

DRAFT

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE
MEETING MINUTES**
**Florida Polytechnic University Student Development Center
4700 Research Way, Lakeland, FL 33805**

February 28, 2018 @ 9:00 AM
or upon the conclusion of the previous meeting

I. Call to Order

Committee Chair Bob Stork called the meeting to order at 8:45 a.m.

II. Roll Call

Maggie Mariucci called the roll: Committee Chair Bob Stork, Vice Chair Henry McCance, Trustee Mark Bostick, Trustee Cliff Otto, and Trustee Gary Wendt were present (Quorum).

Other Trustees present: Chair Frank Martin, Trustee Jacob Livingston, Trustee Dick Hallion, Trustee Philip Dur, and Trustee Louis Saco.

Staff present: President Randy Avent, Dr. Terry Parker, Mr. Kevin Aspegren, Ms. Gina DeJulio, Mrs. Maggie Mariucci, Mr. Rick Maxey, and Mr. Mark Mroczkowski.

III. Public Comment

There were no requests received for public comment.

IV. Approval of Minutes

Trustee Henry McCance made a motion to approve the Finance and Facilities Committee meeting minutes of December 6, 2017. Trustee Cliff Otto seconded the motion. A vote was taken, and the motion passed unanimously.

V. 2016-2018 Finance and Facilities Committee Work Plan

Mark Mroczkowski reviewed minor additions to the work plan.

Trustee Henry McCance made a motion to approve the revisions to the Finance and Facilities Committee Work Plan. Trustee Gary Wendt seconded the motion. A vote was taken, and the motion passed unanimously.

VI. Financial Review

Mr. Mark Mroczkowski reviewed second quarter financial reports. He stated revenues are ahead of expenses by 1.3%. Investments decreased 6.5% due to the Foundation moving their funds to a different investment account. The University's net position is \$199M. Trustee Henry McCance requested the terminology in the operating budget report be changed from "Q2" to "YTD Q2".

Mr. Mroczkowski shared the University's total revenue is 23% over budget while spending is 16% under budget. Tuition and Fees increased significantly due to the addition of receiving federal financial aid. Trustee McCance inquired why the University is under budget on salaries. This is due to staff position vacancies. Mr. Mroczkowski reviewed budget variances and operating budgets by division.

Further explanation was given on the movement of Foundation funds out of the University's investment account into a separate investment account managed by TIAA.

Trustee Bob Stork inquired as to the return on net assets. Mr. Mroczkowski noted it dropped slightly with a 2% loss; however, the net gain should be 3-4% according to the dashboard.

VII. Contracts for Review and Approval

There are no new contracts over \$500k that require approval. Mr. Mroczkowski noted the University selected Skanska to be the construction manager (CM) for the Applied Research Center (ARC). The Skanska contract will be brought to the Board for approval at the May 2018 meeting. Mr. Mroczkowski also stated a 30-day Request for Information (RFI) has been released to solicit ideas from private developers on creating a mixed-use administration building. Once the RFI's are received, Mr. Mroczkowski will form a committee to review and bring viable options before the Board. Mr. Mroczkowski also explained the cancelled Global University Systems (GUS) contract as GUS would not meet the University's terms.

VIII. Facilities & Campus Building Update / Construction Manager Recommendations

Mr. David Calhoun shared the Applied Research Center (ARC) is in the programming and planning phase. To date, the University has received \$7M in Public Education Capital Outlay (PECO) funds that will take Florida Poly through the design phase, initial site work and ground improvements. The proposed building completion date is August 2021. Trustees discussed funding issues for completion of the building. Chair Martin confirmed three to five years is the usual timeframe for obtaining all funding to build buildings on college campuses. The State has not funded Plant Operation and Maintenance (PO&M) appropriations the past two years. If the University receives PO&M funding, it must be used for operations and maintenance, not construction.

Mr. Calhoun briefed Trustees on the selection process for Construction Manager (CM). Thirteen companies submitted a Request for Quotation (RFQ); a selection committee narrowed the candidates to four. Of the four, Skanska Building received the highest ranking.

Trustee Henry McCance made a motion to approve the selection recommendation of Skanska Building for construction management services for the Applied Research Center

(ARC) to the Board of Trustees. Trustee Louis Saco seconded the motion. A vote was taken, and the motion passed unanimously.

IX. Foundation Report

Mr. Kevin Aspegren gave a progress report on Advancement and the Foundation. He reviewed a sample dashboard of Foundation data that will be available once the new Salesforce client management system is in place July 1, 2018. Trustees inquired as to the location and accuracy of donor data. Mr. Aspegren stated when Salesforce is live on July 1, the data will have been scrubbed for accuracy.

Trustee Saco inquired how the University's external marketing company, Clark, Nikdell, & Powell (CNP), plans to differentiate Florida Poly from the rest of the state universities. Mr. Aspegren explained the University Relations department focuses on crafting the global message of "why Florida Poly." Foundation marketing targets industry and individuals. CNP's digital marketing campaign will target 2,000 individuals primarily in central Florida and other cities such as Jacksonville and Miami where the University has a high number of students. Next year, this digital marketing campaign will go nation-wide.

X. Foundation Naming Opportunity

Kevin Aspegren reviewed the Campbell family's gift donation to the University.

Trustee Gary Wendt made a motion to approve the naming of Collaboration Room 2073 in the Innovation, Science and Technology Building of Florida Polytechnic University as the "Campbell Family Collaboration Room" to the Board of Trustees. Trustee Louis Saco seconded the motion. A vote was taken, and the motion passed unanimously.

XI. Regulation: FPU 8.001 - Purchasing

Gina DeJulio briefly reviewed the changes to the FPU 8.001 Purchasing regulation. No discussion occurred.

Trustee Louis Saco made a motion to approve the revised regulation FPU-8.001 Purchasing (being renamed "Procurement") to the Board. Trustee Henry McCance seconded the motion. A vote was taken, and the motion passed unanimously.

XII. Closing Remarks and Adjournment

Committee Chair Bob Stork adjourned the meeting at 10:05 a.m.