88%          | 92.00%          |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State university system optional retirement program members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes

**Schedule of University Contributions – Florida Retirement System Pension Plan**

|  | <u>2019 (1)</u>  | <u>2018 (1)</u>  | <u>2017 (1)</u>  | <u>2016 (1)</u>  |
|--|------------------|------------------|------------------|------------------|
| Contractually required FRS contribution                                  | \$ 957,925       | \$ 860,898       | \$ 741,775       | \$ 563,074       |
| FRS contributions in relation to the contractually required contribution | <u>(957,925)</u> | <u>(860,898)</u> | <u>(741,775)</u> | <u>(563,074)</u> |
| FRS contribution deficiency (excess)                                     | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      |
| University's covered payroll (2)   | \$ 17,932,326    | \$ 16,978,875    | \$ 15,360,481    | \$ 11,660,838    |
| FRS contributions as a percentage of covered payroll                     | 5.34%            | 5.07%            | 4.83%            | 4.83%            |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State university system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.



| <u>2014 (1)</u> | <u>2013 (1)</u> |
|-----------------|-----------------|
| 0.009648015%    | 0.000813120%    |
| \$ 588,671      | \$ 139,974      |
| \$ 4,212,980    | \$ 348,928      |
| 13.97%          | 40.12%          |
| 96.09%          | 88.54%          |

| <u>2015 (1)</u>  | <u>2014 (1)</u>  |
|------------------|------------------|
| \$ 487,576       | \$ 211,332       |
| <u>(487,576)</u> | <u>(211,332)</u> |
| \$ -             | \$ -             |
| \$ 8,912,958     | \$ 4,212,980     |
| 5.47%            | 5.02%            |

**Schedule of the University's Proportionate Share of the Net Pension Liability –  
Health Insurance Subsidy Pension Plan**

|  | <u>2018 (1)</u> | <u>2017 (1)</u> | <u>2016 (1)</u> | <u>2015 (1)</u> |
|--|-----------------|-----------------|-----------------|-----------------|
| University's proportion of the HIS net pension liability   | 0.031518639%    | 0.030312239%    | 0.024197096%    | 0.018486835%    |
| University's proportionate share of the HIS net pension liability  | \$ 3,335,968    | \$ 3,241,124    | \$ 2,820,072    | \$ 1,885,366    |
| University's covered payroll (2)   | \$ 9,805,704    | \$ 9,232,755    | \$ 7,298,830    | \$ 5,391,296    |
| University's proportionate share of the HIS net pension liability as a percentage of its covered payroll | 34.02%          | 35.10%          | 38.64%          | 34.97%          |
| HIS Plan fiduciary net position as a percentage of the HIS total pension liability                       | 2.15%           | 1.64%           | 0.97%           | 0.50%           |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

**Schedule of University Contributions – Health Insurance Subsidy Pension Plan**

|  | <u>2019 (1)</u>  | <u>2018 (1)</u>  | <u>2017 (1)</u>  | <u>2016 (1)</u>  |
|--|------------------|------------------|------------------|------------------|
| Contractually required HIS contribution                                      | \$ 173,940       | \$ 170,926       | \$ 160,241       | \$ 121,161       |
| HIS contributions in relation to the contractually required HIS contribution | <u>(173,940)</u> | <u>(170,926)</u> | <u>(160,241)</u> | <u>(121,161)</u> |
| HIS contribution deficiency (excess)   | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ -</u>      |
| University's covered payroll (2)   | \$ 10,262,946    | \$ 9,805,704     | \$ 9,232,755     | \$ 7,298,830     |
| HIS contributions as a percentage of covered payroll                         | 1.69%            | 1.74%            | 1.74%            | 1.66%            |

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

| <u>2014 (1)</u> | <u>2013 (1)</u> |
|-----------------|-----------------|
| 0.009545059%    | 0.000943115%    |
| \$ 892,486      | \$ 82,111       |
| \$ 2,508,042    | \$ 55,192       |
| 35.58%          | 148.77%         |
| 0.99%           | 1.78%           |

| <u>2015 (1)</u> | <u>2014 (1)</u> |
|-----------------|-----------------|
| \$ 70,668       | \$ 32,698       |
| <u>(70,668)</u> | <u>(32,698)</u> |
| \$ -            | \$ -            |
| \$ 5,391,296    | \$ 2,508,042    |
| 1.31%           | 1.30%           |

**1. Schedule of the University's Proportionate Share of the Total Other Postemployment Benefits Liability**

No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

*Changes of Assumptions.* The discount rate of the measurement date for GASB Statement No. 75 purposes was changed to 3.87 percent. The prior GASB Statement No.75 valuation used 3.58 percent. The GASB Statement No. 75 discount rate is based on the 20-year municipal bond rate as of the June 28, 2018.

**2. Schedule of Net Pension Liability and Schedule of Contributions – Florida Retirement System Pension Plan**

*Changes of Assumptions.* The long-term expected rate of return was decreased from 7.10 percent to 7.00 percent, and the active member mortality assumption was updated.

**3. Schedule of Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan**

*Changes of Assumptions.* The municipal rate used to determine total pension liability increased from 3.58 percent to 3.87 percent.



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
Fax: (850) 488-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Florida Polytechnic University, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the University's basic financial statements, and have issued our report thereon dated February 27, 2020, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the University's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we do not express an opinion on the effectiveness of the University's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the University's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control

that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the University's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the University's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is fluid and cursive, with a large initial "S" and "N".

Sherrill F. Norman, CPA  
Tallahassee, Florida  
February 27, 2020

**Florida Polytechnic University  
Audit & Compliance Committee  
Board of Trustees  
May 20, 2020**

**Subject: Foundation Form 990 (June 30, 2019 Fiscal Year)**

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**Proposed Committee Action**

Recommend approval of the Foundation's Form 990 for the fiscal year ended June 30, 2019 to the Board of Trustees.

**Background Information**

FPU 10.002(17) requires that each DSO shall submit its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990) to the President. BOG Regulation 9.011(6), requires that Form 990 be submitted to the university board of trustees or designee at the times required by the applicable regulation or policy of the board of trustees. Copies of such forms shall be provided by each university to the Board of Governors. The Foundation's form 990 for the fiscal year ended June 30, 2019 was recently completed by independent certified public accountants.

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**Supporting Documentation:** Foundation Form 990

**Prepared by:** David A. Blanton, CAE/CCO

CLIFTONLARSONALLEN LLP  
402 SOUTH KENTUCKY AVENUE, SUITE 600  
LAKELAND, FL 33801-5354

FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC  
4700 RESEARCH WAY  
LAKELAND, FL 33805





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CLIENT'S COPY



CLA (CliftonLarsonAllen LLP)  
CLAconnect.com

FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC  
4700 RESEARCH WAY  
LAKELAND, FL 33805

FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC:

ENCLOSED IS THE ORGANIZATION'S 2018 EXTENSION FORM.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 8868 FOR FORM 990 RETURN:

THE EXTENSION FOR FORM 990 HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868  
EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990 RETURN UNTIL MAY 15, 2020.  
THE EXTENSION HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER  
ACTION IS REQUIRED.

NO PAYMENT IS DUE WITH FORM 8868.

SINCERELY,

LAUREN BALLARD, CPA

Form **8879-EO**

# IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

For calendar year 2018, or fiscal year beginning JUL 1, 2018, and ending JUN 30, 2019

# 2018

Department of the Treasury  
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**  
▶ **Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**

Name of exempt organization

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

Employer identification number

**46-1426289**

Name and title of officer

**DEREK HORTON  
FOUNDATION TREASURER**

## Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, or **5a**, below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, or **5b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

|   |  |                           |
|---|--|---------------------------|
| <b>1a</b> Form 990 check here ▶ <input checked="" type="checkbox"/> | <b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12) ..... | <b>1b</b> <u>841,356.</u> |
| <b>2a</b> Form 990-EZ check here ▶ <input type="checkbox"/>         | <b>b Total revenue</b> , if any (Form 990-EZ, line 9) .....                      | <b>2b</b> _____           |
| <b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>       | <b>b Total tax</b> (Form 1120-POL, line 22) .....                                | <b>3b</b> _____           |
| <b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>         | <b>b Tax based on investment income</b> (Form 990-PF, Part VI, line 5) .....     | <b>4b</b> _____           |
| <b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>           | <b>b Balance Due</b> (Form 8868, line 3c) .....                                  | <b>5b</b> _____           |

## Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

**Officer's PIN: check one box only**

I authorize CLIFTONLARSONALLEN LLP to enter my PIN 26289  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

## Part III Certification and Authentication

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**5058695902**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ \_\_\_\_\_ Date ▶ 11/14/19

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2018)

823051 10-26-18

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**A** For the 2018 calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019**

|  |  |   |
|--|--|---|
| <b>B</b> Check if applicable:<br><br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC</b><br>Doing business as<br>Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>4700 RESEARCH WAY</b><br>City or town, state or province, country, and ZIP or foreign postal code<br><b>LAKELAND, FL 33805</b><br><b>F</b> Name and address of principal officer: <b>KEVIN ASPEGREN</b><br><b>SAME AS C ABOVE</b> | <b>D</b> Employer identification number<br><b>46-1426289</b><br><b>E</b> Telephone number<br><b>(863) 874-8416</b><br><b>G</b> Gross receipts \$ <b>986,721.</b><br><b>H(a)</b> Is this a group return for subordinates? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list. (see instructions)<br><b>H(c)</b> Group exemption number ▶ |
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527   |  |   |
| <b>J</b> Website: ▶ <b>WWW.FLORIDAPOLYTECHNIC.ORG</b>  |  |   |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶  |  | <b>L</b> Year of formation: <b>2012</b>   |
|  |  | <b>M</b> State of legal domicile: <b>FL</b>   |

**Part I Summary**

|                             |         |   |  |            |
|-----------------------------|---------|---|--|------------|
|                             | 1       | Briefly describe the organization's mission or most significant activities: <b>ESTABLISHED TO HELP SUSTAIN THE MISSION OF FLORIDA POLYTECHNIC UNIVERSITY.</b> |  |            |
|                             | 2       | Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.                       |  |            |
| Activities & Governance     | 3       | Number of voting members of the governing body (Part VI, line 1a)   | 3  | 22         |
|                             | 4       | Number of independent voting members of the governing body (Part VI, line 1b)   | 4  | 21         |
|                             | 5       | Total number of individuals employed in calendar year 2018 (Part V, line 2a)  | 5  | 0          |
|                             | 6       | Total number of volunteers (estimate if necessary)  | 6  | 23         |
|                             | 7a      | Total unrelated business revenue from Part VIII, column (C), line 12  | 7a   | 0.         |
|                             | 7b      | Net unrelated business taxable income from Form 990-T, line 38  | 7b   | 0.         |
|                             | Revenue | 8   | Contributions and grants (Part VIII, line 1h)                    | 1,486,732. |
| 9                           |         | Program service revenue (Part VIII, line 2g)  | 0.   | 0.         |
| 10                          |         | Investment income (Part VIII, column (A), lines 3, 4, and 7d)   | 217,361.   | 303,757.   |
| 11                          |         | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)  | -32,615.   | -21,400.   |
| 12                          |         | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)  | 1,671,478.   | 841,356.   |
| Expenses                    |         | 13  | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | 1,582,747. |
|                             | 14      | Benefits paid to or for members (Part IX, column (A), line 4)   | 0.   | 0.         |
|                             | 15      | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)   | 0.   | 43,147.    |
|                             | 16a     | Professional fundraising fees (Part IX, column (A), line 11e)   | 0.   | 0.         |
|                             | b       | Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>75,232.</b>  |  |            |
|                             | 17      | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)  | 468,779.   | 399,425.   |
|                             | 18      | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)   | 2,051,526.   | 1,131,151. |
|                             | 19      | Revenue less expenses. Subtract line 18 from line 12  | -380,048.  | -289,795.  |
| Net Assets or Fund Balances | 20      | Total assets (Part X, line 16)  | 7,091,332.   | 6,869,877. |
|                             | 21      | Total liabilities (Part X, line 26)   | 8,119,479.   | 2,783,589. |
|                             | 22      | Net assets or fund balances. Subtract line 21 from line 20  | -1,028,147.  | 4,086,288. |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |   |  |                               |   |                          |
|-------------------------------|---|--|-------------------------------|---|--------------------------|
| <b>Sign Here</b>              | Signature of officer<br><b>DEREK HORTON, FOUNDATION TREASURER</b><br>Type or print name and title                                   | Date   |                               |   |                          |
| <b>Paid Preparer Use Only</b> | Print/Type preparer's name<br><b>LAUREN BALLARD, CPA</b>  | Preparer's signature<br><b>LAUREN BALLARD, CPA</b> | Date<br><b>11/14/19</b>       | Check if self-employed <input type="checkbox"/> | PTIN<br><b>P01451787</b> |
|                               | Firm's name ▶ <b>CLIFTONLARSONALLEN LLP</b><br>Firm's address ▶ <b>402 SOUTH KENTUCKY AVENUE, SUITE 600 LAKELAND, FL 33801-5354</b> | Firm's EIN ▶ <b>41-0746479</b>                     | Phone no. <b>863-680-5600</b> |   |                          |

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

**1** Briefly describe the organization's mission:  
ESTABLISHED TO HELP SUSTAIN THE MISSION OF FLORIDA POLYTECHNIC  
UNIVERSITY TO EDUCATE STUDENTS EMPHASIZING SCIENCE, TECHNOLOGY,  
ENGINEERING AND MATHEMATICS (STEM) IN AN INNOVATIVE, TECHNOLOGY-RICH,  
AND INTERDISCIPLINARY LEARNING ENVIRONMENT.

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No  
If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No  
If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: \_\_\_\_\_) (Expenses \$ 932,155. including grants of \$ 688,579.) (Revenue \$ \_\_\_\_\_)  
FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION FOSTERS THE MISSION OF THE  
UNIVERSITY AND HAS PROVIDED SCHOLARSHIP SUPPORT TO THE UNIVERSITY EACH  
YEAR SINCE IT'S INAUGURAL CLASS IN 14-15.

**4b** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4c** (Code: \_\_\_\_\_) (Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4d** Other program services (Describe in Schedule O.)  
(Expenses \$ \_\_\_\_\_ including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**4e** Total program service expenses **▶ 932,155.**

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Part IV Checklist of Required Schedules**

|   | Yes      | No       |
|---|----------|----------|
| <b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?<br><i>If "Yes," complete Schedule A</i> .....  | <b>X</b> |          |
| <b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? .....   | <b>X</b> |          |
| <b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> .....  |          | <b>X</b> |
| <b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> .....  | <b>X</b> |          |
| <b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i> .....   |          | <b>X</b> |
| <b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> .....  |          | <b>X</b> |
| <b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> .....  |          | <b>X</b> |
| <b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> .....   |          | <b>X</b> |
| <b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i> .....            |          | <b>X</b> |
| <b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i> .....   |          | <b>X</b> |
| <b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.   |          |          |
| <b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> .....   |          | <b>X</b> |
| <b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> .....   |          | <b>X</b> |
| <b>c</b> Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> .....   |          | <b>X</b> |
| <b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> .....  |          | <b>X</b> |
| <b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> .....   | <b>X</b> |          |
| <b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> .....  | <b>X</b> |          |
| <b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> .....  | <b>X</b> |          |
| <b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year?<br><i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> .....  |          | <b>X</b> |
| <b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> .....  |          | <b>X</b> |
| <b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....  |          | <b>X</b> |
| <b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> ..... |          | <b>X</b> |
| <b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> .....   |          | <b>X</b> |
| <b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> .....   |          | <b>X</b> |
| <b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> .....   |          | <b>X</b> |
| <b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> .....   | <b>X</b> |          |
| <b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> .....   |          | <b>X</b> |
| <b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....   |          | <b>X</b> |
| <b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....   |          |          |
| <b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....  | <b>X</b> |          |

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

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**Part IV Checklist of Required Schedules** *(continued)*

|  | Yes | No |
|--|-----|----|
| <b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....   | 22  | X  |
| <b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....  | 23  | X  |
| <b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....                           | 24a | X  |
| <b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....   | 24b |    |
| <b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....  | 24c |    |
| <b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....   | 24d |    |
| <b>25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....   | 25a | X  |
| <b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....  | 25b | X  |
| <b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....                                 | 26  | X  |
| <b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> ..... | 27  | X  |
| <b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):  |     |    |
| <b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....  | 28a | X  |
| <b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....   | 28b | X  |
| <b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....   | 28c | X  |
| <b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....  | 29  | X  |
| <b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....  | 30  | X  |
| <b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations?<br><i>If "Yes," complete Schedule N, Part I</i> .....   | 31  | X  |
| <b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....  | 32  | X  |
| <b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....  | 33  | X  |
| <b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....  | 34  | X  |
| <b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....   | 35a | X  |
| <b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....  | 35b |    |
| <b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....  | 36  | X  |
| <b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....   | 37  | X  |
| <b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?<br><b>Note.</b> All Form 990 filers are required to complete Schedule O .....   | 38  | X  |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

|   | Yes | No |
|---|-----|----|
| <b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable .....  | 1a  | 6  |
| <b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable .....  | 1b  | 0  |
| <b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? ..... | 1c  |    |

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

|            |  | Yes        | No |
|------------|--|------------|----|
| <b>2a</b>  | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return  |            |    |
|            | 2a   |            | 0  |
| <b>b</b>   | If at least one is reported on line 2a, did the organization file all required federal employment tax returns?<br><b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)         | <b>2b</b>  |    |
| <b>3a</b>  | Did the organization have unrelated business gross income of \$1,000 or more during the year?  | <b>3a</b>  | X  |
| <b>b</b>   | If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O  | <b>3b</b>  |    |
| <b>4a</b>  | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | <b>4a</b>  | X  |
| <b>b</b>   | If "Yes," enter the name of the foreign country:<br>See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).  |            |    |
| <b>5a</b>  | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?  | <b>5a</b>  | X  |
| <b>b</b>   | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?   | <b>5b</b>  | X  |
| <b>c</b>   | If "Yes" to line 5a or 5b, did the organization file Form 8886-T?  | <b>5c</b>  |    |
| <b>6a</b>  | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?                                    | <b>6a</b>  | X  |
| <b>b</b>   | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?  | <b>6b</b>  |    |
| <b>7</b>   | <b>Organizations that may receive deductible contributions under section 170(c).</b>   |            |    |
| <b>a</b>   | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?  | <b>7a</b>  | X  |
| <b>b</b>   | If "Yes," did the organization notify the donor of the value of the goods or services provided?  | <b>7b</b>  | X  |
| <b>c</b>   | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?   | <b>7c</b>  | X  |
| <b>d</b>   | If "Yes," indicate the number of Forms 8282 filed during the year  | <b>7d</b>  |    |
| <b>e</b>   | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?  | <b>7e</b>  | X  |
| <b>f</b>   | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?   | <b>7f</b>  | X  |
| <b>g</b>   | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?   | <b>7g</b>  |    |
| <b>h</b>   | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?   | <b>7h</b>  |    |
| <b>8</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?   | <b>8</b>   |    |
| <b>9</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b>   |            |    |
| <b>a</b>   | Did the sponsoring organization make any taxable distributions under section 4966?   | <b>9a</b>  |    |
| <b>b</b>   | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?  | <b>9b</b>  |    |
| <b>10</b>  | <b>Section 501(c)(7) organizations.</b> Enter:   |            |    |
| <b>a</b>   | Initiation fees and capital contributions included on Part VIII, line 12   | <b>10a</b> |    |
| <b>b</b>   | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities  | <b>10b</b> |    |
| <b>11</b>  | <b>Section 501(c)(12) organizations.</b> Enter:  |            |    |
| <b>a</b>   | Gross income from members or shareholders  | <b>11a</b> |    |
| <b>b</b>   | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)   | <b>11b</b> |    |
| <b>12a</b> | <b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?  | <b>12a</b> |    |
| <b>b</b>   | If "Yes," enter the amount of tax-exempt interest received or accrued during the year  | <b>12b</b> |    |
| <b>13</b>  | <b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>  |            |    |
| <b>a</b>   | Is the organization licensed to issue qualified health plans in more than one state?<br><b>Note.</b> See the instructions for additional information the organization must report on Schedule O.   | <b>13a</b> |    |
| <b>b</b>   | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans  | <b>13b</b> |    |
| <b>c</b>   | Enter the amount of reserves on hand   | <b>13c</b> |    |
| <b>14a</b> | Did the organization receive any payments for indoor tanning services during the tax year?   | <b>14a</b> | X  |
| <b>b</b>   | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O  | <b>14b</b> |    |
| <b>15</b>  | Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?<br>If "Yes," see instructions and file Form 4720, Schedule N.                   | <b>15</b>  | X  |
| <b>16</b>  | Is the organization an educational institution subject to the section 4968 excise tax on net investment income?<br>If "Yes," complete Form 4720, Schedule O.   | <b>16</b>  | X  |



**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

|           |  | Yes | No |
|-----------|--|-----|----|
| <b>1a</b> | Enter the number of voting members of the governing body at the end of the tax year<br>If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O. |     |    |
|           | <b>1a</b> 22   |     |    |
| <b>b</b>  | Enter the number of voting members included in line 1a, above, who are independent   |     |    |
|           | <b>1b</b> 21   |     |    |
| <b>2</b>  | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?  |     | X  |
| <b>3</b>  | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?   |     | X  |
| <b>4</b>  | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?   |     | X  |
| <b>5</b>  | Did the organization become aware during the year of a significant diversion of the organization's assets?   |     | X  |
| <b>6</b>  | Did the organization have members or stockholders?   |     | X  |
| <b>7a</b> | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?   |     | X  |
| <b>b</b>  | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?  |     | X  |
| <b>8</b>  | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:  |     |    |
| <b>a</b>  | The governing body?  | X   |    |
| <b>b</b>  | Each committee with authority to act on behalf of the governing body?  | X   |    |
| <b>9</b>  | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O   |     | X  |

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

|            |  | Yes | No |
|------------|--|-----|----|
| <b>10a</b> | Did the organization have local chapters, branches, or affiliates?   |     | X  |
| <b>b</b>   | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?   |     |    |
| <b>10b</b> |  |     |    |
| <b>11a</b> | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?  | X   |    |
| <b>b</b>   | Describe in Schedule O the process, if any, used by the organization to review this Form 990.  |     |    |
| <b>12a</b> | Did the organization have a written conflict of interest policy? If "No," go to line 13  | X   |    |
| <b>b</b>   | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?  | X   |    |
| <b>c</b>   | Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done   | X   |    |
| <b>12c</b> |  |     |    |
| <b>13</b>  | Did the organization have a written whistleblower policy?  |     | X  |
| <b>14</b>  | Did the organization have a written document retention and destruction policy?   |     | X  |
| <b>15</b>  | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?   |     |    |
| <b>a</b>   | The organization's CEO, Executive Director, or top management official   |     | X  |
| <b>b</b>   | Other officers or key employees of the organization  |     | X  |
|            | If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).  |     |    |
| <b>16a</b> | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?  |     | X  |
| <b>b</b>   | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? |     |    |
| <b>16b</b> |  |     |    |

**Section C. Disclosure**

- 17** List the states with which a copy of this Form 990 is required to be filed **FL**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **DEREK HORTON - (863)874-8416**  
**4700 RESEARCH WAY, LAKELAND, FL 33805**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and Title                | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position<br>(do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--------------------------------------|---|--|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
|                                      |   | Individual trustee or director   | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |  |   |   |
| (1) ALICE HUNT<br>CHAIR              | 1.25  | X  |                       | X       |              |                              |        | 0.   | 0.  | 0.  |
| (2) JACK HARRELL<br>VICE CHAIR       | 1.25  | X  |                       | X       |              |                              |        | 0.   | 0.  | 0.  |
| (3) CINDY ALEXANDER<br>DIRECTOR      | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (4) RALPH ALLEN<br>DIRECTOR          | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (5) TODD BAYLIS<br>DIRECTOR          | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (6) PHILLIPA GREENBERG<br>DIRECTOR   | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (7) FORD HEACOCK<br>DIRECTOR         | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (8) ROB KINCART<br>DIRECTOR          | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (9) MICHAEL LAWLEY<br>DIRECTOR       | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (10) JOSHUA MCCOY<br>DIRECTOR        | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (11) IVETTE O'DOSKI<br>DIRECTOR      | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (12) MARLENE O'TOOLE<br>DIRECTOR     | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (13) DR. SIGO PAREKATTIL<br>DIRECTOR | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (14) BLAKE PAUL<br>DIRECTOR          | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (15) SHELLEY ROBINSON<br>DIRECTOR    | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (16) LORETTA SANDERS<br>DIRECTOR     | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (17) LAUREN SCHWENK<br>DIRECTOR      | 1.25  | X  |                       |         |              |                              |        | 0.   | 0.  | 0.  |

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

| (A)<br>Name and title  | (B)<br>Average hours per week (list any hours for related organizations below line) | (C)<br>Position (do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--|---|---|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
|  |   | Individual trustee or director  | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |  |   |   |
| (18) DONNA SLYSTER<br>DIRECTOR                                 | 1.25  | X   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (19) VIC STORY<br>DIRECTOR                                     | 1.25  | X   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (20) SERETHA TINSLEY<br>DIRECTOR                               | 1.25  | X   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (21) GREGORY FANCELLI<br>DIRECTOR                              | 1.25  | X   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (22) CLIFF OTTO<br>DIRECTOR                                    | 1.25  | X   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| (23) KATHRYN MIZERECK<br>DIRECTOR                              | 1.25<br>40.00   | X   |                       |         |              |                              |        | 0.   | 129,280.  | 21,545.   |
| (24) DEREK HORTON<br>TREASURER                                 | 2.00<br>38.00   |   |                       | X       |              |                              |        | 0.   | 121,195.  | 26,767.   |
| (25) KEVIN ASPEGREN<br>CEO JULY - FEB                          | 2.00<br>38.00   |   |                       | X       |              |                              |        | 0.   | 253,854.  | 40,055.   |
| (26) RANDY AVENT<br>PRESIDENT/CEO FEB - JUNE                   | 2.00<br>38.00   |   |                       | X       |              |                              |        | 0.   | 709,365.  | 44,868.   |
| <b>1b Sub-total</b>  |   |   |                       |         |              |                              |        | 0.   | 1,213,694.  | 133,235.  |
| <b>c Total from continuation sheets to Part VII, Section A</b> |   |   |                       |         |              |                              |        | 0.   | 0.  | 0.  |
| <b>d Total (add lines 1b and 1c)</b>                           |   |   |                       |         |              |                              |        | 0.   | 1,213,694.  | 133,235.  |

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

|  | Yes | No |
|--|-----|----|
| <b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>                                       |     | X  |
| <b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> | X   |    |
| <b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       |     | X  |

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
| NONE                             |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**FLORIDA POLYTECHNIC UNIVERSITY  
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**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

|  |  |  | (A)<br>Total revenue | (B)<br>Related or<br>exempt function<br>revenue | (C)<br>Unrelated<br>business<br>revenue | (D)<br>Revenue excluded<br>from tax under<br>sections<br>512 - 514 |          |
|--|--|--|----------------------|---|---|--|----------|
| <b>Contributions, Gifts, Grants<br/>and Other Similar Amounts</b>          | <b>1 a</b> Federated campaigns .....   | <b>1a</b>  |                      |   |   |  |          |
|  | <b>b</b> Membership dues .....   | <b>1b</b>  |                      |   |   |  |          |
|  | <b>c</b> Fundraising events .....  | <b>1c</b>  | 158,270.             |   |   |  |          |
|  | <b>d</b> Related organizations .....   | <b>1d</b>  |                      |   |   |  |          |
|  | <b>e</b> Government grants (contributions)   | <b>1e</b>  |                      |   |   |  |          |
|  | <b>f</b> All other contributions, gifts, grants, and<br>similar amounts not included above .....   | <b>1f</b>  | 400,729.             |   |   |  |          |
|  | <b>g</b> Noncash contributions included in lines 1a-1f: \$   |  |                      |   |   |  |          |
|  | <b>h Total.</b> Add lines 1a-1f .....  |  | 558,999.             |   |   |  |          |
| <b>Program Service<br/>Revenue</b>   | <b>2 a</b> _____   | <b>Business Code</b>   |                      |   |   |  |          |
|  | <b>b</b> _____   |  |                      |   |   |  |          |
|  | <b>c</b> _____   |  |                      |   |   |  |          |
|  | <b>d</b> _____   |  |                      |   |   |  |          |
|  | <b>e</b> _____   |  |                      |   |   |  |          |
|  | <b>f</b> All other program service revenue .....   |  |                      |   |   |  |          |
|  | <b>g Total.</b> Add lines 2a-2f .....  |  |                      |   |   |  |          |
| <b>Other Revenue</b>   | <b>3</b> Investment income (including dividends, interest, and<br>other similar amounts) .....   |  | 303,757.             |   |   | 303,757.   |          |
|  | <b>4</b> Income from investment of tax-exempt bond proceeds .....  |  |                      |   |   |  |          |
|  | <b>5</b> Royalties .....   |  |                      |   |   |  |          |
|  | <b>6 a</b> Gross rents .....   | (i) Real   | (ii) Personal        |   |   |  |          |
|  |  | <b>b</b> Less: rental expenses .....                           |                      |   |   |  |          |
|  |  | <b>c</b> Rental income or (loss) .....                         |                      |   |   |  |          |
|  |  | <b>d</b> Net rental income or (loss) .....                     |                      |   |   |  |          |
|  | <b>7 a</b> Gross amount from sales of<br>assets other than inventory .....   | (i) Securities   | (ii) Other           |   |   |  |          |
|  |  | <b>b</b> Less: cost or other basis<br>and sales expenses ..... |                      |   |   |  |          |
|  |  | <b>c</b> Gain or (loss) .....                                  |                      |   |   |  |          |
|  |  | <b>d</b> Net gain or (loss) .....                              |                      |   |   |  |          |
|  | <b>8 a</b> Gross income from fundraising events (not<br>including \$ <u>158,270.</u> of<br>contributions reported on line 1c). See<br>Part IV, line 18 ..... | <b>a</b>   |                      | 123,580.  |   |  |          |
|  |  | <b>b</b> Less: direct expenses .....                           | <b>b</b>             | 145,365.  |   |  |          |
|  |  | <b>c</b> Net income or (loss) from fundraising events .....    |                      | -21,785.  |   |  | -21,785. |
|  | <b>9 a</b> Gross income from gaming activities. See<br>Part IV, line 19 .....  | <b>a</b>   |                      |   |   |  |          |
| <b>b</b> Less: direct expenses .....                                       |  | <b>b</b>   |                      |   |   |  |          |
| <b>c</b> Net income or (loss) from gaming activities .....                 |  |  |                      |   |   |  |          |
| <b>10 a</b> Gross sales of inventory, less returns<br>and allowances ..... | <b>a</b>   |  |                      |   |   |  |          |
|  | <b>b</b> Less: cost of goods sold .....  | <b>b</b>   |                      |   |   |  |          |
|  | <b>c</b> Net income or (loss) from sales of inventory .....  |  |                      |   |   |  |          |
| Miscellaneous Revenue  |  | <b>Business Code</b>   |                      |   |   |  |          |
| <b>11 a</b> MISCELLANEOUS INCOME   | 900099   |  | 385.                 |   |   | 385.   |          |
| <b>b</b> _____   |  |  |                      |   |   |  |          |
| <b>c</b> _____   |  |  |                      |   |   |  |          |
| <b>d</b> All other revenue .....   |  |  |                      |   |   |  |          |
| <b>e Total.</b> Add lines 11a-11d .....                                    |  |  | 385.                 |   |   |  |          |
| <b>12 Total revenue.</b> See instructions .....                            |  |  | 841,356.             | 0.  | 0.                                      | 282,357.   |          |

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**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.   | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|--|-----------------------|---------------------------------|--|-----------------------------|
| <b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...  | 688,579.              | 688,579.                        |  |                             |
| <b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 .....   |                       |                                 |  |                             |
| <b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .....  |                       |                                 |  |                             |
| <b>4</b> Benefits paid to or for members .....   |                       |                                 |  |                             |
| <b>5</b> Compensation of current officers, directors, trustees, and key employees .....  |                       |                                 |  |                             |
| <b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .....   |                       |                                 |  |                             |
| <b>7</b> Other salaries and wages .....  | 43,147.               |                                 | 43,147.                                |                             |
| <b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)  |                       |                                 |  |                             |
| <b>9</b> Other employee benefits .....   |                       |                                 |  |                             |
| <b>10</b> Payroll taxes .....  |                       |                                 |  |                             |
| <b>11</b> Fees for services (non-employees):   |                       |                                 |  |                             |
| <b>a</b> Management .....  |                       |                                 |  |                             |
| <b>b</b> Legal .....   |                       |                                 |  |                             |
| <b>c</b> Accounting .....  | 17,800.               |                                 | 17,800.                                |                             |
| <b>d</b> Lobbying .....  | 183,160.              | 183,160.                        |  |                             |
| <b>e</b> Professional fundraising services. See Part IV, line 17   |                       |                                 |  |                             |
| <b>f</b> Investment management fees .....  |                       |                                 |  |                             |
| <b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)   | 5,133.                |                                 |  | 5,133.                      |
| <b>12</b> Advertising and promotion .....  |                       |                                 |  |                             |
| <b>13</b> Office expenses .....  | 1,097.                |                                 | 244.                                   | 853.                        |
| <b>14</b> Information technology .....   | 1,949.                |                                 | 1,949.                                 |                             |
| <b>15</b> Royalties .....  |                       |                                 |  |                             |
| <b>16</b> Occupancy .....  | 240.                  |                                 |  | 240.                        |
| <b>17</b> Travel .....   | 12,476.               |                                 | 9,549.                                 | 2,927.                      |
| <b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials ...   |                       |                                 |  |                             |
| <b>19</b> Conferences, conventions, and meetings .....   | 127,697.              | 56,203.                         | 43,924.                                | 27,570.                     |
| <b>20</b> Interest .....   |                       |                                 |  |                             |
| <b>21</b> Payments to affiliates .....   |                       |                                 |  |                             |
| <b>22</b> Depreciation, depletion, and amortization .....  | 31,741.               |                                 |  | 31,741.                     |
| <b>23</b> Insurance .....  | 2,429.                |                                 |  | 2,429.                      |
| <b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.) |                       |                                 |  |                             |
| <b>a DUES AND MEMBERSHIPS</b>  | 4,951.                |                                 | 4,951.                                 |                             |
| <b>b STATE REGISTRATION FEES</b>   | 2,200.                |                                 | 2,200.                                 |                             |
| <b>c</b> _____   |                       |                                 |  |                             |
| <b>d</b> _____   |                       |                                 |  |                             |
| <b>e</b> All other expenses _____  | 8,552.                | 4,213.                          |  | 4,339.                      |
| <b>25 Total functional expenses.</b> Add lines 1 through 24e   | 1,131,151.            | 932,155.                        | 123,764.                               | 75,232.                     |
| <b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.                                     |                       |                                 |  |                             |

Check here  if following SOP 98-2 (ASC 958-720)

**FLORIDA POLYTECHNIC UNIVERSITY  
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**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

|   |  | (A)<br>Beginning of year |            | (B)<br>End of year |  |
|---|--|--------------------------|------------|--------------------|--|
| <b>Assets</b>   | <b>1</b> Cash - non-interest-bearing .....   | 503,197.                 | <b>1</b>   | 534,401.           |  |
|   | <b>2</b> Savings and temporary cash investments .....  |                          | <b>2</b>   |                    |  |
|   | <b>3</b> Pledges and grants receivable, net .....  | 846,978.                 | <b>3</b>   | 294,189.           |  |
|   | <b>4</b> Accounts receivable, net .....  |                          | <b>4</b>   |                    |  |
|   | <b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....   |                          |            | <b>5</b>           |  |
|   | <b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L ..... |                          |            | <b>6</b>           |  |
|   | <b>7</b> Notes and loans receivable, net .....   |                          |            | <b>7</b>           |  |
|   | <b>8</b> Inventories for sale or use .....   |                          |            | <b>8</b>           |  |
|   | <b>9</b> Prepaid expenses and deferred charges .....   |                          |            | <b>9</b>           |  |
|   | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....   | <b>10a</b>               |            |                    |  |
|   | <b>b</b> Less: accumulated depreciation .....  | <b>10b</b>               |            | <b>10c</b>         |  |
|   | <b>11</b> Investments - publicly traded securities .....   | 5,741,157.               | <b>11</b>  | 6,032,750.         |  |
|   | <b>12</b> Investments - other securities. See Part IV, line 11 .....   |                          | <b>12</b>  |                    |  |
|   | <b>13</b> Investments - program-related. See Part IV, line 11 .....  |                          | <b>13</b>  |                    |  |
|   | <b>14</b> Intangible assets .....  |                          | <b>14</b>  |                    |  |
|   | <b>15</b> Other assets. See Part IV, line 11 .....   | 0.                       | <b>15</b>  | 8,537.             |  |
| <b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34) ..... | 7,091,332.   | <b>16</b>                | 6,869,877. |                    |  |
| <b>Liabilities</b>  | <b>17</b> Accounts payable and accrued expenses .....  | 7,756.                   | <b>17</b>  | 7,149.             |  |
|   | <b>18</b> Grants payable .....   |                          | <b>18</b>  |                    |  |
|   | <b>19</b> Deferred revenue .....   | 2,750,000.               | <b>19</b>  | 2,773,376.         |  |
|   | <b>20</b> Tax-exempt bond liabilities .....  |                          | <b>20</b>  |                    |  |
|   | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....  |                          | <b>21</b>  |                    |  |
|   | <b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....   |                          |            | <b>22</b>          |  |
|   | <b>23</b> Secured mortgages and notes payable to unrelated third parties .....   |                          | <b>23</b>  |                    |  |
|   | <b>24</b> Unsecured notes and loans payable to unrelated third parties .....   | 4,110,797.               | <b>24</b>  |                    |  |
|   | <b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....  | 1,250,926.               | <b>25</b>  | 3,064.             |  |
|   | <b>26 Total liabilities.</b> Add lines 17 through 25 .....   | 8,119,479.               | <b>26</b>  | 2,783,589.         |  |
| <b>Net Assets or Fund Balances</b>  | <b>Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>   |                          |            |                    |  |
|   | <b>27</b> Unrestricted net assets .....  | -2,927,057.              | <b>27</b>  | 1,448,123.         |  |
|   | <b>28</b> Temporarily restricted net assets .....  | 700,063.                 | <b>28</b>  | 1,215,827.         |  |
|   | <b>29</b> Permanently restricted net assets .....  | 1,198,847.               | <b>29</b>  | 1,422,338.         |  |
|   | <b>Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.</b>  |                          |            |                    |  |
|   | <b>30</b> Capital stock or trust principal, or current funds .....   |                          | <b>30</b>  |                    |  |
|   | <b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....   |                          | <b>31</b>  |                    |  |
|   | <b>32</b> Retained earnings, endowment, accumulated income, or other funds .....   |                          | <b>32</b>  |                    |  |
| <b>33</b> Total net assets or fund balances .....                         | -1,028,147.  | <b>33</b>                | 4,086,288. |                    |  |
| <b>34</b> Total liabilities and net assets/fund balances .....            | 7,091,332.   | <b>34</b>                | 6,869,877. |                    |  |

Form **990** (2018)

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

|    |  |    |             |
|----|--|----|-------------|
| 1  | Total revenue (must equal Part VIII, column (A), line 12)  | 1  | 841,356.    |
| 2  | Total expenses (must equal Part IX, column (A), line 25)   | 2  | 1,131,151.  |
| 3  | Revenue less expenses. Subtract line 2 from line 1   | 3  | -289,795.   |
| 4  | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))                      | 4  | -1,028,147. |
| 5  | Net unrealized gains (losses) on investments   | 5  | 24,677.     |
| 6  | Donated services and use of facilities   | 6  |             |
| 7  | Investment expenses  | 7  |             |
| 8  | Prior period adjustments   | 8  | -320,202.   |
| 9  | Other changes in net assets or fund balances (explain in Schedule O)   | 9  | 5,699,755.  |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) | 10 | 4,086,288.  |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

|    |   | Yes | No |
|----|---|-----|----|
| 1  | Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____<br>If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.   |     |    |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:<br><input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis |     | X  |
| b  | Were the organization's financial statements audited by an independent accountant? _____<br>If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:<br><input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis                | X   |    |
| c  | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____<br>If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.   | X   |    |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____  |     | X  |
| b  | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____  |     |    |

Form 990 (2018)

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC
Employer identification number 46-1426289

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 [ ] A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 [ ] A school described in section 170(b)(1)(A)(ii).
3 [ ] A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 [ ] A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii).
5 [X] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv).
6 [ ] A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 [ ] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi).
8 [ ] A community trust described in section 170(b)(1)(A)(vi).
9 [ ] An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture.
10 [ ] An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions.
11 [ ] An organization organized and operated exclusively to test for public safety.
12 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
a [ ] Type I. A supporting organization operated, supervised, or controlled by its supported organization(s).
b [ ] Type II. A supporting organization supervised or controlled in connection with its supported organization(s).
c [ ] Type III functionally integrated.
d [ ] Type III non-functionally integrated.
e [ ] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations
g Provide the following information about the supported organization(s).

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row at the bottom.



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►  | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....  | 3030406. | 4289043. | 1157618. | 1486732. | 558,999. | 10522798. |
| <b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....   |          |          |          |          |          |           |
| <b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....   |          |          |          |          |          |           |
| <b>4 Total.</b> Add lines 1 through 3 .....  | 3030406. | 4289043. | 1157618. | 1486732. | 558,999. | 10522798. |
| <b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ..... |          |          |          |          |          | 2933685.  |
| <b>6 Public support.</b> Subtract line 5 from line 4.  |          |          |          |          |          | 7589113.  |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►  | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total                |
|--|----------|----------|----------|----------|----------|--------------------------|
| <b>7</b> Amounts from line 4 .....   | 3030406. | 4289043. | 1157618. | 1486732. | 558,999. | 10522798.                |
| <b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....   | 114,768. | 71,610.  | 94,649.  | 217,361. | 303,757. | 802,145.                 |
| <b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....  |          |          |          |          |          |                          |
| <b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....  |          |          |          |          | 385.     | 385.                     |
| <b>11 Total support.</b> Add lines 7 through 10  |          |          |          |          |          | 11325328.                |
| <b>12</b> Gross receipts from related activities, etc. (see instructions) .....  |          |          |          |          | 12       |                          |
| <b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ..... |          |          |          |          |          | <input type="checkbox"/> |

**Section C. Computation of Public Support Percentage**

|   |           |       |                                     |
|---|-----------|-------|-------------------------------------|
| <b>14</b> Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) .....  | <b>14</b> | 67.01 | %                                   |
| <b>15</b> Public support percentage from 2017 Schedule A, Part II, line 14 .....  | <b>15</b> | 79.10 | %                                   |
| <b>16a 33 1/3% support test - 2018.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....  |           |       | <input checked="" type="checkbox"/> |
| <b>b 33 1/3% support test - 2017.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....   |           |       | <input type="checkbox"/>            |
| <b>17a 10% -facts-and-circumstances test - 2018.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....    |           |       | <input type="checkbox"/>            |
| <b>b 10% -facts-and-circumstances test - 2017.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ..... |           |       | <input type="checkbox"/>            |
| <b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....  |           |       | <input type="checkbox"/>            |

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►   | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....   |          |          |          |          |          |           |
| <b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose ..... |          |          |          |          |          |           |
| <b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....   |          |          |          |          |          |           |
| <b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....  |          |          |          |          |          |           |
| <b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....  |          |          |          |          |          |           |
| <b>6 Total.</b> Add lines 1 through 5 .....   |          |          |          |          |          |           |
| <b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....  |          |          |          |          |          |           |
| <b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....           |          |          |          |          |          |           |
| <b>c</b> Add lines 7a and 7b .....  |          |          |          |          |          |           |
| <b>8 Public support.</b> (Subtract line 7c from line 6.)  |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►  | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| <b>9</b> Amounts from line 6 .....   |          |          |          |          |          |           |
| <b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ..... |          |          |          |          |          |           |
| <b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....                           |          |          |          |          |          |           |
| <b>c</b> Add lines 10a and 10b .....   |          |          |          |          |          |           |
| <b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....      |          |          |          |          |          |           |
| <b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....                                  |          |          |          |          |          |           |
| <b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)   |          |          |          |          |          |           |

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

|   |           |   |
|---|-----------|---|
| <b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) ..... | <b>15</b> | % |
| <b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15 .....                       | <b>16</b> | % |

**Section D. Computation of Investment Income Percentage**

|  |           |   |
|--|-----------|---|
| <b>17</b> Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)) ..... | <b>17</b> | % |
| <b>18</b> Investment income percentage from 2017 Schedule A, Part III, line 17 .....                         | <b>18</b> | % |

**19a 33 1/3% support tests - 2018.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**b 33 1/3% support tests - 2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

|  | Yes | No |
|--|-----|----|
| <b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>  |     |    |
| <b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>   |     |    |
| <b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>   |     |    |
| <b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>   |     |    |
| <b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>  |     |    |
| <b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>  |     |    |
| <b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>  |     |    |
| <b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>   |     |    |
| <b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i> |     |    |
| <b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?   |     |    |
| <b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?  |     |    |
| <b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>  |     |    |
| <b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>  |     |    |
| <b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>  |     |    |
| <b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>  |     |    |
| <b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>  |     |    |
| <b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>   |     |    |
| <b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>   |     |    |
| <b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>   |     |    |

**Part IV Supporting Organizations** (continued)

|  | Yes | No |
|--|-----|----|
| <b>11</b> Has the organization accepted a gift or contribution from any of the following persons?  |     |    |
| <b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? |     |    |
| <b>b</b> A family member of a person described in (a) above?   |     |    |
| <b>c</b> A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>  |     |    |

**Section B. Type I Supporting Organizations**

|   | Yes | No |
|---|-----|----|
| <b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i> |     |    |
| <b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>   |     |    |

**Section C. Type II Supporting Organizations**

|  | Yes | No |
|--|-----|----|
| <b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i> |     |    |

**Section D. All Type III Supporting Organizations**

|   | Yes | No |
|---|-----|----|
| <b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? |     |    |
| <b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>   |     |    |
| <b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>  |     |    |

**Section E. Type III Functionally Integrated Supporting Organizations**

|   |  |  |
|---|--|--|
| <b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).  |  |  |
| <b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.  |  |  |
| <b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.   |  |  |
| <b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).   |  |  |
| <b>2</b> Activities Test. Answer (a) and (b) below.   |  |  |
| <b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i> |  |  |
| <b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>  |  |  |
| <b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.   |  |  |
| <b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>  |  |  |
| <b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>   |  |  |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A - Adjusted Net Income |  | (A) Prior Year | (B) Current Year (optional) |
|---------------------------------|--|----------------|-----------------------------|
| 1                               | Net short-term capital gain  | 1              |                             |
| 2                               | Recoveries of prior-year distributions   | 2              |                             |
| 3                               | Other gross income (see instructions)  | 3              |                             |
| 4                               | Add lines 1 through 3  | 4              |                             |
| 5                               | Depreciation and depletion   | 5              |                             |
| 6                               | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6              |                             |
| 7                               | Other expenses (see instructions)  | 7              |                             |
| 8                               | <b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)  | 8              |                             |

| Section B - Minimum Asset Amount |   | (A) Prior Year | (B) Current Year (optional) |
|----------------------------------|---|----------------|-----------------------------|
| 1                                | Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): |                |                             |
| a                                | Average monthly value of securities   | 1a             |                             |
| b                                | Average monthly cash balances   | 1b             |                             |
| c                                | Fair market value of other non-exempt-use assets  | 1c             |                             |
| d                                | <b>Total</b> (add lines 1a, 1b, and 1c)   | 1d             |                             |
| e                                | <b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):                                   |                |                             |
| 2                                | Acquisition indebtedness applicable to non-exempt-use assets  | 2              |                             |
| 3                                | Subtract line 2 from line 1d  | 3              |                             |
| 4                                | Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)                                  | 4              |                             |
| 5                                | Net value of non-exempt-use assets (subtract line 4 from line 3)  | 5              |                             |
| 6                                | Multiply line 5 by .035   | 6              |                             |
| 7                                | Recoveries of prior-year distributions  | 7              |                             |
| 8                                | <b>Minimum Asset Amount</b> (add line 7 to line 6)  | 8              |                             |

| Section C - Distributable Amount |   |   | Current Year |
|----------------------------------|---|---|--------------|
| 1                                | Adjusted net income for prior year (from Section A, line 8, Column A)   | 1 |              |
| 2                                | Enter 85% of line 1   | 2 |              |
| 3                                | Minimum asset amount for prior year (from Section B, line 8, Column A)  | 3 |              |
| 4                                | Enter greater of line 2 or line 3   | 4 |              |
| 5                                | Income tax imposed in prior year  | 5 |              |
| 6                                | <b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)  | 6 |              |
| 7                                | <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions). |   |              |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

| Section D - Distributions   | Current Year |
|---|--------------|
| <b>1</b> Amounts paid to supported organizations to accomplish exempt purposes  |              |
| <b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity              |              |
| <b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations  |              |
| <b>4</b> Amounts paid to acquire exempt-use assets  |              |
| <b>5</b> Qualified set-aside amounts (prior IRS approval required)  |              |
| <b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions.   |              |
| <b>7 Total annual distributions.</b> Add lines 1 through 6.   |              |
| <b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions. |              |
| <b>9</b> Distributable amount for 2018 from Section C, line 6   |              |
| <b>10</b> Line 8 amount divided by line 9 amount  |              |

| Section E - Distribution Allocations (see instructions)  | (i)<br>Excess Distributions | (ii)<br>Underdistributions<br>Pre-2018 | (iii)<br>Distributable<br>Amount for 2018 |
|--|-----------------------------|--|---|
| <b>1</b> Distributable amount for 2018 from Section C, line 6  |                             |  |   |
| <b>2</b> Underdistributions, if any, for years prior to 2018 (reasonable cause required- explain in <b>Part VI</b> ). See instructions.  |                             |  |   |
| <b>3</b> Excess distributions carryover, if any, to 2018   |                             |  |   |
| <b>a</b> From 2013   |                             |  |   |
| <b>b</b> From 2014   |                             |  |   |
| <b>c</b> From 2015   |                             |  |   |
| <b>d</b> From 2016   |                             |  |   |
| <b>e</b> From 2017   |                             |  |   |
| <b>f Total</b> of lines 3a through e   |                             |  |   |
| <b>g</b> Applied to underdistributions of prior years  |                             |  |   |
| <b>h</b> Applied to 2018 distributable amount  |                             |  |   |
| <b>i</b> Carryover from 2013 not applied (see instructions)  |                             |  |   |
| <b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.   |                             |  |   |
| <b>4</b> Distributions for 2018 from Section D, line 7: \$   |                             |  |   |
| <b>a</b> Applied to underdistributions of prior years  |                             |  |   |
| <b>b</b> Applied to 2018 distributable amount  |                             |  |   |
| <b>c</b> Remainder. Subtract lines 4a and 4b from 4.   |                             |  |   |
| <b>5</b> Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions. |                             |  |   |
| <b>6</b> Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.                        |                             |  |   |
| <b>7 Excess distributions carryover to 2019.</b> Add lines 3j and 4c.  |                             |  |   |
| <b>8</b> Breakdown of line 7:  |                             |  |   |
| <b>a</b> Excess from 2014  |                             |  |   |
| <b>b</b> Excess from 2015  |                             |  |   |
| <b>c</b> Excess from 2016  |                             |  |   |
| <b>d</b> Excess from 2017  |                             |  |   |
| <b>e</b> Excess from 2018  |                             |  |   |

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE A, PART II, LINE 10, EXPLANATION FOR OTHER INCOME:

MISCELLANEOUS INCOME

2018 AMOUNT: \$ 385.

**Schedule A**

**Identification of Excess Contributions  
 Included on Part II, Line 5**

**2018**

**\*\* Do Not File \*\***

**\*\*\* Not Open to Public Inspection \*\*\***

| Contributor's Name                     | Total<br>Contributions | Excess<br>Contributions |
|--|------------------------|-------------------------|
| ██████████████████████████████████████ | 1,661,906.             | 1,435,399.              |
| ██████████                             | 1,552,800.             | 1,326,293.              |
| ██████████████████████████████████████ | 398,500.               | 171,993.                |
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|  |                        |                         |

Total Excess Contributions to Schedule A, Part II, Line 5 ..... **2,933,685.**



**Schedule B**

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018**

Name of the organization

FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC

Employer identification number

46-1426289

Organization type (check one):

**Filers of:**

**Section:**

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

|   |   |
|---|---|
| Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY<br/>FOUNDATION, INC</b> | Employer identification number<br><b>46-1426289</b> |
|---|---|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4   | (c)<br>Total contributions | (d)<br>Type of contribution   |
|------------|---|----------------------------|---|
| 1          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>60,181.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 2          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>24,250.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 3          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>55,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 4          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>50,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 5          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>50,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 6          | <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> | \$ <u>32,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |

|  |   |
|--|---|
| Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY<br/>                 FOUNDATION, INC</b> | Employer identification number<br><b>46-1426289</b> |
|--|---|

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a)<br>No. | (b)<br>Name, address, and ZIP + 4  | (c)<br>Total contributions | (d)<br>Type of contribution   |
|------------|--|----------------------------|---|
| 7          | <div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 250px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 15px;"></div> | \$ <u>25,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 8          | <div style="background-color: black; width: 180px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 220px; height: 15px;"></div> | \$ <u>25,000.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 9          | <div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 280px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 15px;"></div> | \$ <u>24,400.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 10         | <div style="background-color: black; width: 180px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 250px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 220px; height: 15px;"></div> | \$ <u>22,857.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 11         | <div style="background-color: black; width: 200px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 280px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 15px;"></div> | \$ <u>20,800.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |
| 12         | <div style="background-color: black; width: 120px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 250px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 15px;"></div> | \$ <u>19,700.</u>          | Person <input checked="" type="checkbox"/><br>Payroll <input type="checkbox"/><br>Noncash <input type="checkbox"/><br>(Complete Part II for noncash contributions.) |

|   |   |
|---|---|
| Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY<br/>FOUNDATION, INC</b> | Employer identification number<br><b>46-1426289</b> |
|---|---|

**Part II Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

| (a)<br>No.<br>from<br>Part I | (b)<br>Description of noncash property given | (c)<br>FMV (or estimate)<br>(See instructions.) | (d)<br>Date received |
|------------------------------|--|---|----------------------|
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |
|                              | _____  | \$ _____  | _____                |

|   |   |
|---|---|
| Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY<br/>FOUNDATION, INC</b> | Employer identification number<br><b>46-1426289</b> |
|---|---|

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

|  |                            |   |  |
|--|----------------------------|---|--|
| <b>(a) No.<br/>from<br/>Part I</b>             | <b>(b) Purpose of gift</b> | <b>(c) Use of gift</b>                          | <b>(d) Description of how gift is held</b> |
|  |                            |   |  |
| <b>(e) Transfer of gift</b>                    |                            |   |  |
| <b>Transferee's name, address, and ZIP + 4</b> |                            | <b>Relationship of transferor to transferee</b> |  |
|  |                            |   |  |
| <b>(a) No.<br/>from<br/>Part I</b>             | <b>(b) Purpose of gift</b> | <b>(c) Use of gift</b>                          | <b>(d) Description of how gift is held</b> |
|  |                            |   |  |
| <b>(e) Transfer of gift</b>                    |                            |   |  |
| <b>Transferee's name, address, and ZIP + 4</b> |                            | <b>Relationship of transferor to transferee</b> |  |
|  |                            |   |  |
| <b>(a) No.<br/>from<br/>Part I</b>             | <b>(b) Purpose of gift</b> | <b>(c) Use of gift</b>                          | <b>(d) Description of how gift is held</b> |
|  |                            |   |  |
| <b>(e) Transfer of gift</b>                    |                            |   |  |
| <b>Transferee's name, address, and ZIP + 4</b> |                            | <b>Relationship of transferor to transferee</b> |  |
|  |                            |   |  |
| <b>(a) No.<br/>from<br/>Part I</b>             | <b>(b) Purpose of gift</b> | <b>(c) Use of gift</b>                          | <b>(d) Description of how gift is held</b> |
|  |                            |   |  |
| <b>(e) Transfer of gift</b>                    |                            |   |  |
| <b>Transferee's name, address, and ZIP + 4</b> |                            | <b>Relationship of transferor to transferee</b> |  |
|  |                            |   |  |

**SCHEDULE C**  
**(Form 990 or 990-EZ)**

**Political Campaign and Lobbying Activities**

OMB No. 1545-0047

**2018**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

For Organizations Exempt From Income Tax Under section 501(c) and section 527  
 ▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**  
 ▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

**If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then**

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

**If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then**

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

**If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then**

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

|   |   |
|---|---|
| Name of organization<br><b>FLORIDA POLYTECHNIC UNIVERSITY<br/>FOUNDATION, INC</b> | Employer identification number<br><b>46-1426289</b> |
|---|---|

**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.
- 2 Political campaign activity expenditures ..... ▶ \$ \_\_\_\_\_
- 3 Volunteer hours for political campaign activities .....

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ..... ▶ \$ \_\_\_\_\_
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ..... ▶ \$ \_\_\_\_\_
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? .....  Yes  No
- 4a Was a correction made? .....  Yes  No
- b If "Yes," describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ..... ▶ \$ \_\_\_\_\_
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ..... ▶ \$ \_\_\_\_\_
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ..... ▶ \$ \_\_\_\_\_
- 4 Did the filing organization file **Form 1120-POL** for this year? .....  Yes  No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

| (a) Name | (b) Address | (c) EIN | (d) Amount paid from filing organization's funds. If none, enter -0-. | (e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-. |
|----------|-------------|---------|---|--|
|          |             |         |   |  |
|          |             |         |   |  |
|          |             |         |   |  |
|          |             |         |   |  |
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|          |             |         |   |  |
|          |             |         |   |  |
|          |             |         |   |  |
|          |             |         |   |  |

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ. Schedule C (Form 990 or 990-EZ) 2018

**Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

- A** Check  if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check  if the filing organization checked box A and "limited control" provisions apply.

| Limits on Lobbying Expenditures<br>(The term "expenditures" means amounts paid or incurred.)  |  | (a) Filing organization's totals                | (b) Affiliated group totals        |                    |                               |   |  |   |  |  |   |                   |              |  |  |
|---|--|---|------------------------------------|--------------------|-------------------------------|---|--|---|--|--|---|-------------------|--------------|--|--|
| <b>1a</b> Total lobbying expenditures to influence public opinion (grass roots lobbying)  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>b</b> Total lobbying expenditures to influence a legislative body (direct lobbying)  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>c</b> Total lobbying expenditures (add lines 1a and 1b)  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>d</b> Other exempt purpose expenditures  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>e</b> Total exempt purpose expenditures (add lines 1c and 1d)  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>f</b> Lobbying nontaxable amount. Enter the amount from the following table in both columns.   |  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table> |  | If the amount on line 1e, column (a) or (b) is: | The lobbying nontaxable amount is: | Not over \$500,000 | 20% of the amount on line 1e. | Over \$500,000 but not over \$1,000,000 | \$100,000 plus 15% of the excess over \$500,000. | Over \$1,000,000 but not over \$1,500,000 | \$175,000 plus 10% of the excess over \$1,000,000. | Over \$1,500,000 but not over \$17,000,000 | \$225,000 plus 5% of the excess over \$1,500,000. | Over \$17,000,000 | \$1,000,000. |  |  |
| If the amount on line 1e, column (a) or (b) is:   | The lobbying nontaxable amount is:                 |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| Not over \$500,000  | 20% of the amount on line 1e.                      |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| Over \$500,000 but not over \$1,000,000   | \$100,000 plus 15% of the excess over \$500,000.   |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| Over \$1,000,000 but not over \$1,500,000   | \$175,000 plus 10% of the excess over \$1,000,000. |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| Over \$1,500,000 but not over \$17,000,000  | \$225,000 plus 5% of the excess over \$1,500,000.  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| Over \$17,000,000   | \$1,000,000.                                       |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>g</b> Grassroots nontaxable amount (enter 25% of line 1f)  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>h</b> Subtract line 1g from line 1a. If zero or less, enter -0-  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>i</b> Subtract line 1f from line 1c. If zero or less, enter -0-  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |
| <b>j</b> If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?  | .....  |   |                                    |                    |                               |   |  |   |  |  |   |                   |              |  |  |

Yes  No

**4-Year Averaging Period Under Section 501(h)**  
 (Some organizations that made a section 501(h) election do not have to complete all of the five columns below.  
 See the separate instructions for lines 2a through 2f.)

| Lobbying Expenditures During 4-Year Averaging Period                |          |          |          |          |           |
|---|----------|----------|----------|----------|-----------|
| Calendar year<br>(or fiscal year beginning in)                      | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) Total |
| <b>2a</b> Lobbying nontaxable amount                                |          |          |          |          |           |
| <b>b</b> Lobbying ceiling amount<br>(150% of line 2a, column(e))    |          |          |          |          |           |
| <b>c</b> Total lobbying expenditures                                |          |          |          |          |           |
| <b>d</b> Grassroots nontaxable amount                               |          |          |          |          |           |
| <b>e</b> Grassroots ceiling amount<br>(150% of line 2d, column (e)) |          |          |          |          |           |
| <b>f</b> Grassroots lobbying expenditures                           |          |          |          |          |           |

**Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).**

|   | (a) |    | (b)      |
|---|-----|----|----------|
|   | Yes | No | Amount   |
| <b>1</b> During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of: |     |    |          |
| <b>a</b> Volunteers?  |     | X  |          |
| <b>b</b> Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?   |     | X  |          |
| <b>c</b> Media advertisements?  |     | X  |          |
| <b>d</b> Mailings to members, legislators, or the public?   |     | X  |          |
| <b>e</b> Publications, or published or broadcast statements?  |     | X  |          |
| <b>f</b> Grants to other organizations for lobbying purposes?   |     | X  |          |
| <b>g</b> Direct contact with legislators, their staffs, government officials, or a legislative body?  |     | X  |          |
| <b>h</b> Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?  |     | X  |          |
| <b>i</b> Other activities?  | X   |    | 183,000. |
| <b>j</b> Total. Add lines 1c through 1i   |     |    | 183,000. |
| <b>2a</b> Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?   | X   |    |          |
| <b>b</b> If "Yes," enter the amount of any tax incurred under section 4912  |     |    |          |
| <b>c</b> If "Yes," enter the amount of any tax incurred by organization managers under section 4912   |     |    |          |
| <b>d</b> If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?   |     |    |          |

**Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).**

|  | Yes | No |
|--|-----|----|
| <b>1</b> Were substantially all (90% or more) dues received nondeductible by members?  | 1   |    |
| <b>2</b> Did the organization make only in-house lobbying expenditures of \$2,000 or less?                                   | 2   |    |
| <b>3</b> Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year? | 3   |    |

**Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No," OR (b) Part III-A, line 3, is answered "Yes."**

|   |    |  |
|---|----|--|
| <b>1</b> Dues, assessments and similar amounts from members   | 1  |  |
| <b>2</b> Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).   |    |  |
| <b>a</b> Current year   | 2a |  |
| <b>b</b> Carryover from last year   | 2b |  |
| <b>c</b> Total  | 2c |  |
| <b>3</b> Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues  | 3  |  |
| <b>4</b> If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year? | 4  |  |
| <b>5</b> Taxable amount of lobbying and political expenditures (see instructions)   | 5  |  |

**Part IV Supplemental Information**

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

**PART II-B, LINE 1, LOBBYING ACTIVITIES:**

**PAYMENT TO LOBBYIST FOR REPRESENTATION WITH LEGISLATORS.**

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SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public Inspection

Name of the organization FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC Employer identification number 46-1426289

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Revenue, Assets. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. 1b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

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**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange programs
  - e  Other \_\_\_\_\_
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

|  | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance                     |                  |                |                    |                      |                     |
| b Contributions                                  |                  |                |                    |                      |                     |
| c Net investment earnings, gains, and losses     |                  |                |                    |                      |                     |
| d Grants or scholarships                         |                  |                |                    |                      |                     |
| e Other expenditures for facilities and programs |                  |                |                    |                      |                     |
| f Administrative expenses                        |                  |                |                    |                      |                     |
| g End of year balance                            |                  |                |                    |                      |                     |

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment  \_\_\_\_\_ %
  - b Permanent endowment  \_\_\_\_\_ %
  - c Temporarily restricted endowment  \_\_\_\_\_ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |   | Yes    | No |
|---|--------|----|
| (i) unrelated organizations   | 3a(i)  |    |
| (ii) related organizations  | 3a(ii) |    |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? <input type="checkbox"/> | 3b     |    |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property  | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land                  |                                      |                                 |                              |                |
| b Buildings              |                                      |                                 |                              |                |
| c Leasehold improvements |                                      |                                 |                              |                |
| d Equipment              |                                      |                                 |                              |                |
| e Other                  |                                      |                                 |                              |                |

**Total.** Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)  0.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security)      | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|----------------|---|
| (1) Financial derivatives .....   |                |   |
| (2) Closely-held equity interests .....                                   |                |   |
| (3) Other .....   |                |   |
| (A)   |                |   |
| (B)   |                |   |
| (C)   |                |   |
| (D)   |                |   |
| (E)   |                |   |
| (F)   |                |   |
| (G)   |                |   |
| (H)   |                |   |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶ |                |   |

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment   | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|----------------|---|
| (1)   |                |   |
| (2)   |                |   |
| (3)   |                |   |
| (4)   |                |   |
| (5)   |                |   |
| (6)   |                |   |
| (7)   |                |   |
| (8)   |                |   |
| (9)   |                |   |
| <b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶ |                |   |

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description   | (b) Book value |
|---|----------------|
| (1)   |                |
| (2)   |                |
| (3)   |                |
| (4)   |                |
| (5)   |                |
| (6)   |                |
| (7)   |                |
| (8)   |                |
| (9)   |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶ |                |

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability   | (b) Book value |
|---|----------------|
| (1) Federal income taxes  |                |
| (2) DUE TO FLORIDA POLYTECHNIC  |                |
| (3) UNIVERSITY  | 3,064.         |
| (4)   |                |
| (5)   |                |
| (6)   |                |
| (7)   |                |
| (8)   |                |
| (9)   |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ | 3,064.         |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |   |    |           |           |
|---|---|----|-----------|-----------|
| 1 | Total revenue, gains, and other support per audited financial statements        |    | 1         | 992,571.  |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12:             |    |           |           |
| a | Net unrealized gains (losses) on investments                                    | 2a | 24,677.   |           |
| b | Donated services and use of facilities  | 2b |           |           |
| c | Recoveries of prior year grants   | 2c |           |           |
| d | Other (Describe in Part XIII.)  | 2d | -18,827.  |           |
| e | Add lines 2a through 2d   | 2e |           | 5,850.    |
| 3 | Subtract line 2e from line 1  | 3  |           | 986,721.  |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1:            |    |           |           |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                | 4a |           |           |
| b | Other (Describe in Part XIII.)  | 4b | -145,365. |           |
| c | Add lines 4a and 4b   | 4c |           | -145,365. |
| 5 | Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.) | 5  |           | 841,356.  |

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

|   |  |    |          |            |
|---|--|----|----------|------------|
| 1 | Total expenses and losses per audited financial statements                       |    | 1        | 1,276,516. |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25:                |    |          |            |
| a | Donated services and use of facilities   | 2a |          |            |
| b | Prior year adjustments   | 2b |          |            |
| c | Other losses   | 2c |          |            |
| d | Other (Describe in Part XIII.)   | 2d | 145,365. |            |
| e | Add lines 2a through 2d  | 2e |          | 145,365.   |
| 3 | Subtract line 2e from line 1   | 3  |          | 1,131,151. |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1:               |    |          |            |
| a | Investment expenses not included on Form 990, Part VIII, line 7b                 | 4a |          |            |
| b | Other (Describe in Part XIII.)   | 4b |          |            |
| c | Add lines 4a and 4b  | 4c |          | 0.         |
| 5 | Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.) | 5  |          | 1,131,151. |

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE FOUNDATION ADOPTED THE INCOME TAX STANDARD FOR UNCERTAIN TAX POSITIONS ON JANUARY 1, 2009. AS A RESULT OF THE IMPLEMENTATION, THE FOUNDATION DETERMINED THERE WERE NO UNCERTAIN TAX POSITION FOR WHICH EITHER RECOGNITION OR DISCLOSURE IS REQUIRED IN THE FINANCIAL STATEMENTS.

**PART XI, LINE 2D - OTHER ADJUSTMENTS:**

WRITE OFF OF UNCOLLECTIBLE PLEDGES -18,827.

**PART XI, LINE 4B - OTHER ADJUSTMENTS:**

DIRECT FUNDRAISING EVENT EXPENSES -145,365.

**Part XIII** Supplemental Information (continued)

PART XII, LINE 2D - OTHER ADJUSTMENTS:

DIRECT FUNDRAISING EVENT EXPENSES 145,365.



**FLORIDA POLYTECHNIC UNIVERSITY**

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

|  |   | (a) Event #1               | (b) Event #2 | (c) Other events       | (d) Total events<br>(add col. (a) through<br>col. (c)) |
|--|---|----------------------------|--------------|------------------------|--|
|  |   | PIVOT 2019<br>(event type) | (event type) | NONE<br>(total number) |  |
| Revenue  | <b>1</b> Gross receipts .....   | 281,850.                   |              |                        | 281,850.   |
|  | <b>2</b> Less: Contributions .....  | 158,270.                   |              |                        | 158,270.   |
|  | <b>3</b> Gross income (line 1 minus line 2) .....                           | 123,580.                   |              |                        | 123,580.   |
| Direct Expenses  | <b>4</b> Cash prizes .....  |                            |              |                        |  |
|  | <b>5</b> Noncash prizes .....   |                            |              |                        |  |
|  | <b>6</b> Rent/facility costs .....  |                            |              |                        |  |
|  | <b>7</b> Food and beverages .....   | 36,900.                    |              |                        | 36,900.  |
|  | <b>8</b> Entertainment .....  | 87,090.                    |              |                        | 87,090.  |
|  | <b>9</b> Other direct expenses .....  | 21,375.                    |              |                        | 21,375.  |
|  | <b>10</b> Direct expense summary. Add lines 4 through 9 in column (d) ..... |                            |              |                        | 145,365.   |
| <b>11</b> Net income summary. Subtract line 10 from line 3, column (d) ..... |   |                            |              | -21,785.               |  |

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

|   |                                      | (a) Bingo   | (b) Pull tabs/instant<br>bingo/progressive bingo                    | (c) Other gaming  | (d) Total gaming (add<br>col. (a) through col. (c)) |
|---|--------------------------------------|---|---|---|---|
|   |                                      | <b>1</b> Gross revenue .....  |   |   |   |
| Direct Expenses   | <b>2</b> Cash prizes .....           |   |   |   |   |
|   | <b>3</b> Noncash prizes .....        |   |   |   |   |
|   | <b>4</b> Rent/facility costs .....   |   |   |   |   |
|   | <b>5</b> Other direct expenses ..... |   |   |   |   |
|   | <b>6</b> Volunteer labor .....       | <input type="checkbox"/> Yes _____ %<br><input type="checkbox"/> No | <input type="checkbox"/> Yes _____ %<br><input type="checkbox"/> No | <input type="checkbox"/> Yes _____ %<br><input type="checkbox"/> No |   |
| <b>7</b> Direct expense summary. Add lines 2 through 5 in column (d) .....        |                                      |   |   |   |   |
| <b>8</b> Net gaming income summary. Subtract line 7 from line 1, column (d) ..... |                                      |   |   |   |   |

**9** Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

**a** Is the organization licensed to conduct gaming activities in each of these states?  Yes  No

**b** If "No," explain: \_\_\_\_\_

**10a** Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?  Yes  No

**b** If "Yes," explain: \_\_\_\_\_

FLORIDA POLYTECHNIC UNIVERSITY

Schedule G (Form 990 or 990-EZ) 2018 FOUNDATION, INC

46-1426289 Page 3

- 11 Does the organization conduct gaming activities with nonmembers?
12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming?
13 Indicate the percentage of gaming activity conducted in:
a The organization's facility
b An outside facility
14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Yes No
Yes No
13a %
13b %

Name
Address

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue?
b If "Yes," enter the amount of gaming revenue received by the organization and the amount of gaming revenue retained by the third party
c If "Yes," enter name and address of the third party:

Name
Address

16 Gaming manager information:

Name
Gaming manager compensation
Description of services provided

Director/officer Employee Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?
b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.



**Part IV** Supplemental Information *(continued)*

Multiple horizontal lines for supplemental information.

**SCHEDULE I  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Name of the organization **FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Employer identification number  
46-1426289**

**Part I General Information on Grants and Assistance**

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? .....  **Yes**  **No**
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

| <b>1 (a)</b> Name and address of organization or government               | <b>(b)</b> EIN | <b>(c)</b> IRC section (if applicable) | <b>(d)</b> Amount of cash grant | <b>(e)</b> Amount of non-cash assistance | <b>(f)</b> Method of valuation (book, FMV, appraisal, other) | <b>(g)</b> Description of noncash assistance | <b>(h)</b> Purpose of grant or assistance    |
|---|----------------|--|---------------------------------|--|--|--|--|
| FLORIDA POLYTECHNIC UNIVERSITY<br>4700 RESEARCH WAY<br>LAKELAND, FL 33805 | 46-0764837     | STATE OF FLORIDA                       | 688,579.                        | 0.                                       | N/A  | N/A  | STUDENT SCHOLARSHIPS AND UNIVERSITY SALARIES |
|   |                |  |                                 |  |  |  |  |
|   |                |  |                                 |  |  |  |  |
|   |                |  |                                 |  |  |  |  |
|   |                |  |                                 |  |  |  |  |
|   |                |  |                                 |  |  |  |  |
|   |                |  |                                 |  |  |  |  |

**2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ..... ▶ 1.

**3** Enter total number of other organizations listed in the line 1 table ..... ▶ 0.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) (2018)

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Part III Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.  
Part III can be duplicated if additional space is needed.

| (a) Type of grant or assistance | (b) Number of recipients | (c) Amount of cash grant | (d) Amount of non-cash assistance | (e) Method of valuation (book, FMV, appraisal, other) | (f) Description of noncash assistance |
|---------------------------------|--------------------------|--------------------------|-----------------------------------|---|---------------------------------------|
|                                 |                          |                          |                                   |   |                                       |
|                                 |                          |                          |                                   |   |                                       |
|                                 |                          |                          |                                   |   |                                       |
|                                 |                          |                          |                                   |   |                                       |
|                                 |                          |                          |                                   |   |                                       |
|                                 |                          |                          |                                   |   |                                       |

**Part IV Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

**PART I, LINE 2:**

THE FOUNDATION REQUIRES THE UNIVERSITY TO SUBMIT INVOICES TO SUPPORT THE AMOUNTS NEEDED TO COVER SCHOLARSHIPS AND SALARIES. THE FOUNDATION ALSO REQUIRES THE UNIVERSITY TO SUBMIT THE NAMES OF THE STUDENTS THAT HAVE BEEN AWARDED THE SCHOLARSHIPS ALONG WITH THE INVOICES.

**SCHEDULE J  
(Form 990)**

**Compensation Information**

OMB No. 1545-0047

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

**2018**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Name of the organization **FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

Employer identification number  
**46-1426289**

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |  |
|--|--|
| <input type="checkbox"/> Compensation committee              | <input type="checkbox"/> Written employment contract                     |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment? ..... **4a**
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? ..... **4b**
- c** Participate in, or receive payment from, an equity-based compensation arrangement? ..... **4c**
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? ..... **5a**
- b** Any related organization? ..... **5b**
- If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? ..... **6a**
- b** Any related organization? ..... **6b**
- If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

|           | Yes | No |
|-----------|-----|----|
| <b>1a</b> |     |    |
| <b>1b</b> |     |    |
| <b>2</b>  |     |    |
| <b>3</b>  |     |    |
| <b>4a</b> |     | X  |
| <b>4b</b> |     | X  |
| <b>4c</b> |     | X  |
| <b>5a</b> |     | X  |
| <b>5b</b> |     | X  |
| <b>6a</b> |     | X  |
| <b>6b</b> |     | X  |
| <b>7</b>  |     | X  |
| <b>8</b>  |     | X  |
| <b>9</b>  |     |    |

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2018

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

Schedule J (Form 990) 2018

46-1426289

Page 2

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

| (A) Name and Title                          |      | (B) Breakdown of W-2 and/or 1099-MISC compensation |                                     |                                     | (C) Retirement and other deferred compensation | (D) Nontaxable benefits | (E) Total of columns (B)(i)-(D) | (F) Compensation in column (B) reported as deferred on prior Form 990 |
|---|------|--|-------------------------------------|-------------------------------------|--|-------------------------|---------------------------------|---|
|   |      | (i) Base compensation                              | (ii) Bonus & incentive compensation | (iii) Other reportable compensation |  |                         |                                 |   |
| (1) KATHRYN MIZERECK<br>DIRECTOR            | (i)  | 0.   | 0.                                  | 0.                                  | 0.   | 0.                      | 0.                              | 0.  |
|   | (ii) | 129,280.   | 0.                                  | 0.                                  | 0.   | 21,545.                 | 150,825.                        | 0.  |
| (2) KEVIN ASPEGREN<br>CEO JULY - FEB        | (i)  | 0.   | 0.                                  | 0.                                  | 0.   | 0.                      | 0.                              | 0.  |
|   | (ii) | 253,854.   | 0.                                  | 0.                                  | 21,483.  | 18,572.                 | 293,909.                        | 0.  |
| (3) RANDY AVENT<br>PRESIDENT/CEO FEB - JUNE | (i)  | 0.   | 0.                                  | 0.                                  | 0.   | 0.                      | 0.                              | 0.  |
|   | (ii) | 709,365.   | 0.                                  | 0.                                  | 26,217.  | 18,651.                 | 754,233.                        | 0.  |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |
|   | (i)  |  |                                     |                                     |  |                         |                                 |   |
|   | (ii) |  |                                     |                                     |  |                         |                                 |   |

**Part III** Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

Multiple horizontal lines for supplemental information.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018**

Open to Public  
Inspection

|                          |   |                                |            |
|--------------------------|---|--------------------------------|------------|
| Name of the organization | FLORIDA POLYTECHNIC UNIVERSITY<br>FOUNDATION, INC | Employer identification number | 46-1426289 |
|--------------------------|---|--------------------------------|------------|

FORM 990, PART VI, SECTION B, LINE 11B:

A COMPLETE COPY OF THE 990 IS PROVIDED TO EVERY MEMBER OF THE BOARD OF DIRECTORS FOR REVIEW PRIOR TO BEING FILED WITH THE IRS.

FORM 990, PART VI, SECTION B, LINE 12C:

IN CONNECTION WITH ANY ACTUAL OR POSSIBLE CONFLICTS OF INTEREST, AN INTERESTED PERSON MUST DISCLOSE THE EXISTENCE OF HIS OR HER FINANCIAL INTEREST AND ALL MATERIAL FACTS TO THE DIRECTORS AND MEMBERS OF COMMITTEES WITH BOARD-DELEGATED POWERS CONSIDERING THE PROPOSED TRANSACTIONS OR ARRANGEMENT. THE REMAINING BOARD OR COMMITTEE MEMBERS SHALL DECIDE WHETHER A CONFLICT OF INTEREST EXISTS. AN INTERESTED PERSON MAY MAKE A PRESENTATION AT THE BOARD OR COMMITTEE MEETING, BUT AFTER SUCH PRESENTATION, HE OR SHE SHALL BE INVITED AND ALLOWED (BUT NOT REQUIRED) TO LEAVE THE MEETING DURING THE DISCUSSION OF, AND THE VOTE ON, THE TRANSACTION OR ARRANGEMENT THAT RESULTS IN THE CONFLICT OF INTEREST. THE CHAIR OF THE BOARD OR THE COMMITTEE SHALL, IF APPROPRIATE, APPOINT A DISINTERESTED PERSON OR COMMITTEE TO INVESTIGATE ALTERNATIVES TO THE PROPOSED TRANSACTION OR ARRANGEMENT. AFTER EXERCISING DUE DILIGENCE, THE BOARD OR COMMITTEE SHALL DETERMINE WHETHER THE FOUNDATION CAN OBTAIN A MORE ADVANTAGEOUS TRANSACTION OR ARRANGEMENT WITH REASONABLE EFFORTS FROM A PERSON OR ENTITY THAT WOULD NOT GIVE RISE TO A CONFLICT OF INTEREST. IF A MORE ADVANTAGEOUS TRANSACTION OR ARRANGEMENT IS NOT REASONABLY ATTAINABLE UNDER CIRCUMSTANCES THAT WOULD NOT GIVE RISE TO A CONFLICT OF INTEREST, THE BOARD OR COMMITTEE SHALL DETERMINE BY A MAJORITY VOTE OF THE DISINTERESTED DIRECTORS OR MEMBERS IN ATTENDANCE WHETHER TO ENTER INTO THE TRANSACTION DESPITE THE CONFLICT OF INTEREST.

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2018)

832211 10-10-18

|   |  |
|---|--|
| Name of the organization<br>FLORIDA POLYTECHNIC UNIVERSITY<br>FOUNDATION, INC | Employer identification number<br>46-1426289 |
|---|--|

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNMENT DOCUMENTS, CONFLICT OF INTEREST  
POLICY, AND FINANCIAL STATEMENTS AVAILABLE UPON REQUEST

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

|   |            |
|---|------------|
| WRITE OFF OF UNCOLLECTIBLE PLEDGES      | -18,827.   |
| GAIN ON FORGIVENESS OF PLEDGE LIABILITY | 5,718,582. |
| TOTAL TO FORM 990, PART XI, LINE 9      | 5,699,755. |



**SCHEDULE R  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

Open to Public Inspection

Name of the organization **FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC** Employer identification number **46-1426289**

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

| (a)<br>Name, address, and EIN (if applicable)<br>of disregarded entity | (b)<br>Primary activity | (c)<br>Legal domicile (state or<br>foreign country) | (d)<br>Total income | (e)<br>End-of-year assets | (f)<br>Direct controlling<br>entity |
|--|-------------------------|---|---------------------|---------------------------|-------------------------------------|
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |
|  |                         |   |                     |                           |                                     |

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

| (a)<br>Name, address, and EIN<br>of related organization                               | (b)<br>Primary activity | (c)<br>Legal domicile (state or<br>foreign country) | (d)<br>Exempt Code<br>section | (e)<br>Public charity<br>status (if section<br>501(c)(3)) | (f)<br>Direct controlling<br>entity | (g)<br>Section 512(b)(13)<br>controlled<br>entity? |    |
|--|-------------------------|---|-------------------------------|---|-------------------------------------|--|----|
|  |                         |   |                               |   |                                     | Yes  | No |
| FLORIDA POLYTECHNIC UNIVERSITY - 46-0764837<br>4700 RESEARCH WAY<br>LAKELAND, FL 33805 | UNIVERSITY              | FLORIDA   |                               |   | N/A                                 |  | X  |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |
|  |                         |   |                               |   |                                     |  |    |

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2018

**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

| (a)<br>Name, address, and EIN<br>of related organization | (b)<br>Primary activity | (c)<br>Legal<br>domicile<br>(state or<br>foreign<br>country) | (d)<br>Direct controlling<br>entity | (e)<br>Predominant income<br>(related, unrelated,<br>excluded from tax under<br>sections 512-514) | (f)<br>Share of total<br>income | (g)<br>Share of<br>end-of-year<br>assets | (h)<br>Disproportionate<br>allocations? |    | (i)<br>Code V-UBI<br>amount in box<br>20 of Schedule<br>K-1 (Form 1065) | (j)<br>General or<br>managing<br>partner? |    | (k)<br>Percentage<br>ownership |
|--|-------------------------|--|-------------------------------------|---|---------------------------------|--|---|----|---|---|----|--------------------------------|
|  |                         |  |                                     |   |                                 |  | Yes                                     | No |   | Yes                                       | No |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
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|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
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|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |
|  |                         |  |                                     |   |                                 |  |   |    |   |   |    |                                |

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

| (a)<br>Name, address, and EIN<br>of related organization | (b)<br>Primary activity | (c)<br>Legal domicile<br>(state or<br>foreign<br>country) | (d)<br>Direct controlling<br>entity | (e)<br>Type of entity<br>(C corp, S corp,<br>or trust) | (f)<br>Share of total<br>income | (g)<br>Share of<br>end-of-year<br>assets | (h)<br>Percentage<br>ownership | (i)<br>Section<br>512(b)(13)<br>controlled<br>entity? |    |
|--|-------------------------|---|-------------------------------------|--|---------------------------------|--|--------------------------------|---|----|
|  |                         |   |                                     |  |                                 |  |                                | Yes   | No |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
|  |                         |   |                                     |  |                                 |  |                                |   |    |
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**FLORIDA POLYTECHNIC UNIVERSITY  
FOUNDATION, INC**

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

**1** During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

|  | Yes | No |
|--|-----|----|
| <b>a</b> Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity ..... |     | X  |
| <b>b</b> Gift, grant, or capital contribution to related organization(s) .....                                 | X   |    |
| <b>c</b> Gift, grant, or capital contribution from related organization(s) .....                               |     | X  |
| <b>d</b> Loans or loan guarantees to or for related organization(s) .....                                      |     | X  |
| <b>e</b> Loans or loan guarantees by related organization(s) .....   |     | X  |
| <b>f</b> Dividends from related organization(s) .....  |     | X  |
| <b>g</b> Sale of assets to related organization(s) .....   |     | X  |
| <b>h</b> Purchase of assets from related organization(s) .....   |     | X  |
| <b>i</b> Exchange of assets with related organization(s) .....   |     | X  |
| <b>j</b> Lease of facilities, equipment, or other assets to related organization(s) .....                      |     | X  |
| <b>k</b> Lease of facilities, equipment, or other assets from related organization(s) .....                    |     | X  |
| <b>l</b> Performance of services or membership or fundraising solicitations for related organization(s) .....  |     | X  |
| <b>m</b> Performance of services or membership or fundraising solicitations by related organization(s) .....   |     | X  |
| <b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s) .....   |     | X  |
| <b>o</b> Sharing of paid employees with related organization(s) .....  |     | X  |
| <b>p</b> Reimbursement paid to related organization(s) for expenses .....                                      |     | X  |
| <b>q</b> Reimbursement paid by related organization(s) for expenses .....                                      |     | X  |
| <b>r</b> Other transfer of cash or property to related organization(s) .....                                   |     | X  |
| <b>s</b> Other transfer of cash or property from related organization(s) .....                                 |     | X  |

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

| (a)<br>Name of related organization | (b)<br>Transaction<br>type (a-s) | (c)<br>Amount involved | (d)<br>Method of determining amount involved |
|-------------------------------------|----------------------------------|------------------------|--|
| (1) FLORIDA POLYTECHNIC UNIVERSITY  | B                                | 688,579.               | CASH PAID                                    |
| (2)                                 |                                  |                        |  |
| (3)                                 |                                  |                        |  |
| (4)                                 |                                  |                        |  |
| (5)                                 |                                  |                        |  |
| (6)                                 |                                  |                        |  |

**Part VI** Unrelated Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

| (a)<br>Name, address, and EIN<br>of entity | (b)<br>Primary activity | (c)<br>Legal domicile<br>(state or foreign<br>country) | (d)<br>Predominant income<br>(related, unrelated,<br>excluded from tax under<br>sections 512-514) | (e)<br><small>Are all<br/>partners sec.<br/>501(c)(3)<br/>orgs.?</small> |    | (f)<br>Share of<br>total<br>income | (g)<br>Share of<br>end-of-year<br>assets | (h)<br><small>Dispropor-<br/>tionate<br/>allocations?</small> |    | (i)<br>Code V-UBI<br>amount in box 20<br>of Schedule K-1<br>(Form 1065) | (j)<br><small>General or<br/>managing<br/>partner?</small> |    | (k)<br>Percentage<br>ownership |
|--|-------------------------|--|---|--|----|------------------------------------|--|---|----|---|--|----|--------------------------------|
|  |                         |  |   | Yes  | No |                                    |  | Yes   | No |   | Yes  | No |                                |
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# Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

|   |  | Enter filer's identifying number                                 |
|---|--|--|
| Type or print<br><br>File by the due date for filing your return. See instructions. | Name of exempt organization or other filer, see instructions.<br><b>FLORIDA POLYTECHNIC UNIVERSITY FOUNDATION, INC</b> | Employer identification number (EIN) or<br><br><b>46-1426289</b> |
|   | Number, street, and room or suite no. If a P.O. box, see instructions.<br><b>4700 RESEARCH WAY</b>                     | Social security number (SSN)                                     |
|   | City, town or post office, state, and ZIP code. For a foreign address, see instructions.<br><b>LAKELAND, FL 33805</b>  |  |

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

| Application Is For                       | Return Code | Application Is For                | Return Code |
|--|-------------|-----------------------------------|-------------|
| Form 990 or Form 990-EZ                  | 01          | Form 990-T (corporation)          | 07          |
| Form 990-BL                              | 02          | Form 1041-A                       | 08          |
| Form 4720 (individual)                   | 03          | Form 4720 (other than individual) | 09          |
| Form 990-PF                              | 04          | Form 5227                         | 10          |
| Form 990-T (sec. 401(a) or 408(a) trust) | 05          | Form 6069                         | 11          |
| Form 990-T (trust other than above)      | 06          | Form 8870                         | 12          |

**DEREK HORTON**

- The books are in the care of ▶ **4700 RESEARCH WAY - LAKELAND, FL 33805**  
Telephone No. ▶ **(863)874-8416** Fax No. ▶ \_\_\_\_\_
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2020**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
▶  calendar year \_\_\_\_\_ or  
▶  tax year beginning **JUL 1, 2018**, and ending **JUN 30, 2019**.

**2** If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  
 Change in accounting period

|   |           |    |    |
|---|-----------|----|----|
| <b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.                                   | <b>3a</b> | \$ | 0. |
| <b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit. | <b>3b</b> | \$ | 0. |
| <b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.              | <b>3c</b> | \$ | 0. |

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

**Florida Polytechnic University  
Audit & Compliance Committee  
Board of Trustees  
May 20, 2020**

**Subject: University Audit Quality Assurance Review (QAR) Self-Assessment (FPU 2020-07)**

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**Proposed Committee Action**

Recommend approval of the QAR Self-Assessment, prepared by the Chief Audit Executive, to the Board of Trustees.

**Background Information**

The audit charter provides that University Audit will establish a quality assurance and improvement program (QAIP) of internal auditing for the chief audit executive and the department as a whole. Additionally, the Charter requires that University Audit adhere to the Code of Ethics and the Standards put forth by the Institute of Internal Auditing (IIA). Such Standards require that the Chief Audit Executive must develop and maintain a QAIP that covers all aspects of the internal audit activity. The QAIP is comprised of ongoing assessments, periodic assessments, and external assessments. This QAR Self-Evaluation effectively covers the periodic assessment component of a QAIP and will also serve to prepare the university for an external assessment that is required by 2022.

The Audit and Compliance Committee should familiarize themselves with the Standards (included in the report as Exhibit A, Evaluation Summary and Ratings Criteria), and evaluate whether the Committee's performance, with respect to the responsibilities outlined in the Audit Committee Charter are being performed satisfactory.

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**Supporting Documentation:** Report FPU 2020-07: University Audit & Compliance QAR Self-Assessment

**Prepared by:** David A. Blanton, CAE/CCO



FLORIDA POLYTECHNIC  
UNIVERSITY

**Report No: FPU 2020-07**

**April 2020**

**University Audit & Compliance  
Quality Assurance Review (QAR)  
Self-Assessment**

David A. Blanton, CPA, CCEP  
Chief Audit Executive and Chief Compliance Officer



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University Audit and Compliance (UAC) is employed by the University. UAC’s mission is to serve the University by recommending actions to assist in achieving its strategic and operational objectives. This assistance includes evaluating and providing assurance of activities designed and implemented by management to strengthen internal controls, reduce risk to and waste of resources, and improve operations to enhance the performance and reputation of the University. Accordingly, this report is intended solely for the use of University management and its various oversight authorities and is not intended for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

## Executive Summary:

Pursuant to the Audit Work Plan<sup>1</sup> approved by the Audit & Compliance Committee, University Audit and Compliance (UAC) performed a Quality Assurance Review (QAR) Self-Assessment. As outlined below, a QAR self-assessment is one of the three (3) required components of an effective Quality Assurance and Improvement Plan (QAIP):

1. Ongoing monitoring. (Done continuously).
2. Periodic self-assessments. (This QAR self-assessment and UAC's annual report).
3. External assessment. (To be conducted by July 2022).

This report summarizes the QAR self-assessment completed by UAC. The *International Standards for the Professional Practice of Internal Auditing (Standards)* requires that the Chief Audit Executive must develop and maintain a QAIP that covers all aspects of the internal audit activity. Overall, this assessment supports an opinion that UAC **generally conforms** to the IIA *Standards* and Code of Conduct. This is the highest rating possible under the IIA guidance. A detailed list of individual standards and the Code of Ethics along with UAC's determination of conformance is shown in **Exhibit A**.

The scope of the QAR included all aspects of the internal audit activity, as set forth in the Charter and approved by the Board (which defines the purpose, authority, and responsibility of University Audit). The QAR self-assessment concluded on April 30, 2020 and provides senior management and the Board with information about University Audit as of that date. The *Standards* and Code of Ethics in place and effective as of November 2019 were the basis for QAR self-assessment which focused on internal audit activity from July 2019 up to the release of this report.

The following matters, summarized below, are discussed further in the **Observations** section of this report and are presented to support the QAIP and assist the Audit and Compliance Committee (AACC) in achieving its oversight responsibilities of University Audit:

### Gaps to Conformance with the *Standards* or the Code of Ethics:

- No significant nonconformance noted.

### Opportunities for Continuous Improvement:

- Key Performance Indicators (KPI's) should be expanded and enhanced to provide greater information for the AACC in fulfillment of their oversight responsibilities.
- Written policies and procedures for University Audit should be updated to reflect current practice.

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<sup>1</sup> UAC Work Plan for the Fiscal Year Ended June 30, 2020, approved September 11, 2019.

- UAC should periodically facilitate the self-evaluation of AACC's performance and ensure they communicate the results to the Board, as prescribed by the AACC Charter. As part of this process, audit charters should be reviewed and amended as necessary.
- UAC should enhance documentation to support the linkage of risks identified in audit planning to audit work performed.
- UAC should enhance follow-up monitoring for completed audits.

## Background, Objectives, Scope, and Methodology:

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### Background:

The Audit Charter<sup>2</sup> provides that University Audit will establish a quality assurance and improvement program (QAIP) of internal auditing for the chief audit executive and the department as a whole. This program must include an external assessment conducted at least once every five (5) years<sup>3</sup>. The external assessment report and any related improvement plans shall be presented to the Board of Trustees, with a copy provided to the Florida Board of Governors. Additionally, the Charter requires that University Audit adhere to the Code of Ethics and the *Standards*<sup>4</sup> put forth by the Institute of Internal Auditing (IIA). Such *Standards* require that the Chief Audit Executive must develop and maintain a QAIP that covers all aspects of the internal audit activity.

Common elements of all QAIP's include:

- A scope that includes all aspects of the internal audit activity.
- An evaluation of conformance with the *Standards* and the Code of Ethics.
- An appraisal of the efficiency and effectiveness of the internal audit activity.
- The identification of opportunities for continuous improvement.
- Involvement by the Board in oversight of the QAIP.

As depicted in **Figure 1** below, a QAIP provides for the following three components:

- Ongoing Monitoring. This is continually done to ensure the processes in place are working effectively and efficiently, on an audit by audit basis. This is accomplished through the use of checklists, templates, standardized audit forms and reports, reporting of time and progress against the audit plan, and project-specific surveys from audit clients at the conclusion of each project.
- Periodic Self-Assessments. This is periodically done to ensure conformance, quality, infrastructure support, added value, and performance achievement. UAC has established procedures to perform self-assessments annually, with a more formalized process and

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<sup>2</sup> Florida Polytechnic University Internal Audit Charter, approved by the Board of Trustees on March 15, 2017

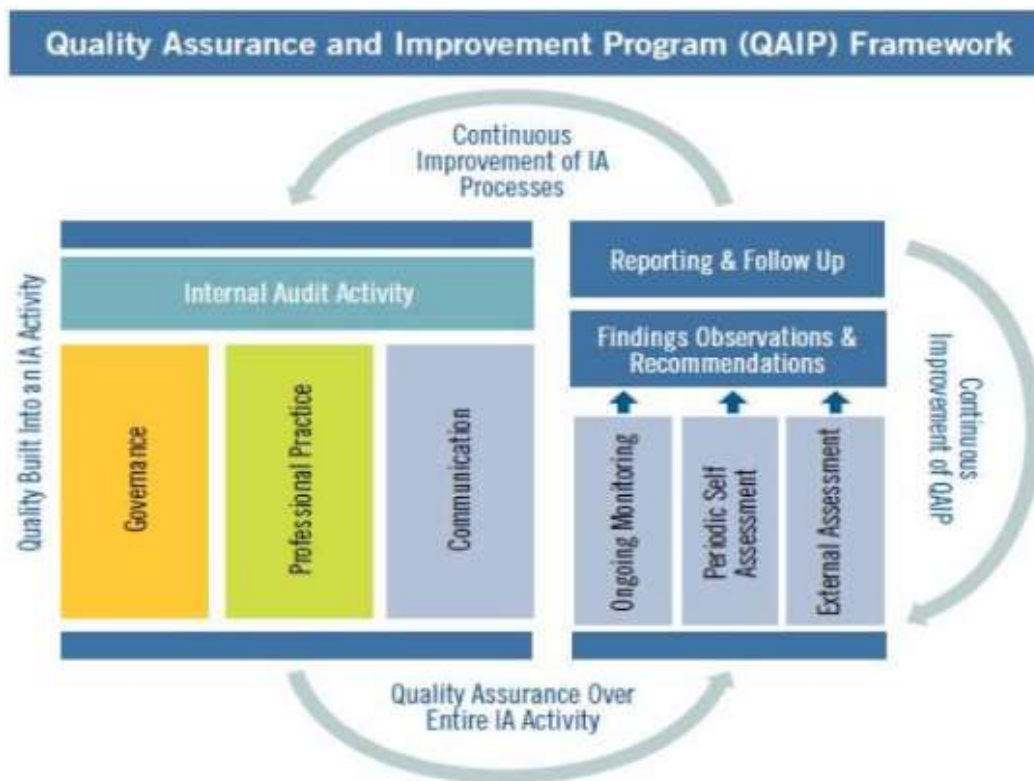
<sup>3</sup> Initial external assessment must be completed by July 31, 2022, five years after inception of UAC.

<sup>4</sup> The *International Standards for the Professional Practice of Internal Auditing (Standards)*

interim report presented to the Board at the mid-point of each external assessment. This report is presented to satisfy UAC’s procedure with respect to interim reporting, provided that UAC’s first ever external QAR is due in 2022. In addition, UAC’s Annual Report and quarterly updates to the Audit and Compliance Committee are prepared and presented to the Board to further support periodic self-assessments.

- External Assessment. This is done to assess the achievement of all aspects of the QAIP (design, plan, performance, report, monitoring, and improvement plan) and conformance to the IIA’s Code of Conduct and *Standards*. Since UAC was effectively established on July 31, 2017, with my hiring, the initial external assessment is required to be completed by July 31, 2022.

**FIGURE 1**



### Objectives:

The principle objectives of the QAR self-assessment were to:

- assess University Audit's conformance with the *Standards* and the Code of Ethics.
- evaluate University Audit's effectiveness in carrying out its mission (as set forth in University Audit's Charter and expressed in the expectations of Florida Polytechnic University's management); identify successful internal audit practices demonstrated by University Audit; and to identify opportunities for continuous improvement to enhance the efficiency and effectiveness of the infrastructure, processes, and the value to their stakeholders.

### Scope:

The scope of the QAR self-assessment included all aspects of the internal audit activity, as set forth in the Charter and approved by the Board (which defines the purpose, authority, and responsibility of University Audit). The QAR self-assessment concluded on April 30, 2020, and provides senior management and the Board with information about UAC as of that date. The Standards and Code of Ethics in place and effective as of April 2020 were the basis for the QAR self-assessment<sup>5</sup> which focused on internal audit activity from July 2019 up to the release of this report.

UAC would like to thank University staff and Board members who took time to provide responses and valuable feedback in completing the self-assessment surveys. Their cooperation was greatly appreciated and the QAR would not be possible without their honest contributions to the assessment.

### Methodology:

To achieve the objectives of this QAR self-assessment, UAC performed the following activities:

- UAC compiled and prepared information consistent with the methodology established in the Quality Assessment Manual (2017) for the Internal Audit Activity. This information included completed and detailed planning guides, together with supporting documentation; an evaluation summary, documenting conclusions and observations; and preparation of the self-assessment report.
- UAC selected key stakeholders (senior management and the board) and surveyed them about UAC's conformance with the standards. Surveys were sent out to the individuals identified and tabulated by UAC. Survey results are summarized in **Exhibit C**.
- UAC reviewed a sample of two audit projects and associated working papers and reports; reviewed survey data received from Florida Polytechnic stakeholders; and prepared

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<sup>5</sup> As outlined by the *Quality Assessment Manual for the Internal Audit Activity* which captures modifications to the IIA's *International Standards for the Professional Practice of Internal Auditing*, effective January 1, 2017.

diagnostic tools consistent with the methodology established for a QAR in the *Quality Assessment Manual for the Internal Audit Activity*.

### Opinion as to Conformance with the *Standards* and the Code of Ethics:

Overall, this self-assessment supports an opinion that UAC **generally conforms** to the IIA *Standards* and the Code of Ethics. This is the highest rating possible under IIA guidance. A detailed list of conformance with individual standards and the Code of Ethics is shown in **Exhibit A**.

The IIA's *Quality Assessment Manual for the Internal Audit Activity* suggests a scale of three rankings when opining on the internal audit activity: "Generally Conforms," "Partially Conforms," and "Does Not Conform." The ranking of "Generally Conforms" means that an internal audit activity has a charter, policies, and processes that are in conformance with the *Standards* and the Code of Ethics. "Partially Conforms" means that deficiencies in practice are noted and are judged to deviate from the *Standards* and the Code of Ethics; however, these deficiencies did not preclude the internal audit activity from performing its responsibilities in an acceptable manner. "Does Not Conform" means that deficiencies in practice are judged to deviate from the *Standards* and the Code of Ethics, and are significant enough to seriously impair or preclude the internal audit activity from performing adequately in all or in significant areas of its responsibilities. A detailed description of conformance criteria can be found in **Exhibit A**.

### Observations:

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Observations are divided into three categories:

1. Successful Internal Audit Practices. Areas where Internal Audit (IA) is operating in a particularly effective or efficient manner when compared to the practice of internal auditing demonstrated in other internal audit activities.
2. Gaps to Conformance with the Standards or the Code of Ethics. Areas identified during the QA where the assessment team has concluded that IA is operating in a manner that falls short of achieving one or more major objectives, with the *Standards* or the Code of Ethics that results in an opinion for an individual standard of "partially conforms" or "does not conform."
3. Opportunities for Continuous Improvement. Observations of opportunities to enhance the efficiency or effectiveness of IA's infrastructure of processes. These items do not indicate a lack of conformance with the *Standards* or the Code of Ethics, but rather offer suggestions on how to better align with criteria defined in the *Standards* or the Code of Ethics.

### Successful Internal Audit Practices

The following successful practices were noted during this self-assessment:

- Standard 1000 – Purpose, Authority, and Responsibility: University Audit continues to evolve and improve its practices and processes since its inception on July 31, 2017.
- Standard 1000 – Purpose, Authority, and Responsibility: University Audit’s charter is comprehensive and contains all the mandatory elements of the International Professional Practices Framework.
- Standard 2060 – Reporting to Senior Management and the Board: The CAE reports frequently to senior management and the Board on University Audit’s purpose, authority, responsibility, and performance relative to its plan.
- Standard 2110 – Governance: The CAE regularly attends and participates in University Leadership meetings and briefings with senior management and the Board, affording him the knowledge to evaluate and contribute to the improvement of governance processes for strategic and operational decisions.

### Gaps to Conformance with the Standards or the Code of Ethics

No significant nonconformance noted.

### Opportunities for Continuous Improvement

#### Observation 1: Standard 1300/Quality Assurance and Improvement Program (QAIP) Standard 1311/Internal Assessments

**Standards:** A quality assurance and improvement program is designed to enable an evaluation of the internal audit activity’s conformance with the Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement. The chief audit executive (CAE) should encourage board oversight in the quality assurance and improvement program.

Internal assessments must include ongoing monitoring of the performance of the internal audit activity.

**Observation:** Key Performance Indicators (KPI’s) could be incorporated into the annual report prepared by UAC to enhance internal assessments and facilitate enhanced oversight by the Audit and Compliance Committee.

**Recommendation:** KPI’s should be evaluated and incorporated into UAC’s annual report.

**University Audit Response and Action Plan:** The CAE will seek input from the Audit and Compliance Committee on relevant and meaningful KPI’s and incorporate such metrics into the annual report presented in September of each year for the preceding fiscal year.

### **Observation 2: Standard 2040/Policies and Procedures**

**Standard:** The CAE must establish policies and procedures to guide the internal audit activity.

**Observation:** Policies and procedures were initially drafted, upon the establishment of the Internal Audit function, in 2017; however such policies and procedures have not be reviewed and updated to reflect changes since the inception of the audit function.

**Recommendation:** The CAE should review and revise written internal audit policies and procedures.

**University Audit Response and Action Plan:** The CAE will review and revise, as necessary, the policies and procedures that were developed for the internal audit function.

### **Observation 3: Standard 2060/Reporting to Senior Management and the Board Standard 1010/Recognizing Mandatory Guidance in the Internal Audit Charter**

**Standards:** The CAE must report periodically to senior management and the board on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and the Standards.

Organizational independence is effectively achieved when the chief audit executive reports functionally to the board and is evidenced by periodic review and approval of the Internal Audit Charter.

**Observation:** The CAE should periodically facilitate the evaluation of Audit and Compliance Committee's performance and governing documents and ensure communication of such to the full Board. Specifically, the following improvements are recommended:

- Both the University Audit and the Audit and Compliance Committee's (AACC) charter should be reviewed and formally approved by the AACC. Both charters were initially approved in March of 2017 and require review and approval every three years. As part of this QAR, the charters were reviewed and will be presented to the AACC in May for formal approval.
- The AACC Charter requires that the Committee periodically perform a self-evaluation to evaluate the Committee's own performance, on a periodic basis, and communicate the results to the Board.

**Recommendation:** The University Charter and the AACC Charter should be presented to the Committee at their next meeting and formally approved. Additionally, the AACC should evaluate their performance and communicate the results to the Board.



**University Audit Response and Action Plan:** The CAE will review the charters and present them for review and approval at the next AACC meeting and facilitate the evaluation of the AACC's performance.

#### **Observation 4: Standard 2200/Engagement Planning**

**Standard:** Internal auditors must develop and document a plan for each engagement, including the engagement's objectives, scope, timing, and resource allocations. The plan must consider the organization's strategies, objectives, and risks relevant to the engagement.

**Observation:** Although risks are assessed and specific to each planned project, UAC could benefit from linking specific risks identified in the planning phase to the actual work performed and project objectives to ensure they appropriately addressed in each planned project.

**Recommendation:** The CAE should enhance procedures to ensure appropriate linkage between risks identified in planning and audit work performed for each audit performed.

**University Audit Response and Action Plan:** This matter has been corrected. The CAE has modified the risk assessment template to document that all relevant risks identified in the planning phase are appropriately addressed in the corresponding audit support (working papers).

#### **Observation 5: Standard 2500/Monitoring Progress**

**Standard:** The chief audit executive must establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.

**Observation:** Since the inception of UAC on July 31, 2017, the following audit projects have been issued with audit observations requiring follow-up monitoring:

- Audit of Sponsored Research Activities (November 2018)
- Follow-up Review on Auditor General Operational Report (February 2019)
- Audit of Americans with Disability Act and University Disability Services (July 2019)

Although UAC has developed procedures that define a process for follow-up<sup>6</sup>, such monitoring has not been performed, to date, for the various projects listed above. Additionally, the use of a tracking document would assist UAC in tracking and ensuring the timely follow up and monitoring of audit observations.

**Recommendation:** The CAE should continue efforts at performing follow-up work and reporting the results of such matters to the Board.

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<sup>6</sup> UAC written procedures provide that follow-up on findings deemed significant will be performed within 12 months of the implementation target date for each planned corrective action.



**Report No. FPU 2020-07**

University Audit & Compliance  
4700 Research Way  
Lakeland, Florida 33805  
Floridapoly.edu

**University Audit Response and Action Plan:** The CAE will prioritize follow-up procedures on previous audits and report such matters to the Board.

**Exhibit A: Evaluation Summary and Rating Definitions**

# EVALUATION SUMMARY AND RATING DEFINITIONS

|                           | <b>GC</b>                           | <b>PC</b> | <b>DNC</b> |
|---------------------------|-------------------------------------|-----------|------------|
| <b>Overall Evaluation</b> | <input checked="" type="checkbox"/> |           |            |

| <b>Attribute Standards (1000 through 1300)</b> |  | <b>GC</b>                           | <b>PC</b> | <b>DNC</b> |
|--|--|-------------------------------------|-----------|------------|
| 1000   | Purpose, Authority, and Responsibility                       |                                     |           |            |
| 1010   | Recognizing Mandatory Guidance in the Internal Audit Charter | <input checked="" type="checkbox"/> |           |            |
| 1100   | Independence and Objectivity                                 |                                     |           |            |
| 1110   | Organizational Independence                                  | <input checked="" type="checkbox"/> |           |            |
| 1111   | Direct Interaction with the Board                            | <input checked="" type="checkbox"/> |           |            |
| 1112   | Chief Audit Executive Roles Beyond Internal Auditing         | <input checked="" type="checkbox"/> |           |            |
| 1120   | Individual Objectivity                                       | <input checked="" type="checkbox"/> |           |            |
| 1130   | Impairment to Independence or Objectivity                    | <input checked="" type="checkbox"/> |           |            |
| 1200   | Proficiency and Due Professional Care                        |                                     |           |            |
| 1210   | Proficiency  | <input checked="" type="checkbox"/> |           |            |
| 1220   | Due Professional Care  | <input checked="" type="checkbox"/> |           |            |

|      |   |                                     |  |  |
|------|---|-------------------------------------|--|--|
| 1230 | Continuing Professional Development   | <input checked="" type="checkbox"/> |  |  |
| 1300 | Quality Assurance and Improvement Program   |                                     |  |  |
| 1310 | Requirements of the Quality Assurance and Improvement Program   | <input checked="" type="checkbox"/> |  |  |
| 1311 | Internal Assessments  | <input checked="" type="checkbox"/> |  |  |
| 1312 | External Assessments  | n/a                                 |  |  |
| 1320 | Reporting on the Quality Assurance and Improvement Program  | <input checked="" type="checkbox"/> |  |  |
| 1321 | Use of “Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> ” | <input checked="" type="checkbox"/> |  |  |
| 1322 | Disclosure of Nonconformance  | <input checked="" type="checkbox"/> |  |  |

| <b>Performance Standards (2000 through 2600)</b> |  | <b>GC</b>                           | <b>PC</b> | <b>DNC</b> |
|--|--|-------------------------------------|-----------|------------|
| 2000   | Managing the Internal Audit Activity         |                                     |           |            |
| 2010   | Planning                                     | <input checked="" type="checkbox"/> |           |            |
| 2020   | Communication and Approval                   | <input checked="" type="checkbox"/> |           |            |
| 2030   | Resource Management                          | <input checked="" type="checkbox"/> |           |            |
| 2040   | Policies and Procedures                      | <input checked="" type="checkbox"/> |           |            |
| 2050   | Coordination and Reliance                    | <input checked="" type="checkbox"/> |           |            |
| 2060   | Reporting to Senior Management and the Board | <input checked="" type="checkbox"/> |           |            |

|      |   |                                     |  |  |
|------|---|-------------------------------------|--|--|
| 2070 | External Service Provider and Organizational Responsibility for Internal Auditing | n/a                                 |  |  |
| 2100 | Nature of Work  |                                     |  |  |
| 2110 | Governance  | <input checked="" type="checkbox"/> |  |  |
| 2120 | Risk Management   | <input checked="" type="checkbox"/> |  |  |
| 2130 | Control   | <input checked="" type="checkbox"/> |  |  |
| 2200 | Engagement Planning   |                                     |  |  |
| 2201 | Planning Considerations   | <input checked="" type="checkbox"/> |  |  |
| 2210 | Engagement Objectives   | <input checked="" type="checkbox"/> |  |  |
| 2220 | Engagement Scope  | <input checked="" type="checkbox"/> |  |  |
| 2230 | Engagement Resource Allocation  | <input checked="" type="checkbox"/> |  |  |
| 2240 | Engagement Work Program   | <input checked="" type="checkbox"/> |  |  |
| 2300 | Performing the Engagement   |                                     |  |  |
| 2310 | Identifying Information   | <input checked="" type="checkbox"/> |  |  |
| 2320 | Analysis and Evaluation   | <input checked="" type="checkbox"/> |  |  |
| 2330 | Documenting Information   | <input checked="" type="checkbox"/> |  |  |
| 2340 | Engagement Supervision  | n/a                                 |  |  |
| 2400 | Communicating Results   |                                     |  |  |
| 2410 | Criteria for Communicating  | <input checked="" type="checkbox"/> |  |  |

|      |   |                                     |  |  |
|------|---|-------------------------------------|--|--|
| 2420 | Quality of Communications   | <input checked="" type="checkbox"/> |  |  |
| 2421 | Errors and Omissions  | <input checked="" type="checkbox"/> |  |  |
| 2430 | Use of “Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> ” | <input checked="" type="checkbox"/> |  |  |
| 2431 | Engagement Disclosure of Nonconformance   | <input checked="" type="checkbox"/> |  |  |
| 2440 | Disseminating Results   | <input checked="" type="checkbox"/> |  |  |
| 2450 | Overall Opinions  | n/a                                 |  |  |
| 2500 | Monitoring Progress   | <input checked="" type="checkbox"/> |  |  |
| 2600 | Communicating the Acceptance of Risks   | <input checked="" type="checkbox"/> |  |  |

| Code of Ethics |                | GC                                  | PC | DNC |
|----------------|----------------|-------------------------------------|----|-----|
|                | Code of Ethics | <input checked="" type="checkbox"/> |    |     |

**LEGEND:**

: Indicates either GC (generally conforms), PC (partially conforms), or DNC (does not conform), as applicable. See page 14 of this report for rating definitions.

n/a: Indicates not applicable for the following reasons:

- 1312: An external assessment is not required until July 2022 since UAC began operations on 7/31/17.
- 2070: UAC does not currently utilize external service providers.
- 2340: UAC only employs one position and thus supervision of staff is not applicable.
- 2450: UAC does not include overall opinions in their reports.

## RATING DEFINITIONS

**GC – “Generally Conforms”** means that the assessor or the assessment team has concluded that the relevant structures, policies, and procedures of the activity, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects. For the sections and major categories, this means that there is general conformity to a majority of the individual Standard or element of the Code of Ethics and at least partial conformity to the others within the section/category. There may be significant opportunities for improvement, but these should not represent situations where the activity has not implemented the *Standards* or the Code of Ethics, and has not applied them effectively or achieved their stated objectives. As indicated above, general conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

**PC – “Partially Conforms”** means that the assessor or assessment team has concluded that the activity is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics or a section or major category, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

**DNC – “Does Not Conform”** means that the assessor or assessment team has concluded that the internal audit activity is not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics or a section or major category. These deficiencies will usually have a significantly negative impact on the internal audit activity’s effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

## Exhibit B: List of Individuals Surveyed

---

The following Florida Polytechnic University employees and Board members were provided an opportunity to be interviewed or surveyed in order to provide an independent assessment component of this QAR and a measure of perceived value with respect to UAC. From the list below, 16 stakeholders provided feedback and their responses are graphed in **Exhibit C**.

Randy K. Avent, President

Don Wilson, Chair Board of Trustees

Gary C. Wendt, Trustee/Chair Audit and Compliance Committee

Mark Bostick, Trustee/Vice-Chair Audit and Compliance Committee

Adrienne Perry, Trustee/Audit and Compliance Committee

Earl Sasser, Trustee/Audit and Compliance Committee

Ryan Perez, Trustee/Audit and Compliance Committee

Victoria Astley, Trustee/Audit and Compliance Committee

Terry Parker, Executive Vice-President and Provost

Gina DeJulio, Vice President and General Counsel

Mark Mroczkowski, Vice President and Chief Financial Officer

Kathryn Miller, Vice Provost Student Affairs

Tom Dvorske, Vice Provost Academic Affairs

Ben Beachy, Associate Vice President and Chief Information Officer

John Sprenkle, Interim Assistant Vice President and Controller

David Calhoun, Assistant Vice President Facilities and Safety Services

Treasa McLean, Assistant Vice President Procurement and Auxiliary Enterprises

Rick Maxey, Assistant Vice President – Board Liaison and Economic Development

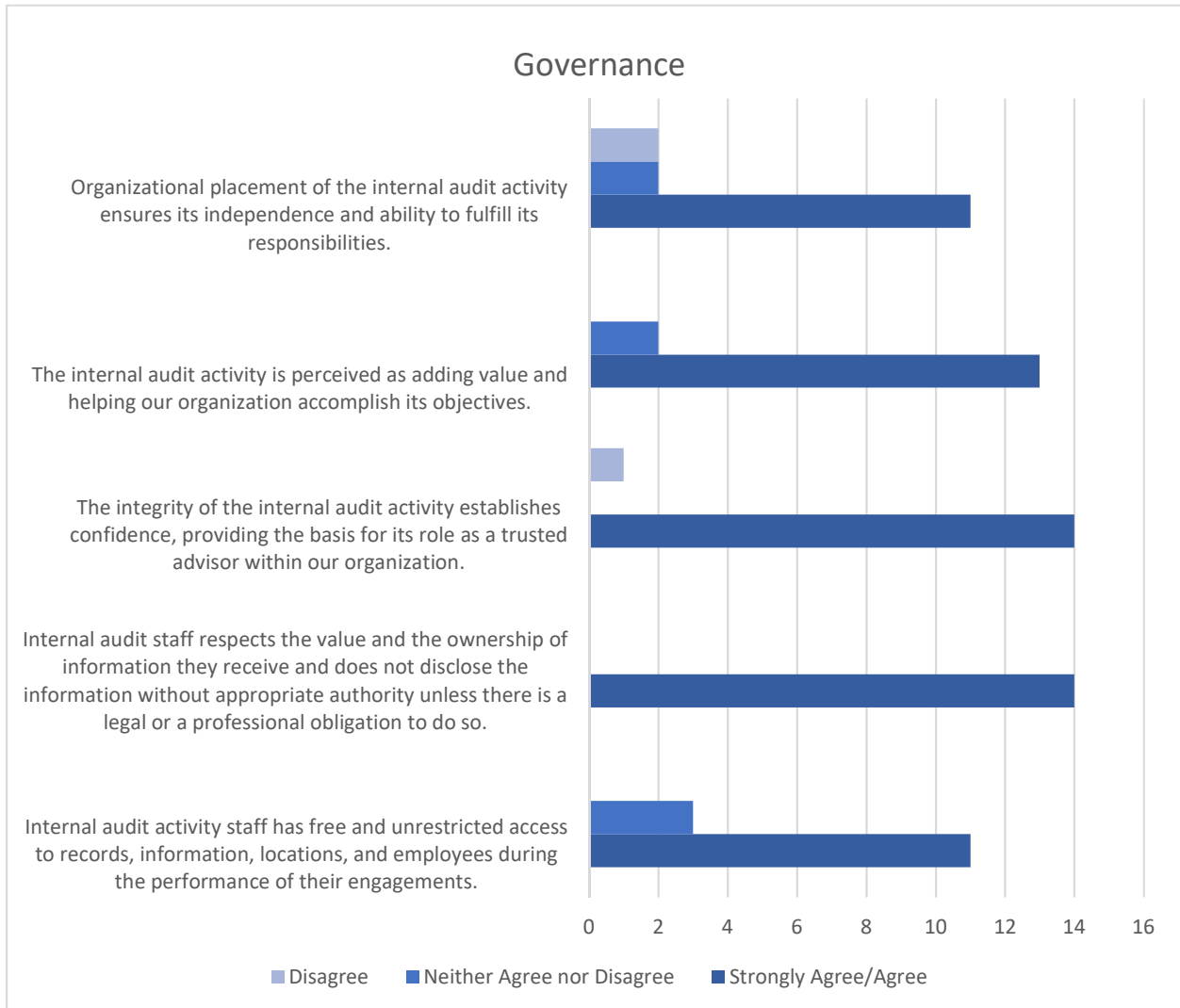
BenMatthew Corpus, Associate Vice Provost Admissions and Financial Aid

Kathy Bowman, Vice President Advancement

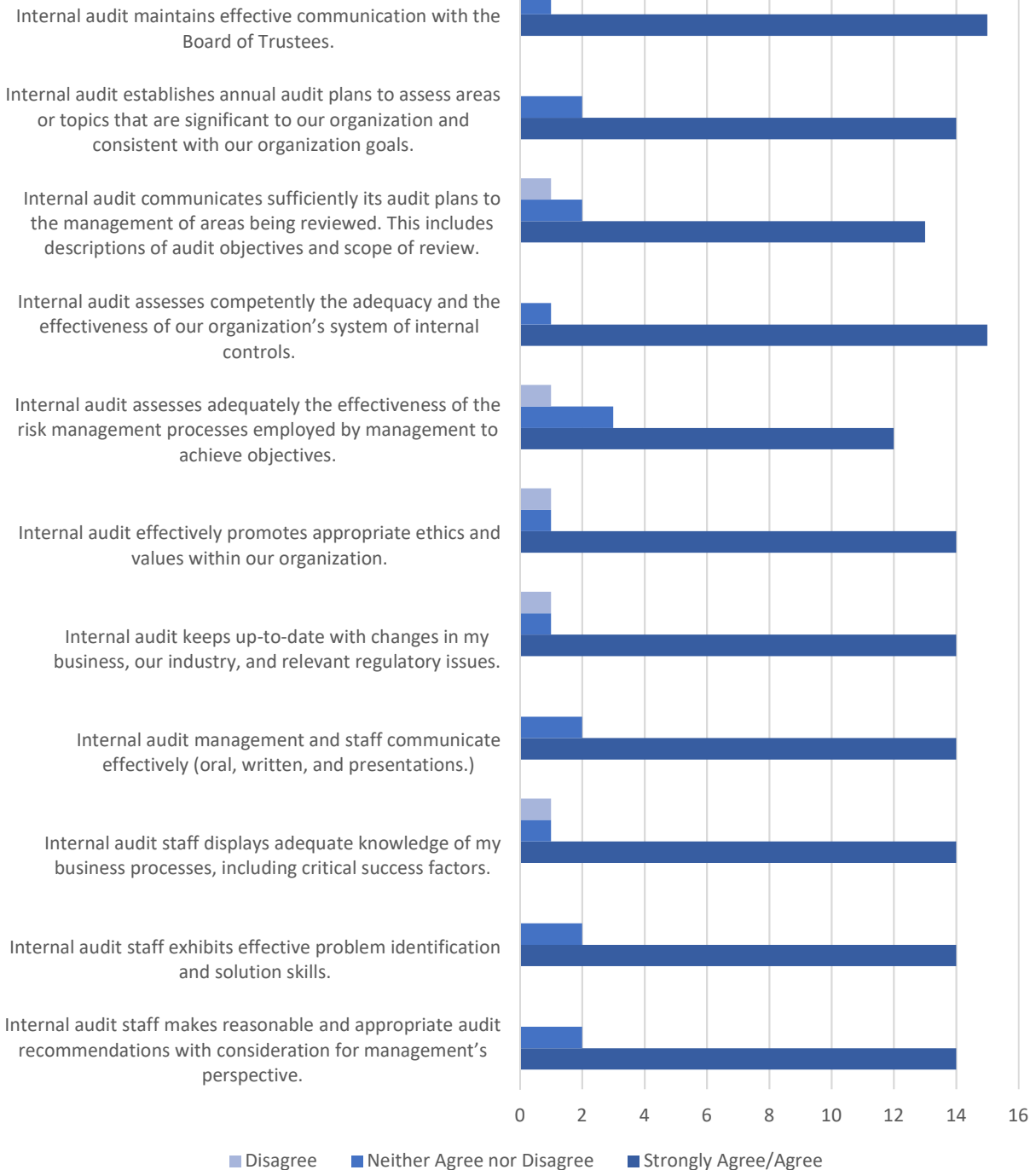
Results of survey responses are summarized in **Exhibit C**.



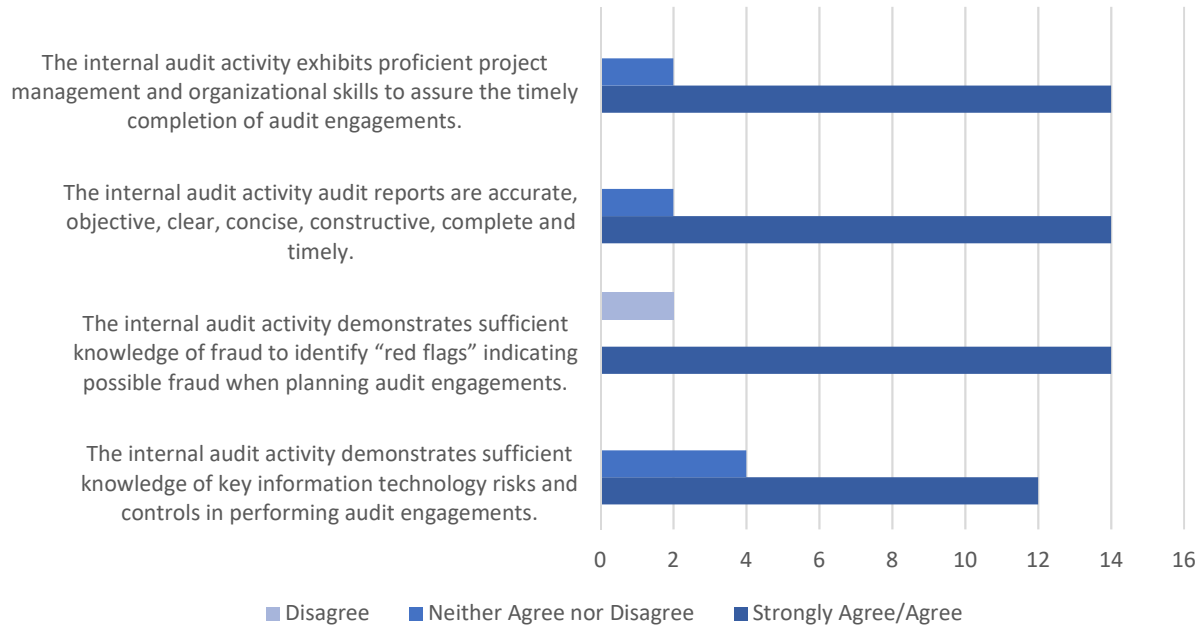
## Exhibit C: Survey Results



### Internal Audit Management & Staff



### Internal Audit Process



**Florida Polytechnic University  
Audit & Compliance Committee  
Board of Trustees  
May 20, 2020**

**Subject: Review and Approval of all audit and compliance charters.**

---

**Proposed Committee Action**

Recommend approval of (1) the Audit and Compliance Committee (AACC) Charter, (2) the Internal Audit Charter, and (3) the Compliance and Ethics Charter to the Board of Trustees.

**Background Information**

The Audit & Compliance Committee Charter requires that the AACC (1) review the Committee's charter annually and update as necessary and (2) ensure that any changes to the charter are discussed with the Board and reapproved. The AACC should evaluate whether the Committee's performance, with respect to the responsibilities outlined in the Audit Committee Charter, are being performed satisfactory and whether any changes to the charter are necessary.

The Audit Charter and the Compliance and Ethics Charter requires that these charters are to be reviewed and approved at least every three (3) years for consistency with applicable Florida Board of Governors and University regulations, professional standards, and industry best practices. The AACC should evaluate whether any changes to the charters are necessary.

---

**Supporting Documentation:**

Board of Trustees Charter, Audit & Compliance Committee (last approved 3/15/17)

Florida Polytechnic University Internal Audit Charter (approved 3/15/17)

Florida Polytechnic University Compliance and Ethics Charter (approved 3/15/17)

**Prepared by:** David A. Blanton, CAE/CCO

# FLORIDA POLYTECHNIC UNIVERSITY

## Board of Trustees Charter Audit and Compliance Committee

### **Purpose**

The Audit and Compliance Committee (“AACC” or the “Committee”) is one of the standing committees of the Board of Trustees. The primary purpose of the AACC is to assist the Board in fulfilling its oversight responsibilities for the following areas:

- Oversight of the University’s internal controls
- Oversight and direction of the internal and external auditing functions ensuring its independence
- Integrity of the University’s annual financial statements
- The performance of the University’s independent audit functions
- Approval of the annual audit plan
- Monitoring and controlling risk exposure
- Monitoring compliance with laws, rules and regulations
- Oversight and direction of the University’s compliance and ethics program ensuring its independence
- Set standards for ethical conduct

The Committee is responsible for taking appropriate actions to establish the overall standards for ethical behavior, sound risk management and sound business practices. The AACC serves as the point of contact between the Board of Trustees, external auditors, and state and federal auditors. The Chair of the AACC serves as the liaison between the Florida Polytechnic University Board of Trustees and the AACC

### **Composition**

The AACC shall consist of no less than three members of the Board of Trustees. The Chair and the Vice-Chair shall be ex-officio voting members. The AACC Chair and members are appointed and removed by Chair of the Board of Trustees.

AACC members shall be free from any financial, family or other material personal relationship that would impair his or her independence from the management of the University.

### **Quorum**

A majority of AACC members present at a committee meeting constitutes quorum for purposes of committee business.

## **Authority**

To fulfill its oversight role, the AACC has the authority to investigate or study matters within the AACC's scope of responsibility. The Board authorized the Committee to:

- Perform activities within the scope of its charter
- Have unrestricted access to management, faculty, and employees of the University and its DSOs, as well as to all their books, records, and facilities.
- Study or investigate any matter related to audit, compliance, or related concerns such as potential fraud or conflicts of interest that the Committee deems appropriate.
- Engage independent counsel, independent accountants and other advisers as it deems necessary to discharge its duties.
- Provide oversight and direction of the internal auditing function, of external auditors, and of engagements with state auditors.
- Provide oversight and direction of the institutional compliance, ethics, and risk program, and be knowledgeable of the program with respect to its implementation and effectiveness.
- Perform other duties as assigned by the Board.

The AACC shall inform the Board of all actions and the results.

## **Meetings**

The AACC shall meet at least (4) four times annually. The AACC may schedule additional meetings if needed. All meetings are open to the public and all committee members are expected to attend each meeting in person or via conference call. The AACC will invite members of management, auditors, or others to attend meetings and provide pertinent information. The Chair of the Committee shall discuss the meeting agenda with the Vice President and Chief Financial Officer prior to each meeting to finalize the agenda and review the issues to be discussed. Meeting agendas and the supporting materials will be provided in advance and the committee members will be briefed prior to each meeting. Minutes will be prepared for each meeting.

## **Confidential/Exempt Issues**

Issues being addressed by the Audit and Compliance Committee are subject to Chapter 119, Florida Statutes (Public Records). Meetings are confidential and exempt from the public when the discussion involves sensitive issues related to individuals or an on-going investigation related to Sections 112.3187-112.31895, Florida Statutes - "Whistle-blower's Act".

## **Responsibilities and Duties**

The AACC has the following responsibilities and duties:

### **General**

- Assisting the Board of Trustees in fulfilling oversight responsibilities in relation to financial reporting, internal control systems, risk management systems, compliance with laws rules and regulations and internal and external audit functions. Its role is to

- provide advice and recommendations to the Board within the scope of this Charter.
- Adopt flexible procedures in order to react to changing conditions and provide reasonable assurances to the Board that the scope of audit services and the adequacy of the internal control systems are in compliance with state and federal laws, regulations and requirements.
  - Adopt a formal written charter that specifies the scope, responsibilities, processes and practices of the committee. The charter should be reviewed annually.
  - Maintain minutes of meetings and activities.
  - Report committee actions to the Board that the committee may deem appropriate.
  - Direct the Internal Auditor to conduct investigations into any matters within its scope of responsibility and obtaining advice and assistance from outside legal, accounting, or other advisers, as necessary, to perform its duties and responsibilities. Meeting with and seeking any information it requires from employees, officers, directors, or external parties.
  - Conduct or authorize investigations into matters within the committee's scope of responsibilities. The AACC shall be empowered to retain independent accountants, counsel or others to assist it in the conduct of any investigation.
  - Perform other governance oversight as assigned by the Board.

Review and monitor implementation of management's response to internal and external audit recommendations.

### **Internal Control**

Regarding internal controls, the AACC shall:

- a. Consider the effectiveness of the University's internal control systems, including information technology security and control.
- b. Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- c. Review management's written responses to significant findings and recommendations of the auditors, including the timetable to correct weaknesses in the internal control system.
- d. Review the adequacy of accounting, management, and financial processes of the University and its DSOs.

### **Financial Statements**

The AACC shall receive and review Auditor General financial statement audits related to the University and conducted for the purpose of determining whether the University:

- a. Presented the basic financial statements in accordance with generally accepted accounting principles;
- b. Established and implemented internal controls over financial reporting and

compliance with requirements that could have a direct and material effect on the financial statements; and

- c. Complied with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements.

Receiving and reviewing any disclosure of: i) significant deficiencies and material weaknesses in the design or operation of internal control over financial reporting which are reasonably likely to adversely affect the System's ability to record, process, summarize, and report financial data; and ii) any fraud, whether material or not, that involves management or other employees who have a significant role in the System's internal controls.

The AACC shall follow up, as determined appropriate, on any findings contained in Auditor General financial statement audits of the Board Office and State University System of Florida.

### **External Audit**

With regard to external audits, the AACC shall:

- a. Receive and review all external auditors' reports of the University, including that the University's Boards of Trustees and its President take timely and appropriate corrective actions.
- b. If the AACC determines that circumstances require special purpose audits beyond that provided by the Auditor General of the State of Florida, then the AACC shall:
  - i. Review and approve the selection of external auditors or may delegate such authority to the President.
  - ii. Review and approve the audit plan and significant changes to the plan.
  - iii. Review all significant findings and recommendations noted by external auditors.
- c. Meet periodically with appropriate University staff and independent auditors to discuss and evaluate the scope and results of audits.

### **Internal Audit**

With regard to internal audits, the AACC shall:

- a. Approve the internal audit charter.
- b. Review the independence, qualifications, activities, performance, resources, and structure of the internal audit function and ensure no unjustified restrictions or limitations are made.
- c. Review and approve the proposed internal audit plan for the coming year or the multi-year plan and ensure that it addresses key areas of risk based on risk assessment procedures performed by Audit in consultation with management and the Committee.
- d. Review the Internal Auditor's performance of audit activities relative to its plan.
- e. Ensure that significant findings and recommendations made by the internal



auditors and management's proposed response are received, discussed, and appropriately resolved.

### **Compliance and Ethics Program**

With regard to compliance, the AACCC shall:

- a. Approve the compliance charter.
- b. Review the effectiveness of the University's efforts to comply with Board of Governors Regulations and any applicable Federal, State and local laws, rules and regulations.
- c. Review and approve the Compliance Program Plan and any subsequent changes.
- d. Review the independence, qualifications, activities, resources, and structure of the compliance and ethics function and ensure no unjustified restrictions or limitations are made.
- e. Review the effectiveness of the compliance and ethics program in preventing or detecting noncompliance, unethical behavior, and criminal misconduct and ensure that it has appropriate standing and visibility across the University.
- f. Ensure that significant findings and recommendations made by the chief compliance and ethics officer are received, discussed, and appropriately resolved.
- g. Ensure that procedures for reporting misconduct, or ethical and criminal violations are well publicized and administered and include a mechanism that allows for anonymity or confidentiality, whereby members of the university community may report or seek guidance without the fear of retaliation.
- h. Review the effectiveness of the system for monitoring compliance with laws and regulations and management's investigation and follow-up (including disciplinary action) of any wrongful acts or non-compliance.
- i. Review the proposed compliance and ethics work plan for the coming year and ensure that it addresses key areas of risk and includes elements of an effective program as defined by Chapter 8 of the Federal Sentencing Guidelines.
- j. Obtain regular updates from the chief compliance and ethics officer regarding compliance and ethics matters that may have a material impact on the organization's financial statements or compliance policies.
- k. Review the findings of any examinations or investigations by regulatory bodies.
- l. Review the University and DSO conflict of interest policies to ensure that: 1) the term "conflict of interest" is clearly defined, 2) guidelines are comprehensive, 3) annual signoff is required, and 4) potential conflicts are adequately resolved and documented.

### **Investigative Responsibilities**

With regard to investigations, the AACCC shall:

- a. Ensure a process exists for receiving anonymous complaints and review the nature and disposition of reported matters.
- b. Institute and oversee special investigations as needed.

- c. Direct the Internal Auditor to conduct, coordinate, or request investigations when the Board determines that the University is unwilling or unable to address credible allegations relating to waste, fraud, or financial mismanagement.
- d. When requested by the Office of General Counsel or the University Police, direct the Internal Auditor to assist them in their investigations.

### **Reporting Responsibilities**

- a. Regularly update the Board about its activities and make appropriate recommendations.
- b. Ensure the Board is aware of matters that may cause significant financial, legal, reputational, or operational impact to the University or its DSOs.
- c. Receive a summary of findings from completed internal and external audits and the status of implementing related recommendations.
- d. Receive a summary of findings from completed reports related to the compliance, ethics, or risk programs.

### **Other Responsibilities**

The AACC's other responsibilities shall include but not be limited to performing activities consistent with this Charter, regulations, rules and governing laws that the Board or AACC determines are necessary or appropriate.

### **Evaluating Performance**

- a. Evaluate the Committee's own performance, both of individual members and collectively, on a periodic basis and communicate the results of this evaluation to the Board.
- b. Review the Committee's charter annually and update as necessary.
- c. Ensure that any changes to the charter are discussed with the Board and reapproved

### **AACC Chair Responsibilities**

The AACC Chair shall:

- a. Preside at all AACC meetings and shall have the authority to call any special or emergency meetings of the Committee. The AACC Chair shall assign members responsibility for specific projects.
- b. Approve decisions regarding the appointment, replacement and removal of the Internal Auditor. This responsibility will help ensure the Internal Auditor is independent and possesses the competencies necessary to perform the position duties and responsibilities as outlined in the position description.
- c. Provide input to the Board of Trustees on the annual performance evaluation of the Internal Auditor.

- d. Accept the Internal Auditor's determination of no further Board action when, as a result of a Preliminary Inquiry, the Internal Auditor recommends that no further Board action is warranted. In all other situations the Audit Committee shall review the matter at its next meeting.

The AACC Vice-Chair shall perform the duties of the AACC Chair and have the same power and authority in the absence or disability of the AACC Chair.

**Adoption of Charter**

The Florida Polytechnic University Board of Trustees adopted the Audit and Compliance Committee Charter on March 15, 2017.

**History:** Adopted September 9, 2015, reviewed and amended March 15, 2017

# **FLORIDA POLYTECHNIC UNIVERSITY INTERNAL AUDIT CHARTER**

## **Purpose and Mission**

The University's internal auditor shall be composed of a Chief Audit Executive and his assistants, if any, either employees or contractors and are hereinafter referred to collectively as "University Audit". University Audit shall provide internal audits and reviews, management consulting and advisory services, investigations of fraud and abuse, follow-up of audit recommendations, evaluation of the processes of risk management and governance, and coordination with external auditors. University Audit will escalate and report the results of this work to appropriate internal and external parties including the President and Board of Trustees.

The mission of the office is to serve the University by recommending actions to assist them in achieving its strategic and operational objectives. This assistance includes providing recommendations to management of activities designed and implemented by management to strengthen internal controls, reduce risk to and waste of resources, and improve operations to enhance the performance and reputation of the University. In addition, University Audit assists the Audit and Compliance Committee of the Board of Trustees in accomplishing its oversight responsibilities in accordance with the University's Board of Trustees and Florida Board of Governors guidelines and regulations.

## **Definition and Role of Internal Auditing**

According to the Institute of Internal Auditors:

"Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."

Under the IIA "Three Lines of Defense" model, Internal Audit serves as "the third line of defense" as noted below: The first line of defense is provided by front line staff and operational management. The systems, internal controls, the control environment and culture developed and implemented by these business units is crucial in anticipating and managing operational risks. The second line of defense is provided by the risk management and compliance functions. These functions provide the oversight and the tools, systems and advice necessary to support the first line in identifying, managing, and monitoring risks. The third line of defense is provided by the internal audit function. This function provides a level of independent assurance that the risk management and internal control framework is working as designed.

## **Reporting Structure and Independence**

University Audit reports administratively to the President, and functionally to the Audit and Compliance Committee of the Board of Trustees. This reporting structure promotes independence and full consideration of audit recommendations and management action plans.

All internal audit activities shall remain free of influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in rendering reports.

To maintain independence in accordance with serving as the "third line of defense" University Audit is **not authorized** to:

- Perform any operational duties (such as implementing or performing internal controls, developing University-wide or department level procedures, installing systems or preparing records or tendering legal opinions) for the areas of the University or any affiliated organizations external to the department.
- Initiate or approve accounting transactions or selection of third-party vendors external to the department.
- Direct the activities of any University employee not employed by University Audit, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal audit staff during the course of audit work in providing requested documentation or clarification of University processes and practices.

### **Authority**

University Audit has the authority to audit or investigate all areas of the University, including its direct support organizations, auxiliary facilities and services, faculty practice plan corporations, and other component units. Audits, reviews, and investigations shall not be restricted or limited by management, the President, or the Board of Trustees.

University Audit has unrestricted and timely access to records, data, personnel, and physical property relevant to performing audits, reviews, investigations, and consulting services. Documents and information given to internal auditors will be handled in the same prudent and confidential manner as by those employees normally accountable for those records. As required by law, University Audit will comply with the Florida Sunshine Law and public record requests. University Audit will notify the chair of the board of trustee's Audit and Compliance Committee or the President as appropriate, of any unresolved restriction, barrier or limitation to obtaining necessary information to perform their duties. If the University is not able to remedy such limitations, the chief audit executive shall timely notify the Board of Governors (through the OIGC) of any such restrictions, barrier, or limitation.

### **Duties and Responsibilities**

University Audit performs three types of projects:

- Perform audits and reviews according to the risk-based annual plan, which is submitted to the President and the Audit and Compliance Committee.

- Audits are assurance services defined as examinations of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Examples include financial, operational performance, compliance, systems and data security and due diligence engagements relating to vendors and third-party relationships.
- Consulting services, the nature and scope of which are agreed to with the client, are intended to add value and improve an organization's governance, risk management, and control processes without University Audit assuming management responsibility. Examples include reviews, recommendations (advice), facilitation of and providing guidance relating to management's control self-assessment initiatives, identification of leading practices, and providing training to the University community in areas such as fraud awareness, risk management, internal controls and other related subject matter.
- Investigations are independent evaluations of allegations generally focused on improper activities including misuse of University resources, fraud, financial irregularities, and academic integrity concerns along with research misconduct. Management will also be informed of any identified significant control weaknesses such as management override of controls along with unethical behavior, lack of academic integrity, failure to provide adequate oversight, or similar types of actions. In conjunction with performance of or participation in investigations across the University community, University Audit is responsible for determining whether allegations associated with an investigation fall under the State of Florida Whistle-blower Act in accordance with sections 112.3187-112.31895, Florida Statutes.

In addition, as noted in Florida Board of Governors Regulation 4.002 State University Chief Audit Executives, University Audit is responsible to review statutory whistle-blower information and coordinate all activities of the University as required by the Florida Whistle-blower's Act. When performing any of these activities, University Audit will focus on:

- a) Evaluating the economy, efficiency and effectiveness in the administration of University programs and operations
- b) Recommending adjustments to existing internal controls to enhance the prevention and detection of fraud and abuse within University programs and operations
- c) Examine the validity of significant and credible allegations relating to waste, fraud or financial mismanagement as provided in Board of Governors Regulation 4.001.

Audits will be scheduled and performed according to the risk-based annual plan, which is submitted to the President, the Audit and Compliance Committee and the Florida Board of Governors. The plan will be updated as necessary to reflect changes in the University's strategic plan, program initiatives, and external environmental factors along with accommodating requests

from the Board of Trustees and University management. Consulting services and investigations will be scheduled and performed on a case-by-case basis.

Follow-up on open audit issues will be performed on a regular basis to evaluate management's progress in implementing internal audit recommendations generated by all audit department projects as defined above.

In addition, University Audit will work with third parties such as the State University System of Florida Board of Governors, the Florida Auditor General, external auditors (public accounting firms), and relevant federal, state and local government agencies to discuss internal control related activities and provide requested information.

To help ensure University Audit has the capabilities to perform these functions, the department will:

- use existing or request additional funds to maintain a professional staff with sufficient size, knowledge, skills, experience, and professional certifications along with obtaining appropriate technology that increases the department's capabilities, productivity and efficiency ,
- use third-party resources (i.e. co-sourcing) as appropriate to supplement the department's efforts and,
- establish a quality assurance improvement program of internal auditing for the office of chief audit executive and the department as a whole. This program must include an external assessment conducted at least once every five (5) years. The external assessment report and any related improvement plans shall be presented to the Board of Trustees, with a copy provided to the Florida Board of Governors.,
- prepare an annual report summarizing the activities of the department for the preceding fiscal year, the office's plans and resource requirements, including significant changes, and the impact of resource limitations for distribution to the President, Board of Trustees and Florida Board of Governors.
- report on a routine basis (through written or verbal means) to the Audit and Compliance Committee and/or the full Board of Trustees on matters including significant risk exposures, control issues, fraud risks, governance issues and other matters as requests by the President and/or the Board of Trustees.

### **Professional Standards**

University Audit adheres to the Code of Ethics and the *International Standards for the Professional Practice of Internal Auditing* adopted by The Institute of Internal Auditors. In addition, this charter will be reviewed and approved at least every three (3) years for consistency with applicable Florida Board of Governors and University regulations, professional standards, and industry best practices.

Approved by the Board of Trustees  
March 15, 2017



FLORIDA POLYTECHNIC UNIVERSITY  
COMPLIANCE AND ETHICS CHARTER

**Purpose and Mission**

The University's Compliance and Ethics Program shall be composed of a Chief Compliance and Ethics Officer and his assistants, if any, either employees or contractors and are hereinafter referred to collectively as “University Compliance”. University Compliance provides oversight and guidance to university-wide ethics, compliance, and enterprise risk management activities, and fosters a culture that embeds these disciplines in all university functions and activities. The office provides centralized and coordinated oversight through the ongoing development of effective policies and procedures, education and training, monitoring, communication, risk assessment, and response to reported issues as required by Chapter 8 of the Federal Sentencing Guidelines and Board of Governors Regulation 4.003. These guidelines and regulation set forth the requirements of an effective compliance and ethics program and require promoting compliance with laws and ethical conduct.

The mission of the office is to support and promote a culture of ethics, compliance, risk mitigation, and accountability.

**Reporting Structure and Independence**

University Compliance reports administratively to the President, and functionally to the Audit and Compliance Committee of the Board of Trustees. This reporting structure promotes independence and full consideration of University Compliance’ recommendations and action plans.

The Chief Compliance and Ethics Officer and staff shall have organizational independence and objectivity to perform their responsibilities and all activities of the office shall remain free from influence.

**Authority**

University Compliance has the authority to review or investigate all areas of the university, including its direct support organizations and faculty practice plan. Reviews and investigations shall not be restricted or limited by management, the President, or the Board of Trustees. University Compliance has unrestricted and timely access to records, data, personnel, and physical property relevant to performing compliance reviews and investigations, and to allow for appropriate oversight and guidance related to compliance, ethics, and risk mitigation efforts.

The Chief Compliance and Ethics Officer will notify the President and request remediation of any unresolved restriction or barrier imposed by any individual on the scope of any inquiry, or the failure to provide access to necessary information or people for the purposes of such inquiry. If unresolved by the President or if the inappropriate restriction is imposed by the President, the Chief Compliance and Ethics Officer will notify the chair of the Audit and

Compliance Committee of the Board of Trustees. If not resolved, the Chief Compliance and Ethics Officer will notify the Board of Governors through the Office of the Inspector General and Director of Compliance.

Documents and records obtained for the above purposes will be handled in compliance with applicable laws, regulations, and university policies and procedures. As required by law, University Compliance will comply with public records requests.

### **Duties and Responsibilities**

The duties and responsibilities of the Chief Compliance And Ethics Officer and staff include projects and activities that fulfill the requirements for an effective compliance and ethics program as required by Chapter 8 of the Federal Sentencing Guidelines and Board of Governors Regulation 4.003. The University Compliance and Ethics Program (“Program”) will be reasonably designed to optimize its effectiveness in preventing or detecting noncompliance, unethical behavior, and criminal conduct. The Program’s design supports mitigation of risks to the university and its employees and provides safe harbor in the event of misconduct or noncompliance. The following elements define the duties and responsibilities of the office:

1. Oversight of Compliance and Ethics and Related Activities
2. Development of Effective Lines of Communication
3. Providing Effective Training and Education
4. Revising and Developing Policies and Procedures
5. Performing Internal Monitoring, Investigations, and Compliance Reviews
6. Responding Promptly to Detected Problems and Undertaking Corrective Action
7. Enforcing and Promoting Standards through Appropriate Incentives and Disciplinary Guidelines
8. Measuring Compliance Program Effectiveness
9. Oversight and Coordination of External Inquiries into Compliance with Federal and State Laws and Take Appropriate Steps to Ensure Safe Harbor

The Chief Compliance and Ethics Officer and staff will:

- Develop a Program plan based on the requirements for an effective program. The Program plan and subsequent changes will be provided to the board of trustees for approval. A copy of the approved plan will be provided to the board of governors.
- Provide training to university employees and Board of Trustees’ members regarding their responsibility and accountability for ethical conduct and compliance with applicable laws, regulations, rules, policies, and procedures. The Program plan will specify when and how often this training will occur.

- Obtain an external review of the Program’s design and effectiveness at least once every five years. The review and any recommendations for improvement will be provided to the President and Board of Trustees. The assessment will be approved by the Board of Trustees and a copy provided to the Board of Governors.
- Identify and provide oversight and coordination of compliance partners responsible for compliance and ethics related activities across campus and provide communication, training, and guidance on the Program and compliance and ethics related matters.
- Administer and promote, a compliance and ethics hotline, an anonymous mechanism available for individuals to report potential or actual misconduct and violations of university policy, regulations, or law, and ensure that no individual faces retaliation for reporting a potential or actual violation when such report is made in good faith.
- Maintain and communicate the university’s policy on reporting misconduct and protection from retaliation and ensure the policy articulates the steps for reporting and escalating matters of alleged misconduct, including criminal conduct, when there are reasonable grounds to believe such conduct has occurred.
- Communicate routinely to the President and the board of trustees regarding Program activities. Annually report on the effectiveness of the Program. Any Program plan revisions, based on the Chief Compliance and Ethics Officer’s report, shall be approved by the Board of Trustees. A copy of the report and revised plan will be provided to the Board of Governors.
- Promote and enforce the Program, in consultation with the President and board of trustees, consistently through appropriate incentives and disciplinary measures to encourage a culture of compliance and ethics. Failures in compliance and ethics will be addressed through appropriate measures, including education or disciplinary action.
- Initiate, conduct, supervise, coordinate, or refer to other appropriate offices such inquiries, investigations, or reviews deemed appropriate in accordance with university regulations and policies, state statutes, and/or federal regulations.
- Make necessary modification to the Program in response to detected non-compliance, unethical behavior, or criminal conduct and take steps to prevent its occurrence.
- Assist the university in its responsibility to use reasonable efforts to exclude within the university and its affiliated organizations individuals whom it knew or should have known through the exercise of due diligence to have engaged in conduct not consistent with an effective Program.
- Coordinate or request compliance activity information or assistance as necessary from

any university, federal, state, or local government entity. Oversee and coordinate external inquiries into compliance with federal and state laws and take appropriate steps to ensure safe harbor in instances of non-compliance.

University Compliance provides guidance on compliance, ethics, and related matters to the university community. The office collaborates with compliance partners and senior leadership to review and resolve compliance and ethics issues and coordinate compliance and ethics activities, accomplish objectives, and facilitate the resolution of problems.

To ensure University Compliance staff has the capabilities to perform the duties and responsibilities as described the Chief Compliance and Ethics Officer will:

- Maintain a professional staff with sufficient size, knowledge, skills, experience, and professional certifications
- Utilize third-party resources as appropriate to supplement the department's efforts
- Perform assessments of the program and make appropriate changes and improvements

### **Professional Standards**

University Compliance adheres to the *Florida Code of Ethics* and the *Code of Professional Ethics for Compliance and Ethics Professionals*.

*The University Compliance Charter will be reviewed at least every three years for consistency with applicable Board of Governors and university regulations, professional standards, and best practices. Subsequent changes will be submitted to the Board of Trustees for approval. A copy of the charter and any subsequent changes will be provided to the Board of Governors.*

Approved by the Board of Trustees  
March 15, 2017



FLORIDA POLYTECHNIC  
UNIVERSITY

## Governance Committee Meeting

Wednesday, May 20, 2020, 9:30-10:00 AM

*Or upon conclusion of the Audit & Compliance Committee meeting*

Florida Polytechnic University  
WEBEX/TELE-CONFERENCE MEETING

Dial In Number: 415-655-0001 | Access Code: 618 932 538#

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Rear Admiral Philip Dur, Chair  
Cliff Otto

Dr. Louis Saco, Vice Chair  
Bob Stork

Frank Martin  
Henry McCance

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### AGENDA

- |  |                                |
|--|--------------------------------|
| I. Call to Order   | Rear Admiral Philip Dur, Chair |
| II. Roll Call  | Michele Rush                   |
| III. Public Comment  | Rear Admiral Philip Dur, Chair |
| IV. <a href="#">Approval of the February 25, 2020 Minutes</a><br>*Action Required*     | Rear Admiral Philip Dur, Chair |
| V. <a href="#">Slate of Officers for 2020-2022</a><br>*Action Required*                | Rear Admiral Philip Dur, Chair |
| VI. <a href="#">Renewal of President's Employment for 2020-21</a><br>*Action Required* | Rear Admiral Philip Dur, Chair |
| VII. <a href="#">President's Employment Agreement</a><br>*Action Required*             | Rear Admiral Philip Dur, Chair |
| VIII. President's Goals 2020-21<br>*Action Required*                                   | Rear Admiral Philip Dur, Chair |
| IX. Closing Remarks and Adjournment  | Rear Admiral Philip Dur, Chair |



FLORIDA POLYTECHNIC  
UNIVERSITY

## Governance Committee Meeting

### DRAFT MEETING MINUTES

Tuesday, December 10, 2019

2:45 PM – 3:45 PM

Florida Polytechnic University – Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Committee Chair Dur called the Governance Committee meeting to order at 2:25 p.m.

II. Roll Call

Sherri Pavlik called the roll: Committee Chair Philip Dur, Vice Chair Louis Saco and Trustee Henry McCance, Trustee Cliff Otto, and Trustee Bob Stork were present (Quorum).

Other Trustees present: Chair Don Wilson

Trustees not present: Trustee Frank Martin

Staff present: Ms. Gina Delulio, Mr. David Brunell, Mrs. Melaine Schmitz, Ms. Maggie Mariucci, Mr. Mark Mroczkowski, Ms. Teresa McLean, Mr. David Calhoun, Ms. Winifred Hall, Ms. Sherri Pavlik and Mrs. Kris Wharton.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

**Trustee Bob Stork made a motion to approve the Governance Committee meeting minutes of September 11, 2019. Trustee Lou Saco seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2018-20 Governance Committee Work Plan Review

The Governance Committee revised its Work Plan to be consistent with the timeline recently approved by the Board for conducting the President's evaluation and to add a discussion to consider any proposed changes to the President's Employment Agreement to the February 2020 meeting.

In preparation for the February 2020 meeting, General Counsel will provide electronic copies of the President's Employment Agreement and any Amendments to members of the committee.

**Trustee Henry McCance made a motion to approve 2018-20 Governance Work plan with changes discussed. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.**

VI. Discuss Board Training Needs

Board training needs is an annual discussion topic on the Work Plan. The Committee discussed existing opportunities for training available to the trustees: the University's new trustee orientation and materials, which are available to all trustees online (including Sunshine Law); the Board of Governor's (BOG's) Trustee Summit; and the AGB Trusteeship magazine.

Chair Dur emphasized the importance of the BOG's Trustee Summit as a way to stay current on the hot buttons in the BOG as it pertains to universities governance. He pointed out that they have at least one breakout or general session that is very important to stay abreast of how the BOG feel about the performance of trustees and their responsibilities in the governance of their respective universities.

VII. Continued Discussion: President Evaluation Instrument Review

The Office of the General Counsel supplied a comparison of President Evaluation Process as used in the State University System. The committee decided to recommend a change to provide for five rating options in the evaluations scale instead of three.

The recommended options on the evaluation scale are: Not Achieved, Partially Achieved, Achieved, Exceeded, and Far Exceeded. In addition, the Committee recommends the President speak to each trustee individually to get feedback on his performance.

**Trustee Cliff Otto made a motion to recommend approval of the changes in the number of options in the evaluation scale of the Evaluation Instrument FY 2019-20 to the full Board. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. Closing Remarks and Adjournment

With no further comments, the meeting adjourned at 3:31 p.m.

**Florida Polytechnic University  
Governance Committee  
Board of Trustees  
May 20, 2020**

**Subject: Slate of Officers for 2020-2022**

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**Proposed Action**

Recommend to the Board of Trustees, a slate of the nominees for Board Chair and Vice-Chair for the term of August 1, 2020 through July 31, 2022.

**Background Information**

Pursuant to Section 4.2 of the Fourth Amended and Restated Bylaws of the Florida Polytechnic University Board of Trustees adopted September 11, 2019,

The Board shall elect the Chair and Vice-Chair from the appointed members of the Board at its last regular meeting prior to August 1 upon recommendation of the Governance Committee; the Chair and the Vice-Chair shall each serve for a two-year term to begin on August 1. The Chair and the Vice-Chair shall be eligible for reselection for one additional consecutive term by vote of the Board, after which they may not be an officer for two years before being eligible for selection again.

At the Governance Committee's request, the General Counsel sent an email asking the trustees who were eligible to serve as chair or vice-chair to reply and indicate their interest in being considered for the offices. The General Counsel will report on the responses of those willing to be considered for the offices.

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**Supporting Documentation:** None

**Prepared by:** Gina Delulio, VP and General Counsel



**Florida Polytechnic University  
Governance Committee  
Board of Trustees  
May 20, 2020**

**Subject: Renewal of President's Employment for 2020-21**

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**Proposed Action**

Make a recommendation to the Board of Trustees on the Renewal of the President's Employment for 2020-21.

**Background Information**

The President's Employment Agreement is set to expire on July 7, 2020. The Board needs to decide whether to renew the President's employment for an additional year so that the appropriate information can be provided to the Board of Governors for its approval prior to the expiration of the agreement.

Pursuant to the President's employment agreement and the Board of Trustees Policy, the President is evaluated on an annual basis. The timeline for the annual review of the President has been revised so that the review takes place after the end of the fiscal year at a time when the relevant data is available, so the annual review for the 2019-20 fiscal year will take place in the fall, as well as the related decisions on the President's compensation.

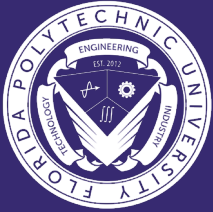
The President has prepared an interim report on progress made on the Operational Plan for 2019-20 to inform the Board's decision on renewing the President's employment. The report was provided to the Board at the last meeting and the updated report has been provided to the Chair and Governance Committee Chair and is included in the supporting documentation.

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**Supporting Documentation:**

Assessment Plan 2019-20, Interim Report to the Board of Trustees on Operational Goals

**Prepared by:** Gina Delulio, VP and General Counsel

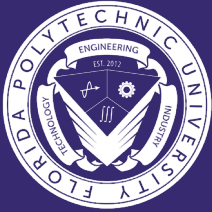


# **ASSESSMENT PLAN 2019-20**

## **FLORIDA POLYTECHNIC UNIVERSITY**

Interim Report  
to the Board of Trustees  
on Operational Goals

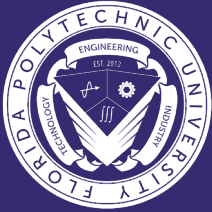
Randy K. Avent  
May 2020



| 2019-20 | Peer Group | SUS Average | 2020-2021 |
|---------|------------|-------------|-----------|
|---------|------------|-------------|-----------|

| Degree Alignment  |          |         |          |                |
|---|----------|---------|----------|----------------|
| % of Bachelors' Graduates Enrolled or Employed (\$25,000+)            | 75%      |         | 72%      | 78%            |
| Median Wages of Bachelors' Graduates Employed Full-time               | \$50,000 |         | \$41,200 | \$51,500       |
| % of Bachelors' Degrees Awarded within Programs of Strategic Emphasis | 100%     | 78%     | 51.37%   | 100%           |
| % of Graduate Degrees Awarded within Programs of Strategic Emphasis   | 100%     | 74%     | 61.20%   | 100%           |
| Student Success   |          |         |          |                |
| % Academic Progress Rate (GPA>2.0)                                    | 72%      | 81%     | 82%      | (74%) 80%*     |
| 4-year FTIC Graduation Rate   | 37%      | 32%     | 41%      | (40%) 39%*     |
| 6-year FTIC Graduation Rate (FT and PT students)                      | 47%      | 62%     | 76%      | (58%) 54%*     |
| Time to Degree for FTICs in 120 hr. programs                          | 4.7      |         | 4.2      | 4.6            |
| % Baccalaureate Degrees without Excess Hours                          | 95%      |         | 75%      | (>75%) 80%*    |
| Freshmen in Top 10% of HS Class                                       | 22%      |         |          | 23             |
| Economic Development  |          |         |          |                |
| Bachelors' Degrees Awarded (First Majors Only)                        | 320      |         |          | 320            |
| Graduate Degrees Awarded (First Majors Only)                          | 18       |         |          | 22             |
| Total Research Expenditures (\$ in thousands)                         | \$750    |         |          | \$1,000        |
| % of Research Expenditures Funded from External Sources               | 69%      |         |          | 81%            |
| Affordability   |          |         |          |                |
| Average Cost to Students (120 hours)                                  | \$9.5K   | \$21.9K | \$13.9K  | (<\$14K) \$9K* |
| % University Access Rate (UG with Pell grant)                         | 30%      | 24%     | 38%      | (30) 29*       |

\*(PREVIOUS GOAL) NEW, APPROVED 2020-2021 ACCOUNTABILITY REPORT GOAL



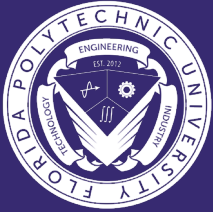
# BOARD OF TRUSTEES Operational Goals Progress Report

## OPERATIONAL GOALS 2019-2020

### (DEGREE ALIGNMENT) BUILD PROMINENT PROGRAMS IN HIGH-PAYING INDUSTRIES

**Goal 1:** Enroll a high-quality and diverse incoming class (Numbers as of 4/8/2020)

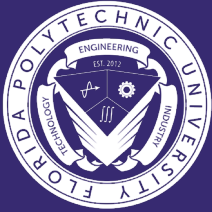
1. **Despite a national decline in higher education enrollment for the eighth consecutive year, our freshman applications are up 29%: Graduate applications are also up significantly. We have admitted 31 to date, compared to 15 last year at this time; however, most are international and will not be able to obtain visas in time for the fall.**
  - a. *We overhauled our admissions strategy and operations.*
  - b. *We designed and developed new recruitment publications and digital strategy around email, text, YouTube, and Instagram.*
  - c. *We revamped our campus visit program to better connect cutting-edge technology, social and economic relevance to the student and make the campus look less sterile and more alive.*
  - d. *We purchased a national high school guidance counselor list and developed a drip campaign that feeds them content marketing based on their interests in STEM.*
  - e. *We launched a state and national awareness campaign for guidance counselors and calculus teachers that discussed STEM applications and allowed them to directly nominate students for scholarships.*
  - f. *We significantly updated our financial aid operations, so our process is cleaner and more professional. With that, we saw an 85% increase in FAFSA applications that allow us to package financial aid information for students earlier.*
  - g. ***Five Fulbright Graduate Students applied to FL Poly grad program.***
2. **Our academic quality has improved on all measures: SAT scores are up for admitted freshmen by 34 points to 1334, ACT is flat, and our admitted applicant core GPAs are up 0.20 points to 4.15.**
  - a. *We built new micro-targeted lead generation strategies that created “templates” of desired students and targeted them at key times.*
  - b. *We built a separate undergraduate recruitment microsite for those students.*
  - c. *We developed three scholars’ programs – Provost, Alexander and Presidential – and built “segmented campaign sprints” to fill them with exceptional candidates.*
  - d. *We completed 30 STEM-Tech days addressing more than 1,000 students from highly ranked Florida high school AP calculus and physics classes.*
3. **Our transfer applications are up 23% with the average GPA increasing from 3.0 to 3.38.**
  - a. *We designed and developed new recruitment brochures that included a website and email campaign.*
  - b. *We identified five state colleges and focused on building relationships with their calculus faculty.*



- c. *We developed an innovative “one-year pipeline” program that allows eligible students direct admission into Florida Poly after their first year at a state college. This program maximizes the number of credits that transfer to Poly and helps those students graduate in four years.*
4. *Our international applications are up significantly (82%), but we see that 68% are coming from countries that have significant travel and visa restrictions due to COVID-19, and many will be unable to arrive in the fall.*
  - a. *We hired full-time regional recruiter to focus on the northeast, where the density of STEM-bound students is close to 10 times larger than in Florida.*
  - b. *We addressed strategic challenges with our global corporate partner and developed a new approach to international recruitment.*
  - c. *We purchased an international database of high school teachers, counselors and principals and are in the early process of using that information to better focus our recruitment efforts in targeted countries.*
5. *Our diversity continues to improve. Although our female applications are up 34%, deposits are flat to last year, which was a good year. Black/African Americans and Latino applications are up, and deposits are up as well.*
  - a. *We continue to build a first-year STEM Program that targets low-income students with strong math skills and moderate test scores. This year we doubled the size of this program.*
6. *We continue to have official discussions with Walt Disney World to establish an “Aspire Program” that offers Disney employees degrees from Florida Poly.*

**Goal 2:** Grow a faculty body committed to excellence

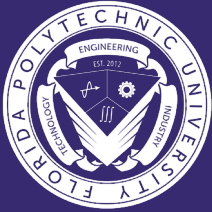
1. Faculty searches are in progress with an objective to grow the faculty body by roughly 10 for fall 2020. All positions are posted to The Chronicle of Higher Education, Inside Higher Education and Higher Ed Jobs as well as various diversity recruiting hubs. *Between moving to remote instruction, faculty reappointments, a strained budget and the COVID-19 crises, we may be less successful on this front than originally hoped.*
  - a. *Searching will continue through summer*
  - b. *Targets are aligned to program-areas to meet demand*
  - c. *Three Senior Fulbright Visiting Chairs applied to Florida Poly for Mechanical Engineering, Electrical Engineering and the Advanced Mobility Institute*
2. Consistent with the Collective Bargaining Agreement, all of our early (pre-2017) faculty members will be reviewed this Spring for consideration for reappointment to a second three-year term. Additionally, two faculty members will be considered for promotion to Associate Professor, and two other faculty members that were hired after June 1, 2017 will be reviewed as part of the normal review process.
  - a. *Review committees formalized by February 14th*



- b. *Review will start in earnest on March 3 with recommendations to Provost's office*
        - c. *Process will be completed in appropriate time thereafter*
3. We created a generous professional development package for faculty to become more involved in their research and academic community.
  - a. *Package provides \$3,500 for each faculty member for travel*
  - b. *One-time awards for equipment and supplies are available*
  - c. *Several Poly Institutes have begun offering seed funding to encourage faculty participation*

**Goal 3: Improve instructional effectiveness and consistency of quality**

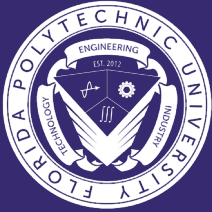
1. Instructional effectiveness improved slightly from previous survey assessment but remains approximately one-half point lower than other 4-year public institutions.
  - a. *Results from 2019 Noel-Levitz Survey, Florida Poly scored 5.01 satisfaction on a 7-point scale with national four-year publics rating at a 5.46. (Specific question: Quality of instruction in most of my classes is excellent). This survey was administered in April 2019, the same month our Director of Teaching and Learning started (new position).*
  - b. *Continued to work with departments to produce courses that are **consistent** in terms of learning outcomes and grading standards, with a large emphasis on multi-section course.*
2. 100% of faculty participated in an effective Teaching and Technology Practices Workshop at fall 2019 faculty orientation. 80% of faculty engaged with Teaching and Learning in one-on-one instructional consultations.
3. Teaching and Learning conducted mid-semester student feedback surveys (fall 2019) of 1,600 students in 84 courses sections for 39 faculty members. These surveys provided formative feedback on instructional practices that were best facilitating student learning.
4. We grew programs and resources in Teaching and Educational Research by 100%
  - a. *Developed a rich repository in Canvas of resources and tools on teaching, classroom technology, and course administration*
  - b. *Facilitated educational research via developing NSF-STEM education grant proposals; worked with Sponsored Research on establishing an Institutional Review Board (IRB), and conducted workshops on IRB, STEM-education grants, and Scholarship of Teaching and Learning (SoTL)*
5. We initiated first courses via distance learning to support on-time progression for juniors and seniors.
  - a. *Special career-focused sections of Intro to STEM and Academic & Professional Skills*



6. Converted 100% of courses from face-to-face to remote delivery over a 3-day period.
  - a. *Started pre-planning two-weeks prior in anticipation of worst-case scenario, included phases that started with recording in-class lectures, deployed upon return from spring break (March 9<sup>th</sup>).*
  - b. *Director of Teaching and Learning (DTL) developed extensive “Resources for Teaching Remotely” and “Remote Learning Resources for Students” in Canvas (the Learning Management System) to support faculty and students in the transition.*
  - c. *DTL and Instructional Designer supported faculty in updating courses and tests and working with faculty to learn key technologies to collaborate and communicate with students in real-time and in other ways for the remainder of the term.*
  - d. *Academic Departments (faculty) developed minimum standards and methods for ensuring course content and requirements were appropriately transitioned online and quality and quantity of content was not lost.*
  - e. *Acquired online test proctoring software to ensure integrity of remote delivery of exams (an expectation of all online courses).*
    - i. *Provide instructions, support, and hands-on testing guidance for faculty to ensure exams are set up and proctored properly*
    - ii. *Organized student remote learning support team led by Director of Educational Outreach to provide live support for students prior to and during testing time.*
7. Academic Affairs (faculty and administration) collaborated to develop a one-time change to University Grading Policy to recognize the difficult challenges students are facing—personal, technological, educational—that provides pathways for successfully completing the term and making progress towards their degree while preserving academic quality.
8. Expanded instructional technology availability and use to faculty, staff, and students to rapidly deliver content and interaction among all campus constituents.
9. Contracted with two external agencies to explore new ways of delivering online courses as pilot studies (Bisk and Outlier). Bisk modules being delivered in part now, and both will be delivered alongside our own efforts this summer to learn from and mine for opportunities to enhance our own delivery quality and methodologies.

**Goal 4:** Grow the number of academic programs in strategic disciplines

1. We implemented three new degree programs in fall 2019 to bring our total undergraduate offerings to nine degree programs. Work this year has focused on operationalizing these programs so they can grant degrees.
  - a. *Engineering Physics – 5 enrolled*
  - b. *Environmental Engineering – 4 enrolled*
  - c. *Engineering Mathematics – 2 enrolled*



2. We created one strategic concentration that built on the Advanced Mobility Institute mission for Fall 2020: *Autonomous and Electric Vehicles (Computer and Electrical Engineering)*. We also added concentrations in *Aerospace and Mechanical Systems (Mechanical Engineering)*, *Autonomous Systems (Computer Science)* and *Autonomous Robotic Systems (Computer Engineering)*.
3. We have one new bachelors' program in process for Fall 2021: *Bachelor of Science in Cyber-Security Engineering*.

**Goal 5:** Mature and grow the graduate program

**Note:** The legislature granted us \$500K last year to mature and grow our graduate program and the Governor vetoed that funding, thereby significantly curtailing this effort.

1. We grew the graduate program by 52% from fall 2018 (headcount 33 to 50) to last year.
  - a. *We formalized the curricular structure for both master's degrees and expanded them to include tracks in ME, CE, EE and Engineering Management; and Data Science and Computer Science.*
2. We launched a Robotics track in the M.S. in Engineering program as a strongly interdisciplinary degree with elements from Electrical and Computer Engineering, Computer Science and Mechanical Engineering.
  - a. *We continue to explore new degree programs for future implementation.*
3. We explored limited distance learning (online and hybrid) delivery for courses in Engineering Management track (MS Engineering) and Data Science track (MS Computer Science).

### **(STUDENT SUCCESS) PREPARE STUDENTS FOR A LIFETIME OF SUCCESS**

**Goal 6:** Help students achieve academic goals

1. Student Success is critical to the student experience, and we increased student access to success professionals by 33% in 2019-2020.
  - a. *Hired a leader for Student Success and Retention*
  - b. *Developed a Student Success destination on campus where the Success Coaches are readily available*
  - c. *All Fall 2019 new Florida Poly students were assigned to a specific Success Coach*
  - d. *Provided faculty with a reporting system for students of concern to be reported directly to Success Coaches via Canvas*
  - e. *Developed a Canvas course for remote registration advising*





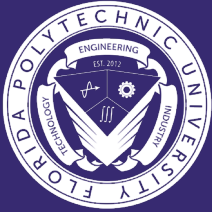
2. An Academic Improvement Program was piloted in Summer 2019 and implemented in Fall 2019. Of those students actively engaged in the Fall 2019 Program, 84% had improved their academic standing at the end of the semester.
3. Adding to established campus experiences organized through Registered Student Organizations, Student Government and Presidential Ambassador programming, campus opportunities to engage and learn increased by 20% with the addition of new student-focused workshop series.
  - a. *Student-focused workshop series added to campus include co-curricular leadership endorsement, hard topics series, academic motivation workshops and pizza with the Provost.*
  - b. *Club Row was held in Fall and Spring to allow students to connect and join campus clubs.*
  - c. *Student access to outdoor activities increased by 20% with the addition of a new interactive outdoor area for students on campus (Oak Grove). This outdoor area joined other outdoor activity areas on campus (Pool, Soccer Fields, Volleyball/Basketball area and Campus Pathways).*
  - d. *Developed a Virtual Student Union to encourage students to stay connected and engaged with the campus while learning remotely.*
4. To build soft skills and business acumen we provided three learning opportunities for students.
  - a. *We hosted 6 Innovation Speaker Series to expose students to successful leaders, innovators and entrepreneurs.*
  - b. *We offered guest lectures on How to Give the Perfect Pitch to 5 classes and our entire senior capstone program.*
  - c. *We offered an ENACTUS club for students interested in learning about and pursuing social entrepreneurship ideas.*

**Goal 7:** Build essential skills in communication, leadership, design and business

**Goal 8:** Embed projects in a sustainable manner to enhance professional development

**Goal 9:** Support students through work experience programs and career opportunities

1. *We increased the number of students who attended the Spring 2019 Career Fair by 66%, exposing them to over 150 employers through career-related events and correspondents, and we provided students with 15,000 STEM job opportunities specific to the state of Florida.*
  - a. *Collaborated with the colleges and universities in Polk County to leverage our employee relationships.*
  - b. *Coordinated strategic programming for professional development.*
  - c. *Incorporated an additional Career Fair in the Fall semester to increase student exposure to job opportunities.*
2. We helped 200 freshmen with their career planning and professional goals.
  - a. *A "Resume Desk" was added to the Commons, providing for 24 additional career development support hours on campus each week.*

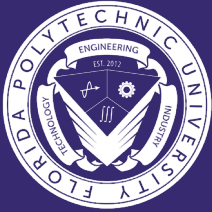


- b. Collaborated with Microsoft and the First Year Experience Coordinator to develop professional development training for freshmen.*
- 3. In response to COVID-19, Career Services has adjusted methods of communication to keep students engaged and connected with employment opportunities.*
    - a. A campaign has been launched to call all seniors scheduled to graduate this May to further assist them with their employment process.*
    - b. Canvas has been used as a platform to keep all students engaged with Career Development. Students have access to nine professional development videos and a competencies assessment—within the first two weeks of the launch over 95 students signed up.*
    - c. Professional Development presentations have been hosted covering topics such as Personal Financial Planning and SCRUM project management.*
    - d. All seniors are emailed weekly leads on opportunities with companies that are hiring immediately such as Northrup Grumman, Lockheed Martin, and Amazon.*

### **(ECONOMIC DEVELOPMENT) GROW A HIGH-TECHNOLOGY ECONOMY AROUND FLORIDA POLY**

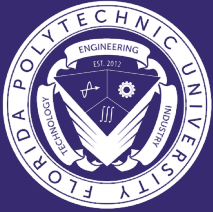
**Goal 10:** Conduct and execute a realistic and sustainable industry interaction model

- 3. The percentage of industry sponsored capstone projects slightly increased to 86% (32 of 37) from 85% (29 of 34).*
        - a. We established the role of Capstone Design Coordinator (now Director of Industry Engagement and Capstone Projects) to recruit externally sponsored projects.*
        - b. The bi-weekly Industry Update meeting purposefully connects various external partners with multiple avenues for University partnerships.*
        - c. We expect this percentage to remain similar moving forward as not all students wish to sign away intellectual property rights.*
      - 4. We increased the percentage of multidisciplinary capstone projects to 43% (16 of 37) from 35% (12 of 34).*
        - a. Capstone instructors meet on a weekly basis to coordinate disciplinary specific facets of multidisciplinary projects.*
        - b. Departments have agreed to a common timeline of project deliverables and expectations.*
        - c. Marketing materials from the Spring 19 Showcase specifically highlighted the success of previous multidisciplinary teams.*
      - 5. Overall, most of the teams were still able to complete a majority if not all of their project goals. We were able to get most of the necessary components sourced and to the student teams in early/mid-February, thus when we went to remote instruction, they were able to simply take their parts and continue progress off site. There are a couple of larger interdisciplinary “big-build” teams that were no longer able to continue down their*



original path, now their focus is on modeling, simulation and documentation. We expect to pick these projects back up in the Fall and complete them on an accelerated timeline (using Super Capstone and off sequence students).

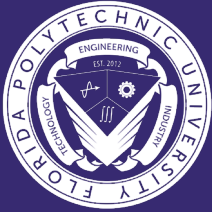
6. We created an entrepreneurship certificate with four courses & a total enrollment of 58 students in 2019-2020 FY.
  - a. *We offered ENT2112, Entrepreneurship Opportunity Analysis in Fall 2019 and Spring 2020 with a total enrollment of 58 students.*
7. We offered consultations to 80 students interested in commercialization and entrepreneurial competitions where students won over \$55,000+ in prize money to date.
  - a. *We hosted an eMerge Americas Pitch Night to give our students exposure to business style presentations on our campus.*
  - b. *We offer coaching sessions for students to participate in various state and local entrepreneurial competitions. This has resulted in our student entrepreneurs winning over \$6,000 in 2019-2020 FY, and over \$55,000 in total prize money from 2016-present.*
  - c. *We offered entrepreneurial consultations to 80 students who have an idea or project with interest in commercialization of some kind in 2019-2020 FY.*
8. In partnership with Walt Disney World, we began offering a series of eight executive education courses to industry executives from Latin American countries.
  - a. *Offered a pilot strategic planning course to 43 Latin American business executives in conjunction with Walt Disney World's executive training program for Latin America.*
  - b. *Walt Disney World added Florida Poly to its website as a partner in its Latin American executive training program.*
  - c. *Program served as a pilot for Florida Poly to offer several programs for industry executives as a financially self-supporting continuing education center.*
9. We are working to develop a highly innovative and differentiated Executive Leadership program. The program builds on the Disney course and will focus on Technology, Leadership and Governance elements and integrates our progress in International outreach with significant elements within the state of Florida.
10. In mid-March we were contacted by the Nicholson Center (training and teaching arm of AdventHealth) about helping them produce the [PRUSAPRINT.ORG](https://www.prusaprint.org) RC3 face shield components. As of April 13 we had delivered nearly 1,400 sets of face shield components and we continue to deliver around 100-125 sets per day. Maintenance is ongoing to revive and to keep as many of our 3D printers running as possible. Additionally, we also signed an MOU with the City of Auburndale and have delivered 150 sets of face shield components to them.
11. Also in March, we were contacted by Steve Scruggs on behalf of Wesley Beck and Advanced Concept Innovations (ACI) Inc about machining components for them. ACI is building equipment to manufacture N95 masks at the rate of 3-5M units per week.



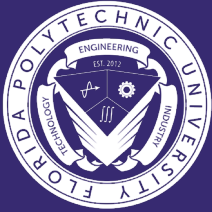
12. In mid-April we were again contacted by ACI about laser cutting nosepiece assembly guides. After a brief struggle again with our equipment, we were able to deliver over 200 sets of the assembly guides to ACI.
13. Consistent with these efforts, we have been working with BRPH (engineering/architectural firm out of Melbourne, FL) on an Agile Manufacturing Center as the primary research center of our manufacturing technology vertical. This center would include technology around Industry 4.0, agile and modular manufacturing, and integrated testing.

**Goal 11:** Conduct applied research to strengthen University impact

1. We increased the number of proposals by 21%, the total number of new awards by 22%, the total dollar amount of new awards by 122% and the percentage of funds from external sources by 21%.
2. We established the Health System Engineering (HSE) organizational leadership and defined its strategy.
  - a. *Recruited a director (Spring 2019) and are recruiting a program manager and a post-doc (Spring 2020).*
  - b. *Established an advisory board with a broad representation of sectors and expertise within healthcare.*
  - c. *Defined the HSE Center's mission, vision and goals in alignment with Poly's institutional mission goals.*
  - d. *Met with various healthcare organizations within the region including LRH, AdventHealth and BayCare among others and defined projects for students and faculty.*
3. We successfully launched several research programs in HSE and are more aggressively promoting our research efforts within Poly and with external healthcare leaders.
  - a. *Eleven faculty members that represent all STEM disciplines have been meeting regularly to exchange ideas and define opportunities for collaboration in research and for extramural funding.*
  - b. *HSE's Data Science Business Analytics (DSBA) faculty cohort in collaboration with Lakeland Regional Health has formalized research threat on Social Determinants of Health (SDoH)*
  - c. *We are partnering and have received IRB approval from AdventHealth to proceed with research study titled: Fitness Awareness in Young Adults.*
  - d. *We have three ongoing HSE related capstone projects led by HSE faculty.*
  - e. *We secured a **\$600K NSF grant** – Florida Poly's largest federal grant to date – to create a novel pedagogical approach for STEM ethics training through internships in an industrial setting, including healthcare environments.*



4. We increased the outside funding of FIPR by signing a 3-year \$876K agreement with Critical Materials Corporation with focus on Lithium & Rare Earths production, and we also increased our external laboratory services by 80%.
5. We refocused FIPR to grow new research missions that are more relevant and urgent
  - a. *Revamped and revitalized research focus of institute - identified four specific areas which provide assistance to industry for process improvement, address compelling environmental challenges, and serve to develop new supply chains of vital national security concerns. These areas include Water Processing, Phospho-Gypsum stacks, Phosphatic Clay, and Minerals Processing/Rare Earths.*
  - b. *Collaborating with Mosaic in securing an EPA exception to utilizing Phospho-gypsum in commercial products, as well as working on a solution to clean up process water. These are two of the biggest challenges in the phosphate mining industry.*
  - c. *Packed Column Jig project well underway to improve minerals processing which will dramatically change mining landscape. This is a FIPR self-funded project that will provide an IP revenue stream, and potential technology sales.*
6. We grew the Advanced Mobility Institute and have reorganized its operations and focused its research efforts.
  - a. *Dr. Arman Sargolzaei has officially been named the new Director of the Institute and will be responsible for its operations and research mission.*
  - b. *Dr. Rahul Razdan will continue with the Institute and will oversee industry and government interactions, provide guidance on strategic directions, and build the simulation infrastructure.*
  - c. *The primary research thrusts have focused on four issues: (1) edge-case detection and accelerated learning; (2) ElectroMagnetic Interference (EMI) in sensing and communications; (3) language of driving; and (4) transportation optimization.*
7. We started a weekly research seminar series to build the research mission of the Advanced Mobility Institute with a focus on applied research. We offered an internal seed funding opportunity with a budget of \$200K and received 13 proposals from our faculty. Proposals are under review.
  - a. We won a \$350K NSF Major Research Instrumentation (MRI) award for the testing and verification of AV and have submitted another proposal to the Department of Homeland Security for \$500K.
  - b. We published one journal paper and have 8 conference papers either accepted or published.
8. We strengthened our brand and impact in the Validation and Verification (V&V) of Autonomous Systems (AV) by publishing in major venues and building strategic alliances with key organizations.
  - a. *We have 6 conference and one major transaction paper, as well as two SAE Edge Reports and 9 contributing articles on Transportation for Forbes.*

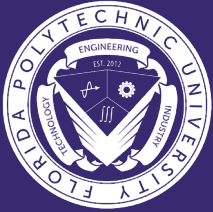


- b. We built major partnerships with Embry-Riddle and Taltech and have several collaborations/touch points with UF, USF, UCF and IHMC.*
  - c. We plan to host two major AV Conferences at Florida Poly this coming year and are interacting with Standardization groups for SAE and IEEE on V&V.*
  - d. We have numerous industry connection points including Mathworks, National Instruments, Cadence, Analog Devices, Nvidia, Beep, Jacksonville Transportation Authority (JTA), TUV-SUD, SunTrax and ACM.*
9. We continue to work with SunTrax as they rebuild their efforts after organizational difficulties these past two years.
  - a. Met with new leadership and continue to discuss the importance of our collaboration to the success of SunTrax.*
  - b. In discussion with the new DOT secretary and the CEO of Florida Turnpike on the creation of a MS course in Transportation Technology to help them retain their mid-career engineering and technical management personnel.*
  - c. The contract for the Operation and Maintenance of SunTrax is now underway: The construction of the in-field AV test grounds is also now underway.*

**Goal 12:** Develop extended campus to support University growth

1. In an effort to support campus operations, and increase utility efficiencies, the University has entered into an agreement that brings reclaimed/redundant water lines to campus, affording us 100% redundancy in potable and grey water.
  - a. Negotiated an agreement with the City of Auburndale, partnering with SWFWMD, that allows the University to use reclaimed water with no utility fees for 50 years.*
  - b. Hired a design consultant to design systems to support the use of reclaimed water for irrigation and chilled water make up.*
  - c. Coordinated with the City of Lakeland to bring a redundant interconnect water supply from the City of Auburndale, to afford the University a backup source of water.*
  - d. Hired a design consultant to review the projected campus growth and outfit the chiller plant to maintain redundancy with the addition of the Applied Research Center (ARC).*
2. Initiated/completed a study to finalize the programming of the ARC to support 100% of the current academic research mission/growth projection through 2026.
  - a. Analyzed the deployment of space in the IST to deploy efficiencies, and determine shortfalls, to support the Applied Research Center Program.*
  - b. Programmed the Applied Research Center to support academic program growth and overcome facility shortfalls of the current academic facilities.*
  - c. Began construction on the Applied Research Center.*
3. Initiated/completed a plan to leverage outdoor spaces on campus, to support and encourage interaction of students, faculty, and staff campus wide increasing useable space by 5%.
  - a. Designed and installed sidewalks to provide easier access to the South end of campus.*
  - b. Designed an interactive outdoor campus model to maximize the use of outdoor spaces.*





4. We successfully negotiated to take over Residential Life in October 2019, resulting in a 100% increase in University efforts to create a strong user experience in the residence hall.
  - a. *We hired an Assistant Director of Residential Life and Resident Assistants.*
  - b. *In January we conducted an extensive Residential Assistant training to ensure the campus safety net was fully established.*

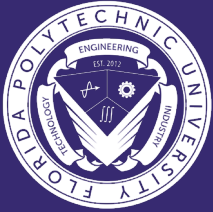
**Goal 14:** Concentrate spending on academic programs

1. The COVID-19 crisis presented near-term challenges to us as a campus.
  - a. *We assembled an Emergency Management Team early in the process that met regularly throughout the crisis to make decisions that affected both students and employees.*
  - b. *We followed BOG guidance in creating a 2-week remote instruction period and then extending that through the spring and now the summer. We worked with students to encourage them to return home and locked down the IST. We canceled all events and worked with both Vestcor (dorms) and Chartwells (food) to provide refunds to those students that left campus. We developed new grading and admissions policies and continue to respond to the changing landscape.*
  - c. *We developed and implemented a phased plan for qualified employees to work remotely.*
2. In anticipation of future funding cuts in a troubled economy, we developed a financial resiliency plan that included short-term austerity actions and longer-term resilience measures.
  - a. *Short term austerity measures included hiring, procurement and travel freezes, and a review of all contracts.*
  - b. *Longer-term measures were tied to three potential recovery models and used guiding principles around preserving liquidity, protecting and growing the academic enterprise, increasing revenues and investing in University Advancement.*
3. Enterprise Systems leveraged the use of existing and new technologies to make our administrative operations more efficient and cost effective.
  - a. *Completed approximately 318 business process changes.*
  - b. *Voting members of the Workday Operations team reviewed, vetted and approved approximately 20 change managements.*
  - c. *Developed 108 new Workday reports to improve automation of reporting.*
  - d. *Acquired new functionality, e.g. Workday Student and Adaptive Insights budget planning and forecasting.*
  - e. *Created new processes, e.g. Special Administrative and push-button Monthly Budget to Actuals.*
4. Enterprise Systems provided employee education through training, workshops and conferences.
  - a. *Approved 183 Workday training events provided by Workday Education.*
  - b. *Funded 7 staff to attend the Workday Rising Conference in Orlando and 2 staff attended the Adaptive Insights Regional User Group meeting in Tampa.*





5. Enterprise Systems ensured efficient and effective use of the ERP and a satisfactory experience.
  - a. *Maintained and upgraded Workday to facilitate the processing and standardization of 70,411 common financial transactions, 2,726 HCM transactions; 7,324 payroll transactions.*
  - b. *Resolved 62% of the Workday Support Tickets logged in one day or less than 24 hours.*
  - c. *Moved manual or paper processes into Workday by activating or up-taking 30% more of Workday functionality and new features.*
  
6. To provide key stakeholders more efficient/valuable information for decision making, the Finance and Accounting team created push button dash boards to deliver relevant financial information.
  - a. *Reduced the period close time from 7 to 5 days to provide timely reporting.*
  
7. We performed a comprehensive review of the Foundation's business processes and decided to migrate to a more effective CRM platform and to move our accounting and finance responsibilities so we provide a truly independent and autonomous relationship between the University and the Foundation.
  - a. *Previously, the Foundation had seven different software programs integrated into the University's existing CRM platform producing what Blackbaud provides in one CRM solution. This move provided a budget savings of 7%.*
  - b. *We performed an in-depth analysis of our current banking and investment relationships and moved our essential services to provide a savings of over \$20,000 annually beginning next fiscal year.*
  
8. We completed several initiatives that address BOG reporting requirements for Performance Based Funding, corrected internal processes and began conversion to a new Student Information System.
  - a. *Completed Enrollment and Degree Verify reporting.*
  - b. *Excess Hour calculations were validated by ensuring that 100% of currently enrolled students have correct high school graduation dates and FTIC enrollment dates.*
  - c. *Created real-time access for excess hours for 100% of the undergraduate students.*
  
9. To improve university processes, we launched a Lean Six Sigma program that provides professional development opportunities for our employees while improving our internal processes.
  - a. *To date, 32 employees have taken the training with 15 completing their yellow belt certification.*
  - b. *Five employees are currently completing a lean yellow belt course and six employees are completing a green belt six sigma course.*
  
10. In an effort to simplify processes for students and employees, the University implemented new software management programs that automate and streamline processes.
  - a. *Parking management software, NuPark.*

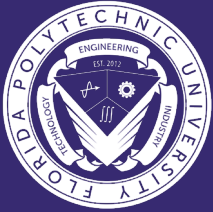


- b. *ID Card management software, Atrium.*
- c. *Package Tracking software, Hermes (developed by Florida Poly students).*

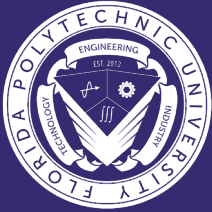
11. As Barnes and Nobles planned to close their on-campus bookstore in June, we looked at proposals from both Barnes and Nobles and Follett to determine how to best address the needs moving forward. A decision was made to contract with Follett to provide an online store to sell textbooks, apparel, spirit items and supplies.

**Goal 15:** Continue advocacy efforts to support University growth and reputation

1. We conducted an economic impact analysis for Florida Poly that measured the impact of the institution's programs and activities. This study found that last year we had a total \$290M impact with \$160M in GDP growth and \$96M in labor income.
2. To increase legislative advocacy efforts, we met with 18 current and future state leaders including Congressman Spano and Governor DeSantis' Chief of Staff.
  - a. *Held legislative advocacy retreat with contracted lobbyists and university staff to identify key influencers and map our 2020 priorities and strategy.*
  - b. *Developed legislative funding requests through the Board of Governors for the Applied Research Center and the Universities of Distinction.*
  - c. *Held weekly phone calls with contract lobbyists regarding execution of strategy.*
  - d. *Coordinated with University Relations to send weekly Capitol Updates during legislative session (good news/accomplishment articles).*
3. To build our brand in Tallahassee we held 23 separate meetings with key stakeholders
  - a. *Met with staff members of the Board of Governors, House, Senate and Governor's office.*
  - b. *Had several meetings with BOG Chair Syd Kitson to discuss strategic issues around Florida Poly and Performance Based Funding.*
  - c. *Identified and engaged community and industry partners to advocate for priorities.*
  - d. *Strengthened the relationship with the Florida Chamber of Commerce which resulted in video broadcasts of Dr. Avent on the state of the University and Dr. Razdan on the progress at AMI and regular sharing of Florida Poly items on the Chamber's social media.*
4. Early February the House introduced a bill to merge Florida Polytechnic into the University of Florida. The public motivation for this was threefold: Our costs per degree, our administrative overhead and the cost of building out the campus. We worked with our lobbying team to launch a positive campaign that raised legislative awareness of the impact Florida Poly was having the bill was postponed.
  - a. *We worked with our lobbying team to develop a strategic priority list of meetings, communications and other outreach efforts.*
  - b. *We conducted an internal analysis of each of the three issues and found that the House numbers all lacked important context. We developed a tight story on our differentiated value, what we add to the system and what was at risk with a merger. We used these*

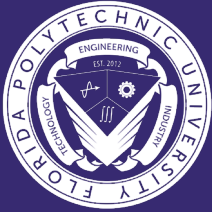


- facts to make public statements at both the House Education Policy committee and the House Education Appropriations Committee.*
- c. We worked through our media consultants to place positive stories about Florida Poly in important political press publications.*
  - d. We responded to TaxWatch and shared our data with them as they conducted an independent analysis of the costs of the merger. They ultimately published two articles on their analysis.*
  - e. As a leadership bill, we presumed it would pass in the House, so we first focused our efforts on the Senate, meeting and briefing every senator. We later turned our efforts towards the House where we met and briefed key House members.*
  - f. The bill was withdrawn*
5. We developed a plan for reducing the likelihood of future bills that propose to merge or close the University. The plan is based on lessons learned this session and includes continuing to build our strategic network, sharing a campus growth plan with key legislators, calculating administrative costs so they are consistent with others and communicating the true cost of STEM degrees.
  6. We established a Foundation goal of \$2.5M in net production for FY2020, which is a 350% increase over FY2019. To date, the net production total is **\$838K** surpassing last year's total and on target for our goal.
    - a. Completed our first annual fund, year-end campaign for alumni, community and faculty/staff. The total raised was ~\$51k.*
    - b. We created a pipeline report tracking all solicitations on gifts we expect to book for fiscal year 2020. The current pipeline projection indicates we have pending solicitations totaling **\$5,300,000** to date.*
    - c. Communicated expectations for frontline fundraisers key performance indicators (kpi) and updated job descriptions to reflect the new metrics expectations. **Thus far, we have made 665 contact reports, which is a 52% increase over last year at this same time.***
  7. We created a comprehensive professional development program providing access to cloud-based training in fundraising. Since November 2019, the Advancement team has completed:
    - a. **20** webinars, **19** trainings in progress and **18** white papers reviewed.*
    - b. The training program has 1,924 course/resources available for the Advancement team's professional development.*
    - c. Advancement team is actively participating in Blackbaud University for training and professional development. They completed over 100 hours of training including database management, prospect research, and data analytics utilizing the Blackbaud CRM software.*
  8. We established the Florida Polytechnic University Alumni Association providing a formal platform for our alumni to engage with the University, network with other alumni, give back to support Florida Poly and assist fellow alumni as they enter the workforce.
    - a. Seniors graduating are participating at a rate of 43% in support of Florida Poly. The Alumni Association will assist with continued communicating great news about the University,*



*fellow alumni and important opportunities to support Florida Poly and maintain a strong retention rate.*

- b. Completed the first alumni survey with a good participation rate (37%) providing us with key statistics on employment, income and degree satisfaction. Of those responding to the survey, 17% made between \$50-60K, 21% between \$60-70K and 21% between \$70K-80K.*
9. To promote Florida Poly's brand and reputation we increased our media exposure by 2% and ensured the President and University appeared (via earned media) in at least 3 state-wide publications.
    - a. We proactively send a minimum of one press release per week to a large target market of diverse media outlets with the intent that 50% of them get picked up. We also strategically place high-interest stories on the PR Web and monitor and track media analytics.*
    - b. Identified and capitalized on opportunities to feature the University and President in regional and state-wide publications such as magazines, podcasts, and media interviews. Outlets include: Florida Business Journal, Florida Trend, Florida Chamber of Commerce, Invest TampaBay, and Fluent in Floridian.*
  10. To grow brand recognition and awareness of Florida Poly, we increased our social media reach across all University channels by 3% (University channels: Facebook, LinkedIn, Twitter, Instagram, YouTube, GIPHY). We also increased the President's social media presence by 3%. (President's channels: Instagram and Twitter)
    - a. Implemented an organic and paid strategy to support the University's strategic plan, historical milestones, and culture.*
    - b. Created platform-specific content to increase engagement and awareness.*
    - c. Implemented and trained 13 students to "takeover" the University's Instagram Stories to show our audiences what their life is like as a student at Florida Poly.*
    - d. Strategically produced over 35+ videos that showcase the University's culture, student life, and historical milestones.*
  11. To improve our existing web content and support the communication goals of the University, we increased the number of new web pages by over 50% (from 2,900 to over 4,300 pages of relevant content) and we planned to launch a new website in April of 2020.
    - a. Website launch has been postponed indefinitely because of COVID-19.*
  12. To drive traffic to our website and increase awareness, we increased SEO (Search Engine Optimization) by over 5% or 175,000 new users and have increased new users of the Florida Poly Mobile app by 10%.
    - a. Developed and positioned content for each specific social media channel through meeting user expectations and behavior for each platform that drives traffic to the websites. As a result, we saw a +16.4 % increase in website sessions originating from the University's social platforms over last year.*
    - b. Launched a statewide digital advertising campaign that drives traffic to the website (from platforms such as: social media advertising; Google Ads; Florida Trend; Tampa Bay*

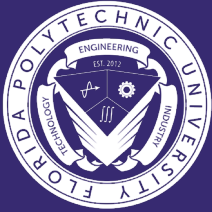


*Business Journal; Chronicle of Higher Education; Florida Politics; Channel 8 weather cam; NPR; and WAZE).*

- c. *Continued implementation of our campaign to increase usage of the University's mobile app.*
4. *In building our international reach and reputation, we hosted two important international government officials:*
  - a. *Florida Poly hosted her Excellency Dr. Gale T.C. Rigobert; Minister of Education, Innovation, Gender Relations and Sustainable Development, Saint Lucia.*
  - b. *Florida Poly hosted her Excellency Ms. Alejandrina Germán; Minister of Higher Education, Science & Technology, Dominican Republic.*
5. *We continue to grow our Fulbright program through several engagements.*
  - a. *Florida Poly hosted Dr. Michael Hawes, CEO President Fulbright Canada and Erica Lutes, Chairwoman for Fulbright Schuman Europe, Belgium & Luxembourg.*
  - d. *Florida Poly faculty Dr. Sessa S. Srinivasan was nominated for a 2020 – 2021 Fulbright Specialist award.*
  - e. *Florida Poly undergraduate student Mr. Gage Roper was nominated for the 2020-2021 Killam Fellow award, bringing our total number of Killam Fellows to four.*

**Goal 16:** Ensure a highly effective organization

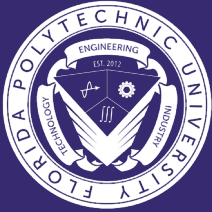
1. Human Resources improved campus-wide morale by adding an Employee Relations Specialist who has had **216** meetings with employees for advice and consultation on employee relations issues, eliminating the need for further action.
2. To improve campus-wide camaraderie and awareness of opportunities, Human Resources expanded 5 employee events and improved methods for collecting measurable data.
  - a. *Expanded orientation (added a Segment II) for all new employees and added an evaluation to collect awareness and satisfaction data. 85% of all new employees have attended both Segment I and Segment II orientations. 100% of those attending rate the sessions "good" or above.*
  - b. *Developed and implemented "stay-interviews" for current employees to capture retention data and prevent unnecessary turnover.*
  - c. *Revamped "exit interviews" to be administered on-line with metrics that can now be measured and analyzed.*
  - d. *Improved annual Florida Poly Perks event and Open Enrollment Fair and participated in developing Diversity Fest and Ablaze events for employee awareness and engagement.*
  - e. *Enhanced the diverse, campus-wide Employee Activities Committee (EAC) which plans and implements monthly activities and special events for all employees.*
3. To promote a more effective organization, Human Resources offered a comprehensive training program for employees that included 12 new professional development sessions for Fall 2019, 5



higher level management/supervisory sessions to date for Spring 2020, the addition of Kognito Mental Health training as initiated by BOG, and continuation of Six Sigma training.

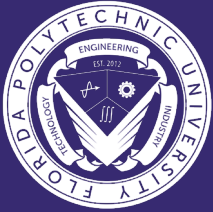
- a. Sessions for Fall 2019 resulted in 113 total attendees (average 9.42), who ranked the sessions a 4.88 out of a 5.0 satisfaction score.*
4. Human Resources promoted the hiring and retention of quality employees and worked with hiring managers to facilitate 184 new hires (including student workers), 28 promotions, and 40 terminations.
  - a. Worked with hiring managers and supervisors in fiscal year 2020 to create 23 new positions and facilitate 184 new hires (17 faculty, 23 staff, & 144 students), 28 promotions (1 faculty & 27 staff), 40 terminations, voluntary and involuntary (20 faculty & 20 staff)*
  - b. Led successful campus-wide searches which resulted in hiring key positions including Chief of Police, AVP/Controller, and AVP/HR.*
5. To improve our Title IX program, we increased our online report services by 40%, conducted two formal investigations for sexual misconduct and two formal investigations for discrimination. We increased online training efforts by 50% and conducted 11 ongoing educational programs regarding sex, consent, sexual misconduct and healthy relationships.
  - a. Developed a process and incident report form for Residential Life and Academic Integrity.*
  - b. Created Title IX refresher course for employees.*
  - c. Placed mandatory requirements of Title IX training for all new incoming students.*
5. To improve our American Disability Act (ADA) program, we increased the number of American Sign Language (ASL) providers and services by 75% to include on-site interpreting and video remote interpreting, completed a self-evaluation on best practices and compliance, and developed a golf cart transportation service.
  - a. Completed four tours with employees that examined facilities, classroom accessibility and website.*
  - b. Conducted focus groups for both students and employees.*
  - c. Provided opportunity for online submissions.*
  - d. Worked with student affairs to secure student workers to drive golf cart when needed.*
6. Audit and Compliance increased their reports by 28.5% and administered an effective compliance and ethics program to promote a culture of ethics, compliance, risk mitigation and accountability.
  - a. Investigated and reported on two reports related to UFF grievances and one report of discrimination issued jointly with Title IX.*
  - b. Processed 13 allegations and reported to the Audit & Compliance committee.*
  - c. Performed ethics trainings with one workshop and two employee orientations.*





11. Successfully completed the first reopener negotiation for the Collective Bargaining Agreement with United Faculty of Florida - Florida Poly Chapter.
  - a. *Negotiated the amendment of 3 Articles (Salaries, Leaves, Performance Evaluations) and made technical corrections to 17 of the 28 Articles and 3 of the 4 Appendices.*
  - b. *Amended CBA unanimously ratified by Executive Committee of BOT; UFF-Poly Chapter voted 24-2 in favor of ratification.*
  - c. *Began preparations for reopener negotiation commencing in February 2020 and full book renegotiation commencing in FY20-21.*
  
12. Provided trainings to the University community.
  - a. *Participated in four trainings on the Student Code of Conduct for hearing bodies, resident assistants, and student affairs.*
  - b. *Conducted five trainings on public records and sunshine law, including the orientation video for the BOT.*
  - c. *Facilitated a training on the rights and obligations under CBA for department chairs.*
  - d. *Facilitated webinar training on Navigating the Legal Issues of Residence Hall Life.*
  - e. *Facilitated Safe Zone training for the diversity committee and student affairs.*
  
13. Completed legal review of over 50 contracts.
  - a. *30 contracts/amendments of contracts. This includes two Skanska GMPs.*
  - b. *7 Contract Template Revisions.*
  - c. *8 Foundation policies/gift agreements.*
  - d. *2 Solicitations.*
  - e. *At least a half dozen MSA redlines and negotiations.*
  
14. We completed 67 public records requests within an average of 4.51 days of receiving the request.
  - a. *Completed public records request within an average of 2.30 days once records were received by OGC.*
  - b. *Completed two third-party subpoenas.*
  
15. To promote safety and security of the University we provided 10 Active Assailant classes to all Faculty, Staff and Students. We continue to offer these classes through HR onboarding to new employees, where we also provide educational safety, crime prevention, anonymous witness and see something/say something programs.
  
16. We conducted 29 safety programs resulting in a 96% satisfaction.
  - a. *Provide highly visible interaction with campus community.*
  - b. *Provide proactive patrols of parking lots and roads.*





17. We ensure a safe and secure campus environment by having a 9.5 minute or less response time 90% of the time. In testing we achieved a two-minute response time more than 90% of the time.
18. To promote a more efficient organization, Business Services was reorganized and rebranded into Auxiliary Enterprises. Standardized operating procedures were created and implemented to improve internal customer service.
  - a. *Implemented charge back process through Workday Internal Service Delivery allowing Auxiliaries to charge back cost centers for Auxiliary related services such as mail and copy/print.*
  - b. *Implementation of University Ticketing System as a streamlined response system for all email inquiries.*
  - c. *Created an all-encompassing Auxiliary Enterprise Service Center rather than separate locations to meet customer service needs.*

**Florida Polytechnic University  
Governance Committee  
Board of Trustees  
May 20, 2020**

**Subject: President's Employment Agreement**

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**Proposed Committee Action**

Make a recommendation to the Board of Trustees on President's new Employment Agreement to be effective July 2020.

**Background Information**

On February 26, 2019 the Board of Trustees approved an amendment to the President's Employment Agreement ("Agreement") with a term ending July 7, 2020. In preparation for the next renewal term, the Governance Committee requested a draft of the proposed Agreement to be presented at its February 2020 meeting. The Committee discussed the proposed Agreement which reflected revisions to the current Agreement, and the Committee requested some additional specific changes to section 5.3.1. The revised Agreement was sent to the Committee for review and comment. The redlined version indicating proposed changes to the original Agreement, further changes requested by the Committee in its last meeting, and one further clarification to 5.3.1 is provided as a supporting document. A clean copy of the proposed new agreement is also provided. The material differences between the current agreement and new agreement are as follows:

- Clarifications were made throughout the Agreement to clarify which terms are applicable only when Dr. Avent is serving as president since there is an opportunity for him to serve in a faculty capacity during the remainder of the Presidential Appointment Term if his appointment is terminated without cause or he resigns from the position as president.
- 3.1- revises end date of Presidential Appointment Term to be July 6, 2021.
- 3.2- deletes the requirement for the Chair and President to discuss and agree upon the goals and objectives for the next fiscal year because the Governance Committee and full Board have been performing that function. Also added language to allow for the revision of the goals and objectives during the fiscal year.
- 3.3- deletes the use of a consultant to perform a 360-degree review of the President and his administration- such will be determined by the Board on an as-needed basis and provided in the Policy on Annual Review of the President. In light of proposed calendar changes as to timing of the annual review, took out the dates of "September 30" of each year to allow flexibility in the timing of the review.
- 4.1- revised to reflect President's current base salary.
- 5.2- deleted language related to relocation reimbursement as it is no longer necessary.
- 5.3 and 5.3.2- deleted language related to accreditation bonus, as it is no longer necessary.
- 5.3.1- revised Performance Compensation to state that if the President receives an evaluation of "Achieves" or higher, he will receive not less than 20% of base salary as performance

compensation. However, if he receives an overall evaluation of "Exceeds" or higher, his performance compensation will be 20%-30% of his base salary. \*

- 6.2- incorporated language from previous amendment which allows for compensation exceeding \$200,000 to be paid for out of the University's auxiliary funds.
- 7.2- added language which allows the Supplemental Retirement Benefit to be paid for out of the University's auxiliary funds, if permitted.
- 8.1- revised to reflect the purchase of the University's Presidential Home and deleted the language that is no longer necessary.
- 9.1- revised to reflect the current practice of providing a flat monthly automobile allowance versus the leasing of an automobile and reimbursement of insurance and other costs. Also provides that the University will reimburse the cost of renting a vehicle when the President rents a vehicle for traveling long distances on University business.
- 11.1- provides that the President will submit information for reimbursement to the University controller rather than the Board, to reflect current practice.
- 14.1- allows for the President to remain as a professor for the remainder of the Presidential Appointment Term if he resigns his position as president.
- 17.0 - updated addresses for Board and General Counsel.
- 28.2- included the General Cooperation Covenant as required by the Board of Governors.

\*further clarified based on comments received after the revised Agreement was sent to the committee for review

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**Supporting Documentation:**

1. Draft President's Employment Agreement - redlined changes
2. Draft President's Employment Agreement - clean

**Prepared by:** Gina Delulio, VP and General Counsel

## PRESIDENT'S EMPLOYMENT AGREEMENT

This President's Employment Agreement (the "Agreement") is entered into by the **Florida Polytechnic University Board of Trustees** ("the Board" or "the Board of Trustees"), a public body corporate of the State of Florida, on behalf of Florida Polytechnic University ("University"), and **Dr. Randy K. Avent** ("President").

### Background

WHEREAS, the Board, acting on behalf of Florida Polytechnic University (the "University"), has the authority to select and employ the President of the University; and

WHEREAS, the Board previously ~~has~~ selected Dr. Randy Avent to serve as President of the University, subject to confirmation of the Board of Governors; and

WHEREAS, the Board wishes to continue to employ Dr. Randy Avent as the University's President, and Dr. Randy Avent wishes to serve as President and be a University employee, subject to the terms and conditions of this Agreement; ~~and~~

~~WHEREAS, all prior acts of the Board and its Presidential Search Committee were confirmed by the Board;~~

NOW, THEREFORE, in consideration of mutual promises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree to this Agreement as follows:

### 1.0 Powers and Duties of President While Serving as President

1.1 The President reports to the Board and is the Corporate Secretary of the Board and the Chief Executive Officer of the University, subject to the supervision of the Board, the laws of Florida, and the rules, regulations, and policies of the Board, the University and the Board of Governors. During the Presidential Appointment Term (as defined in section 3.1 below), the President ~~shall have~~has the powers and duties reserved to the position of president by the Florida Statutes and the University regulations and other actions of the Board (collectively "Duties"), as they presently exist or may hereafter be amended. The President and the Board acknowledge and agree that the Duties hereunder are and shall be consistent with those customary for the position of a university president, including, but not limited to educational leadership, faculty relations, budgeting, long-range planning, fundraising, public relations, student services, recruitment of personnel, appointment, promotion and dismissal of all faculty and staff members, as well as any such additional duties commensurate with such position as may be specified from time-to-time by the Board. The President ~~shall have~~has the full power and authority to direct the operation and management of the University, subject to the direction, control and instructions of the Board.

## 2.0 Best Efforts While Serving as President

- 2.1 During the Presidential Appointment Term, the President will diligently devote his full professional time, ability, and attention to the day-to-day operations of the University, including without limitation, all administrative, executive and academic functions.
- 2.2 During the Presidential Appointment Term, the President's expenditure of reasonable amounts of time for personal or outside business, as well as non-University related charitable and professional development activities, shall not be deemed a breach of this Agreement, provided such activities do not interfere with the services required to be rendered to the University under the provisions of this Agreement, Part III of Chapter 112 of the Florida Statutes: Code of Ethics for Public Officers and Employees, and applicable regulations or policies of the Board of Trustees or University.
- 2.3 The President shall not knowingly engage in any activity that may be competitive with or adverse to the best interests of the Board of Trustees or the University.
- 2.4 During the Presidential Appointment Term, the President shall seek approval from the Board prior to agreeing to serve on any boards of directors or engaging in outside employment, business or professional activities subject to the provisions of University regulation or policy. Any and all income or other compensation earned by the President in connection with approved non-University outside activities shall be paid to and retained by him, and such income or other compensation shall have no effect on the amount of salary, compensation, or benefits he is otherwise entitled to receive under this Agreement.
- 2.5 During the Presidential Appointment Term, the President shall perform the duties of ~~President~~ president for all existing and future campuses of the University, and for and at such other place or places as the Board deems appropriate for the interests, needs, business, or goals of the University.

## 3.0 Presidential Appointment Term; Evaluation; Renewal

- 3.1 Presidential Appointment Term. The appointment as President ("Presidential Appointment Term") ~~shall be for a term of five (5) years, commencing commenced~~ on July 7, 2014 and ~~ending ends~~ on ~~June 30, 2019~~ July 6, 2021. ~~This appointment and the Agreement are~~ renewable by mutual written consent of the parties. This appointment and this Agreement is subject to prior termination as provided for in this Agreement, and by the applicable laws of the State of Florida, the regulations and policies of the Board of Trustees, the University, and the Florida Board of Governors.

- 3.2 ~~Goals and Objectives While Serving as President. On or before October 1, 2014 for fiscal year 2014-2015, and on or b~~efore June 1 of each year, thereafter, the President ~~shall will~~ provide the Chair of the Board of Trustees (“Chair”) with a list of proposed goals and objectives for the ~~next upcoming~~ fiscal year. The proposed goals and objectives shall be related to, and in furtherance of, the University’s strategic plan goals, work plan and accountability report, and the Board of Governors’ strategic plan and performance funding model , and other priorities as established by the Board of Trustees or the Board of Governors. ~~The Chair and the President shall discuss and agree upon the goals and objectives for the next fiscal year.~~ The goals and objectives ~~shall then are~~ be presented to the Board for discussion and approval. ~~The Board and the President may agree to revise the goals and objectives as necessary during the fiscal year.~~
- 3.3 ~~Annual Evaluation While Serving as President. On or before April 1, 2015, and on or before April 1 each year thereafter w~~hile the President is employed as ~~President~~president, the President shall initiate the evaluation process for the ~~prior~~ fiscal year ending June 30 of such year by preparing a self-appraisal of his performance for submission to the Chair and evaluation by the Board, its designee, or both, in accordance with ~~directives~~, policies and procedures established by the Board as the Board may deem appropriate. The President ~~agrees to will~~ furnish any additional information requested by the Chair to aid the Board in its annual performance review of the President. ~~For the self-appraisal that will be delivered by the President on or before May 1, the Chair, in consultation with the President, will select a consultant who will perform a 360 degree review of the President and his administration’s performance. The consultant’s 360 degree review will be provided to the Board and the President and considered in its annual evaluation of the President for that year.~~ Pursuant to Board of Governors Regulations, the Chair ~~shall will~~ solicit input from the Chair of the Board of Governors during the evaluation process. The Board ~~shall will~~ complete the annual evaluation and make any compensation award under Section 5.3 ~~no later than September 30 of each year, commencing September 15, 2015.~~

#### 4.0 Salary

- 4.1 Base Salary. As compensation for all services rendered by the President as ~~President~~president pursuant to this Agreement, the University will pay the President according to the pay plan for Executive Service employees, an ~~initial~~ annual base salary of ~~Three Hundred Eighty five Thousand Dollars~~Four Hundred forty-one thousand seven hundred ninety-seven dollars (\$~~385,000~~441,797) ~~as of July 7, 2020~~ (“Presidential Base Salary), of which a maximum of Two Hundred Thousand Dollars (\$200,000) can be paid for with state funds. This amount shall be paid in accordance with the

University's standard payroll practices, with appropriate deductions for taxes and benefits. ~~In addition to the Base Salary, the President shall receive a one time payment of Thirty eight Thousand Five hundred Dollars (\$38,500) to be paid within thirty (30) days of commencement of the Presidential Appointment Term.~~ The President shall be responsible for any income tax liability incurred as a result of this Agreement.

- 4.2 Increase to Presidential Base Salary During Annual Evaluation. Effective with the Board's evaluation of the President's performance for the July 1, ~~2014-2019~~ to June 30, ~~2015-2020~~ fiscal year and continuing each year thereafter while he serves as President~~resident~~, the President's salary shall be reviewed annually for increase by the Board in conjunction with the Board's evaluation of job performance, as set forth in Section 3.3 of this Agreement. The President shall each year ~~following the first year~~ also be eligible for any salary increase generally applicable to University employees in his employment classification, but in no event shall the Base Salary increase be less than Three and One-Half Percent (3.5%) of the prior year's Base Salary.

## 5.0 Other Compensation While Serving as President

- 5.1 Insurance, Annual and Sick Leave. While serving as president ~~During~~ the Presidential Appointment Term, the President shall receive leave and other usual and customary benefits equal to those provided to Florida Polytechnic University Executive Service employees, except as provided in this Agreement.
- 5.2 ~~Intentionally Deleted. Relocation Reimbursement. Payable during the first two annual terms of the President's employment under this Agreement, the President shall be eligible to receive reimbursement of up to Thirty Thousand Dollars (\$30,000) for moving, relocation and travel expenses incurred by the President and his family in connection with travel to and from the Lakeland area, locating and securing appropriate housing, moving and storage of personal property, and other associated expenses for moving from his current home to the Lakeland area.~~
- 5.3 Effective with the Board's evaluation of the President's performance for the July 1, ~~2014-2019~~ – June 30, ~~2015-2020~~ fiscal year and continuing each year thereafter while he serves as President~~resident~~, the President shall be eligible for performance compensation; ~~and he shall also be entitled to an accreditation bonus~~, as follows:
- 5.3.1 Performance Compensation. The President shall be eligible for performance compensation ~~of up to Twenty Percent (20%) as a percent~~ of his annual base salary then in effect. However, if the President receives an overall evaluation of "Achieved" or higher from

the Board in his annual evaluation, the amount shall be not less than Twenty Percent (20%); ~~if the President receives an overall evaluation of "Exceeded" or higher from the Board in his annual evaluation, the amount may be up to increased, not to exceed~~ Thirty Percent (30%) of the annual base salary. The award of performance compensation ~~is discretionary and~~ shall be awarded based on the Board's assessment, in its sole and absolute discretion, of the President's performance as President during the fiscal year under review. ~~The Board may award any amount of performance compensation from zero to the maximum identified above.~~ In making its determination, the Board shall consider the President's achievement of the annual goals and objectives set pursuant to Section 3.2, the evaluation results pursuant to Section 3.3, and/or other criteria set by the Board prior to the start of the evaluation period and provided to the President in writing. The President shall receive such award if he remains as President through the end of a fiscal year for which performance is determined even though the award is determined later. Any performance compensation awarded shall be paid to the President within 90 days of the date on which it is awarded.

- 5.3.2 ~~Intentionally Deleted. Accreditation Bonus. Within thirty (30) days of the University receiving final confirmation that the University has received its accreditation from the Southern Association of Colleges and Schools, the President shall be paid a bonus of Fifty Thousand Dollars (\$50,000).~~

## 6.0 Annual Appropriation and Source of Funding

- 6.1 The performance of the University of any of its obligations under this contract shall be subject to and contingent upon the availability of funds appropriated by the legislature for the current and future periods.
- 6.2 While the President is serving as president ~~During~~ the term of this Agreement and contingent upon the availability of funds, the Board shall not be responsible for, but authorizes this compensation arrangement and shall use its best efforts to cause the Florida Polytechnic University Foundation, Inc. ("Foundation") to contribute to the University the portions of all payments provided for in this Agreement that exceed the limits set forth in Florida Statutes Section 1012.975. The Board further authorizes the use of the University's auxiliary funds to pay for the President's compensation which exceeds the limits set forth in the statute.

## 7.0 Other Benefits



- 7.1 The President ~~shall be~~ eligible for all applicable State of Florida and University developed benefits and perquisite programs as authorized by the legislature or other authorized governing bodies. The Board further agrees that while serving as president, the President ~~shall be~~ entitled, at all times, to the state sponsored life insurance benefits applicable to Executive Service personnel.
- 7.2 Supplemental Retirement Benefit. During each year of the Presidential Appointment Term, and while serving as president, the President will receive and reserve on a quarterly basis, in addition to his base salary, fifteen percent (15%) of the President's annual base salary which shall be used to establish a supplemental retirement benefit in a form reasonably acceptable to the President, such as an annuity or other tax deferred product to supplement his retirement. The FPU Foundation will contribute the sum required to fund this retirement benefit or, if permitted, the sum will be paid, in whole or in part, with University auxiliary funds.
- 7.3 Business/Travel Expenses. During the Presidential Appointment Term and while serving as President, the University ~~shall will~~ cover the cost of the President's reasonable business expenses, including professional dues, meetings, business travel, and entertainment. In addition, when the President's spouse travels with him on University-related business while he is serving as President, the FPU Foundation shall cover the cost of her reasonable travel expenses for travel serving a bona fide business purpose. Funding for spouse travel is only authorized in conjunction with the President's travel outside of the University service area.

## 8.0 Housing

- 8.1 The University deems it to be in its best interest that the President, while serving as President, ~~is maintain a residence in the Lakeland area in which he is~~ required to reside as a condition of his employment, in the University's Presidential Home, and to the extent reasonable, to use his the residence in the performance of his duties hereunder including, but not limited to receptions and meetings benefiting the University. The University is responsible for providing ~~During the first year of the Presidential Appointment Term, pursuant to an arrangement agreed upon between the President and the Chair, the University will cooperate with the President to provide a suitable interim residence for the President, including utilities, maintenance, service fees, internet and television service~~ for the Presidential Home, ~~with a total cost to the University not to exceed Two Thousand Five Hundred Dollars (\$2,500) per month. During this first year, the President and the University agree to work cooperatively to arrange for a permanent residence for the President to be provided by the University and in which the President shall be required to reside as a condition of his~~

~~employment. The parties acknowledge that the arrangement provided herein during the first year may temporarily continue beyond the first term until the permanent residence is available.~~

## **9.0 Automobile**

9.1 During the Presidential Appointment Term and while serving as ~~President~~president, the University or the FPU Foundation will provide a flat monthly automobile allowance in the amount of \$850. The allowance will cover all automobile related expenses including, but not limited to, gas, maintenance, and repairs. full-sized automobile acceptable to the President for the President's University business related and other use, with a new vehicle being provided not less than every three (3) years. The University will reimburse the President when he rents a vehicle for purposes of traveling long distance for University business.

## **10.0 Professional Dues, Meeting and Entertainment**

10.1 During the Presidential Appointment Term and while serving as ~~President~~president, the Board will authorize and provide for the President's reasonable expenses related to his joining and participating in University-related social, professional or service organizations and activities. The Board may fulfill this obligation through the use of available FPU Foundation funds.

## **11.0 Expense Receipts and Documentation**

11.1 The President agrees to maintain and furnish to the ~~Board~~Controller an accounting of reimbursable expenses and membership dues and fees provided for in this Agreement in reasonable detail and consistent with University policies, standards, and procedures and applicable State law on no less than a monthly basis, or as requested. Following the President's submission of an accounting, the University shall promptly reimburse the President for such expenses, membership dues and fees in accordance with University policies, standards and procedures and applicable State law.

## **12.0 Termination of the Contract for Cause**

12.1 Notwithstanding anything in this Agreement to the contrary, the parties agree that, upon a vote of two thirds (2/3) of the Board of Trustees, the Board may terminate this Agreement at any time for "just cause" (as hereinafter defined).

12.2 "Just cause" shall be deemed to include, but shall not be limited to:

(i) a deliberate or material violation by the President of the Duties or his refusal or unwillingness to perform the Duties in good faith, during his full business time, or to the best of his abilities if, within thirty (30) days following the President's receipt of the written notice of what the Board considers to be the violation, the President fails to cure the same;

(ii) materially harmful neglect of essential responsibilities of the President's duties; (iii) material dishonesty or serious misconduct that adversely affects the University; (iv) the commission of any felony or of a misdemeanor involving moral turpitude; or (v) a material, significant, or repetitive breach of this Agreement.

12.3 In the event of termination for "just cause" by the Board, the President's employment with the University shall cease. The Board's obligations under this Agreement in such event shall be limited to: (a) the prorated payment of his salary through the date of termination; (b) the payment of any performance compensation or supplemental retirement benefit that is awarded and/or due, though unpaid as of the date of termination; (c) the payment of accrued and unused leave through the date of termination in accordance with University regulation; and (d) the payment of any unpaid reimbursable business/travel/relocation expenses incurred prior to the date of termination and documented by him in accordance with University procedures. The President shall not be entitled to any further employment, compensation or benefits from the University in any capacity except for benefits required to be continued by law.

### **13.0 Termination Without Cause**

13.1 Notwithstanding anything in this Agreement to the contrary, the parties agree that upon a vote of two thirds (2/3) of the Board of Trustees, the Board may terminate the Agreement at any time prior to its term expiration without cause, provided that the President is given thirty (30) days prior written notice of this issue coming before the University's Board of Trustees. Upon receiving notice from the Board, the President may waive any portion or the entire notice period at his discretion and terminate earlier.

13.2 The President may terminate the Agreement at any time prior to its term expiration without cause, provided that the President gives ninety (90) days prior written notice to the Board of Trustees. Upon receiving notice from the President, the Chair may waive any portion or the entire notice period at his/her discretion and terminate earlier.

### **14.0 Professorial Appointment**

- 14.1 If the President is terminated without cause or resigns from his position as president and chooses to join the teaching faculty of the University upon conclusion of his presidency, he will be eligible for sabbatical leave of one calendar year commencing immediately after his employment as president ends and prior to joining the University's faculty. Prior to beginning any sabbatical leave, he will have committed to fill a faculty position at the rank of "Full Professor" or other mutually agreeable faculty position. Upon conclusion of the sabbatical, if taken, President's teaching, research, and service responsibilities will be substantially equivalent to similarly situated faculty positions.
- 14.2 During this first year post-presidency, the President's initial 12 month base salary, whether on sabbatical leave or serving as Professor ("initial base salary as a Professor"), will be 90% of his final annual base salary as President, not to include any deferred compensation or performance incentive payment. During his second year post-presidency and for the balance of the Presidential Appointment Term, his 12 month base salary as a Professor will be 90% of his initial base salary as a Professor, and he will be eligible for any salary increments provided to regular, full-time faculty members. Usual faculty and administrative processes will determine such salary increments. While on sabbatical, if any, and while serving as a Professor, he shall receive leave and other usual and customary benefits equal to those provided to University Faculty members.

## **15.0 Termination due to Resignation, Death or Disability**

- 15.1 Notwithstanding anything in this Agreement to the contrary, this Agreement shall terminate upon the President's resignation from employment at the University, death, or "permanent disability" (as hereinafter defined). Such termination shall be deemed to have occurred for "just cause" and the President's employment with the University shall cease, and he shall not be entitled to any further employment, compensation or benefits from the University in any capacity except for compensation as provided in Section 12.3 and for benefits required to be continued by law. For purposes of this Agreement, "permanent disability" shall be defined as the President's inability to perform the applicable job duties for a minimum of six (6) continuous months.
- 15.2 In the event of the President's death during the term of this Agreement, his spouse or, if none, his estate, shall receive all accrued benefits as of the date of his death to the extent permitted by law.

## **16.0 Non-binding Mediation**

16.1 The Board and the President agree that if any dispute arises concerning this Agreement, they will first attempt in good faith to resolve the dispute to their mutual satisfaction. If they are unable to do so, the Board and the President agree that they will submit the dispute to non-binding mediation in Lakeland, Florida, in accordance with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association then in effect. The Board and the President will use their best efforts, to the extent permitted under Florida law, to keep any disputes and any efforts to resolve disputes confidential, informing only their respective legal counsel and other persons determined in good faith to have a need to know. To the extent permitted under Florida law, they will use their best efforts to ensure that such persons do not further disclose any such information. The Board and the President agree that no mediator or arbitrator may have any material ongoing relationship with the University.

**17.0 Notice**

17.1 Unless and until changed by a party giving written notice to the other, the addresses below shall be the addresses to which all notices required or allowed by this Agreement shall be sent:

**If to the Board:**

Chairperson  
Florida Polytechnic University Board of Trustees  
Florida Polytechnic University  
~~439 S. Florida Avenue~~  
~~Suite 3004700 Research Way~~  
Lakeland, Florida ~~33801-33805-8531~~

With a copy to:

General Counsel  
Florida Polytechnic University

~~4700 Research Way~~  
~~Lakeland, Florida 33805-8531~~ ~~439 S. Florida Avenue~~  
~~Suite 300~~  
~~Lakeland, Florida 33801~~

**If to the President:**

\_\_\_\_\_  
\_\_\_\_\_

## **18.0 Entire Agreement: Modification**

- 18.1 This Agreement constitutes the entire understanding of the parties and supersedes any and all prior or contemporaneous representations or Agreements, whether written or oral, between the parties. There are no other promises, understandings, obligations, inducements, or considerations between the parties or owed by either party to the other that are not set forth in this Agreement.
- 18.2 This Agreement cannot be changed or modified unless accomplished in writing and signed by the parties.

## **19.0 Severability**

- 19.1 The terms of this Agreement are severable, meaning that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable to the extent possible.

## **20.0 Governing Law and Forum**

- 20.1 This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida, excluding choice of law rules.
- 20.2 Notwithstanding any other terms and conditions of this Agreement, either party may bring an action for the sole and limited purpose of enforcing the terms and conditions of this Agreement in any court of competent jurisdiction. Venue shall be in Polk County, Florida.

## **21.0 Understanding of the Agreement**

- 21.1 Both parties represent that they have thoroughly read this Agreement, that they understand it to be a binding contract, that they understand each provision, term, and condition of this Agreement as well as its legal effect, and that they have signed the Agreement voluntarily and of their own free will with the intention to comply with its terms. Both parties have participated in the preparation of this Agreement. Therefore, the Agreement shall not be construed against or in favor of either party based upon which party was responsible for the drafting of the Agreement.

## **22.0 Public Disclosure of the Agreement**

22.1 Both Parties agree and acknowledge that this Agreement is subject to the Florida public records laws and may, therefore, be subject to disclosure by and in the manner provided by law.

## **23.0 Waiver**

23.1 No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights enforceable under this Agreement.

## **24.0 Assignment**

24.1 This Agreement is not assignable, but shall be binding upon the heirs, administrators, personal representatives, successors, and assigns of both parties.

## **25.0 Execution and Counterparts**

25.1 This Agreement may be executed in counterparts and by the parties on separate counterparts each of which, when so executed, shall constitute but one and the same instrument.

## **26.0 No Trust Fund**

26.1 Nothing contained in this Agreement and no action taken pursuant to the provisions of this Agreement shall create or be construed to create a trust of any kind. To the extent that the President acquires a right to receive payments from the University, such rights shall be no greater than the right of any unsecured, general creditor of the University.

## **27.0 Taxes**

27.1 The President understands that the services to be rendered by him under this Agreement will cause him to recognize taxable income, which is considered under the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder as compensation income subject to the withholding of income tax (any social security or other employment taxes). The President hereby consents to the withholding of such taxes as are required by law. All sums payable to the President under this Agreement will be reduced by all federal, state and other withholdings and similar taxes and payments required by law.

## **28.0 Miscellaneous**

28.1 The headings in this Agreement are for convenience only and shall not be used in construing or interpreting this Agreement. The terms "Board," "Board of Trustees" and "University," where applicable or appropriate, shall include or refer to any duly authorized board, committee, officer, or employee of said entity. Whenever the context requires, the masculine shall include the feminine and neuter, the singular shall include the plural, and conversely.

28.2 General Cooperation Covenant. Without limitation of the obligations specified in the Agreement and applicable University rules, regulations, policies and procedures, the President agrees to cooperate fully in any review or investigation involving University matters in which he may possess pertinent information. This obligations shall survive the expiration or earlier termination of this Agreement.

THEREFORE, Dr. Randy Avent, President, and Mr. Robert H. Gidel, Chair and authorized representative of the Florida Polytechnic University Board of Trustees, have executed this Agreement on the dates appearing below.

**Florida Polytechnic University Board  
of Trustees**

By: Robert H. Gidel \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson

Dr. Randy K. Avent, President \_\_\_\_\_ Date \_\_\_\_\_



## PRESIDENT'S EMPLOYMENT AGREEMENT

This President's Employment Agreement (the "Agreement") is entered into by the **Florida Polytechnic University Board of Trustees** ("the Board" or "the Board of Trustees"), a public body corporate of the State of Florida, on behalf of Florida Polytechnic University ("University"), and **Dr. Randy K. Avent** ("President").

### Background

WHEREAS, the Board, acting on behalf of Florida Polytechnic University (the "University"), has the authority to select and employ the President of the University; and

WHEREAS, the Board previously selected Dr. Randy Avent to serve as President of the University, subject to confirmation of the Board of Governors; and

WHEREAS, the Board wishes to continue to employ Dr. Randy Avent as the University's President, and Dr. Randy Avent wishes to serve as President and be a University employee, subject to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of mutual promises and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree to this Agreement as follows:

### 1.0 Powers and Duties of President While Serving as President

- 1.1 The President reports to the Board and is the Corporate Secretary of the Board and the Chief Executive Officer of the University, subject to the supervision of the Board, the laws of Florida, and the rules, regulations, and policies of the Board, the University and the Board of Governors. During the Presidential Appointment Term (as defined in section 3.1 below), the President has the powers and duties reserved to the position of president by the Florida Statutes and the University regulations and other actions of the Board (collectively "Duties"), as they presently exist or may hereafter be amended. The President and the Board acknowledge and agree that the Duties hereunder are and shall be consistent with those customary for the position of a university president, including, but not limited to educational leadership, faculty relations, budgeting, long-range planning, fundraising, public relations, student services, recruitment of personnel, appointment, promotion and dismissal of all faculty and staff members, as well as any such additional duties commensurate with such position as may be specified from time-to-time by the Board. The President has the full power and authority to direct the operation and management of the University, subject to the direction, control and instructions of the Board.

## **2.0 Best Efforts While Serving as President**

- 2.1 During the Presidential Appointment Term, the President will diligently devote his full professional time, ability, and attention to the day-to-day operations of the University, including without limitation, all administrative, executive and academic functions.
- 2.2 During the Presidential Appointment Term, the President's expenditure of reasonable amounts of time for personal or outside business, as well as non-University related charitable and professional development activities, shall not be deemed a breach of this Agreement, provided such activities do not interfere with the services required to be rendered to the University under the provisions of this Agreement, Part III of Chapter 112 of the Florida Statutes: Code of Ethics for Public Officers and Employees, and applicable regulations or policies of the Board of Trustees or University.
- 2.3 The President shall not knowingly engage in any activity that may be competitive with or adverse to the best interests of the Board of Trustees or the University.
- 2.4 During the Presidential Appointment Term, the President shall seek approval from the Board prior to agreeing to serve on any boards of directors or engaging in outside employment, business or professional activities subject to the provisions of University regulation or policy. Any and all income or other compensation earned by the President in connection with approved non-University outside activities shall be paid to and retained by him, and such income or other compensation shall have no effect on the amount of salary, compensation, or benefits he is otherwise entitled to receive under this Agreement.
- 2.5 During the Presidential Appointment Term, the President shall perform the duties of president for all existing and future campuses of the University, and for and at such other place or places as the Board deems appropriate for the interests, needs, business, or goals of the University.

## **3.0 Presidential Appointment Term; Evaluation; Renewal**

- 3.1 Presidential Appointment Term. The appointment as President ("Presidential Appointment Term") commenced on July 7, 2014 and ends on July 6, 2021. This appointment and the Agreement are renewable by mutual written consent of the parties. This appointment and this Agreement is subject to prior termination as provided for in this Agreement, and by the applicable laws of the State of Florida, the regulations and policies of the Board of Trustees, the University, and the Florida Board of Governors.

- 3.2 Goals and Objectives While Serving as President. Before June 1 of each year, the President will provide the Chair of the Board of Trustees (“Chair”) with a list of proposed goals and objectives for the upcoming fiscal year. The proposed goals and objectives shall be related to, and in furtherance of, the University’s strategic plan goals, work plan and accountability report, and the Board of Governors’ strategic plan and performance funding model , and other priorities as established by the Board of Trustees or the Board of Governors. The goals and objectives are be presented to the Board for discussion and approval. The Board and the President may agree to revise the goals and objectives as necessary during the fiscal year.
- 3.3 Annual Evaluation While Serving as President. While the President is employed as president, the President shall initiate the evaluation process for the prior fiscal year ending June 30 of such year by preparing a self-appraisal of his performance for submission to the Chair and evaluation by the Board, its designee, or both, in accordance with directives, policies and procedures established by the Board as the Board may deem appropriate. The President will furnish any additional information requested by the Chair to aid the Board in its annual performance review of the President. Pursuant to Board of Governors Regulations, the Chair will solicit input from the Chair of the Board of Governors during the evaluation process. The Board will complete the annual evaluation and make any compensation award under Section 5.3.

#### **4.0 Salary**

- 4.1 **Base Salary.** As compensation for all services rendered by the President as president pursuant to this Agreement, the University will pay the President according to the pay plan for Executive Service employees, an annual base salary of Four Hundred forty-one thousand seven hundred ninety-seven dollars (\$441,797) as of July 7, 2020 (“Presidential Base Salary), of which a maximum of Two Hundred Thousand Dollars (\$200,000) can be paid for with state funds. This amount shall be paid in accordance with the University’s standard payroll practices, with appropriate deductions for taxes and benefits. The President shall be responsible for any income tax liability incurred as a result of this Agreement.
- 4.2 **Increase to Presidential Base Salary During Annual Evaluation.** Effective with the Board's evaluation of the President's performance for the July 1, 2019 to June 30, 2020 fiscal year and continuing each year thereafter while he serves as president, the President’s salary shall be reviewed annually for increase by the Board in conjunction with the Board’s evaluation of job performance, as set forth in Section 3.3 of this Agreement. The President shall each year also be eligible for any salary increase generally applicable to University employees in his employment classification, but in no event

shall the Base Salary increase be less than Three and One-Half Percent (3.5%) of the prior year's Base Salary.

## **5.0 Other Compensation While Serving as President**

5.1 Insurance, Annual and Sick Leave. While serving as president during the Presidential Appointment Term, the President shall receive leave and other usual and customary benefits equal to those provided to Florida Polytechnic University Executive Service employees, except as provided in this Agreement.

5.2 Intentionally Deleted.

5.3 Effective with the Board's evaluation of the President's performance for the July 1, 2019 – June 30, 2020 fiscal year and continuing each year thereafter while he serves as president, the President shall be eligible for performance compensation as follows:

5.3.1 Performance Compensation. The President shall be eligible for performance compensation as a percent of his annual base salary then in effect. However, if the President receives an overall evaluation of "Achieved" or higher from the Board in his annual evaluation, the amount shall be not less than Twenty Percent (20%); if the President receives an overall evaluation of "Exceeded" or higher from the Board in his annual evaluation, the amount may be increased, not to exceed Thirty Percent (30%) of the annual base salary. The award of performance compensation shall be awarded based on the Board's assessment, in its sole and absolute discretion, of the President's performance as President during the fiscal year under review. In making its determination, the Board shall consider the President's achievement of the annual goals and objectives set pursuant to Section 3.2, the evaluation results pursuant to Section 3.3, and/or other criteria set by the Board prior to the start of the evaluation period and provided to the President in writing. The President shall receive such award if he remains as President through the end of a fiscal year for which performance is determined even though the award is determined later. Any performance compensation awarded shall be paid to the President within 90 days of the date on which it is awarded.

5.3.2 Intentionally Deleted.

## **6.0 Annual Appropriation and Source of Funding**

- 6.1 The performance of the University of any of its obligations under this contract shall be subject to and contingent upon the availability of funds appropriated by the legislature for the current and future periods.
- 6.2 While the President is serving as president during the term of this Agreement and contingent upon the availability of funds, the Board shall not be responsible for, but authorizes this compensation arrangement and shall use its best efforts to cause the Florida Polytechnic University Foundation, Inc. ("Foundation") to contribute to the University the portions of all payments provided for in this Agreement that exceed the limits set forth in Florida Statutes Section 1012.975. The Board further authorizes the use of the University's auxiliary funds to pay for the President's compensation which exceeds the limits set forth in the statute.

## **7.0 Other Benefits**

- 7.1 The President is eligible for all applicable State of Florida and University developed benefits and perquisite programs as authorized by the legislature or other authorized governing bodies. The Board further agrees that while serving as president, the President is entitled, at all times, to the state sponsored life insurance benefits applicable to Executive Service personnel.
- 7.2 Supplemental Retirement Benefit. During each year of the Presidential Appointment Term and while serving as president, the President will receive and reserve on a quarterly basis, in addition to his base salary, fifteen percent (15%) of the President's annual base salary which shall be used to establish a supplemental retirement benefit in a form reasonably acceptable to the President, such as an annuity or other tax deferred product to supplement his retirement. The FPU Foundation will contribute the sum required to fund this retirement benefit or, if permitted, the sum will be paid, in whole or in part, with University auxiliary funds.
- 7.3 Business/Travel Expenses. During the Presidential Appointment Term and while serving as President, the University will cover the cost of the President's reasonable business expenses, including professional dues, meetings, business travel, and entertainment. In addition, when the President's spouse travels with him on University-related business while he is serving as President, the FPU Foundation shall cover the cost of her reasonable travel expenses for travel serving a bona fide business purpose. Funding for spouse travel is only authorized in conjunction with the President's travel outside of the University service area.

## **8.0 Housing**

8.1 The University deems it to be in its best interest that the President, while serving as President, is required to reside as a condition of his employment in the University's Presidential Home, and to the extent reasonable, to use the residence in the performance of his duties hereunder including, but not limited to receptions and meetings benefiting the University. The University is responsible for providing utilities, maintenance, service fees, internet and television service for the Presidential Home.

## **9.0 Automobile**

9.1 During the Presidential Appointment Term and while serving as president, the University or the FPU Foundation will provide a flat monthly automobile allowance in the amount of \$850. The allowance will cover all automobile related expenses including, but not limited to, gas, maintenance, and repairs. The University will reimburse the President when he rents a vehicle for purposes of traveling long distance for University business.

## **10.0 Professional Dues, Meeting and Entertainment**

10.1 During the Presidential Appointment Term and while serving as president, the Board will authorize and provide for the President's reasonable expenses related to his joining and participating in University-related social, professional or service organizations and activities. The Board may fulfill this obligation through the use of available FPU Foundation funds.

## **11.0 Expense Receipts and Documentation**

11.1 The President agrees to maintain and furnish to the Controller an accounting of reimbursable expenses and membership dues and fees provided for in this Agreement in reasonable detail and consistent with University policies, standards, and procedures and applicable State law on no less than a monthly basis, or as requested. Following the President's submission of an accounting, the University shall promptly reimburse the President for such expenses, membership dues and fees in accordance with University policies, standards and procedures and applicable State law.

## **12.0 Termination of the Contract for Cause**

12.1 Notwithstanding anything in this Agreement to the contrary, the parties agree that, upon a vote of two thirds (2/3) of the Board of Trustees, the Board may terminate this Agreement at any time for "just cause" (as hereinafter defined).

- 12.2 “Just cause” shall be deemed to include, but shall not be limited to:
- (i) a deliberate or material violation by the President of the Duties or his refusal or unwillingness to perform the Duties in good faith, during his full business time, or to the best of his abilities if, within thirty (30) days following the President’s receipt of the written notice of what the Board considers to be the violation, the President fails to cure the same;
  - (ii) materially harmful neglect of essential responsibilities of the President’s duties; (iii) material dishonesty or serious misconduct that adversely affects the University; (iv) the commission of any felony or of a misdemeanor involving moral turpitude; or (v) a material, significant, or repetitive breach of this Agreement.
- 12.3 In the event of termination for “just cause” by the Board, the President’s employment with the University shall cease. The Board’s obligations under this Agreement in such event shall be limited to: (a) the prorated payment of his salary through the date of termination; (b) the payment of any performance compensation or supplemental retirement benefit that is awarded and/or due, though unpaid as of the date of termination; (c) the payment of accrued and unused leave through the date of termination in accordance with University regulation; and (d) the payment of any unpaid reimbursable business/travel/relocation expenses incurred prior to the date of termination and documented by him in accordance with University procedures. The President shall not be entitled to any further employment, compensation or benefits from the University in any capacity except for benefits required to be continued by law.

### **13.0 Termination Without Cause**

- 13.1 Notwithstanding anything in this Agreement to the contrary, the parties agree that upon a vote of two thirds (2/3) of the Board of Trustees, the Board may terminate the Agreement at any time prior to its term expiration without cause, provided that the President is given thirty (30) days prior written notice of this issue coming before the University’s Board of Trustees. Upon receiving notice from the Board, the President may waive any portion or the entire notice period at his discretion and terminate earlier.
- 13.2 The President may terminate the Agreement at any time prior to its term expiration without cause, provided that the President gives ninety (90) days prior written notice to the Board of Trustees. Upon receiving notice from the President, the Chair may waive any portion or the entire notice period at his/her discretion and terminate earlier.

## **14.0 Professorial Appointment**

- 14.1 If the President is terminated without cause or resigns from his position as president and chooses to join the teaching faculty of the University upon conclusion of his presidency, he will be eligible for sabbatical leave of one calendar year commencing immediately after his employment as president ends and prior to joining the University's faculty. Prior to beginning any sabbatical leave, he will have committed to fill a faculty position at the rank of "Full Professor" or other mutually agreeable faculty position. Upon conclusion of the sabbatical, if taken, President's teaching, research, and service responsibilities will be substantially equivalent to similarly situated faculty positions.
- 14.2 During this first year post-presidency, the President's initial 12 month base salary, whether on sabbatical leave or serving as Professor ("initial base salary as a Professor"), will be 90% of his final annual base salary as President, not to include any deferred compensation or performance incentive payment. During his second year post-presidency and for the balance of the Presidential Appointment Term, his 12 month base salary as a Professor will be 90% of his initial base salary as a Professor, and he will be eligible for any salary increments provided to regular, full-time faculty members. Usual faculty and administrative processes will determine such salary increments. While on sabbatical, if any, and while serving as a Professor, he shall receive leave and other usual and customary benefits equal to those provided to University Faculty members.

## **15.0 Termination due to Resignation, Death or Disability**

- 15.1 Notwithstanding anything in this Agreement to the contrary, this Agreement shall terminate upon the President's resignation from employment at the University, death, or "permanent disability" (as hereinafter defined). Such termination shall be deemed to have occurred for "just cause" and the President's employment with the University shall cease, and he shall not be entitled to any further employment, compensation or benefits from the University in any capacity except for compensation as provided in Section 12.3 and for benefits required to be continued by law. For purposes of this Agreement, "permanent disability" shall be defined as the President's inability to perform the applicable job duties for a minimum of six (6) continuous months.
- 15.2 In the event of the President's death during the term of this Agreement, his spouse or, if none, his estate, shall receive all accrued benefits as of the date of his death to the extent permitted by law.



## 16.0 Non-binding Mediation

16.1 The Board and the President agree that if any dispute arises concerning this Agreement, they will first attempt in good faith to resolve the dispute to their mutual satisfaction. If they are unable to do so, the Board and the President agree that they will submit the dispute to non-binding mediation in Lakeland, Florida, in accordance with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association then in effect. The Board and the President will use their best efforts, to the extent permitted under Florida law, to keep any disputes and any efforts to resolve disputes confidential, informing only their respective legal counsel and other persons determined in good faith to have a need to know. To the extent permitted under Florida law, they will use their best efforts to ensure that such persons do not further disclose any such information. The Board and the President agree that no mediator or arbitrator may have any material ongoing relationship with the University.

## 17.0 Notice

17.1 Unless and until changed by a party giving written notice to the other, the addresses below shall be the addresses to which all notices required or allowed by this Agreement shall be sent:

**If to the Board:**

Chairperson  
Florida Polytechnic University Board of Trustees  
Florida Polytechnic University  
4700 Research Way  
Lakeland, Florida 33805-8531

With a copy to:

General Counsel  
Florida Polytechnic University

4700 Research Way  
Lakeland, Florida 33805-8531

**If to the President:**

\_\_\_\_\_  
\_\_\_\_\_

## **18.0 Entire Agreement: Modification**

- 18.1 This Agreement constitutes the entire understanding of the parties and supersedes any and all prior or contemporaneous representations or Agreements, whether written or oral, between the parties. There are no other promises, understandings, obligations, inducements, or considerations between the parties or owed by either party to the other that are not set forth in this Agreement.
- 18.2 This Agreement cannot be changed or modified unless accomplished in writing and signed by the parties.

## **19.0 Severability**

- 19.1 The terms of this Agreement are severable, meaning that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable to the extent possible.

## **20.0 Governing Law and Forum**

- 20.1 This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida, excluding choice of law rules.
- 20.2 Notwithstanding any other terms and conditions of this Agreement, either party may bring an action for the sole and limited purpose of enforcing the terms and conditions of this Agreement in any court of competent jurisdiction. Venue shall be in Polk County, Florida.

## **21.0 Understanding of the Agreement**

- 21.1 Both parties represent that they have thoroughly read this Agreement, that they understand it to be a binding contract, that they understand each provision, term, and condition of this Agreement as well as its legal effect, and that they have signed the Agreement voluntarily and of their own free will with the intention to comply with its terms. Both parties have participated in the preparation of this Agreement. Therefore, the Agreement shall not be construed against or in favor of either party based upon which party was responsible for the drafting of the Agreement.

## **22.0 Public Disclosure of the Agreement**

22.1 Both Parties agree and acknowledge that this Agreement is subject to the Florida public records laws and may, therefore, be subject to disclosure by and in the manner provided by law.

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24.1 This Agreement is not assignable, but shall be binding upon the heirs, administrators, personal representatives, successors, and assigns of both parties.

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25.1 This Agreement may be executed in counterparts and by the parties on separate counterparts each of which, when so executed, shall constitute but one and the same instrument.

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26.1 Nothing contained in this Agreement and no action taken pursuant to the provisions of this Agreement shall create or be construed to create a trust of any kind. To the extent that the President acquires a right to receive payments from the University, such rights shall be no greater than the right of any unsecured, general creditor of the University.

## **27.0 Taxes**

27.1 The President understands that the services to be rendered by him under this Agreement will cause him to recognize taxable income, which is considered under the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder as compensation income subject to the withholding of income tax (any social security or other employment taxes). The President hereby consents to the withholding of such taxes as are required by law. All sums payable to the President under this Agreement will be reduced by all federal, state and other withholdings and similar taxes and payments required by law.

**28.0 Miscellaneous**

28.1 The headings in this Agreement are for convenience only and shall not be used in construing or interpreting this Agreement. The terms "Board," "Board of Trustees" and "University," where applicable or appropriate, shall include or refer to any duly authorized board, committee, officer, or employee of said entity. Whenever the context requires, the masculine shall include the feminine and neuter, the singular shall include the plural, and conversely.

28.2 General Cooperation Covenant. Without limitation of the obligations specified in the Agreement and applicable University rules, regulations, policies and procedures, the President agrees to cooperate fully in any review or investigation involving University matters in which he may possess pertinent information. This obligations shall survive the expiration or earlier termination of this Agreement.

THEREFORE, Dr. Randy Avent, President, and \_\_\_\_\_, Chair and authorized representative of the Florida Polytechnic University Board of Trustees, have executed this Agreement on the dates appearing below.

**Florida Polytechnic University Board of Trustees**

By: \_\_\_\_\_ Date \_\_\_\_\_  
**Chairperson**

**President**

\_\_\_\_\_ Date \_\_\_\_\_  
**Dr. Randy K. Avent**

**Florida Polytechnic University  
Governance Committee  
Board of Trustees  
May 20, 2020**

**Subject: President's Goals for 2020-21**

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**Proposed Action**

Review President's proposed goals for 2020-21 to make a recommendation to the Board of Trustees.

**Background Information**

Pursuant to the Policy on Annual Review of the President, the Board of Trustees must set specific annual goals for the upcoming fiscal year.

The President submitted his proposed President Goals for 2020-21 to Chair Wilson and Committee Chair Dur. The Governance Committee needs to discuss the goals with the President and approve the proposed goals so that they may be recommended to the Trustees for final approval and provided to the Chair of the Board of Governors, as required.

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**Supporting Documentation:** President's goals for 2020-21

**Prepared by:** Gina Delulio, General Counsel



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Finance & Facilities Committee Meeting

Wednesday, May 20, 2020, 8:30-10:30 AM  
*Or upon conclusion of the Governance Committee meeting*

Florida Polytechnic University  
TELE-CONFERENCE MEETING

Dial In Number: 415-655-0001 | Access Code: 618 932 538#

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Frank Martin, Chair  
Dr. Victoria Astley

Henry McCance, Vice Chair  
Rear Admiral Philip Dur

Bob Stork  
Gary Wendt

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### AGENDA

- |  |   |
|--|---|
| I. Call to Order   | Frank Martin, Chair                                 |
| II. Roll Call  | Michele Rush  |
| III. Public Comment  | Frank Martin, Chair                                 |
| IV. <a href="#">Approval of the February 25, 2020 Minutes</a><br>*Action Required*   | Frank Martin, Chair                                 |
| V. <a href="#">Approval of Revision to FPU-4.001 Tuition and Related Fees Schedule</a><br>*Action Required*                      | Gina Deiulio<br>VP & General Counsel                |
| VI. <a href="#">2021-2022 Capital Improvement Plan, Carry Forward Amendment &amp; Change Order Approval</a><br>*Action Required* | David Calhoun, AVP<br>Facilities & Safety Services  |
| VII. 2021-2022 Operating Legislative Budget Request<br>*Action Required*   | Kathy Mizereck<br>AVP Government Relations          |
| VIII. <a href="#">2020-2021 University Operating Budget</a><br>*Action Required*   | Mark Mroczkowski<br>VP & CFO                        |
| IX. <a href="#">2020-2021 Foundation Operating Budget</a><br>*Action Required*   | Larry Locke, Director<br>Finance & Dev. Advancement |

- X. [Memorandum of Understanding between University and Foundation](#) Kathy Bowman, VP of Advancement and CEO
- XI. [Approval of Foundation Board Reappointments](#)  
*\*Action Required\** Kathy Bowman, VP of Advancement and CEO
- XII. Closing Remarks and Adjournment Frank Martin, Chair

Florida Polytechnic University  
Board of Trustees

**Board of Trustees  
Finance & Facilities Committee Meeting**

**DRAFT MEETING MINUTES**

**Tuesday, February 25, 2020  
4:00 PM—5:00 PM**

**Florida Polytechnic University, Student Development Center  
4700 Research Way, Lakeland, FL 33805**

I. Call to Order

Committee Chair Frank Martin called the Finance & Facilities Committee meeting to order at 4:00 p.m.

II. Roll Call

Winnie Hall called the roll: Committee Chair Frank Martin, Vice Chair Henry McCance, Trustee Victoria Astley, Trustee Philip Dur, and Trustee Gary Wendt were present (Quorum).

Committee members not present: Trustee Bob Stork

Board Chair Don Wilson was also present.

Staff present: Mr. Terry Parker, Mr. Mark Mroczkowski, Ms. Gina Delulio, Mrs. Kathy Bowman, Mr. Ben Beachy, Mrs. Treasa McLean, Mr. John Sprenkle, Mrs. Penney Farley, Ms. Iliana Ricelli, Mr. David Brunell, Mrs. Melanie Schmitz, Mrs. DeAnn Doll, Mr. Larry Locke, Mr. David Blanton, Mr. David Calhoun, Mrs. Kris Wharton, and Mrs. Winnie Hall were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of the Minutes

**Vice-Chair Henry McCance made a motion to approve the Finance and Facilities Committee meeting minutes of December 10, 2019. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

V. 2018-2020 Finance and Facilities Committee Work Plan Review

Committee Chair Frank Martin asked if there were any suggested changes to the 2018-2020 Finance and



Facilities Committee Work Plan and none were offered.

VI. 2020-2021 Budget Development Process Discussion

Mr. Mark Mroczkowski presented information to the Committee detailing the University's budget development process and timeline.

Committee Chair Frank Martin asked the Committee if they felt the need for a pre-meeting prior to review the budget at the May meeting. The Committee declined to schedule an additional meeting to review the budget process prior to the May meeting.

Discussions and questions ensued but no vote and no action were taken.

VII. University Financial Review

Mr. Mroczkowski provided the Committee with the University's Half-Year Financial Review for the six-month period which ended December 31, 2019.

Discussions and questions ensued but no action was taken.

VIII. Resolution for Signature Authority on Depository Accounts

Due to a change in staff, the University removed Mr. Derek Horton, the former University Controller, and added Mrs. Penelope Farley, the new University Controller, as authorized signatories on bank documents. The President and the CFO signatories remain unchanged.

**Vice Chair Henry McCance made a motion to recommend approval to the Board of Trustees of Resolution 2020-001 to update the authorized signatories for checks, payments and transfers of funds respecting the designated depository of deposit of funds for the University pursuant to this Resolution. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. Foundation Financial Review

Mr. Larry Locke provided the Committee with the University Foundation's Financial Review for the first and second quarters of FY19-20.

Mrs. Kathy Bowman provided the group with the 2019 Annual Fund Update on behalf of University Advancement.

Discussions and questions ensued but no action was taken.

X. Review Results of BOG Internal Control and Business Process Assessment

Mr. Mroczkowski presented the results of the Board of Governors (BOG) "Internal Management and Accounting Control and Business Process Assessment" for both the State University System of Florida collectively and Florida Polytechnic University individually.

Discussions and questions ensued but no action was taken.

XI. Applied Research Center (ARC) Update

Mr. David Calhoun provided the Committee with an update on the design, schedule, construction, and budget for the Applied Research Center.

Discussion and questions ensued but no action was taken.

XII. Approval of Contracts over \$500,000

The Committee received an update on the Skanska USA Building Inc. (Skanska) Guaranteed Maximum Price Phase II ("GMP 02") for the Applied Research Center construction contract.

**Trustee Gary Wendt made a motion to recommend approval to the Board of Trustees of the Guaranteed Maximum Price Phase II ("GMP 02") in the amount of \$17.7M, for the Applied Research Center construction. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

Discussion and questions ensued but no further action was taken.

XIII. Review of Contracts over \$200,000

Mr. Mroczkowski presented the committee with an update of all existing contracts in excess of \$200,000. No new contracts over \$200,000 were presented.

XIV. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 5:33 p.m.

Florida Polytechnic University  
Finance and Facilities Committee  
Board of Trustees  
May 20, 2020

**Subject: Revised FPU-4.001 Tuition and Related Fees Schedule**

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**Proposed Committee Action**

Recommend approval of the revised FPU-4.001 Tuition and Related Fees Schedule to the Board of Trustees.

**Background Information**

This regulation **FPU-4.001 Tuition and Related Fees Schedule** is being revised primarily to update the information related to the excess hour fee to make it consistent with the revised Board of Governor's regulation 7.003 Fees, Fines and Penalties. The changes provide the excess hour fee to be charged to FTIC students entering in the 2019 summer term or thereafter when they exceed 120 percent of the credit hours required for the degree and indicate when a refund of the excess hour fees paid is warranted.

The notice of amendment for this regulation was posted on the University's website on April 20, 2020. No comments were received during the review and comment period.

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**Supporting Documentation:**

- Draft FPU-4.001 Tuition and Related Fees Schedule
- BOG Regulation 7.003 Fees, Fines and Penalties [(21) in pertinent part]

**Prepared by:** Regina Delulio, VP General Counsel

**Board of Governors Regulation 7.003 Fees, Fines and Penalties. (in pertinent part):**

(21) Excess Hour Fee –This fee shall be budgeted in the Student and Other Fee Trust Fund.

- (a) State universities shall require a student to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Each university must calculate an excess hour threshold for each student based on the number of credit hours required for the degree. For any student who changes degree programs, the excess hour threshold must be adjusted only if the number of credit hours required to complete the new degree program exceeds that of the original degree program.
- (b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2011 and prior to fall 2012 shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (d) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2012 through the 2019 spring term shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall be paid. Effective July 1, 2018 each university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.
- (e) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor. The excess hours' determination shall be based on the baccalaureate degree program in which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours. Pursuant to Regulation 7.002(1), the university shall establish regulation procedures for the implementation of this section.
- (f) All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:
  - 1. Failed courses.
  - 2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (21)(f).

3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(11).
  4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.
- (g) All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:
1. College credits earned through an articulated accelerated mechanism.
  2. Credit hours earned through internship programs.
  3. Credit hours required for certification, recertification, or certificate programs.
  4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
  5. Credit hours taken by active-duty military personnel.
  6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
  7. Remedial and English as a Second Language credit hours.
  8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU- 4.001 Tuition and Related Fees Schedule.

(1) Tuition is defined as the basic fee charged to a student for enrollment in credit courses provided by the Florida Polytechnic University and the out-of-state fee assessed to non-residents.

Tuition and associated fees consists of the following:

- (a) Tuition (basic fee);
- (b) Student Financial Aid Fee;
- (c) Capital Improvement Trust Fund Fee;
- (d) Health Fee;
- (e) Athletic Fee;
- (f) Activity and Service Fee;
- (g) Technology Fee.

In addition to the fees set forth above, a student who is not classified as a Florida resident, as defined by the Florida Board of Governors, will be charged the Out-of-State Fee and the Non-Resident Student Financial Aid Fee.

(2) Registration is defined as consisting of three components:

- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
- (b) Payment of tuition and associated fees, partial or otherwise, or other appropriate arrangements for payment of tuition and associated fees (installment payment, deferment, or third-party billing), for the courses in which the student is enrolled as of the end of the drop/add period; and
- (c) Provision of background information, where appropriate.

(3) A student is liable for tuition and associated fees for all courses for which the student is registered at the end of the drop/add period. The fee payment deadline shall be as determined by the University.

(4) The following tuition and associated fees shall be levied and collected on a per credit hour basis, for each student regularly enrolled, unless provided otherwise by law, or Board of Governors or University regulation.

| Fee                                | Undergraduate |              | Graduate |              |
|------------------------------------|---------------|--------------|----------|--------------|
|                                    | Resident      | Non-Resident | Resident | Non-Resident |
| Tuition                            | 105.07        | 105.07       | 385.00   | 385.00       |
| Out-of-State Fee                   | -----         | 510.00       | -----    | 608.00       |
| Financial Aid Fee                  | 5.25          | 5.25         | 19.25    | 19.25        |
| Non-Resident Financial Aid Fee     | -----         | 25.50        | -----    | 30.40        |
| Capital Improvement Trust Fund Fee | 4.76          | 4.76         | 4.76     | 4.76         |
| Transportation Access Fee          | 3.00          | 3.00         | 3.00     | 3.00         |
| Activity and Service Fee           | 17.62         | 17.62        | 17.62    | 17.62        |
| Athletic Fee                       | 14.12         | 14.12        | 14.12    | 14.12        |

|                |      |      |       |       |
|----------------|------|------|-------|-------|
| Health Fee     | 9.58 | 9.58 | 9.58  | 9.58  |
| Technology Fee | 5.25 | 5.25 | 19.25 | 19.25 |

(5) **Graduate Assistant.** During any semester in which a graduate nonresident student has been appointed as a Graduate Assistant for at least 0.25 FTE, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(6) **Graduate Fellowship.** During any semester in which a graduate nonresident is receiving a full fellowship, the Out-of-State fee for the student shall be \$0.00 per credit hour.

(7) **Third Time Repeat.** Effective the Fall Semester 2009, each student enrolled in the same undergraduate course more than twice shall be assessed an additional sum to cover 100 percent of the full cost of instruction as established by the Board of Governors for each such course in addition to the tuition and associated fees set forth above.

(8) **Excess Hour Fee.**

(a) For students who enter a postsecondary undergraduate program for the first time in the 2009-2010 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 50 percent of the tuition rate for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(b) For students who enter a postsecondary undergraduate program for the first time in the 2011-2012 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(c) For students who enter a postsecondary undergraduate program at any Florida public institution of higher education ~~for the first time as a first-time-in-college student~~ in fall 2012 or ~~thereafter through the 2019 spring term~~ shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Florida Board of Governors Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall be paid. Effective July 1, 2018 the university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.

(9) **Registration of Zero Hours.** Registration for zero hours provides for a student's examinations, co-ops, internships, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed resident tuition and the associated fees (see (4) above) for one credit hour. The Zero Hour Fee shall be distributed in the same manner as tuition.

(10) **Audit Registration Fees.** Audit registration assures a course space for the student; however, the student is not awarded a grade for the course. The charge for the Audit Registration Fee is the same as the resident tuition and associated fees (see (4) above), as applicable, that would be charged to a resident student taking the course for a grade.

(11) **Optional Fees.**

|                                    |          |
|------------------------------------|----------|
| Tuition Installment Service Charge | \$ 15.00 |
| Late Registration fee              | \$100.00 |
| Late Payment fee                   | \$100.00 |
| Off-Campus Fee                     | cost     |
| Distance Learning Course Fee       | cost     |
| Materials and Supplies fee         | cost     |

(12) Throughout the Florida Polytechnic University Regulations where the University is charging a fee or charging for a service based on cost, the University President / Designee has the authority to approve the amount of the charge.

*Authority: Florida Board of Governors Regulations 1.001, 7.001, and 7.003 and the 2014 General Appropriations Act*

*History- New 7.14.14; revised*

DRAFT



**Florida Polytechnic University  
Finance and Facilities Committee  
Board of Trustees  
May 20, 2020**

**Subject: 2021-2022 Capital Improvement Plan, Carry Forward Amendment, and Change Order approval**

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**Proposed Committee Action**

2021-2022 Capital Improvement Plan (“CIP”) requires Board of Trustees approval, and submission to the Board of Governors by July 1, 2020. The CIP can be further amended and submitted to the Board of Governors on August 14, 2020.

Request approval from the Board of Trustees for the Capital Improvement Plan.

Request approval from the Board of Trustees to amend the 2019-2020 Carry Forward Budget to fund an additional \$2.4 million of construction costs for the Applied Research Center.

Request approval from the Board of Trustees to grant Dr. Avent authority to sign a \$2.4 million change order to Skanska to continue construction of the Applied Research Center until additional funding is received from the State of Florida.

**Background Information**

2021-2022 Capital Improvement Plan request captures the funds committed to capital projects and proposed for future development. All capital improvements are defined in the Campus Master Plan and have been further reviewed by the Board of Governors. In accordance with Campus Master Plan the Applied Research Center is the current priority, is justified by the Educational Plan Survey, and partially funded. 2021-2022 CIP for the Applied Research Center details funds expended to date and those funds required to complete construction.

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**Supporting Documentation:**

- 2021-2022 Capital Improvement Plan

**Prepared by:** David Calhoun, AVP Facilities and Safety Services





State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26

## Summary of Projects - Supplemental Funding

University: Florida Polytechnic University      Contact: Mark Mroczkowski      863.874.8408      mmroczkowski@floridapoly.edu  
(name)      (phone)      (email)

### SUPPLEMENTAL FUNDING OF PECO AND/OR CITF PROJECTS (ONLY)

| Priority No. | Project Title                 | Projected Annual Funding |                 |               |               |               | Academic or Other Programs to Benefit from Project | Net Assignable Square Feet (NASF) | Gross Square Feet (GSF) | Project Cost  | Project Cost Per GSF |       |
|--------------|-------------------------------|--------------------------|-----------------|---------------|---------------|---------------|--|-----------------------------------|-------------------------|---------------|----------------------|-------|
|              |                               | Year 1                   | Year 2          | Year 3        | Year 4        | Year 5        |  |                                   |                         |               |                      |       |
| 2            | Student Achievement Center    |                          | \$ 10,879,635   | \$ 14,336,830 | \$ 3,199,486  |               | STEM   | 40,986                            | 61,479                  | \$ 28,415,951 | \$462                |       |
| 3            | Faculty Staff Office Building |                          |                 | \$ 7,528,815  | \$ 11,968,318 | \$ 5,192,944  |  | STEM                              | 38,786                  | 58,179        | \$ 24,690,077        | \$424 |
| 4            | Garage 1                      |                          | \$ 10,461,300   | \$ 638,500    |               |               | Aux Services                                       | 130,000                           | 156,000                 | \$ 11,099,800 | \$71                 |       |
| 5            | Garage 2                      |                          |                 | \$ 9,622,950  | \$ 438,800    |               | Aux Services                                       | 124,600                           | 149,520                 | \$ 10,061,750 | \$67                 |       |
| 6            | Housing 3                     |                          |                 | \$ 34,716,518 |               |               | Student Services                                   | 96,000                            | 134,400                 | \$ 34,716,518 | \$258                |       |
| 7            | Housing 4                     |                          |                 |               |               | \$ 34,716,518 | Student Services                                   | 96,000                            | 134,400                 | \$ 34,716,518 | \$258                |       |
| Total:       |                               | \$                       | - \$ 21,340,935 | \$ 66,843,613 | \$ 15,606,604 | \$ 39,909,462 |  |                                   |                         |               |                      |       |

**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic University Project Title: Applied Research Center

Project Address: 4400 Research Way, Lakeland FL 33805-8531

**PROJECT NARRATIVE**

The University is at the forefront of an emerging trend among STEM institutions to supply the expertise and collaborative research opportunities that are vital to high-tech companies. Florida Polytechnic research will be less curiosity driven and will be more focused on solving real world problems. Based on the current enrollment projections and very modest projections for faculty and industry partnered research, the expectation is that we must begin developing new research capacity now. As of spring 2020, 100+ companies (industry partners) have signed on to partner with the University. The partners are expecting to work with our faculty and students on research problems that can help them grow Florida's economy. These partners and more to come, along with our faculty and students must have sufficient research space and access to technology that high-tech industries demand of their research partners. Space is also needed to meet the demand for hosting industry research groups as well as national and international meetings that bring money from around the world to Florida. This intellectual talent will be available to researchers in Florida, leading to an increased likelihood that solutions with commercial appeal will be generated. Our students will work side-by-side with industry researchers and university faculty as they seek to answer some of the pressing problems of society. Industries have made it clear that one of their biggest concerns with talent is that students graduate and are not prepared for the complexity of real-world problems, are not prepared to work as a part of a team and have little experience working with the latest technologies. Having the faculty to conduct the research is crucial to the University's mission and is a significant part of the foundation for creating Florida Polytechnic University.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |                                       |            |
|------------------------------|---------------------------------------|------------|
| Building / project value:    | \$                                    | 47,141,724 |
| Basis / source of valuation: | Funded new construction project cost. |            |
| 1st Year escrow deposit:     | \$                                    | 471,417    |
| Escrow funding source:       | Operations and maintenance            |            |
| Comments:                    |                                       |            |

**BUILDING SPACE DESCRIPTION**

| Space Type<br>(per FICM) | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |
|--------------------------|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|
| <b>NEW CONSTRUCTION</b>  |                                     |                                      |                        |                          |               |
| Teaching Lab             | 7,000                               | 1.4                                  | 9,800                  | 369                      | 3,616,200     |
| Research Lab             | 32,000                              | 1.4                                  | 44,800                 | 434                      | 19,443,200    |
| Office                   | 21,500                              | 1.4                                  | 30,100                 | 343                      | 10,324,300    |
| Campus Support Services  | 286                                 | 1.4                                  | 400                    | 323                      | 129,329       |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
| <b>Total:</b>            | 60,786                              |                                      | 85,100                 |                          | 33,513,029    |

\* Apply Unit Cost to total GSF based on Space Type

**Remodeling Projects Only**

**REMODELING / RENOVATION**

|   | -      | -      | -          | - |
|---|--------|--------|------------|---|
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
|   | -      | -      | -          | - |
| <b>Total:</b>   | -      | -      | -          | - |
| <b>Total New Const. &amp;<br/>Remodel / Renovation:</b> | 60,786 | 85,100 | 33,513,029 |   |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|   | Costs Funded<br>to Date | Projected Costs   |        |        |        |        | Total             |
|---|-------------------------|-------------------|--------|--------|--------|--------|-------------------|
|   |                         | Year 1            | Year 2 | Year 3 | Year 4 | Year 5 |                   |
| <b>Basic Construction Costs</b>         |                         |                   |        |        |        |        |                   |
| Building Cost (from above)              | 25,960,000              | 7,553,029         |        |        |        |        | 33,513,029        |
| Add'l/Extraordinary Const. Costs (Shop) | 1,855,000               |                   |        |        |        |        | 1,855,000         |
| Add'l Schedule Delays                   |                         | 600,000           |        |        |        |        | 600,000           |
| Environmental Impacts/Mitigation        |                         | -                 |        |        |        |        | -                 |
| Site Preparation                        | 50,000                  |                   |        |        |        |        | 50,000            |
| Landscape / Irrigation                  |                         | 25,000            |        |        |        |        | 25,000            |
| Plaza / Walks                           |                         | 75,000            |        |        |        |        | 75,000            |
| Roadway Improvements                    |                         | -                 |        |        |        |        | -                 |
| Parking : _____ spaces                  |                         | 1,000,000         |        |        |        |        | 1,000,000         |
| Telecommunication                       | 120,000                 |                   |        |        |        |        | 120,000           |
| Electrical Service                      | 175,000                 |                   |        |        |        |        | 175,000           |
| Water Distribution                      | 120,000                 |                   |        |        |        |        | 120,000           |
| Sanitary Sewer System                   | 125,000                 |                   |        |        |        |        | 125,000           |
| Chilled Water System                    | 175,000                 |                   |        |        |        |        | 175,000           |
| Storm Water System                      | 150,000                 |                   |        |        |        |        | 150,000           |
| Energy Efficient Equipment              |                         | -                 |        |        |        |        | -                 |
| <b>Subtotal: Basic Const. Costs</b>     | <b>28,730,000</b>       | <b>9,253,029</b>  |        |        |        |        | <b>37,983,029</b> |
| <b>Other Project Costs</b>              |                         |                   |        |        |        |        |                   |
| Land / existing facility acquisition    | -                       |                   |        |        |        |        | -                 |
| Professional Fees                       | 2,949,795               |                   |        |        |        |        | 2,949,795         |
| Fire Marshal Fees                       | 29,850                  |                   |        |        |        |        | 29,850            |
| Inspection Services                     | 65,000                  | 133,150           |        |        |        |        | 198,150           |
| Insurance Consultant                    | 23,200                  |                   |        |        |        |        | 23,200            |
| Surveys & Tests                         | 50,000                  |                   |        |        |        |        | 50,000            |
| Permit / Impact / Environmental Fees    | 8,700                   |                   |        |        |        |        | 8,700             |
| Artwork                                 | 29,000                  |                   |        |        |        |        | 29,000            |
| Moveable Furnishings & Equipment        |                         | 5,000,000         |        |        |        |        | 5,000,000         |
| Project Contingency                     | 387,605                 | 482,395           |        |        |        |        | 870,000           |
| <b>Subtotal: Other Project Costs</b>    | <b>3,543,150</b>        | <b>5,615,545</b>  |        |        |        |        | <b>9,158,695</b>  |
| <b>Total Project Cost:</b>              | <b>32,273,150</b>       | <b>14,868,574</b> |        |        |        |        | <b>47,141,724</b> |

**PROJECT FUNDING**

| Funding to Date |             |                   | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|-----------------|-------------|-------------------|---------------------------------------|---------------------------|
| Source          | Fiscal Year | Amount            |                                       |                           |
| PECO/CRYFWD     | 2016-17     | 10,000,000        |                                       |                           |
| PECO            | 2017-18     | 2,000,000         |                                       |                           |
| CRYFWD          | 2018-19     | 17,873,150        |                                       |                           |
| CRYFWD          | 2018-19     | 2,400,000         |                                       |                           |
|                 |             | -                 |                                       |                           |
|                 |             | -                 |                                       |                           |
| <b>Total:</b>   |             | <u>32,273,150</u> | <u>47,141,724</u>                     | <u>14,868,574</u>         |

**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic Univeristy Project Title: \_\_\_\_\_ Student Achievement Center

Project Address: 4500 Polytechnic Circle, Lakeland FL 33805-8531

**PROJECT NARRATIVE**

The Student Achievement Center will house an honors college, industry job center, international liason office, a faculty and industry mentorship program and the tutoring programs. Additionally, this facility will house programs that provide support for the psychological and social well-being of students, many of whom will be away from home the first time. This facility will serve as the key component in an essential series of initiatives to ensure that students succeed in their studies at the University. Studies have shown that higher levels of support, both academic and personal, dramatically increase the retention and graduation rates of students in STEM fields. Every student will have 24/7 access to programs developed to increase their chances of graduating with a degree. The need for higher retention rates that lead to a greater number of STEM graduates was highlighted in three critical reports. The Florida Chamber of Commerce identified "Six Pillars " that are essential to a robust economy in the state, with talent being one of them. The report states that "Florida faces an emerging talent gap --- a crisis in human capital that represents a vast and unmet need for a highly skilled and educated workforce". The Florida Chamber Foundation authored "Cornerstone" and "Cornerstone Revisited" which also highlight the need for additional STEM talent. Without this Student Achievement Center, the intended impact of Florida Polytechnic will not be what is needed and expected.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |    |                             |
|------------------------------|----|-----------------------------|
| Building / project value:    | \$ | 28,415,951                  |
| Basis / source of valuation: |    | Cost of Construction        |
| 1st Year escrow deposit:     | \$ | 284,160                     |
| Escrow funding source:       |    | Operating maintenance funds |
| Comments:                    |    |                             |

**BUILDING SPACE DESCRIPTION**

|                                | Space Type<br>(per FICM)                           | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |                                 |              |  |
|--------------------------------|--|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|---------------------------------|--------------|--|
| <b>NEW CONSTRUCTION</b>        |  |                                     |                                      |                        |                          |               |                                 |              |  |
| Patient Care                   | Other  | 2,500                               | <u>1.5</u>                           | 3,750                  | <u>343</u>               | 1,286,250     |                                 |              |  |
|                                | Office   | 5,000                               | <u>1.5</u>                           | 7,500                  | <u>343</u>               | 2,572,500     |                                 |              |  |
|                                | Audio/Exhib.                                       | 32,000                              | <u>1.5</u>                           | 48,000                 | <u>381</u>               | 18,288,000    |                                 |              |  |
|                                | Study  | 1,200                               | <u>1.5</u>                           | 1,800                  | <u>330</u>               | 594,000       |                                 |              |  |
|                                | Campus Support Services                            | 286                                 | <u>1.5</u>                           | 429                    | <u>312</u>               | 133,848       |                                 |              |  |
|                                |  | -                                   |                                      | -                      |                          | -             |                                 |              |  |
|                                |  | -                                   |                                      | -                      |                          | -             |                                 |              |  |
|                                |  | -                                   |                                      | -                      |                          | -             |                                 |              |  |
|                                |  | -                                   |                                      | -                      |                          | -             |                                 |              |  |
|                                |  | -                                   |                                      | -                      |                          | -             |                                 |              |  |
|                                | Total:   | 40,986                              |                                      | 61,479                 |                          | 22,874,598    |                                 |              |  |
|                                | * Apply Unit Cost to total GSF based on Space Type |                                     |                                      |                        |                          |               |                                 |              |  |
|                                |  |                                     |                                      |                        |                          |               | Remodeling Projects <b>Only</b> |              |  |
|                                |  |                                     |                                      |                        |                          |               | NASF                            | NASF         |  |
|                                |  |                                     |                                      |                        |                          |               | <b>BEFORE</b>                   | <b>AFTER</b> |  |
| <b>REMODELING / RENOVATION</b> |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                |  |                                     |                                      |                        |                          |               | -                               | -            |  |
|                                | Total:   | -                                   |                                      | -                      |                          | -             | -                               | -            |  |
|                                | Total New Const. &<br>Remodel / Renovation:        | 40,986                              |                                      | 61,479                 |                          | 22,874,598    |                                 |              |  |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |                   |                   |                  |        | Total             |
|--------------------------------------|-------------------------|-----------------|-------------------|-------------------|------------------|--------|-------------------|
|                                      |                         | Year 1          | Year 2            | Year 3            | Year 4           | Year 5 |                   |
| <b>Basic Construction Costs</b>      |                         |                 |                   |                   |                  |        |                   |
| Building Cost (from above)           |                         |                 | 7,884,000         | 13,919,830        | 1,070,768        |        | 22,874,598        |
| Environmental Impacts/Mitigation     |                         |                 |                   |                   |                  |        |                   |
| Site Preparation                     |                         |                 | 25,000            |                   |                  |        | 25,000            |
| Landscape / Irrigation               |                         |                 |                   |                   | 12,500           |        | 12,500            |
| Plaza / Walks                        |                         |                 |                   |                   | 37,500           |        | 37,500            |
| Roadway Improvements                 |                         |                 |                   |                   |                  |        |                   |
| Parking : _____ spaces               |                         |                 | 500,000           |                   |                  |        | 500,000           |
| Telecommunication                    |                         |                 | 60,000            |                   |                  |        | 60,000            |
| Electrical Service                   |                         |                 | 87,500            |                   |                  |        | 87,500            |
| Water Distribution                   |                         |                 | 80,000            |                   |                  |        | 80,000            |
| Sanitary Sewer System                |                         |                 | 80,000            |                   |                  |        | 80,000            |
| Chilled Water System                 |                         |                 | 110,500           |                   |                  |        | 110,500           |
| Storm Water System                   |                         |                 | 75,000            |                   |                  |        | 75,000            |
| Energy Efficient Equipment           |                         |                 |                   |                   |                  |        |                   |
| <b>Subtotal: Basic Const. Costs</b>  |                         |                 | <b>8,902,000</b>  | <b>13,919,830</b> | <b>1,120,768</b> |        | <b>23,942,598</b> |
| <b>Other Project Costs</b>           |                         |                 |                   |                   |                  |        |                   |
| Land / existing facility acquisition |                         |                 |                   |                   |                  |        |                   |
| Professional Fees                    |                         |                 | 1,848,785         | 362,000           |                  |        | 2,210,785         |
| Fire Marshall Fees                   |                         |                 | 30,000            |                   |                  |        | 30,000            |
| Inspection Services                  |                         |                 | 80,000            | 40,000            |                  |        | 120,000           |
| Insurance Consultant                 |                         |                 | 9,500             |                   |                  |        | 9,500             |
| Surveys & Tests                      |                         |                 | 5,000             | 15,000            |                  |        | 20,000            |
| Permit / Impact / Environmental Fees |                         |                 | 4,350             |                   |                  |        | 4,350             |
| Artwork                              |                         |                 |                   |                   | 14,500           |        | 14,500            |
| Moveable Furnishings & Equipment     |                         |                 |                   |                   | 1,500,000        |        | 1,500,000         |
| Project Contingency                  |                         |                 |                   |                   | 564,218          |        | 564,218           |
| <b>Subtotal: Other Project Costs</b> |                         |                 | <b>1,977,635</b>  | <b>417,000</b>    | <b>2,078,718</b> |        | <b>4,473,353</b>  |
| <b>Total Project Cost:</b>           |                         |                 | <b>10,879,635</b> | <b>14,336,830</b> | <b>3,199,486</b> |        | <b>28,415,951</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |          | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|----------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount   |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
| <b>Total:</b> |                 | <b>-</b> | <b>28,415,951</b>                     | <b>28,415,951</b>         |



**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic University Project Title: Technology Exhibition Hall & Faculty/Staff Offices

Project Address: 4380 Polytechnic Circle, Lakeland FL 33805-8531

**PROJECT NARRATIVE**

Campus support service spaces are almost non-existent on the JDA Campus. Currently, University personnel are housed on the JDA Campus in the Innovation, Science & Technology Building, Technology Admissions Center, the Wellness Center, Student Housing 2 and the Student Development Center. Personnel are also being housed in the Lakeland Technology Building on the campus of Polk State College in Lakeland. The statute creating Florida Polytechnic University requires that Florida Polytechnic turn over space on the Polk State campus to the College once space becomes available on the campus of Florida Polytechnic University. Growth in enrollment at the Polk State College campus in Lakeland makes their need for the space currently being occupied by Florida Polytechnic critical to the ability of Polk State College to meet the academic demands of their students. As enrollment increases, the Technology Exhibition Hall will house main exhibition space, campus support services, meeting spaces and administrative offices. Space in the Wellness Center, which currently house some of these services, will be used to expand the food service operation to feed students, faculty & staff, and visitors as the enrollment grows. Current projections show that our current facilities will exceed capacity within three years. The Innovation, Science & Technology Building was designed and built to prioritize Classroom and Laboratory learning. Consequently, there is very limited meeting space, exhibition space, campus support and office spaces. STEM organizations and industry related companies have already approached the University about hosting scientific meetings and conferences. The construction of a Technology Exhibition Hall will free space in other campus facilities for such endeavors.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |                             |            |
|------------------------------|-----------------------------|------------|
| Building / project value:    | \$                          | 24,690,077 |
| Basis / source of valuation: | Cost of construction        |            |
| 1st Year escrow deposit:     | \$                          | 246,901    |
| Escrow funding source:       | Operating maintenance funds |            |
| Comments:                    |                             |            |

**BUILDING SPACE DESCRIPTION**

| Space Type<br>(per FICM) | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |
|--------------------------|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|
| <b>NEW CONSTRUCTION</b>  |                                     |                                      |                        |                          |               |
| Office                   | 30,000                              | <u>1.5</u>                           | 45,000                 | <u>343</u>               | 15,435,000    |
| Audio/Exhib.             | 4,000                               | <u>1.5</u>                           | 6,000                  | <u>381</u>               | 2,286,000     |
| Campus Support Services  | 4,786                               | <u>1.5</u>                           | 7,179                  | <u>312</u>               | 2,239,848     |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
| <b>Total:</b>            | 38,786                              |                                      | 58,179                 |                          | 19,960,848    |

\* Apply Unit Cost to total GSF based on Space Type

**Remodeling Projects Only**

**REMODELING / RENOVATION**

|   | NASF<br>BEFORE | NASF<br>AFTER |
|---|----------------|---------------|
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
|   | -              | -             |
| <b>Total:</b>   | -              | -             |
| <b>Total New Const. &amp;<br/>Remodel / Renovation:</b> | 38,786         | 58,179        |
|   | 19,960,848     |               |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |        |                  |                   |                  | Total             |
|--------------------------------------|-------------------------|-----------------|--------|------------------|-------------------|------------------|-------------------|
|                                      |                         | Year 1          | Year 2 | Year 3           | Year 4            | Year 5           |                   |
| <b>Basic Construction Costs</b>      |                         |                 |        |                  |                   |                  |                   |
| Building Cost (from above)           |                         |                 |        | 4,708,100        | 11,603,318        | 3,649,430        | 19,960,848        |
| Environmental Impacts/Mitigation     |                         |                 |        |                  |                   |                  |                   |
| Site Preparation                     |                         |                 |        | 25,000           |                   |                  | 25,000            |
| Landscape / Irrigation               |                         |                 |        | 12,500           |                   |                  | 12,500            |
| Plaza / Walks                        |                         |                 |        | 37,500           |                   |                  | 37,500            |
| Roadway Improvements                 |                         |                 |        |                  |                   |                  |                   |
| Parking : _____ spaces               |                         |                 |        | 500,000          |                   |                  | 500,000           |
| Telecommunication                    |                         |                 |        | 60,000           |                   |                  | 60,000            |
| Electrical Service                   |                         |                 |        | 87,500           |                   |                  | 87,500            |
| Water Distribution                   |                         |                 |        | 85,000           |                   |                  | 85,000            |
| Sanitary Sewer System                |                         |                 |        | 87,500           |                   |                  | 87,500            |
| Chilled Water System                 |                         |                 |        | 110,500          |                   |                  | 110,500           |
| Storm Water System                   |                         |                 |        | 75,000           |                   |                  | 75,000            |
| Energy Efficient Equipment           |                         |                 |        |                  |                   |                  |                   |
| <b>Subtotal: Basic Const. Costs</b>  |                         |                 |        | <b>5,788,600</b> | <b>11,603,318</b> | <b>3,649,430</b> | <b>21,041,348</b> |
| <b>Other Project Costs</b>           |                         |                 |        |                  |                   |                  |                   |
| Land / existing facility acquisition |                         |                 |        |                  |                   |                  |                   |
| Professional Fees                    |                         |                 |        | 1,624,965        | 315,000           |                  | 1,939,965         |
| Fire Marshall Fees                   |                         |                 |        | 26,000           |                   |                  | 26,000            |
| Inspection Services                  |                         |                 |        | 70,400           | 30,000            |                  | 100,400           |
| Insurance Consultant                 |                         |                 |        | 9,500            |                   |                  | 9,500             |
| Surveys & Tests                      |                         |                 |        | 5,000            | 20,000            |                  | 25,000            |
| Permit / Impact / Environmental Fees |                         |                 |        | 4,350            |                   |                  | 4,350             |
| Artwork                              |                         |                 |        |                  |                   | 14,500           | 14,500            |
| Moveable Furnishings & Equipment     |                         |                 |        |                  |                   | 1,000,000        | 1,000,000         |
| Project Contingency                  |                         |                 |        |                  |                   | 529,014          | 529,014           |
| <b>Subtotal: Other Project Costs</b> |                         |                 |        | <b>1,740,215</b> | <b>365,000</b>    | <b>1,543,514</b> | <b>3,648,729</b>  |
| <b>Total Project Cost:</b>           |                         |                 |        | <b>7,528,815</b> | <b>11,968,318</b> | <b>5,192,944</b> | <b>24,690,077</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |          | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|----------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount   |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
| <b>Total:</b> |                 | <u>-</u> | <u>24,690,077</u>                     | <u>24,690,077</u>         |

**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic University Project Title: \_\_\_\_\_ Residence Hall 3

Project Address: 4536 Polytechnic Circle, Lakeland FL 33805-8531

**PROJECT NARRATIVE**

Dr. Ray Gasser, University of Idaho, reported in his 2008 study that "Researchers consistently have found that living on campus, and more specifically living in residence halls, positively impacts students in a variety of ways including higher GPAs, higher retention rates, and higher matriculation rates." Of the more than 3,000 applicants for the 500 slots in the 2014-15 inaugural class, approximately 66% of them preferred to live on campus. Enrollment is expected to grow in the 2021-2022 academic year to over 1399 students making the current, 219 beds in Housing 1 and 529 beds in Housing 2, numbers on campus woefully inadequate to meet demand. The inability to provide more housing will negatively impact retention rates at the university. Florida Polytechnic plans to build a third residence hall that has 350 beds and planned spaces for learning and living, This will directly support the university's mission to graduate students in sufficient numbers who are needed in high-tech industries in Florida. Those industries need well-educated students if they are to grow and provide well-paying jobs, thereby having a positive impact on the state's economic status. In addition, higher education rates at the Florida Polytechnic University will provide more students to work with high-tech companies to solve problems important to Florida's future.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |                            |            |
|------------------------------|----------------------------|------------|
| Building / project value:    | \$                         | 34,716,518 |
| Basis / source of valuation: | Cost of Construction       |            |
| 1st Year escrow deposit:     | \$                         | 347,165    |
| Escrow funding source:       | Student Services - Housing |            |
| Comments:                    |                            |            |

**BUILDING SPACE DESCRIPTION**

| Space Type<br>(per FICM) | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |
|--------------------------|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|
| <b>NEW CONSTRUCTION</b>  |                                     |                                      |                        |                          |               |
| Other                    | 90,000                              | <u>1.4</u>                           | 126,000                | <u>225</u>               | 28,350,000    |
| Study                    | 6,000                               | <u>1.4</u>                           | 8,400                  | <u>225</u>               | 1,890,000     |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
| <b>Total:</b>            | 96,000                              |                                      | 134,400                |                          | 30,240,000    |

\* Apply Unit Cost to total GSF based on Space Type

**Remodeling Projects Only**

**REMODELING / RENOVATION**

|   |        |  |         |  |            | NASF<br>BEFORE | NASF<br>AFTER |
|---|--------|--|---------|--|------------|----------------|---------------|
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
|   | -      |  | -       |  | -          | -              | -             |
| <b>Total:</b>   | -      |  | -       |  | -          | -              | -             |
| <b>Total New Const. &amp;<br/>Remodel / Renovation:</b> | 96,000 |  | 134,400 |  | 30,240,000 |                |               |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |        |                   |        |        | Total             |
|--------------------------------------|-------------------------|-----------------|--------|-------------------|--------|--------|-------------------|
|                                      |                         | Year 1          | Year 2 | Year 3            | Year 4 | Year 5 |                   |
| <b>Basic Construction Costs</b>      |                         |                 |        |                   |        |        |                   |
| Building Cost (from above)           |                         |                 |        | 30,240,000        |        |        | 30,240,000        |
| Environmental Impacts/Mitigation     |                         |                 |        |                   |        |        |                   |
| Site Preparation                     |                         |                 |        | 25,000            |        |        | 25,000            |
| Landscape / Irrigation               |                         |                 |        | 12,500            |        |        | 12,500            |
| Plaza / Walks                        |                         |                 |        | 20,000            |        |        | 20,000            |
| Roadway Improvements                 |                         |                 |        |                   |        |        |                   |
| Parking : 300 spaces                 |                         |                 |        | 1,222,000         |        |        | 1,222,000         |
| Telecommunication                    |                         |                 |        | 60,000            |        |        | 60,000            |
| Electrical Service                   |                         |                 |        | 87,500            |        |        | 87,500            |
| Water Distribution                   |                         |                 |        | 80,000            |        |        | 80,000            |
| Sanitary Sewer System                |                         |                 |        | 80,000            |        |        | 80,000            |
| Chilled Water System                 |                         |                 |        | 115,000           |        |        | 115,000           |
| Storm Water System                   |                         |                 |        | 75,000            |        |        | 75,000            |
| Energy Efficient Equipment           |                         |                 |        |                   |        |        |                   |
| <b>Subtotal: Basic Const. Costs</b>  |                         |                 |        | <b>32,017,000</b> |        |        | <b>32,017,000</b> |
| <b>Other Project Costs</b>           |                         |                 |        |                   |        |        |                   |
| Land / existing facility acquisition |                         |                 |        |                   |        |        |                   |
| Professional Fees                    |                         |                 |        | 1,572,500         |        |        | 1,572,500         |
| Fire Marshall Fees                   |                         |                 |        | 4,368             |        |        | 4,368             |
| Inspection Services                  |                         |                 |        | 40,000            |        |        | 40,000            |
| Insurance Consultant                 |                         |                 |        | 13,300            |        |        | 13,300            |
| Surveys & Tests                      |                         |                 |        | 15,000            |        |        | 15,000            |
| Permit / Impact / Environmental Fees |                         |                 |        | 4,350             |        |        | 4,350             |
| Artwork                              |                         |                 |        |                   |        |        |                   |
| Moveable Furnishings & Equipment     |                         |                 |        | 1,050,000         |        |        | 1,050,000         |
| Project Contingency                  |                         |                 |        |                   |        |        |                   |
| <b>Subtotal: Other Project Costs</b> |                         |                 |        | <b>2,699,518</b>  |        |        | <b>2,699,518</b>  |
| <b>Total Project Cost:</b>           |                         |                 |        | <b>34,716,518</b> |        |        | <b>34,716,518</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |          | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|----------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount   |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
| <b>Total:</b> |                 | <u>-</u> | <u>34,716,518</u>                     | <u>34,716,518</u>         |

**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic University Project Title: \_\_\_\_\_ Residence Hall 4

Project Address: 4516 Polytechnic Circle, Lakeland FL 33805-8531

**PROJECT NARRATIVE**

Dr. Ray Gasser, University of Idaho, reported in his 2008 study that "Researchers consistently have found that living on campus, and more specifically living in residence halls, positively impacts students in a variety of ways including higher GPAs, higher retention rates, and higher matriculation rates." Of the more than 3,000 applicants for the 500 slots in the 2014-15 inaugural class, approximately 66% of them preferred to live on campus. Enrollment is expected to grow in the 2025-26 academic year to over 2,160 students making the current, 219 beds in Housing 1, 529 beds in Housing 2, and 350 beds in Housing 3, numbers on campus woefully inadequate to meet demand. The inability to provide more housing will negatively impact retention rates at the university. Florida Polytechnic plans to build a fourth residence hall that has 350 beds and planned spaces learning and living. This will directly support the university's mission to graduate students in sufficient numbers who are needed by high-tech industries in Florida. Those industries need well-educated students if they are to grow and provide well-paying jobs thereby having a positive impact on the state's economic status. In addition, higher retention rates at Florida Polytechnic University will provide more students to work with the high-tech companies to solve problems important to Florida's future.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |                            |            |
|------------------------------|----------------------------|------------|
| Building / project value:    | \$                         | 34,716,518 |
| Basis / source of valuation: | Cost of Construction       |            |
| 1st Year escrow deposit:     | \$                         | 347,165    |
| Escrow funding source:       | Student Services - Housing |            |
| Comments:                    |                            |            |

**BUILDING SPACE DESCRIPTION**

| Space Type<br>(per FICM) | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |
|--------------------------|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|
| <b>NEW CONSTRUCTION</b>  |                                     |                                      |                        |                          |               |
| Other                    | 90,000                              | <u>1.4</u>                           | 126,000                | <u>225</u>               | 28,350,000    |
| Study                    | 6,000                               | <u>1.4</u>                           | 8,400                  | <u>225</u>               | 1,890,000     |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
|                          | -                                   |                                      | -                      |                          | -             |
| <b>Total:</b>            | 96,000                              |                                      | 134,400                |                          | 30,240,000    |

\* Apply Unit Cost to total GSF based on Space Type

**Remodeling Projects Only**

**REMODELING / RENOVATION**

|   |        |  |         |  |            | NASF<br><b>BEFORE</b> | NASF<br><b>AFTER</b> |
|---|--------|--|---------|--|------------|-----------------------|----------------------|
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
|   | -      |  | -       |  | -          | -                     | -                    |
| <b>Total:</b>   | -      |  | -       |  | -          | -                     | -                    |
| <b>Total New Const. &amp;<br/>Remodel / Renovation:</b> | 96,000 |  | 134,400 |  | 30,240,000 |                       |                      |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |        |        |        |                   | Total             |
|--------------------------------------|-------------------------|-----------------|--------|--------|--------|-------------------|-------------------|
|                                      |                         | Year 1          | Year 2 | Year 3 | Year 4 | Year 5            |                   |
| <b>Basic Construction Costs</b>      |                         |                 |        |        |        |                   |                   |
| Building Cost (from above)           |                         |                 |        |        |        | 30,240,000        | 30,240,000        |
| Environmental Impacts/Mitigation     |                         |                 |        |        |        |                   |                   |
| Site Preparation                     |                         |                 |        |        |        | 25,000            | 25,000            |
| Landscape / Irrigation               |                         |                 |        |        |        | 12,500            | 12,500            |
| Plaza / Walks                        |                         |                 |        |        |        | 20,000            | 20,000            |
| Roadway Improvements                 |                         |                 |        |        |        |                   |                   |
| Parking : 300 spaces                 |                         |                 |        |        |        | 1,222,000         | 1,222,000         |
| Telecommunication                    |                         |                 |        |        |        | 60,000            | 60,000            |
| Electrical Service                   |                         |                 |        |        |        | 87,500            | 87,500            |
| Water Distribution                   |                         |                 |        |        |        | 80,000            | 80,000            |
| Sanitary Sewer System                |                         |                 |        |        |        | 80,000            | 80,000            |
| Chilled Water System                 |                         |                 |        |        |        | 115,000           | 115,000           |
| Storm Water System                   |                         |                 |        |        |        | 75,000            | 75,000            |
| Energy Efficient Equipment           |                         |                 |        |        |        |                   |                   |
| Subtotal: Basic Const. Costs         |                         |                 |        |        |        | 32,017,000        | 32,017,000        |
| <b>Other Project Costs</b>           |                         |                 |        |        |        |                   |                   |
| Land / existing facility acquisition |                         |                 |        |        |        |                   |                   |
| Professional Fees                    |                         |                 |        |        |        | 1,572,500         | 1,572,500         |
| Fire Marshall Fees                   |                         |                 |        |        |        | 4,368             | 4,368             |
| Inspection Services                  |                         |                 |        |        |        | 40,000            | 40,000            |
| Insurance Consultant                 |                         |                 |        |        |        | 13,300            | 13,300            |
| Surveys & Tests                      |                         |                 |        |        |        | 15,000            | 15,000            |
| Permit / Impact / Environmental Fees |                         |                 |        |        |        | 4,350             | 4,350             |
| Artwork                              |                         |                 |        |        |        |                   |                   |
| Moveable Furnishings & Equipment     |                         |                 |        |        |        | 1,050,000         | 1,050,000         |
| Project Contingency                  |                         |                 |        |        |        |                   |                   |
| Subtotal: Other Project Costs        |                         |                 |        |        |        | 2,699,518         | 2,699,518         |
| <b>Total Project Cost:</b>           |                         |                 |        |        |        | <b>34,716,518</b> | <b>34,716,518</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |        | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|--------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount |                                       |                           |
|               |                 | -      |                                       |                           |
|               |                 | -      |                                       |                           |
|               |                 | -      |                                       |                           |
|               |                 | -      |                                       |                           |
|               |                 | -      |                                       |                           |
|               |                 | -      |                                       |                           |
| <b>Total:</b> |                 | -      | <b>34,716,518</b>                     | <b>34,716,518</b>         |

**State University System  
5-Year Capital Improvement Plan (CIP)  
FY 2021-22 through 2025-26**

**Project Detail**

University: Florida Polytechnic University Project Title: \_\_\_\_\_ Parking Structure 1

Project Address: 4320 Polytechnic Circle, Lakeland FL 33805-38531

**PROJECT NARRATIVE**

The Florida Polytechnic University, while within the City of Lakeland, is a remote campus and will require parking spaces for approximately 2,400 vehicles within the ten-year planning period. The need for a parking garage structure is paramount to preserving land for future development on the campus. Approximately 1,200 parking spaces would be provided as surface parking spaces, and the need for the additional 1,200 spaces would be met by the project in two phases of 600 each, with shared ramps. The program requires the university to also investigate adjacent alternate use spaces in order to maximize infrastructure investment. To support the development of the university transportal alternates have been studied. The need for parking structures is documented in a study prepared for the university by Tim Haas Associates, and will be included in the Master Plan Update.

**1% RESERVE ESCROW [ per F.S. 1001.706 (12) c ]**

|                              |                      |            |  |
|------------------------------|----------------------|------------|--|
| Building / project value:    | \$                   | 11,099,800 |  |
| Basis / source of valuation: | Cost of Construction |            |  |
| 1st Year escrow deposit:     | \$                   | 110,998    |  |
| Escrow funding source:       | Auxiliary Services   |            |  |
| Comments:                    |                      |            |  |

**BUILDING SPACE DESCRIPTION**

| Space Type<br>(per FICM)                            | Net Assignable<br>Sq. Ft.<br>(NASF) | Net-to-Gross<br>Conversion<br>Factor | Gross Sq. Ft.<br>(GSF) | Unit Cost *<br>(per GSF) | Building Cost |                                 |              |
|---|-------------------------------------|--------------------------------------|------------------------|--------------------------|---------------|---------------------------------|--------------|
| <b>NEW CONSTRUCTION</b>                             |                                     |                                      |                        |                          |               |                                 |              |
| Other   | 120,000                             | <u>1.3</u>                           | 156,000                | <u>60</u>                | 9,360,000     |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
|   | -                                   |                                      | -                      |                          | -             |                                 |              |
| <b>Total:</b>                                       | 120,000                             |                                      | 156,000                |                          | 9,360,000     |                                 |              |
| * Apply Unit Cost to total GSF based on Space Type  |                                     |                                      |                        |                          |               |                                 |              |
| <b>REMODELING / RENOVATION</b>                      |                                     |                                      |                        |                          |               | <b>Remodeling Projects Only</b> |              |
|   |                                     |                                      |                        |                          |               | NASF                            | NASF         |
|   |                                     |                                      |                        |                          |               | <b>BEFORE</b>                   | <b>AFTER</b> |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
|   |                                     |                                      |                        |                          |               | -                               | -            |
| <b>Total:</b>                                       |                                     |                                      |                        |                          |               | -                               | -            |
| <b>Total New Const. &amp; Remodel / Renovation:</b> |                                     |                                      |                        |                          |               |                                 |              |
|   | 120,000                             |                                      | 156,000                |                          | 9,360,000     |                                 |              |

**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |                   |                |         |        | Total             |
|--------------------------------------|-------------------------|-----------------|-------------------|----------------|---------|--------|-------------------|
|                                      |                         | Year 1          | Year 2            | Year 3         | Year 4  | Year 5 |                   |
| <b>Basic Construction Costs</b>      |                         |                 |                   |                |         |        |                   |
| Building Cost (from above)           |                         |                 | 9,360,000         |                |         |        | 9,360,000         |
| Environmental Impacts/Mitigation     |                         |                 |                   |                |         |        |                   |
| Site Preparation                     |                         |                 | 26,000            |                |         |        | 26,000            |
| Landscape / Irrigation               |                         |                 | 12,000            |                |         |        | 12,000            |
| Plaza / Walks                        |                         |                 | 25,000            |                |         |        | 25,000            |
| Roadway Improvements                 |                         |                 | 14,000            |                |         |        | 14,000            |
| Parking : _____ spaces               |                         |                 |                   |                |         |        |                   |
| Telecommunication                    |                         |                 | 12,000            |                |         |        | 12,000            |
| Electrical Service                   |                         |                 | 55,000            |                |         |        | 55,000            |
| Water Distribution                   |                         |                 | 20,000            |                |         |        | 20,000            |
| Sanitary Sewer System                |                         |                 |                   |                |         |        |                   |
| Chilled Water System                 |                         |                 |                   |                |         |        |                   |
| Storm Water System                   |                         |                 | 85,000            |                |         |        | 85,000            |
| Energy Efficient Equipment           |                         |                 |                   |                |         |        |                   |
| <b>Subtotal: Basic Const. Costs</b>  |                         |                 | <b>9,609,000</b>  |                |         |        | <b>9,609,000</b>  |
| <b>Other Project Costs</b>           |                         |                 |                   |                |         |        |                   |
| Land / existing facility acquisition |                         |                 |                   |                |         |        |                   |
| Professional Fees                    |                         |                 | 780,000           |                |         |        | 780,000           |
| Fire Marshall Fees                   |                         |                 | 3,150             |                |         |        | 3,150             |
| Inspection Services                  |                         |                 | 33,400            |                |         |        | 33,400            |
| Insurance Consultant                 |                         |                 | 9,900             |                |         |        | 9,900             |
| Surveys & Tests                      |                         |                 | 21,200            |                |         |        | 21,200            |
| Permit / Impact / Environmental Fees |                         |                 | 4,650             |                |         |        | 4,650             |
| Artwork                              |                         |                 |                   |                |         |        |                   |
| Moveable Furnishings & Equipment     |                         |                 |                   |                | 170,500 |        | 170,500           |
| Project Contingency                  |                         |                 |                   |                | 468,000 |        | 468,000           |
| <b>Subtotal: Other Project Costs</b> |                         |                 | <b>852,300</b>    | <b>638,500</b> |         |        | <b>1,490,800</b>  |
| <b>Total Project Cost:</b>           |                         |                 | <b>10,461,300</b> |                |         |        | <b>11,099,800</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |          | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|----------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount   |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
| <b>Total:</b> |                 | <b>-</b> | <b>11,099,800</b>                     | <b>11,099,800</b>         |





**PROJECT COMPONENT COSTS & PROJECTIONS**

|                                      | Costs Funded<br>to Date | Projected Costs |        |                  |                |        | Total             |
|--------------------------------------|-------------------------|-----------------|--------|------------------|----------------|--------|-------------------|
|                                      |                         | Year 1          | Year 2 | Year 3           | Year 4         | Year 5 |                   |
| <b>Basic Construction Costs</b>      |                         |                 |        |                  |                |        |                   |
| Building Cost (from above)           |                         |                 |        | 8,970,000        |                |        | 8,970,000         |
| Environmental Impacts/Mitigation     |                         |                 |        |                  |                |        |                   |
| Site Preparation                     |                         |                 |        | 24,000           |                |        | 24,000            |
| Landscape / Irrigation               |                         |                 |        | 11,000           |                |        | 11,000            |
| Plaza / Walks                        |                         |                 |        | 20,000           |                |        | 20,000            |
| Roadway Improvements                 |                         |                 |        | 10,000           |                |        | 10,000            |
| Parking : _____ spaces               |                         |                 |        |                  |                |        |                   |
| Telecommunication                    |                         |                 |        | 8,000            |                |        | 8,000             |
| Electrical Service                   |                         |                 |        | 40,000           |                |        | 40,000            |
| Water Distribution                   |                         |                 |        | 5,000            |                |        | 5,000             |
| Sanitary Sewer System                |                         |                 |        |                  |                |        |                   |
| Chilled Water System                 |                         |                 |        |                  |                |        |                   |
| Storm Water System                   |                         |                 |        | 65,000           |                |        | 65,000            |
| Energy Efficient Equipment           |                         |                 |        |                  |                |        |                   |
| <b>Subtotal: Basic Const. Costs</b>  |                         |                 |        | <b>9,153,000</b> |                |        | <b>9,153,000</b>  |
| <b>Other Project Costs</b>           |                         |                 |        |                  |                |        |                   |
| Land / existing facility acquisition |                         |                 |        |                  |                |        |                   |
| Professional Fees                    |                         |                 |        | 410,000          |                |        | 410,000           |
| Fire Marshall Fees                   |                         |                 |        | 2,900            |                |        | 2,900             |
| Inspection Services                  |                         |                 |        | 33,400           |                |        | 33,400            |
| Insurance Consultant                 |                         |                 |        | 9,000            |                |        | 9,000             |
| Surveys & Tests                      |                         |                 |        | 10,000           |                |        | 10,000            |
| Permit / Impact / Environmental Fees |                         |                 |        | 4,650            |                |        | 4,650             |
| Artwork                              |                         |                 |        |                  |                |        |                   |
| Moveable Furnishings & Equipment     |                         |                 |        |                  | 80,000         |        | 80,000            |
| Project Contingency                  |                         |                 |        |                  | 358,800        |        | 358,800           |
| <b>Subtotal: Other Project Costs</b> |                         |                 |        | <b>469,950</b>   | <b>438,800</b> |        | <b>908,750</b>    |
| <b>Total Project Cost:</b>           |                         |                 |        | <b>9,622,950</b> |                |        | <b>10,061,750</b> |

**PROJECT FUNDING**

| Source        | Funding to Date |          | Total Project<br>Cost<br>(from above) | Remaining<br>Funding Need |
|---------------|-----------------|----------|---------------------------------------|---------------------------|
|               | Fiscal Year     | Amount   |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
|               |                 | -        |                                       |                           |
| <b>Total:</b> |                 | <u>-</u> | <u>10,061,750</u>                     | <u>10,061,750</u>         |

**Florida Polytechnic University  
Board of Trustees  
Finance and Facilities Committee  
May 20, 2020**

**Subject: 2020-2021 University Operating and Capital Budgets**

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**Proposed Committee Action**

Recommend approval of the University Operating and Capital Budgets for the 2020-2021 fiscal year to the Board of Trustees.

**Background Information**

The Board of Governors requires that the University's fixed capital outlay, operating and carryforward budget information be approved by the Board of Trustees and provided to the Board of Governors who will be reviewing and approving each budget during its September 9, 2020 Board meeting. The President and the CFO in accordance with their fiduciary responsibility to the University must certify that the budgets are true and materially correct to the best of their knowledge. The President and the CFO must further certify that these budgets have been reviewed and approved by the board of trustees at its meeting held on May 20, 2020 and that funds will only be expended in accordance with the approved budget as well as all applicable statutes, Board of Governors regulations, and University regulations.

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**Supporting Documentation:**

- 2020-21 Operating and Capital Budgets
- 2020-21 Budget Detail

**Prepared by:** Mark Mroczkowski, Vice President and CFO

**Florida Polytechnic University  
Board of Trustees  
Finance and Facilities Committee  
May 20, 2020**

**Subject: 2020-2021 Foundation Operating Budget**

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**Proposed Committee Action**

Recommend approval of the Foundation Operating Budget for the 2020-2021 fiscal year to the Board of Trustees.

**Background Information**

As part of its oversight responsibilities, the Board of Trustees, is required to provide a secondary approval of the Foundation's annual budget after it is formally adopted and approved by the Foundation's Board of Directors.

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**Supporting Documentation:** FY21 Foundation Budget as approved by the Foundation's Board of Directors at their May 1, 2020 meeting

**Prepared by:** Larry Locke, Director, Finance and Development, Advancement

Unrestricted Cash In Bank - FPUF (Wells Fargo):  
Unrestricted Cash In Bank - FPUF (TIAA Cref):  
Total Unrestricted Cash:  
Endowment Cash Balance  
Temporary Restricted Cash Balance:

**Revenue**

Needed Donations to Operation Fund

Interest on Investments

**Total Revenue**

**Expenses**

*Operational Expenses*

**Ledger Account**

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77300 - Oper. Exp. Materials & Supplies

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77300 - Oper. Exp. Materials & Supplies

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

77200 - Oper. Exp. Contractual Services

71101 - In-State Travel

71102 - Out-of State Travel

78900: Other Non-Operating Expense

71109 - Employee Education

77200 - Oper. Exp. Contractual Services

78800 - Unrealized Gain and Loss

77300 - Oper. Exp. Materials & Supplies

***Total Operational Expenses:***

*Scholarship/Salary Expense*

76800 - Scholarships and Fellowships

76800 - Scholarships and Fellowships

***Total Scholarship/Pres. Salary Expenses:***

***Total Development Payroll Expenses:***

## FY2021 FOUNDATION BUDGET

Approved by Foundation Board of Directors: May 1, 2020

|    | FY 17-18     |    | FY 18-19     |    | FY 19-20 - March 2020 |
|----|--------------|----|--------------|----|-----------------------|
| \$ | 528,774.68   | \$ | 552,619.50   | \$ | 736,307.19            |
| \$ | 1,527,942.78 | \$ | 757,104.30   | \$ | 539,408.40            |
| \$ | 2,056,717.46 | \$ | 1,309,723.80 | \$ | 1,275,715.59          |
| \$ | 853,187.48   | \$ | 1,419,851.10 | \$ | 1,617,615.64          |
| \$ | 3,081,814.00 | \$ | 3,261,714.00 | \$ | 3,471,206.26          |

Withdraw from scholarship funds  
4% endowment spending allotment

### Spend Category

Services

Auditing Services

Advocates

Catering

Computer Equipment

Entertainment Services

Contracted Services

Custodial Fees

Educational/Office Supplies

Community Engagement

Software-customized

Software-off-the-shelf

Institutional membership

Equipment Rentals

**Printing & Photocopy**

**Postage**

**Shipping & Freight charges**

**Gen. Liability Insurance**

**Meeting/Program Expenses**

**Advertising**

**In-state travel**

**Out-of-state travel**

**Travel**

**Training and related fees**

**Consultant Fees**

**Unrealized gain and loss**

**General Supplies**

**President Salary**  
**Student scholarships**







|    |            |
|----|------------|
| \$ | -          |
| \$ | -          |
| \$ | -          |
| \$ | 3,000.00   |
| \$ | 60,000.00  |
| \$ | -          |
| \$ | 35,000.00  |
| \$ | -          |
| \$ | -          |
| \$ | -          |
| \$ | -          |
| \$ | 353,500.00 |
| \$ | 250,000.00 |
| \$ | 150,000.00 |
| \$ | 400,000.00 |
| \$ | 753,500.00 |
|    |            |

Florida Polytechnic University  
Finance and Facilities Committee  
Board of Trustees  
May 20, 2020

**Subject: Memorandum of Understanding between the University and the Foundation**

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**Proposed Committee Action**

Informational only – no action required.

**Background Information**

Board of Governors regulation, Board of Trustees regulation, and Florida Statutes provide that the university boards of trustees may certify direct support organizations (DSO) to use university property, facilities and services. The University and its DSO, Florida Polytechnic University Foundation, Inc., have agreed to a high-level understanding of the relationship between the entities that outlines the nature and scope of the services each provides to the other. Furthermore, the document memorializes the relationship in a way that documents the rationale for circumstances when University personnel and resources are used not to benefit the University directly, but the Foundation.

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**Supporting Documentation:**

- Memorandum of Understanding between the University and the Florida Polytechnic University Foundation, Inc.

**Prepared by:** David J. Brunell, Assistant General Counsel

## **Florida Polytechnic University Foundation, Inc. and Florida Polytechnic University Memorandum of Understanding**

May 8, 2020

### Preamble

This Memorandum of Understanding (MOU) is created between Florida Polytechnic University Foundation, Inc. (Foundation), a 501(c)(3) not-for-profit direct-support organization of Florida Polytechnic University, and the Florida Polytechnic University Board of Trustees (University), a public body corporate.

The Foundation was organized and incorporated in October 2012, exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit the University by encouraging alumni and friends to provide private funds and other resources for the University's benefit, to manage those assets, to provide volunteer leadership in support of the University's objectives and to perform all business matters to accomplish these purposes, and to exercise rights in intellectual property for the benefit of the University.

The Foundation is dedicated to assisting the University's academic mission and other priorities of the University through financial support. The University is dedicated to supporting the Foundation in its day-to-day operations through services used by the University in support of the Foundation.

### Terms

#### **I. University Services**

- A. The University agrees that it will permit reasonable use of University equipment and personnel as needed to coordinate the activities of Foundation with its educational operations. Further, University officers and employees may reasonably assist from time to time in development programs as may be needed or helpful in coordinating those Foundation activities with the operations of the University. More specifically, University will provide the following services to the Foundation:
  - 1. Academic Affairs
    - i. Access to appropriate personnel to schedule meetings with donors and potential donors as needed
    - ii. Operational and administrative support at Foundation-sponsored events
  - 2. Division of the President
    - i. University Audit and Compliance
      - a. Internal audit services and support for required and requested audits
    - ii. University Relations
      - a. Social media services, support, and advice
      - b. Press release services, support and advice
      - c. Content creation for social, print and other media

3. Finance and Administration
  - i. Finance and Accounting services
    - a. Accounts payable processing for all disbursements drawn on University's bank (currently Wells Fargo) until the Foundation migrates to another financial institution
    - b. General accounting as needed
  - ii. Technology support
    - a. Where Foundation aligns hardware or software with University systems, service will be "full service" comparable to any University department; otherwise, services will be rendered as may be accommodated.
    - b. Provide reporting assistance with non-Foundation systems when data is required by the Foundation to report on donor contributions, endowed funds, gifts, and investments unless and until the Foundation migrates from the University-supported software
  - iii. Procurement support
    - a. Provide comparable services for Foundation-procured goods and services including cost savings and initial contract review and feedback
    - b. If supplier will not agree to Procurement-led terms, Procurement will issue a recommendation which Foundation will consider and may elect to proceed. In *this* circumstance, Procurement will note in requisition "Procurement is processing for purposes of payment only" if requisition is processed through University's ERP system, currently Workday.
  - iv. Enterprise Systems
    - a. Provide assistance in the use or operation of University's enterprise resource system (currently Workday), with its Donor-Customer Relationship Management System (e.g. Salesforce and/or Blackbaud), and its Donation-Giving System (e.g. Q-Giv) until the Foundation migrates to software not supported by the University
    - b. Provide reporting assistance (reports, dashboards) used by the Foundation to view/extract data to track donor contributions, endowed funds, gifts, and investments until the Foundation migrates to software not supported by the University
4. General Counsel
  - i. Legal support regarding contract review, gift development, governance, and otherwise as needed
- B. The University will provide services upon request of the Foundation or may volunteer to do so; generally, services provided to Foundation will be on par with services rendered to other University departments. However, the University or its personnel may opt not to provide services where a conflict may be created between the Foundation and the University or in their duties to the University whether fiduciary or otherwise (e.g. Chief Audit Executive, General Counsel). The University will not charge Foundation for services under this MOU except as it would internally charge its departments for the same or similar services or unless as otherwise agreed by the parties in writing.

**II. The Foundation Services**

- A. The Foundation agrees that it will provide the University:
  - 1. Partial funding for salary and benefits to (some) University employees, fundraising, and lobbying services
  - 2. Information to Institutional Research and Effectiveness about alumni from Foundation's surveys
  - 3. Fundraising initiatives to support scholarships and student support, facilities, research, programs and unrestricted funding to support University initiatives including entertainment expenses and travel not covered by the University
- B. For any obligations under this MOU in which Foundation agrees to provide fundraising support, such obligation will be construed only to make best efforts to raise funds and is not a commitment to any particular amount. Foundation, in consultation with the University President or the President's designee, will determine fundraising priorities to the extent Foundation cannot meet requests of individual University departments.

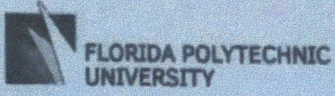
**III. Licenses**

- A. Each party allows the other party a non-exclusive, royalty-free, fully paid-up license to use the other party's name, logotypes, or trademarks for non-commercial purposes. Foundation's use of anything governed by this clause for purposes of soliciting gifts will be deemed non-commercial so long as the Foundation remains a direct-support organization of the University.
- B. If the Foundation is ever decertified as a direct-support organization of the University, the license granted in this MOU will terminate.
- C. The University allows the Foundation the use of its space as governed by university regulation without the requirement of a facility use agreement; Foundation may be required to fill out any documents similar to a department or other affiliated entity.

**IV. Miscellaneous**

- A. This MOU and any amendments to it are governed by Florida law and any University or Board of Governors regulations.
- B. This MOU supersedes any prior written or oral agreements and is effective immediately upon execution by the parties. The MOU will remain in effect from year-to-year unless modified in writing by mutual agreement of parties.
- C. In the event of conflict between the parties, representatives of the parties will meet to discuss the conflict prior to any termination of this MOU. The MOU will automatically terminate if at any time the Foundation is decertified as a direct-support organization of the University.
- D. The Foundation recognizes that this MOU is a public record.

***Signatures follow on next page.***



**For the University:**

Handwritten signature of Randy Avent in black ink.

Randy Avent, President

**For the Foundation:**

Handwritten signature of Kathleen Bowman in black ink.

Kathy Bowman, CEO

*Approved as to form and legality:*

Handwritten signature of Regina DeIulio in black ink.

Regina DeIulio  
University Attorney

*Approved as to form and legality:*

Handwritten signature of David J. Brunell in black ink.

May 8, 2020

David J. Brunell  
Foundation Attorney

**Florida Polytechnic University  
Finance and Facilities Committee  
Board of Trustees  
May 20, 2020**

**Subject: Approval of Re-election of Foundation Board Directors**

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**Proposed Committee Action**

In accordance with Florida Polytechnic University Foundation Bylaws, request approval from the Board of Trustees of the following nominees to a two-year term to the Florida Polytechnic University Foundation, Inc. Board of Directors:

- Loretta Sanders
- Vic Story

**Background Information**

The re-election of these nominees whose terms expired in March 2020 was unanimously approved by the Foundation Nomination Committee and Foundation Board of Directors during meetings held on May 1, 2020. This matter now comes before the Board of Trustees for confirmation.

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**Supporting Documentation:**

- Foundation Board Meeting Minutes
- Loretta Sanders, Biography
- Vic Story, Biography

**Prepared by:** Kathy Bowman, VP of Advancement and CEO, Florida Polytechnic University Foundation





## Loretta Sanders Bio

Loretta Sanders is a community volunteer and philanthropist serving various boards supporting education and human service organizations in Winter Haven and Polk County, Florida. All Saints' Academy, the Polk County Medical Association Alliance, We Care of Polk County, and United Way are all beneficiaries of her time, talent, and treasure.



Loretta earned her bachelors degree in nursing and served in the operating room, emergency room, and surgical oncology research unit. Her interest in law and medicine led her back to the University of Detroit where she earned her JD from the University of Detroit Mercy School of Law. Loretta leveraged her background in healthcare and law at the Detroit Medical Center working on legal affairs and risk management. She even found time to serve as an adjunct professor in the medical legal ethics course at the Detroit College of Business.

Loretta is a passionate supporter of Florida Poly students in addition to her leadership and collaboration with the Women in STEM initiatives. She served as an inaugural member of the Florida Polytechnic University Foundation Board of Directors since 2013 serving as Foundation Chair for many years. Loretta is a faithful supporter of the University.



Florida Polytechnic University  
Foundation Board of Directors

**Foundation Board Meeting**

**DRAFT MEETING MINUTES**

**Friday, May 1, 2020**

**8:30 AM**

**VIRTUAL CALL**

**I. Call to Order**

Alice Hunt, Board Chair, called the meeting of the Florida Polytechnic University Foundation Board of Directors to order at 8:30 AM.

**II. Roll Call**

Kim Kennedy called the roll: Alice Hunt, Chair; Jack Harrell, Vice-Chair; Cindy Alexander, Todd Baylis, Phillipa Greenberg, Ford Heacock, Travis Hills, Rob Kincart, Joshua McCoy, Kathy Mizereck, Ivette O'Doski, Cliff Otto, Blake Paul, Ryan Perez, Lauren Schwenk, Donna Slyster and Seretha Tinsley were present. Kathy Bowman, Foundation CEO, was also present.

University staff present: Dr. Randy Avent, University President; David Brunell, Assistant General Counsel; John Causey, Audio Visual Engineer; Gina Delulio, VP and General Counsel and Larry Locke, Director of Finance and Development Operations.

**III. Public Comment**

Kim Kennedy stated there were no requests for public comment received.

**IV. Approval of Minutes**

***Kathy Mizereck motioned to approve the minutes of the Florida Polytechnic University Foundation Board meeting held January 24, 2020 as presented. Jack Harrell seconded the motion; a vote was taken, and the motion passed unanimously.***

**V. Presentations and Updates**

**A. Foundation Board Chair's Remarks**

Alice Hunt thanked everyone for attending the first ever fully virtual Board meeting.

**B. Foundation CEO's Remarks**

Kathy Bowman thanked Alice Hunt for assisting with coordination of the meeting and the Board for participating during this unprecedented time.

Kathy described the three areas of the Foundation:

1. Fundraising

a. Finishing the current year strong

In order to finish the year strong, Kathy has created a matrix system by which progress can be tracked. The areas being looked at are:

i. Dollars raised

Currently we are at ~\$840K. We expect to close the year at \$2.5M. This is the goal Kathy set upon her arrival and the team is working hard to accomplish this and believe it will happen.

ii. Pipeline Report (Solicitations)

We are currently at \$5.3M in the pipeline which is the total number of dollars asked. There is no historical data in this area; therefore, it is difficult to know exactly where we are year over year. However, within a few years there should be sufficient data to know where we are year in and year out.

iii. Contact Reports

These are reports of contacts made with potential donors. We are currently at an increase of 52% over last year (660 contact reports).

2. Development/Advancement Operations

Kathy stated she along with Larry Locke, Director of Finance and Development Operations, is doing a deep dive into our CRM (Customer Relationship Management) software, financial software and treasury management services. As a result, we plan to migrate to Blackbaud Financial NXT by July 1 and are also in the process of migrating our CRM system from Salesforce to Blackbaud Raiser's Edge NXT. Currently, all the data has been transferred and the first test run will be completed soon. There have been a few delays; however, we are hopeful to go live by the end of August. These are the gold standard in nonprofit fundraising software especially in higher education.

The Finance Committee has been reviewing our treasury management services and looking at our current portfolio and how to improve it ensuring the Foundation's current assets are invested properly for today and in the future.

3. Professional Development for staff

Kathy believes we currently have all the right team members "in the right seats on the bus" and are moving forward steadily. It is imperative to provide access to the right training as well. Currently, we have a subscription to Academic Impressions which is a cloud-based training platform. In addition, through our affiliation with Blackbaud, our staff can access Blackbaud University. Our staff has spent an inordinate amount of time participating in multiple video training sessions, so they are up to speed once we go live. Kathy reported the staff has completed over 20 webinars with Academic Impressions and approximately 30 white paper reviews. On Blackbaud University, the team completed over 100 hours of training. Additionally, Kristen Spiker-Brenneman was certified in the Blackbaud Raiser's Edge fundamentals course which includes over 20 hours of training.

Lastly, Kathy shared information regarding the University's 642 alumni (not including the new class). She stated of these alumni, we have addresses for 402, which is a gap of 240. Moving forward, we are working diligently to capture the alumni information at the time of graduation in order to stay connected with them. Kathy said the alumni are the future of the University and Nick Abraham, Director of Alumni Relations and Annual Giving, is actively creating programming to engage and connect our alumni.

Kathy mentioned an alumni survey was conducted with 148 responding (37%). Of those who responded, 84% are currently employed; 65% are earning a minimum of \$50K, 17% are earning \$50K-\$60K, 21% are earning \$60K-\$70K, 21% are earning \$70K-\$80K and seven respondents are earning over \$100K.

Alice Hunt asked if Blackbaud will be able to provide the number of donors that are represented in the overall giving. Kathy stated Blackbaud is very intuitive and, along with standardized reporting, can also produce customized reports. Data analytics is part of the Blackbaud software.

### C. President's Remarks

Dr. Avent stated the University entered the Spring semester full of optimism when in February it was learned there was a House bill being introduced to merge Florida Poly with University of Florida. Work then began to try to convince the Legislature this was not a good thing to do. From all indications, this was a bit of a political vendetta by a small number of powerful legislators that did not like the way the University was created. Dr. Avent spent approximately three to four weeks in Tallahassee talking with legislators in both the House and Senate. We worked with multiple media outlets crafting positive stories about the University, its impact, and where we are headed. An additional focus was ensuring we provided accurate information on which legislators can make decisions. Dr. Avent stated our average cost per degree is approximately \$100K, although while higher than that of most our Florida counterparts, it is significantly lower than what was being reported. This is simply because engineering degrees cost much more.

In the end, the House decided to temporarily postpone ("TP") the bill. Although the bill made it through the Appropriations Committee, it never reached a vote in the Chamber. The opinion in Tallahassee is that this bill will not be seen again; however, the University is putting a plan in place in attempts to mitigate any potential for this to come before the legislature in the future.

Dr. Avent stated he was home for a brief two-day weekend only to return to the office to learn of the COVID-19 crisis. At that time, in-depth planning began. He stated how extremely proud he is of the faculty and staff with their adaptability during this time. When the COVID-19 crisis hit, the University had no online course infrastructure in place. However, the students did not miss a single day of instruction. They were in the classroom on Friday and remotely on Monday unlike many other universities which shut down for a week in order to retool and prepare.

Dr. Avent mentioned the question on everyone's mind now is what to do about opening in the fall. His concern isn't so much about opening in the fall but remaining open in the fall. Without statistics, he is concerned about a possible rebound in November. A task force has been established under Dr. Parker's leadership to carefully review the situation.

Dr. Avent stated the operational planning focus for the next year has been on six different areas and will continue to be:

#### 1. Admissions

We must continue to focus on growing admissions during a very difficult season and uncertainty due to COVID-19. Leading into the potential merger situation and the COVID-19 crisis, our admissions numbers were very good, and we hope for them to remain that way.

2. Student Progression  
This pertains to retention from first to second year, as well as graduation rates.
3. Student Experience  
The focus of this discussion will be how to accomplish this remotely in the future.
4. Build Graduate Program  
We need to grow the numbers in the graduate program.
5. Faculty Development  
This discussion will include a possible blended model of both online and classroom experience.
6. University Funding  
The belief is that the FY21 budget will remain as is. The Legislature is not likely to come back and implement more cuts; however, in FY22 we may see very serious budget cuts. We do not know how deep or long these cuts will be, but we have put together a Resiliency Plan that represents what we will do should those cuts occur.

Dr. Avent mentioned FPU did not receive funding for the Applied Research Center despite the fact we were number one on the Board of Governors (BOG) funding list and the only University on the Governor's funding list. Nonetheless, he remains optimistic. Next year, Lakeland's Kelli Stargel will be the Chair of the Senate Appropriations Committee and we are hopeful we will do much better next year relative to funding. Operational funding (carryforward) was cut by approximately \$500K and we must figure out how to absorb that cost.

Alice Hunt asked what is occurring with the graduating seniors who were not able to walk in a graduation ceremony due to COVID-19. Dr. Avent said while many universities are conducting virtual graduations, our students were surveyed, and they stated they were not in favor of this idea. Therefore, an alternate date of December 18, 2020 has been selected for an in-person graduation. It will be conducted at the RP Funding Center and we are hopeful many of our students will be able to return and participate.

Ford Heacock asked if we will run out of funding for the Applied Research Center (ARC). Dr. Avent stated we initially had enough money to build the shell. Conversations are currently taking place regarding the possibility of using a portion of our carryforward funds for the ARC in order to keep construction moving through this year and then hopefully receive funding during next year's session. The current discussion is to move \$4M-\$6M out of carryforward and put it into the construction of the ARC and try to obtain the remainder of the funds from the Legislature. If we do not receive the money from the Legislature then, yes, we will be stopped on the ARC project. Dr. Avent said he believes by adding \$4M-\$6M to the project, we should be able to complete all the mechanical, electrical and plumbing for the entire building, as well as completion of some portion of the building in order to begin using the building. Dr. Avent reminded the Board that in the design phase of the ARC project, an Annex was added to serve as a shop and funded by carryforward. The Annex will be completed Summer 2020 and be ready for classes next fall.

Ryan Perez, Director and Student Government President, thanked Dr. Avent for a great year and stated it has been an honor working with him and the University. Ryan asked, should the University be able to open in the fall, has thought been given to how the classroom experience would appear. Dr. Avent stated some type of social distancing will need to be put in place, exactly what that will look like has yet to be determined; however, a blended model is being discussed, one which will involve both online and in-person components with labs primarily being the in-person component.

Ryan also thanked the University for the brag box that was given to each of our graduates and showed the Board its contents.

Alice Hunt thanked Dr. Avent for his efforts and those of his Cabinet and academic staff for all their hard work during this less than desirable environment.

Kathy Mizereck thanked Ryan Perez, the students, and their parents for their involvement during the potential merger. They all worked very hard to communicate with legislators about their passion for Florida Poly and the value of their education. She was exceptionally proud of our students and their parents as well as our industry partners who weighed in. Dr. Avent echoed that within a day of the bill being announced a huge wave of support from multiple facets occurred. Everyone played a critical role in the bill being temporarily postponed.

## VI. Committee Reports

### A. Nomination Committee

Jack Harrell, Nomination Committee Chair, reported the Committee met earlier in the morning at which time the minutes from the Nomination Committee meeting held September 27, 2019 were unanimously approved. Additionally, the nomination for re-election of Loretta Sanders and Vic Story to the Florida Polytechnic University Foundation Board of Directors was unanimously approved and now comes before the full Board for approval.

***Blake Paul motioned to approve the nomination for re-election of Loretta Sanders to the Florida Polytechnic University Foundation Board of Directors and move her name to the Board of Trustees for final confirmation during its next scheduled meeting. Kathy Mizereck seconded the motion; a vote was taken, and the motion passed unanimously.***

***Ford Heacock motioned to approve the nomination for re-election of Vic Story to the Florida Polytechnic University Foundation Board of Directors and move his name to the Board of Trustees for final confirmation during its next scheduled meeting. Rob Kincart seconded the motion; a vote was taken, and the motion passed unanimously.***

This concluded the Nomination Committee report.

### B. Finance Committee

Cindy Alexander, Finance Committee Chair, reported the Finance Committee met on January 14, 2020, at which time the minutes from October 30, 2019 were unanimously approved. Larry Locke was introduced as the new Director of Finance and Development Operations who presented a review of the Foundation's financials, as well as an update on the Foundation's quarterly investments with TIAA. Kathy Bowman also provided the information presented to the Board of Trustees on December 11, 2019.

Cindy Alexander stated the Finance Committee also met on February 27, 2020, at which time the meeting minutes of January 14, 2020 were unanimously approved. Revisions to the following policies were discussed and unanimously approved and moved to the Policy and Governance Committee:

- FPUF 2.02 – Establishing A Fund
- FPUF 2.03 – Types of Funds
- FPUF 5.01 – Processing, Depositing and Receiving Assets
- FPUF 5.06 – Investment Policy
- FPUF 5.07 – Endowment Spending Policy

Additionally, the following items were discussed:

- Second Quarter Financials
- Change of Foundation bank account from Wells Fargo to Bank of Central Florida
- Foundation Fundraising Strategy
- Examination of Investment Strategy and Investment Firm
- Exploration of New Audit Firm
- Reclassification of Fund 1103 to Fund 1101 – which will be brought before the Board for approval later this morning

Lastly, Cindy Alexander reported the Finance Committee met earlier this morning at which time the minutes from meetings held on February 27, 2020 and March 11, 2020 were unanimously approved.

Also, unanimously approved was the Foundation 2020-21 Budget which will come before the Board later in this meeting for full approval.

This concluded the Finance Committee Report.

C. Policy and Governance Committee

Blake Paul, Policy and Governance Committee Chair, reported the Policy and Governance Committee met on March 30, 2020, at which time the minutes from September 16, 2019 were unanimously approved. The Committee also reviewed and discussed revisions to the following policies which had been previously unanimously approved by the Finance Committee:

- FPUF 2.02 – Establishing A Fund
- FPUF 2.03 – Types of Funds
- FPUF 5.01 – Processing, Depositing and Receipting Assets
- FPUF 5.06 – Investment Policy
- FPUF 5.07 – Endowment Spending Policy

The Policy and Governance Committee unanimously approved the revisions to each of these policies and now brings them to the full Board for final approval as part of today's agenda.

This concluded the Policy and Governance Committee report.

VII. **Consent Agenda**

The following policy revisions were brought before the Board by Consent Agenda:

- FPUF 2.02 – Establishing A Fund
- FPUF 2.03 – Types of Funds
- FPUF 5.01 – Processing, Depositing and Receipting Assets
- FPUF 5.06 – Investment Policy
- FPUF 5.07 – Endowment Spending Policy

***Kathy Mizereck motioned to approve the Consent Agenda as presented. Ford Heacock seconded the motion; a vote was taken, and the motion passed unanimously.***

VIII. **Foundation 2020-21 Budget Approval**

Kathy Bowman, Foundation CEO, presented the Foundation 2020-21 budget which was unanimously approved by the Finance Committee during a meeting held earlier in the morning.

***Blake Paul motioned to approve the Foundation 2020-21 budget as presented. Cliff Otto seconded the motion; a vote was taken, and the motion passed unanimously.***

**IX. Transfer of Fund 1103 to 1101**

Larry Locke, Director of Finance and Development Operations, explained there is ~\$530K currently in Fund 1103 which have been untouched for approximately five years. These were funds given for the building of the Wellness Center and this represents the residual. The money is available for the Foundation's use to support the University's mission. Therefore, it is being recommended these funds be moved from Fund 1103 to Fund 1101 which is the endowment fund. This will be established as a quasi-endowment for unrestricted Foundation or University needs/expenses. Kathy stated the quasi-endowment allows the Foundation to spend more than just the interest earned should the need arise with approval of the Board.

***Rob Kincart motioned to approve the moving of funds within Fund 1103 to Fund 1101. Blake Paul seconded the motion; a vote was taken, and the motion passed unanimously.***

**X. Special Committee on Investments**

Kathy Bowman stated it is the priority of the Foundation and the Finance Committee to do a deep dive regarding the Foundation's current treasury management services including the endowment fund and the investment firm managing the assets. In order to do so, a Special Committee on Investments is necessary. Therefore, the request is being brought before the Board for permission to form such a committee.

***Rob Kincart motioned to grant permission to create a Special Committee on Investments for the purpose of assessing and evaluating the Foundation's current investment portfolio to sunset at the end of the next fiscal year unless otherwise extended or dissolved by the Chair. Cindy Alexander seconded the motion; a vote was taken, and the motion passed unanimously.***

**XI. IRS Form 990**

Larry Locke presented the Foundation's IRS Form 990 to the Board, a standard form which needs to be filed each year. This document was prepared by the Foundation's auditing firm, CliftonLarsenAllen. It has been vetted through the University's General Counsel's Office and the Foundation CEO. According to Foundation policy, the document was presented to the Finance Committee and now to the full Board for information purposes.

**XII. Foundation Third Quarter Financials**

Larry Locke presented the Foundation's third quarter financial statement. The report included four sections: Revenue, Expenses, Investments and Cash Summary. Larry stated the Foundation is currently way under budget. Prior to the COVID-19 crisis, the Foundation's investments were \$6.4M; however, by the first week of April it had reached \$5.1M (a loss of \$1.3M market value). The good news is the market has already begun to rebound and that figure as of today is now \$5.81M. Larry stated he has put together a fee schedule for many possible investment firms which will be reviewed by the Special Committee on Investments the creation of which the Board just approved. Larry thanked Chair Hunt and Cindy Alexander for championing this effort.

**XIII. Philanthropy Pipeline Report**

Kathy Bowman presented the current philanthropy pipeline report to the Board which outlines the current solicitations outgoing. As we grow and can once again begin meeting with potential donors face to face, you will begin to see this report grow in kind.

**XIV. Audit Committee**

Alice Hunt stated she was pleased to announce Ford Heacock has accepted the position of Chair of the Foundation's Audit Committee, which is one of four standing committees. The Committee has already been established and its members will consist of Chair Heacock, Todd Baylis, Shelley Robinson and Loretta Sanders. Chair Hunt thanked this newly formed committee for their willingness to serve the Foundation in this capacity.

**XV. Future Events and Meeting Dates**

Alice Hunt called the Board's attention to the list of future events and meeting dates. She asked that the December 18, 2020 graduation date be added. She requested the Board mark their calendars and plan to attend when possible.



**XVI Closing Remarks and Adjournment**

Alice Hunt encouraged Ryan Perez in his future career endeavors. With no further business to discuss, the Florida Polytechnic University Foundation Board of Directors meeting adjourned at 9:48 AM.

DRAFT



FLORIDA POLYTECHNIC UNIVERSITY  
**FOUNDATION**

## **Victor B. Story Bio**

The Story Companies are comprised of various Florida land management entities. Since 1945, the family owned and operated corporations include land holdings including management, marketing and harvesting over 7,000 acres of quality Florida citrus, peaches and blueberris in Central and South Florida.

For over 70 years, the Storys have been providing Florida growers superior service with outstanding returns.

Vic currently serves as President and Chairman of the Board of the Story Companies. He oversees each of the Story holdings along with family members. He previously served as past President of Florida Citrus Mutual, President of Polk County Farm Bureau, and Vice Chairman of the Florida Citrus Commission.

Vic is the recipient of multiple awards including the 2012 Florida Grower Citrus Achievement Award, the 2015 Sunbelt Ag Expo Florida Farmer of the Year, and was inducted into the Florida Citrus Hall of Fame in 2016.

Vic has dependably served as an inaugural member of the Florida Polytechnic University Foundation Board of Directors since 2013 and is a faithful supporter of the University.





**FLORIDA POLYTECHNIC  
UNIVERSITY**

## **Board of Trustees Meeting**

**Wednesday, May 20, 2020, 10:30-11:00 AM**  
*Or upon conclusion of the Finance & Facilities Committee meeting*

**Florida Polytechnic University**  
**WEBEX/TELE-CONFERENCE MEETING**

**Dial In Number: 415-655-0001 | Access Code: 618 932 538#**

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|                            |                                |                           |
|----------------------------|--------------------------------|---------------------------|
| <b>Don Wilson, Chair</b>   | <b>Cliff Otto, Vice Chair</b>  | <b>Mark Bostick</b>       |
| <b>Dr. Victoria Astley</b> | <b>Rear Admiral Philip Dur</b> | <b>Dr. W. Earl Sasser</b> |
| <b>Connor Coddington</b>   | <b>Frank Martin</b>            | <b>Henry McCance</b>      |
| <b>Dr. Louis Saco</b>      | <b>Bob Stork</b>               | <b>Gary C. Wendt</b>      |

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### **AGENDA**

- |  |                           |
|--|---------------------------|
| I. Call to Order   | Don Wilson, Chair         |
| II. Roll Call  | Michele Rush              |
| III. Public Comment  | Don Wilson, Chair         |
| IV. Chairman's Remarks   | Don Wilson, Chair         |
| V. President's Remarks   | Randy K. Avent, President |
| VI. Consent Agenda   | Don Wilson, Chair         |
| <b>*Action Required*</b>   |                           |
| A. Academic & Student Affairs Committee  |                           |
| 1. Approve revised Student Code of Conduct   |                           |
| 2. Approve proposed Cybersecurity degree   |                           |
| 3. Approve Collective Bargaining Agreement revised Article 12: Salaries            |                           |
| B. Audit & Compliance Committee  |                           |
| 1. Approve University Financial Audit – (FYE 6/30/19)                              |                           |
| 2. Approve Foundation Form 990 (FYE 6/30/19)                                       |                           |
| 3. Approve UAC Quality Assurance Review – Self Assessment (Report No. FPU 2020-07) |                           |
| C. Finance & Facilities Committee  |                           |

1. Approve revised FPU-4.001 Tuition and Related Fees Schedule
2. Approve the Capital Improvement Plan (CIP)
3. Approve amendment to the 2019-2020 Carry Forward Budget
4. Approve granting Dr. Avent authority to sign the change order to the Construction Manager at Risk Agreement with Skanska
5. Approve 2021-2022 Operating Legislative Budget Request
6. Approve 2020-2021 Foundation Operating Budget
7. Approve Foundation Board Reappointments

D. Governance Committee

1. Approve President's Proposed Goals 2020-21

E. Board of Trustees

1. Approve the February 26, 2020 Board of Trustees Meeting Minutes

VII. Committee Reports

A. Executive Committee Report (April 13, 2020)

Don Wilson, Chair

B. Academic & Student Affairs Committee

Don Wilson, Chair

C. Audit & Compliance Committee

Gary Wendt, Committee Chair

**\*Action Required\***

1. Approve Charter Review/Committee Evaluation

D. Finance & Facilities Committee

Frank T. Martin,  
Committee Chair

**\*Action Required\***

1. Approve 2020-2021 University Operating and Capital Budgets

E. Governance Committee

Rear Admiral Philip Dur,  
Committee Chair

**\*Action Required\***

1. Approve the Renewal of President's Employment 2020-21
2. Approve President's Employment Agreement

VIII. Officer Elections

Don Wilson, Chair

**\*Action Required\***

IX. Board of Trustees Meeting Schedule

Don Wilson, Chair

**\*Action Required\***

X. Board of Governors' Meetings

Don Wilson, Chair

- June 23-25, 2020 (UCF, Orlando)
- September 16-17, 2020 (University of West Florida, Pensacola)

- October 6-7, 2020 Facilities Committee and Budget and Finance Committee Workshops (*USF, Tampa*)
- November 4-5, 2020 (*University of North Florida, Jacksonville*)
- January 20-21, 2021 (*NCF, Sarasota*)
- March 24-25, 2021 (*FAMU, Tallahassee*)
- June 22-24, 2021 (*USF, Tampa*)
- September 1-2, 2021 (*FAU, Boca Raton*)
- October 7, 2021 Facilities Committee; Budget & Finance Committee (*FGCU, Ft. Myers*)
- November 3-4, 2021 (*FIU, Miami*)

XI. Closing Remarks and Adjournment

Don Wilson, Chair

Florida Polytechnic University  
Board of Trustees Meeting  
May 20, 2020

**Subject: Approve Revised Student Code of Conduct**

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**Proposed Action**

Need text

**Background Information**

Need text

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**Supporting Documentation:** Please see supporting documentation under "Academic & Student Affairs Committee"

**Prepared by:**

Florida Polytechnic University  
Board of Trustees Meeting  
May 20, 2020

**Subject:** Approve Proposed Cybersecurity Degree

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**Proposed Action**

Need text

**Background Information**

Need text

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**Supporting Documentation:** Please see supporting documentation under "Academic & Student Affairs Committee"

**Prepared by:** Dr. ?

Florida Polytechnic University  
Board of Trustees Meeting  
May 20, 2020

**Subject: Collective Bargaining Agreement Reopener on Article 12: Salaries**

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**Proposed Action**

Approve revised Article 12: Salaries.

**Background Information**

The UFF and the University's collective bargaining teams met and came to an agreement on Article 12: Salaries. They agreed that there will be no salary increases for 2020-2021 as reflected in the revised article. In addition, the paragraph on one-time bonuses was deleted as it has expired.

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**Supporting Documentation:** Please see supporting documentation under "Academic & Student Affairs Committee"

**Prepared by:** Alex Landback, Assistant General Counsel



**Florida Polytechnic University  
Board of Trustees  
May 20, 2020**

**Subject: University Financial Audit – Fiscal Year Ended 6/30/19**

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**Proposed Committee Action**

Approve the Florida Polytechnic University Financial audit conducted by the Florida Auditor General for the fiscal year ended June 30, 2019.

**Background Information**

In accordance with Section 11.45, Florida Statutes, a financial audit was performed on the University's basic financial statements for the fiscal year ended June 30, 2019 by the Florida Auditor General. David Blanton, Chief Audit Executive/Chief Compliance Officer (CAE/CCO) will present the results of the financial audit to the Committee for their consideration and approval.

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**Supporting Documentation:** Please see supporting documentation under "Audit & Compliance Committee"

**Prepared by:** David A. Blanton, CAE/CCO

**Florida Polytechnic University  
Board of Trustees  
May 20, 2020**

**Subject: Foundation Form 990 (June 30, 2019 Fiscal Year)**

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**Proposed Committee Action**

Approve the Foundation's Form 990 for the fiscal year ended June 30, 2019.

**Background Information**

FPU 10.002(17) requires that each DSO shall submit its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990) to the President. BOG Regulation 9.011(6), requires that Form 990 be submitted to the university board of trustees or designee at the times required by the applicable regulation or policy of the board of trustees. Copies of such forms shall be provided by each university to the Board of Governors. The Foundation's form 990 for the fiscal year ended June 30, 2019 was recently completed by independent certified public accountants.

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**Supporting Documentation:** Please see supporting documentation under "Audit & Compliance Committee"

**Prepared by:** David A. Blanton, CAE/CCO

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject: Approve University Audit Quality Assurance Review (QAR) Self-Assessment (FPU 2020-07)**

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**Proposed Committee Action**

Approve the QAR Self-Assessment, prepared by the Chief Audit Executive.

**Background Information**

The audit charter provides that University Audit will establish a quality assurance and improvement program (QAIP) of internal auditing for the chief audit executive and the department as a whole. Additionally, the Charter requires that University Audit adhere to the Code of Ethics and the Standards put forth by the Institute of Internal Auditing (IIA). Such Standards require that the Chief Audit Executive must develop and maintain a QAIP that covers all aspects of the internal audit activity. The QAIP is comprised of ongoing assessments, periodic assessments, and external assessments. This QAR Self-Evaluation effectively covers the periodic assessment component of a QAIP and will also serve to prepare the university for an external assessment that is required by 2022.

The Audit and Compliance Committee should familiarize themselves with the Standards (included in the report as Exhibit A, Evaluation Summary and Ratings Criteria), and evaluate whether the Committee's performance, with respect to the responsibilities outlined in the Audit Committee Charter are being performed satisfactory.

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**Supporting Documentation:** Please see supporting documentation under "Audit & Compliance Committee"

**Prepared by:** David A. Blanton, CAE/CCO

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject: Approve Revised FPU-4.001 Tuition and Related Fees Schedule**

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**Proposed Committee Action**

Approve the revised FPU-4.001 Tuition and Related Fees Schedule.

**Background Information**

This regulation **FPU-4.001 Tuition and Related Fees Schedule** is being revised primarily to update the information related to the excess hour fee to make it consistent with the revised Board of Governor's regulation 7.003 Fees, Fines and Penalties. The changes provide the excess hour fee to be charged to FTIC students entering in the 2019 summer term or thereafter when they exceed 120 percent of the credit hours required for the degree and indicate when a refund of the excess hour fees paid is warranted.

The notice of amendment for this regulation was posted on the University's website on April 20, 2020. No comments were received during the review and comment period.

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**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Regina DeLulio, VP General Counsel

**Board of Governors Regulation 7.003 Fees, Fines and Penalties. (in pertinent part):**

(21) Excess Hour Fee –This fee shall be budgeted in the Student and Other Fee Trust Fund.

- (a) State universities shall require a student to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. Each university must calculate an excess hour threshold for each student based on the number of credit hours required for the degree. For any student who changes degree programs, the excess hour threshold must be adjusted only if the number of credit hours required to complete the new degree program exceeds that of the original degree program.
- (b) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2009 or thereafter and prior to fall 2011 shall pay an excess hour fee equal to 50 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (c) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2011 and prior to fall 2012 shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (d) All state university undergraduate students who entered a postsecondary undergraduate program at any Florida public institution of higher education as a first-time-in-college student in fall 2012 through the 2019 spring term shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled. For the 2019 summer term and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 120 percent shall be paid. Effective July 1, 2018 each university shall refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment in a university.
- (e) Each university shall implement a process for notifying students of this fee upon a student's initial enrollment. A second notice must be provided to the student when the student has attempted the number of credit hours needed to complete the baccalaureate degree program in which the student is enrolled. The second notice must include a recommendation that each student who intends to earn credit hours at the university in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with the student's academic advisor. The excess hours' determination shall be based on the baccalaureate degree program in which the student is enrolled. If a student changes degree programs, the excess hours' threshold shall be adjusted to the new program's required hours. Pursuant to Regulation 7.002(1), the university shall establish regulation procedures for the implementation of this section.
- (f) All credit hours for courses taken at the university from which the student is seeking a baccalaureate degree shall be included when calculating the number of hours taken by a student, including:
  - 1. Failed courses.
  - 2. Courses dropped or withdrawn from after the university's advertised last day of the drop and add period, except as provided for in subparagraph (21)(f).

3. Repeated courses, except repeated courses for which the student has paid the full cost of instruction as provided in Regulation 7.001(11).
  4. All credit hours earned at another institution and accepted for transfer by the university and applied toward the student's baccalaureate degree program.
- (g) All credit hours earned under the following circumstances shall not be calculated as hours required to earn a baccalaureate degree:
1. College credits earned through an articulated accelerated mechanism.
  2. Credit hours earned through internship programs.
  3. Credit hours required for certification, recertification, or certificate programs.
  4. Credit hours in courses from which a student must withdraw due to reasons of medical or personal hardship.
  5. Credit hours taken by active-duty military personnel.
  6. Credit hours required to achieve a dual major taken while pursuing a baccalaureate degree.
  7. Remedial and English as a Second Language credit hours.
  8. Credit hours earned in military science courses that are part of the Reserve Officers' Training Corps program.

**Florida Polytechnic University  
Board of Trustees  
May 20, 2020**

**Subject: Approve 2020 Capital Improvement Plan, Amendment to Carryforward Budget, and Approval of Construction Change Order**

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**Proposed Committee Action**

2021-2022 Fixed Capital Outlay Budget Request requires Board of Trustees approval, and submission to the Board of Governors by July 1, 2020. CIPs can be further amended and submitted to the Board of Governors on August 14, 2020. Board of Governors are scheduled to adopt the LBR September 17, 2020.

- Approve the 2020 Capital Improvement Plan (CIP).
- Approve amendment to the Carry Forward Budget 2019/2020.
- Approve Dr. Avent's authority to sign the Change order to the Construction Manager at Risk Agreement with Skanska.

**Background Information**

2021-2022 Fixed Capital Outlay Budget request captures the funds committed to capital projects and proposed for future development. All capital improvements are defined in the Campus Master Plan and have been further reviewed by the Board of Governors. In accordance with Campus Master Plan the Applied Research Center is the current priority, is justified by the Educational Plan Survey, and partially funded. 2021-2022 CIP requests funds for the Applied Research Center to complete construction.

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**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** David Calhoun, AVP Facilities and Safety Services

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject: Approve 2020-2021 Foundation Operating Budget**

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**Proposed Committee Action**

Approve the Foundation Operating Budget for the 2020-2021 fiscal year.

**Background Information**

As part of its oversight responsibilities, the Board of Trustees, is required to provide a secondary approval of the Foundation's annual budget after it is formally adopted and approved by the Foundation's Board of Directors.

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**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Larry Locke, Director, Finance and Development, Advancement



Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject:** Approve Reappointment of Foundation Board Directors

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**Proposed Action**

In accordance with Florida Polytechnic University Foundation Bylaws, approve the reappointment of the following nominees to a two-year term to the Florida Polytechnic University Foundation, Inc. Board of Directors:

- Loretta Sanders
- Vic Story

**Background Information**

The re-election of these nominees whose terms expired in March 2020 was unanimously approved by the Foundation Nomination Committee and Foundation Board of Directors during meetings held on May 1, 2020. This matter now comes before the Board of Trustees for confirmation.

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**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Kathy Bowman, VP of Advancement and CEO, Florida Polytechnic University Foundation

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject:** Approve President's Goals for 2020-21

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**Proposed Action**

Approve President's proposed goals for 2020-21.

**Background Information**

Pursuant to the Policy on Annual Review of the President, the Board of Trustees must set specific annual goals for the upcoming fiscal year.

The President submitted his proposed President Goals for 2020-21 to Chair Wilson and Committee Chair Dur. The Governance Committee needs to discuss the goals with the President and approve the proposed goals so that they may be recommended to the Trustees for final approval and provided to the Chair of the Board of Governors, as required.

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**Supporting Documentation:** Please see supporting documentation under "Governance Committee"

**Prepared by:** Gina Delulio, General Counsel

Florida Polytechnic University  
Board of Trustees

**Board of Trustees Meeting**

**DRAFT MEETING MINUTES**

Tuesday, February 25, 2020, 1:00-1:15 PM

Florida Polytechnic University, Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Chair Don Wilson called the Board of Trustees meeting to order at 1:00 p.m.

II. Roll Call

Kris Wharton called the roll: Chair Don Wilson, Vice Chair Cliff Otto, Trustee Mark Bostick, Trustee Ryan Perez, Trustee Henry McCance, Trustee Victoria Astley, Trustee Frank Martin, Trustee Adrienne Perry, Trustee Earl Sasser, Trustee Lou Saco, and Trustee Gary Wendt were present (Quorum).

Trustees not present: Trustee Bob Stork, Trustee Philip Dur

Staff present: President Randy Avent, Provost Terry Parker, Mr. Mark Mroczkowski, Ms. Gina Delulio, Ms. Kathy Bowman, Mr. Rick Maxey, Mrs. Kris Wharton, Ms. Michele Rush, Mrs. Kim Abels, and Mr. David Blanton were present.

III. Public Comment

There were no requests received for public comment.

IV. Statement by the Florida Polytechnic University Board of Trustees opposing consolidation with the University of Florida

Chair Wilson read the formal statement opposing House Bill 7087 into the record (see Appendix A). Trustee Frank Martin suggested three minor changes in wording which trustees agreed to.

**A motion was made by Trustee Gary Wendt to adopt the Statement by the Florida Polytechnic University Board of Trustees opposing House Bill 7087. Trustee Cliff Otto seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Closing Remarks and Recess

With no further business to conduct, Chair Wilson recessed the meeting until after the conclusion of the Workshop on Wednesday, February 26.



**Florida Polytechnic University  
Board of Trustees**

**Statement by the Florida Polytechnic University  
Board of Trustees opposing House Bill 7087**

The Florida Polytechnic University Trustees stand in opposition to HB 7087 and hereby urge those considering the pending legislation to merge Florida Poly with the University of Florida to carefully examine the facts and circumstances relied upon by those proposing this legislation.

The most frequently cited number in this discussion is the purported cost of a degree awarded at Florida Poly. It is critical to recognize that the cost being cited is based on Florida Poly's first graduating class in the 2017-2018 year. Everyone in business knows that the "cost" of the first production run at a new factory is a highly inflated number that includes capital and start-up costs. The same is true for a new university. In fact, the legislation that created Florida Poly recognized this fact, and allowed the new university to use operating funds for capital improvements for a period of ten years. The cost of the first degrees awarded by Florida Poly is by no means indicative of the costs incurred once the university matures and moves beyond being a start-up.

It is also important to consider that Florida Poly only awards STEM degrees, and these degrees are significantly more expensive at all state universities. Of course, when looking at "average" degree costs, all other state universities award primarily non-STEM degrees requiring far less expense, dramatically reducing the "average" degree cost.

Critical to this discussion is the fact that Florida Poly is vibrant, growing, and sought after by incoming students. In this year alone, student applications increased by more than 70% over the prior year. Students and their parents recognize the life-changing value of a degree from this institution, and high-quality students who want a career in a high-tech STEM field are hoping to be admitted to Florida Poly. Florida will be abandoning an outstanding opportunity for these students and our state if the proposed legislation is enacted.

From its inception, Florida Poly has planned for a flat administrative structure made possible by limiting degrees to common or similar disciplines. This single administrative silo will reduce administrative and overhead costs as the institution grows and matures. Given time and growth, there is no reason to assert that the per-degree costs for similar degree programs will be any greater at Florida Poly than at the other state universities.

When considering "costs," it is also necessary to look at "value" to determine the worth of an institution to the State of Florida. The Florida Chamber estimates that there are 55,000 unfilled STEM

jobs in this state, and various reports have expressed concern that the shortage of skilled workers in Florida threatens our economic growth. Florida Poly was created with the specific intent to address this issue and to produce the uniquely trained graduates who can fill this critical skills-gap.

Florida Poly is a vital driver of Florida’s economic future. Even in its infancy, Florida Poly is estimated to produce \$161 million in gross domestic product for our state and to sustain 2,350 jobs that annually generate \$97.6 million in wages and business income. Looking at what has taken place around polytechnic universities in other states, it is clear these institutions are a prime breeding ground for high-tech industries and business. That dynamic has already begun in the area surrounding Florida Poly, and for Florida a new wave of high-value, high-tech economic growth is now underway. The proposed merger can only diminish this important economic development.

Finally, we believe that the abandonment of the dream represented by Florida Poly simply disregards the thousands of people—students, faculty, staff, alumni, officials, participants in direct support organizations and other supporters—who have made significant investments and have given of their time, efforts and resources in support of Florida Poly.

Florida Poly represents a clear and bright beacon in Florida’s future guiding us to a place where the economy is stronger, our citizens have greater opportunities, our students are getting a world-class education for the jobs of the future, and Florida is simply a better place to live.

The Board of Trustees of Florida Polytechnic University respectfully contends that there is no possible on-going benefit from the elimination of this University, and that such action will deny this state of one of its most important institutions benefitting education and the economy in Florida’s future.

Signed: \_\_\_\_\_  
Donald H. Wilson, Board Chairman

\_\_\_\_\_  
Clifford K. Otto, Board Vice Chairman

\_\_\_\_\_  
Dr. Adrienne Perry

\_\_\_\_\_  
Bob Stork

\_\_\_\_\_  
Frank T. Martin

\_\_\_\_\_  
Gary C. Wendt

\_\_\_\_\_  
Henry McCance

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Dr. Louis Saco

\_\_\_\_\_  
Mark Bostick

\_\_\_\_\_  
Ryan Perez

\_\_\_\_\_  
Dr. Victoria Astley

\_\_\_\_\_  
Rear Admiral Philip Dur

\_\_\_\_\_  
Dr. W. Earl Sasser

Florida Polytechnic University  
Board of Trustees

**Board of Trustees Meeting**

**DRAFT MEETING MINUTES**

Wednesday, February 26, 2020  
9:30 AM - 11:30 AM

Florida Polytechnic University, Student Development Center  
4700 Research Way, Lakeland, FL 33805

I. Call to Order

Chair Don Wilson reconvened the Board of Trustees meeting at 9:30 a.m.

II. Roll Call

Kris Wharton called the roll: Chair Don Wilson, Vice Chair Cliff Otto, Trustee Mark Bostick, Trustee Ryan Perez, Trustee Henry McCance, Trustee Victoria Astley, Trustee Adrienne Perry, Trustee Earl Sasser, Trustee Philip Dur, Trustee Lou Saco, and Trustee Gary Wendt were present (Quorum).

Trustees not present: Trustee Frank Martin, Trustee Bob Stork

Staff present: President Randy Avent, Provost Terry Parker, Mr. Mark Mroczkowski, Ms. Gina Delulio, Ms. Kathy Bowman, Mr. Rick Maxey, Mrs. Kris Wharton, Mr. David Calhoun, Ms. Michele Rush, Mrs. Kim Abels, and Mr. David Blanton were present.

III. Public Comment

There were two requests received for public comment. Dr. Kathryn Miller and Dr. Tom Dvorske both spoke to the Statement by the Florida Polytechnic University Board of Trustees opposing consolidation with the University of Florida.

IV. Chairman's Remarks

Due to time constraints of one trustee who needed to leave the meeting early, Chair Don Wilson moved the consent agenda and committee reports ahead of the presentations. Also, President Randy Avent did not provide any President's remarks as he remains in Tallahassee.

V. Consent Agenda

Chair Wilson read the list of items to be approved on the consent agenda:

A. Academic & Student Affairs Committee

1. Approve Regulation FPU-2.001 Admission to the University and Appeal Process – General

- B. Governance Committee
  - 1. Approve Regulation FPU-1.01 Service of Process
- C. Audit & Compliance Committee
  - 1. Approve the Foundation Financial Audit FYE 6/30/19
  - 2. Approve the Crowe Internal Management and Accounting Control and Business Process Assessment (November 2019)
- D. Finance & Facilities Committee
  - 1. Approve Resolution for Signature Authority on Depository Accounts
- E. Board of Trustees
  - 1. Approve the December 11, 2019 Board of Trustees Meeting Minutes

As each of the items comes before the Board with unanimous approval from the respective Committees, there is no need for a second. **Trustee Gary Wendt made a motion to approve the Consent Agenda as presented. A vote was taken, and the motion passed unanimously.**

## VI. Committee Reports

### A. Academic and Student Affairs Committee

Trustee Adrienne Perry stated the Academic and Student Affairs Committee learned that the incoming number and quality of student applications remains strong with the current focus on matriculation. The University will add a summer cohort this year which will be conducted 100% online. The Committee also approved Regulation FPU-2.001 Admission to the University and Appeal Process – General which was just ratified as part of the full Board's consent agenda.

### B. Governance Committee

Trustee Philip Dur related changes to the Governance Committee's Work Plan. The Committee moved the evaluation discussion and recommendation on the President's 2019-20 evaluation outcome and compensation from the May meeting to the December meeting. This will result in the evaluation process taking place after completion of the fiscal year being evaluated and will also allow for the collection of relevant data in its final form. At the May meeting, the Committee will use a report from the President on accomplishments to make a recommendation on renewal of President's employment agreement for July 2020-July 2021 only (transition year).

The Committee also discussed the process for making nominations to the Board for the offices of Chair and Vice Chair in preparation for the election that will take place at the May meeting. They instructed the General Counsel to email all trustees eligible to serve as officers in order to allow them to express their interest and willingness to be considered in the nomination process. Ms. Gina Delulio will report the responses at the next Governance Committee meeting.

In preparation for making decisions related to renewing the President's current Employment Agreement, the Committee reviewed proposed changes to the President's employment agreement. One of the changes was related to the performance compensation (bonus). The Committee will make a recommendation on the Agreement and on renewal of the Agreement at the May meeting.

Finally, Mr. David Brunell, Assistant General Counsel presented an overview of Regulation FPU-1.01

Service of Process which was just approved by the full Board in the consent agenda.

Trustee Wendt asked if all trustees will be apprised in any changes the Governance Committee makes in the President's compensation package and why. Trustee Dur answered in the affirmative.

C. Finance & Facilities Committee

Trustee Henry McCance reviewed the presentations the committee received on the budget development process, the University's half-year financial review for quarter ended December 31, 2019, and the University Foundation's second-quarter financial review and 2019 annual fund update. The Committee accepted and approved Resolution 2020-001 to update the authorized signatories for checks, payments and transfers of funds.

**The Committee recommended the Board approve the Skanska USA Building Inc. (Skanska), Guaranteed Maximum Price Phase II ("GMP 02"), in the amount of \$17.7M, for the Applied Research Center construction contract. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

D. Strategic Planning Committee

Trustee Mark Bostick stated the Committee made one change to its Work Plan, moving consideration of the University's 2020 Accountability Report from February to April. This allows adequate time for all the data to be gathered. The Committee voted to make an April Executive Committee meeting a standing meeting to specifically address consideration of the annual Accountability Report.

Mr. David Calhoun presented the process for updating the ten-year Campus Master Plan which is required by law to be undertaken at least every five years. Florida Poly's update is due in 2021 and must include all facilities desired to be constructed during the ten-year life of the plan. The process also requires that six agencies and the host local community be provided with an opportunity to review and comment on the plan. After the Campus Master Plan is adopted, the University must negotiate with the host local community to identify and pay for impacts to infrastructure such as roads and utilities.

E. Audit & Compliance Committee

Trustee Gary Wendt reviewed the updates the Committee heard, including Audit & Compliance activities, external and internal audits, foundation operating and scholarship funds, and the House Select Committee on Research Integrity. Additionally, the Foundation Financial Audit for FYE 6/30/19 and the Crowe Internal Control and Business Process Assessment Report were approved in the Board's consent agenda.

VII. University Relations: Marketing & Communications Update

Maggie Mariucci, AVP University Relations, introduced two members of her team who gave in-depth presentations on the University's internal and external communications and marketing efforts. Trustee Dur asked Lydia Guzman, Director of Communications, to include a chart that shows media coverage by region. Laura Neff-Henderson also received a compliment from Trustee Adrienne Perry on the updates to the University website.

VIII. University Police: Active Assailant Protocol



University Police Chief, Rick Holland, presented information on the University's active assailant training for both his officers and University employees. He also shared the University Police department expects to achieve their Florida Law Enforcement Accreditation by June 2020.

IX. Faculty Presentation

Dr. Reinaldo Sanchez-Arias, Assistant Professor, Data Science and Business Analytics, shared his current work which includes teaching data science undergraduate and graduate courses, and performing research in the areas of dimensionality reduction, text mining and data visualization.

IX. Student Introduction

Vamsi Hanumanthu, Computer Science major, shared a presentation on his journey through Florida Polytechnic University. Vamsi anticipates graduating in May of this year and anticipates going back to MIT to officially begin his career.

X. Board of Trustees Meeting Calendar

Chair Wilson reviewed the Board of Trustees meeting calendar. The next meeting is the Board of Trustees retreat, May 18-19, 2020.

XI. Board of Governors Meetings

Chair Wilson reviewed the Board of Governors meeting calendar and encouraged trustees to attend these meetings when possible. The next meeting is March 24-25, 2020 at USF in Tampa.

XIV. Closing Remarks and Adjournment

With no further business to conduct, the meeting adjourned at 11:38 a.m.

**Florida Polytechnic University  
Board of Trustees  
May 20, 2020**

**Subject: Approve Audit and Compliance Charters**

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**Proposed Committee Action**

Approve (1) the Audit and Compliance Committee (AACC) Charter, (2) the Internal Audit Charter, and (3) the Compliance and Ethics Charter.

**Background Information**

The Audit & Compliance Committee Charter requires that the AACC (1) review the Committee's charter annually and update as necessary and (2) ensure that any changes to the charter are discussed with the Board and reapproved. The AACC should evaluate whether the Committee's performance, with respect to the responsibilities outlined in the Audit Committee Charter, are being performed satisfactory and whether any changes to the charter are necessary.

The Audit Charter and the Compliance and Ethics Charter requires that these charters are to be reviewed and approved at least every three (3) years for consistency with applicable Florida Board of Governors and University regulations, professional standards, and industry best practices. The AACC should evaluate whether any changes to the charters are necessary.

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**Supporting Documentation:** Please see supporting documentation under "Audit & Compliance Committee"

**Prepared by:** David A. Blanton, CAE/CCO

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject: Approve 2020-2021 University Operating and Capital Budgets**

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**Proposed Committee Action**

Approve the University Operating and Capital Budgets for the 2020-2021 fiscal year.

**Background Information**

The Board of Governors requires that the University's fixed capital outlay, operating and carryforward budget information be approved by the Board of Trustees and provided to the Board of Governors who will be reviewing and approving each budget during its September 9, 2020 Board meeting. The President and the CFO in accordance with their fiduciary responsibility to the University must certify that the budgets are true and materially correct to the best of their knowledge. The President and the CFO must further certify that these budgets have been reviewed and approved by the board of trustees at its meeting held on May 20, 2020 and that funds will only be expended in accordance with the approved budget as well as all applicable statutes, Board of Governors regulations, and University regulations.

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**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Mark Mroczkowski, Vice President and CFO

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject: Approve Renewal of President's Employment for 2020-21**

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**Proposed Action**

Approve the Renewal of the President's Employment for 2020-21.

**Background Information**

The President's Employment Agreement is set to expire on July 7, 2020. The Board needs to decide whether to renew the President's employment for an additional year so that the appropriate information can be provided to the Board of Governors for its approval prior to the expiration of the agreement.

Pursuant to the President's employment agreement and the Board of Trustees Policy, the President is evaluated on an annual basis. The timeline for the annual review of the President has been revised so that the review takes place after the end of the fiscal year at a time when the relevant data is available, so the annual review for the 2019-20 fiscal year will take place in the fall, as well as the related decisions on the President's compensation.

The President has prepared an interim report on progress made on the Operational Plan for 2019-20 to inform the Board's decision on renewing the President's employment. The report was provided to the Board at the last meeting and the updated report has been provided to the Chair and Governance Committee Chair and is included in the supporting documentation.

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**Supporting Documentation:** Please see supporting documentation under "Governance Committee"

**Prepared by:** Gina DeLulio, VP and General Counsel

**Florida Polytechnic University  
Board of Trustees  
May 20, 2020**

**Subject: Approve President's Employment Agreement**

---

**Proposed Committee Action**

Approve the new President's Employment Agreement to be effective July 2020.

**Background Information**

On February 26, 2019 the Board of Trustees approved an amendment to the President's Employment Agreement ("Agreement") with a term ending July 7, 2020. In preparation for the next renewal term, the Governance Committee requested a draft of the proposed Agreement to be presented at its February 2020 meeting. The Committee discussed the proposed Agreement which reflected revisions to the current Agreement, and the Committee requested some additional specific changes to section 5.3.1. The revised Agreement was sent to the Committee for review and comment. The redlined version indicating proposed changes to the original Agreement, further changes requested by the Committee in its last meeting, and one further clarification to 5.3.1 is provided as a supporting document. A clean copy of the proposed new agreement is also provided. The material differences between the current agreement and new agreement are as follows:

- Clarifications were made throughout the Agreement to clarify which terms are applicable only when Dr. Avent is serving as president since there is an opportunity for him to serve in a faculty capacity during the remainder of the Presidential Appointment Term if his appointment is terminated without cause or he resigns from the position as president.
- 3.1- revises end date of Presidential Appointment Term to be July 6, 2021.
- 3.2- deletes the requirement for the Chair and President to discuss and agree upon the goals and objectives for the next fiscal year because the Governance Committee and full Board have been performing that function. Also added language to allow for the revision of the goals and objectives during the fiscal year.
- 3.3- deletes the use of a consultant to perform a 360-degree review of the President and his administration- such will be determined by the Board on an as-needed basis and provided in the Policy on Annual Review of the President. In light of proposed calendar changes as to timing of the annual review, took out the dates of "September 30" of each year to allow flexibility in the timing of the review.
- 4.1- revised to reflect President's current base salary.
- 5.2- deleted language related to relocation reimbursement as it is no longer necessary.
- 5.3 and 5.3.2- deleted language related to accreditation bonus, as it is no longer necessary.
- 5.3.1- revised Performance Compensation to state that if the President receives an evaluation of "Achieves" or higher, he will receive not less than 20% of base salary as performance compensation. However, if he receives an overall evaluation of "Exceeds" or higher, his performance compensation will be 20%-30% of his base salary. \*

- 6.2- incorporated language from previous amendment which allows for compensation exceeding \$200,000 to be paid for out of the University's auxiliary funds.
- 7.2- added language which allows the Supplemental Retirement Benefit to be paid for out of the University's auxiliary funds, if permitted.
- 8.1- revised to reflect the purchase of the University's Presidential Home and deleted the language that is no longer necessary.
- 9.1- revised to reflect the current practice of providing a flat monthly automobile allowance versus the leasing of an automobile and reimbursement of insurance and other costs. Also provides that the University will reimburse the cost of renting a vehicle when the President rents a vehicle for traveling long distances on University business.
- 11.1- provides that the President will submit information for reimbursement to the University controller rather than the Board, to reflect current practice.
- 14.1- allows for the President to remain as a professor for the remainder of the Presidential Appointment Term if he resigns his position as president.
- 17.0 - updated addresses for Board and General Counsel.
- 28.2- included the General Cooperation Covenant as required by the Board of Governors.

\*further clarified based on comments received after the revised Agreement was sent to the committee for review

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**Supporting Documentation:** Please see supporting documentation under "Governance Committee"

**Prepared by:** Gina Delulio, VP and General Counsel

Florida Polytechnic University  
Board of Trustees  
May 20, 2020

**Subject:** Election for BOT Chair and Vice-Chair

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**Proposed Committee Action**

1. Election of the Board of Trustees Chair for the term of August 1, 2020 through July 31, 2022.
2. Election of the Board of Trustees Vice-Chair for the term of August 1, 2020 through July 31, 2022.

**Background Information**

Pursuant to Section 4.2 of the Forth Amended and Restated Bylaws of the Florida Polytechnic University Board of Trustees adopted September 11, 2019. "The Board shall elect the Chair and Vice-Chair from the appointed members of the Board at its last regular meeting prior to August 1 upon recommendation of the Governance Committee; the Chair and Vice-Chair shall each serve for a two-year term to begin on August 1."

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**Supporting Documentation:** "N/A"

**Prepared by:** Gina DeLulio, VP and General Counsel

**Florida Polytechnic University  
Board of Trustees Meeting  
May 20, 2020**

**Subject: Board of Trustees Meeting Calendar 2020-2021**

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**Proposed Action**

Discuss options for proposed changes to Board of Trustees meeting calendar. Inform staff of preferred meeting dates and approve new meeting dates for 2020-2021.

**Background Information**

The primary motivation for changing the Board of Trustees meeting dates started with a need to move the December meeting date back into November. There are several reasons for this desired change:

- Our December meeting always conflicts with Thanksgiving and the SACSCOC annual conference (which will be important for Randy and Terry to attend these coming few years for reaccreditation purposes)
- It's also difficult for employees to submit their Board documents before Thanksgiving for a December meeting
- Presidential Ambassadors are in finals week, so we have no extra help running the meetings
- We are asking trustees to review materials over Thanksgiving holiday
  
- **OPTION ONE:** In the accompanying proposal, we would move the December 8-9 meeting to November 17-18.

Additionally, the Board of Governors requires that all SUS institutions submit a Board-approved Accountability Plan by May 1. This year, we convened the Executive Committee in April to approve this document. In the accompanying proposal, there are two additional options for consideration:

- **OPTION TWO:** In addition to moving the December meeting, we would also move the May meeting to the end of April so the full Board can consider the University Accountability Plan and approve it
  
- **OPTION THREE:** In addition to moving the December meeting, we would also move the May meeting to the first Monday in May which follows the University's commencement ceremonies and allows for more trustees to attend commencement. This would require that the Executive Committee still convene in April to approve the University Accountability Plan.

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**Supporting Documentation:** Proposed BOT 2020-2021 meeting dates

**Prepared by:** Kris Wharton, Director, Office of the President & Board Operations



## Proposal to Change Board of Trustees Meeting Calendar

| Current Dates  | OPTION ONE   | OPTION TWO                                    | OPTION THREE  |
|----------------|--|---|---|
| Sept 8-9, 2020 | Sept 8-9, 2020 <i>(same)</i>                                       | Sept 8-9, 2020 <i>(same)</i>                  | Sept 8-9, 2020 <i>(same)</i>                              |
| Dec 8-9, 2020  | Nov 17-18, 2020<br><i>(changed)</i>                                | Nov 17-18, 2020<br><i>(changed)</i>           | Nov 17-18, 2020<br><i>(changed)</i>                       |
| Feb 25-26      | Feb 16-17, 2021<br><i>(changed)</i>                                | Feb 16-17, 2021<br><i>(changed)</i>           | Feb 16-17, 2021<br><i>(changed)</i>                       |
| n/a            | Late April 2021 Executive Committee Mtg to approve Account. Report | April 29-30, 2021<br><i>(changed)</i>         | Late April 2021 Executive Committee Mtg                   |
| May 19-20      | May 18-19, 2021 <i>(same)</i>                                      | Executive Committee Mtg<br><i>(as needed)</i> | May 3, 2021 <i>(changed to Monday after Commencement)</i> |

### **OPTION ONE:**

| Current Date | PROPOSED Date                           | In between meeting gap          | New meeting focus   | BOG Mtg Dates |
|--------------|---|---------------------------------|---|---------------|
| Sept 8-9     | Sept 8-9, 2020<br><i>(same)</i>         | 4 months<br><i>(16 weeks)</i>   | <i>(Faculty Social)</i>   | Sept 16-17    |
| Dec 8-9      | Nov 17-18, 2020<br><i>(changed)</i>     | 2.5 months<br><i>(10 weeks)</i> | Fall Assessments and Performance Evaluations<br><i>(Industry Social)</i>                                | Nov 4-5       |
| Feb 25-26    | Feb 16-17, 2021<br><i>(changed)</i>     | 3 months<br><i>(13 weeks)</i>   | FY n+1 Draft Operations Plan<br><i>(Student Social)</i>   | Jan 20-21     |
| n/a          | Late April 2021 Executive Committee Mtg | n/a                             | Approve Accountability Plan<br><i>May 1 Accountability Report Deadline for BOG</i>                      | Mar 24-25     |
| May 19-20    | May 18-19, 2021<br><i>(same)</i>        | 3 months<br><i>(12 weeks)</i>   | FY n+1 Final Operations Plan, Budget approved, President's contract<br><i>(Foundation Board Social)</i> | June 23-25    |

### **OPTION TWO (primary difference is moving May meeting to late April in order to meet BOG Workplan deadline; extends time between April – September meetings):**

| Current Date | PROPOSED Date                   | In between meeting gap        | New meeting focus       | BOG Mtg Dates |
|--------------|---------------------------------|-------------------------------|-------------------------|---------------|
| Sept 8-9     | Sept 8-9, 2020<br><i>(same)</i> | 4 months<br><i>(16 weeks)</i> | <i>(Faculty Social)</i> | Sept 16-17    |

|           |                                       |                                 |  |            |
|-----------|---------------------------------------|---------------------------------|--|------------|
| Dec 8-9   | Nov 17-18, 2020<br><i>(changed)</i>   | 2.5 months<br><i>(10 weeks)</i> | Fall Assessments and Performance Evaluations<br><i>(Industry Social)</i>   | Nov 4-5    |
| Feb 25-26 | Feb 16-17, 2021<br><i>(changed)</i>   | 3 months<br><i>(13 weeks)</i>   | FY n+1 Draft Operations Plan<br><i>(Student Social)</i>  | Jan 20-21  |
| May 19-20 | April 27-28, 2021<br><i>(changed)</i> | 4.5 months<br><i>(19 weeks)</i> | Approve Accountability Plan, FY n+1 Final Operations Plan, Budget approved, President's contract<br><i>(Foundation Board Social)</i> | June 23-25 |
| n/a       | Executive Committee Mtg               | n/a                             | Exec Comm if needed between April-Sept meeting.  | Mar 24-25  |

**OPTION THREE (primary difference is moving May meeting to coincide with Commencement):**

| Current Date | PROPOSED Date  | In between meeting gap          | New meeting focus   | BOG Mtg Dates |
|--------------|--|---------------------------------|---|---------------|
| Sept 8-9     | Sept 8-9, 2020<br><i>(same)</i>                              | 4.5 months<br><i>(18 weeks)</i> | <i>(Faculty Social)</i>   | Sept 16-17    |
| Dec 8-9      | Nov 17-18, 2020<br><i>(changed)</i>                          | 2.5 months<br><i>(10 weeks)</i> | Fall Assessments and Performance Evaluations<br><i>(Industry Social)</i>                                | Nov 4-5       |
| Feb 25-26    | Feb 16-17, 2021<br><i>(changed)</i>                          | 3 months<br><i>(13 weeks)</i>   | FY n+1 Draft Operations Plan<br><i>(Student Social)</i>   | Jan 20-21     |
| n/a          | Late April 2021 Executive Committee Mtg                      | n/a                             | Approve Accountability Plan<br><i>May 1 Accountability Report Deadline for BOG</i>                      | Mar 24-25     |
| May 19-20    | May 3, 2021<br><i>(changed to Monday after Commencement)</i> | 3 months<br><i>(11 weeks)</i>   | FY n+1 Final Operations Plan, Budget approved, President's contract<br><i>(Foundation Board Social)</i> | June 23-25    |

Florida Polytechnic University  
Board of Trustees

**2020-2021**  
**Board of Governors**  
**MEETING CALENDAR**

**2020**

- June 23-25, 2020 (*UCF, Orlando*)
- September 16-17, 2020 (*University of West Florida, Pensacola*)
- October 6-7, 2020 Facilities Committee and Budget and Finance Committee Workshops (*USF, Tampa*)
- November 4-5, 2020 (*University of North Florida, Jacksonville*)

**2021**

- January 20-21, 2021 (*NCF, Sarasota*)
- March 24-25, 2021 (*FAMU, Tallahassee*)
- June 22-24, 2021 (*USF, Tampa*)
- September 1-2, 2021 (*FAU, Boca Raton*)
- October 7, 2021 Facilities Committee; Budget & Finance Committee (*FGCU, Ft. Myers*)
- November 3-4, 2021 (*FIU, Miami*)