

Florida Polytechnic University
Board of Trustees

**Board of Trustees
Finance & Facilities Committee Meeting**

MEETING MINUTES

Tuesday, December 10, 2019

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 was unable to attend; therefore, Vice-Chair Henry McCance assumed the lead role for the meeting.

Committee Vice-Chair Henry McCance called the Finance & Facilities Committee meeting to order at 3:35 p.m.

II. Roll Call

Winnie Hall called the roll: Committee Vice Chair Henry McCance, Trustee Bob Stork, Trustee Victoria Astley, Trustee Philip Dur, and Trustee Gary Wendt were present (Quorum).

Committee members not present: Trustee Frank Martin

No other Trustees were present.

Staff present: Mr. Mark Mroczkowski, Mrs. Gina Delulio, Mrs. Kathy Bowman, Mrs. Maggie Mariucci, Mr. David Brunell, Mr. David Calhoun, Mrs. Treasa McLean, Mr. John Sprenkle, Mrs. Kris Wharton, and Mrs. Winnie Hall were present.

III. Public Comment

There were no requests received for public comment.

IV. Approval of September 11, 2019 Minutes

Trustee Bob Stork made a motion to approve the Finance and Facilities Committee meeting minutes of September 11, 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

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

VI. University and Foundation First Quarter 2019-2020 Financial Review

Mr. Mark Mroczkowski presented the 1st Quarter Financial Review of the University's and the Foundation's financial results for the quarter ended September 30, 2019. The Committee learned that the audit of the Annual Financial Report was currently underway.

Trustee Henry McCance suggested that in the future, items on the quarterly financial review which are semester-based, such as tuition or financial aid, should be represented with one-half reflected in the first quarter and the other half in the third quarter.

Discussion and questions ensued but no further action was taken.

VII. University Annual Financial Report for Year-End June 30, 2019

Mr. Mroczkowski shared the full unaudited Annual Financial Report for the year ended June 30, 2019, for the Board's review. He did not discuss this report in its entirety because it was presented at the September 11th Board of Trustees meeting. The full report includes the final pension numbers which accrued and which were estimated at the time of the previous meeting. There was no significant difference between the estimate and the final pension numbers.

Discussion and questions ensued but no further action was taken.

VIII. Approval of Revised Carry Forward Budget for Previously Unbudgeted Costs

Mr. Mroczkowski reviewed the University's amended Capital Outlay Budget to include an additional \$115,403 of Carryforward funds to be used for repairs and improvements. After the amendment, the University retains \$4,024,739 in available Carryforward funds.

Trustee Philip Dur made a motion to approve the revised carry forward budget for previously unbudgeted costs in the amount of \$115,403. Items include replacement of a broken window in the IST building, enhancements to wi-fi coverage in the IST building, and enhancements to the blue light (emergency) poles on campus. Trustee Victoria Astley seconded the motion; a vote was taken, and the motion passed unanimously.

IX. Approval of Revision to Regulation FPU-4.003 Special Fees, Fines, and Charges

Mr. Mroczkowski discussed the revisions to Regulation FPU-4.003. This amendment would update the regulation to remove the reference to 2.3% as the percentage charged. As amended, the convenience fee assessed will be the actual amount imposed by the payment processor and will not be higher than the transaction cost for accepting such payments.

Trustee Gary Wendt made a motion to approve the revised Regulation FPU-4.003 Special Fees, Fines, and Charges. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.

X. Approval of Regulation FPU-1.0033 Unmanned Aircraft Systems (UAS) and Model Aircraft

Mr. Mroczkowski reviewed the details of Regulation FPU-1.0033. This new regulation would govern the use of drones over the campus to ensure safety and risk management. The Regulation would apply to the University community as well as visitors and the public and would establish a committee to govern UAS use and ensure that users obtain permissions and insurances as needed.

Mr. David Brunell, representing the Office of General Counsel, provided clarification regarding which individuals and specific equipment would be bound by the restrictive parameters of this regulation, if the Board votes to approve it. This instrument has been adapted from the Federal Aviation Administration (FAA) regulations and a subcommittee of the existing University Safety Committee would be responsible for preparing more detailed procedures in the future. Mr. Mroczkowski added this regulation is necessary to ensure safety and regulatory compliance.

Trustee Philip Dur made a motion to approve Regulation FPU-1.0033 Unmanned Aircraft Systems (UAS) and Model Aircraft. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed with three votes for the motion and 2 votes against the motion.

XI. Review of Contracts Over \$200,000

Mr. Mroczkowski reviewed two new contracts in excess of \$200,000:

1. Adobe, Inc.: Adobe Pro and Adobe Sign Software Licenses Renewal
2. Campus Logic, LLC: Comprehensive student financial success platform

This item was for informational purposes only. No further action was requested or taken.

XII. Applied Research Center (ARC) Update

David Calhoun, presented the committee with an update on the design, schedule, construction, and budget for the Applied Research Center. Discussion and questions ensued but no further action was taken.

XIII. Approval of Foundation Board Appointments

Kathy Bowman, Vice President of Advancement, presented the two nominees for Foundation Board appointment who will represent the current Florida Poly student body and alumni, Ryan Perez and Travis Hills.

Trustee Gary Wendt made a motion to approve the appointment of Ryan Perez for service to the Florida Polytechnic University Foundation, Board of Directors. Trustee Victoria Astley seconded the motion; a vote was taken, and the motion passed unanimously.

Trustee Gary Wendt made a motion to approve the appointment of Travis Hills for service to the Florida Polytechnic University Foundation, Board of Directors. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.

XIV. Closing Remarks and Adjournment

With no further business to discuss, the meeting adjourned at 4:51 p.m.