



FLORIDA POLYTECHNIC
UNIVERSITY

BOARD OF TRUSTEES FINANCE & FACILITIES COMMITTEE MEETING

Wednesday, December 6, 2017
11:00 AM

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

Bob Stork, Chair
Dr. Jim Dewey
Gary Wendt

Henry McCance, Vice-Chair
Dr. Sandra Featherman

Mark Bostick
Cliff Otto

AGENDA

- | | | |
|-------|---|------------------|
| I. | Call to Order | Bob Stork, Chair |
| II. | Roll Call | Maggie Mariucci |
| III. | Public Comment | Bob Stork, Chair |
| IV. | Approval of October 31, 2017 Minutes
Action Required | Bob Stork, Chair |
| V. | 2016-2018 Finance and Facilities Committee Work Plan | Bob Stork, Chair |
| VI. | Amended Regulation: FPU-1.003 Use of University Facilities and Property
Action Required | Gina DeIulio |
| VII. | Revision of Rules 6C13-1.003 Parking on University Property and Creation of 6C13-1.004 Schedule of Parking Fees and Fines
Action Required | Gina DeIulio |
| VIII. | Amended Policy: Investment Policy
Action Required | Mark Mroczkowski |

IX. [Financial Review](#)

Mark Mroczkowski

X. Closing Remarks and Adjournment

Bob Stork, Chair

DRAFT

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE
MEETING MINUTES
Florida Polytechnic University Admissions Building
4700 Research Way, Lakeland, FL 33805
October 31, 2017 @ 9:30 AM**

I. Call to Order

Committee Chair Bob Stork called the meeting to order at 9:58 a.m.

II. Roll Call

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

Other Trustees present: Chair Frank Martin, Trustee Don Wilson, and Trustee Dick Hallion.

Staff present: President Randy Avent, Dr. Terry Parker, Mr. Kevin Aspegren, Ms. Gina DeJulio, Mrs. Maggie Mariucci, Mr. Rick Maxey, Mr. David Calhoun, 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 June 7, 2017. Trustee Sandra Featherman seconded the motion. A vote was taken, and the motion passed unanimously.

V. 2016-2018 Finance and Facilities Committee Work Plan

There was no discussion by the Committee regarding the Work Plan.

VI. Revised Regulation: FPU-1.003 Use of University Facilities and Property

Ms. Gina DeJulio stated the main revision to regulation FPU-1.003 Use of University Facilities and Property ensures the government relations staff is contacted if legislators are invited to University events. Definitions for three terms were also added to the regulation. Trustee Wendt recommended the regulation be amended to include “candidate for elected office.” Discussion occurred on the method of informing employees and students of this regulation. **Trustee Gary**

Wendt made a motion to approve the revisions to the FPU-1.003 Use of University Facilities and Property, with the additional amendment to include the term “candidate for elected office” in the document. Trustee Sandra Featherman seconded the motion. A vote was taken, and the motion passed unanimously.

VII. Financial Review

Mr. Mark Mroczkowski gave the financial review. Mr. Mroczkowski stated the University is slowly increasing revenue from sources such as tuition and fees, grants and contracts, and auxiliaries. In the “other” column, a one-time contribution came from an inherited contract from USF with Sprint that gives the University \$15k per month in royalty income.

State appropriations increased 5.5% for FY18. Tuition and fees continue to grow as enrollment increases. The new dining contract with Chartwells is more lucrative than in the past.

Mr. Mroczkowski reviewed the composition of the University’s investments. Twenty-three percent of the University’s investment money was moved to an investment advisory firm.

A high-level view of the University budget by divisions was presented. Overall, revenue has been greater than expenses. Trustee Henry McCance inquired about Academic Affairs budget variance for 2017. Mr. Mroczkowski replied the variance was due to not being able to hire faculty quickly enough. Trustee Sandra Featherman asked if the Academic Affairs budget is in line with other SUS. The University spends up to 29% on instruction. This is low but the University intends to increase this. The largest expenditure remains salaries and benefits for employees.

Board Chair Frank Martin requested that Mr. Mroczkowski add the number of students per year to the budget review slide. Trustee McCance requested Mr. Mroczkowski include the past year’s actuals to compare to the current budget.

Mr. Mroczkowski reviewed the budget planning process. Board Chair Martin asked how specific the budget numbers are and whether there is a narrative prepared by the division heads to support the numbers requested. The numbers are specific, narrative is provided, and if there is a significant variance, division heads must defend their request to the Budget Council.

Committee Chair Robert Stork restated the importance of seeing the budget to actuals in the high-level quarterly presentations.

VIII. Deep Dive-Annual Financial Report

Committee Chair Stork stated that Mr. Mroczkowski has provided narrative to explain large increases in budget. Mr. Mroczkowski reviewed all of the significant increases to budget lines, most of which were due to moving budget funds from one department to another. Much time was spent explaining where funds were transferred to and why.

Committee members expressed frustration with the lack of narrative on the report. The committee requested that a detailed narrative of the major variances be sent to them prior to the meeting. The committee agreed they would perform a deep dive once a year at the meeting in the spring when the budget is approved. The committee also agreed that a separate committee meeting might be necessary to go over this report in detail.

Board Chair Martin inquired about the results achieved from the \$1.6M of non-recurring funding for entrepreneurship. He also inquired if the \$1.6M was budgeted for one year or if it was spread over multiple years. Going forward, Chair Martin directed Mr. Mroczkowski to include only the actual amount the University intends to use in that budget year and place the remaining funds in a reserve account that will be used in subsequent years.

Overall, the budget increased only 2.8%. Committee Chair Stork noted understanding the majority of the variances were due to moving budget from one department to another or changes in account codes; however, the Committee must have a better understanding of this prior to the Committee meetings. Board Chair Martin stated he might call a subset of the Board or of this committee for a conference call to review the report format with staff to ensure it provides all of the necessary information.

Mr. Mroczkowski will email a 2018 budget revenue report to Trustee Gary Wendt.

Mr. Mroczkowski presented the unaudited annual financial report for year-end June 30, 2017. There was no discussion about the report.

IX. Workday ERP Update

The Workday Student ERP implementation is just beginning; it will take 18-20 months to complete. Mr. Mroczkowski reviewed the completion timeline in detail. Workday Student will replace the current CAMS system. The \$2.5M cost for Workday Student has been spread over two years via a deferred payment plan.

X. Foundation Report

Mr. Kevin Aspegren provided an overview of the departments that fall under Advancement. The Foundation Board intends to add nine new board members each year for the next three years. He reviewed his development marketing strategy that includes four primary goals: raise money, drive awareness, strengthen the current base of supporters, and convert prospects to donors. Trustee Featherman inquired if Development is researching foundations who donate to higher education. Mr. Aspegren stated his department is reviewing foundations nationwide, to determine whom to contact.

XI. University Police Report

Chief Rick Holland reviewed the history, current statistics and programs of the University Police department.

XII. Construction Progress & Facilities

Mr. David Calhoun stated Wellness Center II construction should be completed by the end of November 2017 and will officially open in January 2018.

The design firm for the Applied Research Center (ARC) has been selected. The contract negotiations and the design schedule are currently in progress. The RFQ for the construction manager is also in progress. Mr. Calhoun is hopeful the University can begin infrastructure improvements along with the design schedule.

IST room 1018 has been reconfigured to be an engineering workshop. There may be other areas in the IST that could be used as shop space but the University needs to define what, exactly, that space should be.

XIII. Closing Remarks and Adjournment

Committee Chair Bob Stork adjourned the meeting at 12:46 p.m.

DRAFT

**Florida Polytechnic University
Finance and Facilities Committee
Board of Trustees
December 6, 2017**

Subject: 2016-2018 Finance and Facilities Committee Work Plan Review

Proposed Committee Action

No action required- Information only

Background Information

At the December 7, 2016, Finance and Facilities Committee meeting, the committee reviewed and voted on the committee work plan. The work plan has been updated to include their recommendations.

Supporting Documentation:

2016-2018 Revised Finance and Facilities Work Plan

Prepared by: Mark Mroczkowski, CFO and Vice President

Florida Polytechnic University

Finance & Facilities Committee

Work Plan 2016-2018

Finance and Facilities Committee Work Plan

2016-18

March 15, 2017	June 7-8, 2017	September 13, 2017	December 6, 2017
<ul style="list-style-type: none"> • Workday Student Module • Development and University Foundation Planning • Educational Plant Survey • University Financial Update • Foundation Financial Update • SUS Performance Funding • CDA Draft • Facilities and campus build out 	<ul style="list-style-type: none"> • 2017 Legislative Session Appropriations • 2018-2019 Legislative Budget Request (Operating and Fixed Capital Outlay) • 2017-2018 University Operating Budget • 2017-2018 Foundation Operating Budget • University Financial Update • Foundation Financial Update • SUS Performance Funding • CDA Approval • Facilities and campus build out 	<ul style="list-style-type: none"> • Financial Workshop • University Financial Update • Foundation Financial Update • SUS Performance Funding • Facilities and campus build out 	<ul style="list-style-type: none"> • University Financial Update • Foundation Financial Update • SUS Performance Funding • Facilities and campus build out
¹March 14, 2018	¹June 6-7, 2018	¹September 12, 2018	¹December 5, 2018
<ul style="list-style-type: none"> • University Financial Update • Foundation Financial Update • SUS Performance Funding • Facilities and campus build out 	<ul style="list-style-type: none"> • 2019-2020 Legislative Budget Request (Operating and Fixed Capital Outlay) • 2018-2019 University Operating Budget • 2018-2019 Foundation Operating Budget • SUS Performance Funding • Facilities and campus build out 	<ul style="list-style-type: none"> • University Financial Update • Foundation Financial Update • SUS Performance Funding • Facilities and campus build out 	<ul style="list-style-type: none"> • University Financial Update • Foundation Financial Update • SUS Performance Funding • Facilities and campus build out
¹ Tentative until approved by the Board of Trustees			

**Florida Polytechnic University
Finance and Facilities Committee
December 6, 2017**

Subject: FPU-1.003 Use of University Facilities and Property

Proposed Action

Recommend approval of revised regulation **FPU-1.003 Use of University Facilities and Property** to the Board of Trustees.

Background Information

University regulation **FPU-1.003** was initially approved by the Board of Trustees on May 15, 2014.

This regulation sets the scheduling priorities for the use of University Facilities and Property and the applicable conditions that must be agreed to by those using the Facilities. This regulation is being revised primarily to reflect that the Government Relations staff must be consulted before contacting or inviting any elected official or candidate running for office to an event sponsored by the University or a University Affiliated Group. Definitions for “Affiliated Organizations”, “Affiliated Activities” and “Elected Official or Candidate” were added to provide clarity.

The Committee reviewed the proposed revisions in the October 31, 2017 meeting and asked for additional language be added to address candidates running for office. The draft regulation was revised to add such language and the Notice of Proposed Amended Regulation was republished on the University’s website on November 3, 2017. No comments were received during the review and comment period.

Supporting Documentation:

DRAFT revised regulation FPU-1.003

Prepared by: Gina DeJulio, General Counsel

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-1.003 Use of University Facilities and Property.

- (1) **Purpose.** Facilities are scheduled on a priority basis to serve university needs and, when available, to accommodate non-university groups and the general public. The purpose of this regulation is to set priorities for Facility use and to establish authority for determining scheduling procedures and setting charges.
- (2) **Definitions.**
 - (a) **Facilities.** Physical space and grounds that are under the University's operating authority.
 - (b) **Facility Administrators.** Individuals with designated responsibility for the management of one or more Facilities, appointed by the President or designee.
 - (c) **Student Group.** Student groups, clubs or organizations that have received official recognition from the Office of Student Affairs.
 - (d) **University Affiliated Groups.** The University's Direct Support Organizations, institutes, and centers.
 - (e) **Affiliated Organizations.** University Departments or Units, University Affiliated Groups, Student Groups and University Partners.
 - (~~d~~)**(f)** **Affiliated Activities.** Activities hosted by Affiliated Organizations that are related to University business.
 - (~~e~~)**(g)** **Unaffiliated Activities.** Activities hosted by Unaffiliated Groups or activities hosted by any other groups or individuals when such activities are not related to University business.
 - (~~f~~)**(h)** **Unaffiliated Groups.** Groups or individuals other than University Departments or Units, University Affiliated Groups, Student Groups or University Partners.
 - (~~e~~)**(i)** **University Departments or Units.** Component parts of the University.
 - (j) **University Partners.** Institutions and organizations with which the University has formal written agreements for mission-relevant joint efforts, for example: industry partners and state colleges.
 - (~~h~~)**(k)** **Elected Official or Candidate.** Individuals serving in, or running for, an elected position at the local, state, or national level.
- (3) **Access.** There are some areas of the University where access of the Facilities by the general public is permitted, and in many cases, encouraged. However, in order to foster an atmosphere and environment in which the University's educational mission can be carried out, some areas such as classrooms, laboratories, academic offices, and other academic and research areas are not open to the general public. For the most part, the academic and research areas are limited to the use of faculty, staff, students, and invited guests who have business related to the mission of the University.
- (4) **Priority.** The following order of priorities will be observed by Facility Administrators when scheduling Facilities:

- (a) Credit Instruction. The highest priority for the use of the Facilities is reserved for academic scheduling, i.e., the use of classrooms, laboratories, and other Facilities for teaching and instructional programs for credit.
- (b) Other Academic Use (Research and Essential Support Services). These are mission-essential academic activities including sponsored and non-sponsored research projects and support services. These include but are not limited to library services, technology support, recruiting events, art exhibits, performances needed to fulfill the academic mission, registration services, counseling and tutoring, and Student Group meetings.
- (c) Non-Credit Instruction and Academic Outreach. This includes academic offerings that are not degree-related or credit-generating (i.e., certain continuing education programs).
- (d) Affiliated Organization and University Partner events related to the University mission.
- (e) Unaffiliated Activities. On a resources-available basis, the University may grant use of its Facilities for Unaffiliated Activities when such use:
 - i. Complies with University rules, regulations, policies and charge schedules;
 - ii. Does not compete with University programs;
 - iii. Does not interfere with other proper functions of the University; and
 - iv. Does not result in the deterioration of Facilities without reimbursement to the University.

Tax exempt organization activities will generally be given priority in scheduling over commercial activities.

- (5) **Scheduling.** When scheduling use of Facilities or equipment, priority shall be given to University programs and functions. Requests for scheduling events in Facilities, except for instructional space, should be directed to the appropriate Facilities Administrator for the Facility. Scheduling of instructional space shall be determined by the Registrar.

- (6) **Charges.**

- (a) Rental Fees. The President or designee will establish standard Facility/Equipment Use Fees. These fees may correlate to the number of attendees per event and may include:
 - i. Space rental fee;
 - ii. Equipment use, maintenance or replacement fee;
 - iii. Cost recovery charges; and
 - iv. Processing fees.
- (b) Cost Recovery. Cost recovery may include, but is not limited to, expenses incurred for:
 - i. Event-specific security;
 - ii. Event-specific traffic control;
 - iii. Parking for event guests or visitors;
 - iv. Use of technology;
 - v. Set up;
 - vi. Clean-up; and
 - vii. Processing.
- (c) Distribution of Rental Fee and Cost Recovery. All fees collected will be distributed to the appropriate service areas and Facilities or as directed by the President or designee.
- (d) Facility/Equipment Use Fee. The President or designee will establish a standard Facility use fee schedule. The President or designee may waive or reduce fees for the use of Facilities when appropriate. Applicants requesting a Facilities/Equipment use fee waiver

must submit written documentation with the basis for the waiver to the Facilities Administrator or Registrar, as appropriate, for consideration.

(7) Conditions.

- (a) **Laws and Policies.** All use of Facilities and equipment shall be governed by all applicable state and federal laws and by University rules, regulations, and policies. Security and traffic control for all events held on or in Facilities are under the jurisdiction of the University and all event attendees are subject to University traffic and parking rules.
- (b) **Licenses for the use of the Facilities** shall include appropriate insurance provisions. All non-governmental groups not directly a part of the University or Student Groups must provide proof of insurance coverage in the appropriate amount as determined by risk management.
- (c) If a University Department or Unit, Student Group, or governmental group holding an event utilizes an outside vendor to provide services for the event, the vendor must be required, by contract, to have and maintain types and amounts of insurance that cover the vendor's exposure in performing the services.
- (d) **Unaffiliated Activities Sponsored by University Departments or Units.** The University sponsor is responsible for:
 - i. Submitting all required applications for the proposed use as required;
 - ii. Being on site to supervise the activity or event;
 - iii. Assuring that the Facilities are used for the purposes for which they were scheduled;
 - iv. Being fiscally responsible for the event;
 - v. Ensuring that all (on-campus and off-campus) promotion and advertising of such events shall identify the University Department or group that is the sponsor and all groups involved in funding the event;
 - vi. Taking all reasonable steps to ensure that use of the Facilities complies with local, state, and federal laws, and University rules, policies and regulations.
- (e) Before contacting or inviting any Elected Official or Candidate to an event sponsored by the University or a University Affiliated Group, the Government Relations staff must be consulted.

(8) Fronting. A University Department or Unit or Student Group may not reserve space on behalf of or for the use by an Unaffiliated Group so that the Facility can be used at a reduced rate. This conduct constitutes "fronting" and is prohibited.

(9) Refusal, Reassignment or Cancellation. The reservation and use of Facilities or equipment is a privilege and not a right. The University reserves the right to refuse a request for use of Facilities or equipment or to reassign or cancel any reservation by any person or group. The requestor will be notified, as soon as practicable, of any decision refusing the request for use of space or equipment, or the reassignment or cancellation of a reservation.

(10) Employees Protected Right to Engage in Concerted Activities. This regulation in no way limits or restricts employees' protected rights to self-organization and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.

Authority: BOG regulation 1.001(7)(g); Fla. Stat. § 1013.10

History: New: 5.15.14. Amended:

AGENDA ITEM: VII

**Florida Polytechnic University
Board of Trustees
December 6, 2017**

Finance and Facilities Committee

Subject: Revision of Rule 6C13-1.003 Parking on University Property and Creation of 6C13-1.004 Schedule of Parking Fees and Fines

Proposed Committee Action

Recommend approval of revision of Rule **6C13-1.003 Parking on University Property** and creation of Rule **6C13-1.004 Schedule of Parking Fees and Fines** to the Board of Trustees.

Background Information

Rule **6C13-1.003 Parking on University Property** was initially adopted on August 5, 2014. The rule is being revised to reflect the change from decals to digital parking passes and to relocate fees and fines to a separate rule. Fees and fines are now located in proposed Rule **6C13-1.004 Schedule of Parking Fees and Fines**.

A summary of the changes to Rule **6C13-1.003 Parking on University Property** is below:

- Revised to reflect the change from physical parking permits to digital parking passes.
- Added additional digital parking pass classifications.
- Added an economy digital parking pass for parking in designated economy lots.
- Moved fees and fines to newly created Rule 6C13-1.004 Schedule of Parking Fees and Fines.
- Changed term “metered parking” to “Kiosk/Visitor Park and Pay.”
- Revised enforcement hours of Kiosk/Visitor Park and Pay to 24 hours a day. (Previously was enforced from 7:00am to 10:00pm including weekends and holidays).
- Added the requirement that a vehicle’s license plate must be clearly visible to parking enforcement officers. Additionally, vehicles backed into a parking space without a front license plate is not considered visible and may be a violation of the rule.

A summary of newly created Rule **6C13-1.004 Schedule of Parking Fees and Fines** is below:

- Incorporates the fees and fines that were in Rule **6C13-1.003 Parking on University Property**.
- Clarifies that if a vendor’s or a contractor’s business on campus is of a daily and ongoing nature for more than 90 days, they must purchase a digital parking pass at \$200.00/annual \$80.00/semester. Previously, vendors and contractors were required to purchase a decal at the same rate as employees. This change clarifies what employee rate vendors and contractors will be charged.
- All fees and fines remain the same except for:
 - Added Economy Lot Digital Parking Pass at \$85.00/annual \$50.00/semester.

- Added a fine for Backing into Parking Space where Prohibited at \$30.00.
- Revised Immobilization Fee to \$50.00 (was previously fined at cost of immobilization).
- Added a fine for Tampering with or Unauthorized Removal of Immobilizing Device (Boot) at \$250.00 + replacement cost.

The Notice of Proposed Rule Development for Rules 6C13-1.003 and 6C12-1.004 was published in The Ledger and posted on the University's website on November 15, 2015. A workshop was not held as the University did not receive any requests for a workshop.

Upon approval by the Board, the Notice of Proposed Rule will be published.

Supporting Documentation:

Proposed revised Rule 6C13-1.003 Parking on University Property

Proposed new Rule 6C13-1.004 Schedule of Parking Fees and Fines

Prepared by:

Melaine Schmiz, Assistant General Counsel

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

6C13-1.003 Parking on University Property.

- (1) **General.** This rule is applicable to all persons who park a motor vehicle on the campus of Florida Polytechnic University (the “campus”). All Polk County parking ordinances which are not in conflict with or not inconsistent with University rules and all provisions of Chapter 316, Florida Statutes, shall extend and be applicable to the campus. ~~Copies of the~~ The University parking and traffic rules are available on the Florida Polytechnic University web site. The University assumes no liability for vehicles parked or operated on the campus or University property. The issuance of a ~~decal or hangtag (collectively referred to as a digital parking pass (“parking pass”))~~ ~~decal~~ or permit does not guarantee a place to park. [Information regarding parking fees and fines can be found in 6C13-1.004 Schedule of Parking Fees and Fines.](#)
- (2) **Registration of Motor Vehicles.** Vehicles used by University employees, students, (full or part-time), concessionaire employees, ~~vendors~~ and ~~others those~~ who regularly park a vehicle on campus must be registered with the University [and have a valid digital parking pass](#) on or before the first day the vehicle is on campus, unless exempt from this requirement elsewhere in this rule. [The license plate must be registered to the parking pass to be considered valid.](#) Vehicle registrations expire on the expiration date indicated on the ~~decal~~ [digital permit or decal or permit](#). ~~A motor vehicle parked on the campus must display a valid University parking decal or permit.~~ Use of a motor vehicle on the campus or University property is a privilege, not a right and is made available only under this rule. The following persons are not required to register their vehicles with the University:
- Representatives of news media on official business.
 - Members of the Florida Polytechnic University Board of Trustees who are on campus to attend meetings and functions of the Board of Trustees. Trustees are issued special permits which must be prominently displayed in their vehicles.
 - Members of the Florida Polytechnic University Foundation Board of Directors who are on campus to attend meetings and functions of the Foundation. Directors are issued special permits which must be prominently displayed in their vehicles.
 - Visitors, however, visitors must pay the applicable parking fee, unless a complimentary parking permit has been provided, and may only park in areas designated for visitors.
- (3) **Persons Required to Have [Digital Parking Passes](#)~~Decals~~.**
- Employees. University employees and [temporary employees of contracted services operating on campus](#) must obtain a [digital parking pass](#) ~~parking decal~~ for each vehicle ~~that which~~ is, or may be, parked on the campus. [Digital parking passes](#)~~Decals~~ are issued according to the classifications contained in this rule. A [digital parking pass](#)~~decal~~ will be issued to such employees provided the following conditions are met:
 - The employee registers the vehicle with the University.
 - The employee, unless otherwise exempt, pays the appropriate fee and provides proof of eligibility for the requested [digital parking pass](#)~~decal~~ classification.
 - The employee has settled all outstanding parking and traffic fines and fees prior to the [digital parking pass](#)~~decal~~ being issued.

When two or more University employees reside in the same household and ~~drive~~ [register](#) more than one vehicle, each is required to purchase a separate original ~~decal~~ [digital parking](#)

~~pass.; duplicate decals will not be issued for either person except upon proof of replacement of the originally registered vehicle.~~

(b) Students. Students must obtain a ~~parking decal~~digital parking pass for each vehicle that is parked on campus. The University will issue a student a ~~parking decal~~digital parking pass provided the following conditions are met:

1. The student is currently enrolled at the University and pays the appropriate ~~digital parking pass~~digital parking pass registration fee.
2. The student provides a valid vehicle registration for the vehicle on which the ~~digital parking pass will be registered.~~digital parking pass will be registered.~~decal will be placed.~~
3. The student has settled all outstanding parking and traffic fines and fees prior to the ~~digital parking pass~~digital parking pass being issued.

(c) Certain Vendors. If a vendor or contractor's business on campus is of a daily and ongoing nature that exceeds 90 days, a digital parking pass must be purchased for each vehicle that is, or may be, parked on campus.

(4) ~~Digital Parking Pass~~ Decal Classifications. The issuance of ~~digital parking passes~~digital parking passes is restricted to the classifications specified in this rule. The following ~~digital parking pass~~digital parking pass classifications are in effect:

(a) Student Commuter - An annual commuter student digital parking pass is available to those persons who are currently enrolled as students and have paid the Transportation Access Fee. A single semester commuter digital parking pass (fall, spring, or summer) is available during an academic school year to students who do not wish to purchase an annual digital parking pass.

(b) Student Resident- An annual resident student digital parking pass is available to those persons who are currently enrolled as students, have paid the Transportation Access Fee, and are residing on campus. A single semester resident digital parking pass (fall, spring, or summer) is available during an academic school year to students who do not wish to purchase an annual digital parking pass.

(c) Employee Annual- An employee annual digital parking pass is available to University employees, OPS employees and temporary employees.

(d) Employee Semester- A single semester digital parking pass (fall, spring, or summer) is available during an academic school year to employees who do not wish to purchase an annual digital parking pass.

(e) Vendor Annual- A vendor annual digital parking pass is available to vendor employees.

(f) Vendor Semester- A single semester digital parking pass (fall, spring, or summer) is available during an academic school year to vendors who do not wish to purchase an annual digital parking pass.

(g) Economy Annual- A select number of economy annual digital parking passes are available for those wishing to park only in designated economy lots.

(h) Economy Semester- A select number of single semester digital parking passes (fall, spring, or summer) are available during an academic school year for those wishing to park in designated economy lots.

(i) Adjunct Faculty Annual- An adjunct annual digital parking pass is available to adjunct faculty.

(j) Adjunct Faculty Semester- A single semester digital parking pass (fall, spring, or summer) is available during an academic school year to adjunct faculty who do not wish to purchase an annual digital parking pass.

(k) Reserved- A reserved ~~premium decal~~ digital parking pass is available to University employees, vendors and students who wish to have access to parking in designated reserve spaces or lots. ~~king spaces in premium parking areas.~~

(a)(1) ~~Employee Special- Special Employee Digital Parking Pass~~ are only available to employees with a primary office assignment not located at the main campus (JD Alexander Campus).

~~Student—A student decal is issued to those persons who are currently enrolled as students and have paid the Transportation Access Fee. For purposes of this rule, a person is considered to be a student regardless of the number of hours or courses for which he or she is enrolled at the University.~~

~~Employee—An employee decal is available to University employees and employees of contracted vendors or contractors operating on campus. A single semester decal (fall, spring, or summer) is available during an academic school year to employees who do not wish to purchase an annual decal.~~

~~Premium—A premium decal is available to University employees who wish to have access to parking spaces in premium parking areas.~~

~~Duplicate/Replacement—A Duplicate/Replacement decal is available to persons who have an original decal for that semester or academic year and the original decal was lost or stolen. The address on the vehicle registration for the additional vehicle must be the same as that on the registration of the vehicle listed on the original decal application. A vehicle with a duplicate decal is not permitted on campus at the same time as the vehicle with the original decal. The cost of the Duplicate/Replacement decal is \$15.00.~~

~~(5) Decal Registration Fees.~~

~~The following are the registration fees for annual decals, exclusive of sales tax:~~

~~Student Decal \$115.00~~

~~Employee Decal (Annual base pay less than \$25,000) \$200.00~~

~~Employee Decal (Annual base pay \$25,000 – \$35,000) \$225.00~~

~~Employee Decal (Annual base pay more than \$35,000) \$250.00~~

~~Premium Decal \$500.00~~

~~Adjunct Faculty \$100.00~~

~~Special Employee Decal* \$10.00~~

~~*Special Employee Decals are available only to employees whose primary assignment is at a location other than the main campus.~~

~~The following are the registration fees for single semester (fall, spring, or summer) decals, exclusive of sales tax:~~

~~Student Decal \$60.00~~

~~Employee Decal (Annual base pay less than \$25,000) \$80.00~~

~~Employee Decal (Annual base pay \$25,000 – \$35,000) \$90.00~~

~~Employee Decal (Annual base pay more than \$35,000) \$100.00~~

~~Premium Decal \$200.00~~

~~Adjunct Faculty \$50.00~~

~~(4) Decal Registration Fees are Non-Refundable. All decal registration fees are nonrefundable except for instances where a person has mistakenly made an overpayment, and the request for refund is made within the same academic year in which the overpayment was made.~~

~~(5) Display of Decal or Permit License Plate.~~

- ~~(a) Each driver who regularly parks a vehicle on campus must ~~shall~~ have his/her license plate registered and clearly visible ~~display a valid decal or permit~~. It is the responsibility of the driver to properly register his/her vehicle and update vehicle information as needed ~~erly display the decal or permit~~. Failure to ~~display the decal or permit~~ register a vehicle or have a clearly visible license plate ~~correctly~~ may result in a violation for not having a valid digital parking pass ~~decal or permit~~.~~
- ~~(b)(a) Decals shall also be permanently affixed in the manner directed by the University.~~
- ~~(c)(b) The entire decal or permit license plate must be displayed unaltered and clearly visible.~~
- ~~(c) It is a violation of this rule to alter a decal or permit license plate and/or; falsify documents to obtain a decal or permit digital parking pass, or otherwise obtain or display a decal or permit in violation of this rule. Any such act ~~shall~~ constitute decal digital parking pass fraud and will cause the decal or permit digital parking pass to be revoked.~~
- ~~(d) Digital parking passes utilize the vehicle license plate number as the digital parking pass number. Stickers, vehicle covers, or any other objects cannot cover the vehicle's license plate.~~
- ~~(e) The license plate must be clearly visible to parking enforcement officers. A vehicle backed into a parking space without a front license plate is not considered visible and may be a violation of this rule.~~

(6) Permits ~~and Permit Fees~~.

- (a) The University may issue temporary permits to those persons who require temporary parking authorization and who are not otherwise required by this rule or by contract to obtain a digital parking pass ~~decal~~. Permits must be applied for and are issued for durations that are commensurate with their purposes. Permits may or may not require the payment of permit fees as provided below.
- (b) The circumstances under which a permit rather than a digital parking pass ~~decal~~ may be issued include, but are not limited to, parking on the campus for occasional business-related purposes; parking on the campus for attendance at conferences and meetings; and parking by visitors who are not otherwise required to obtain a digital parking pass ~~decal~~. ~~Any person who has a current decal and needs to temporarily park another vehicle on campus must obtain a temporary parking permit for the temporary vehicle.~~ Departments hosting events on campus which will require additional visitor parking for guests must obtain visitor permits from the Department of Parking and Transportation for each vehicle per day. Departments are encouraged to post directional signs for such events. ~~Specific visitor, vendor and contractor permits will be issued by the University upon payment of a fee as follows:~~
~~Visitor Permit Fees. \$5.00 per day.~~
~~Vendor and Contractor Permit Fees. All vendors and contractors conducting business on campus are required to purchase a contractor permit; however, if the vendor or contractor's business on campus is of a daily and ongoing nature that exceeds 90 days, vendor or contractor will not be issued permits but will be required to purchase employee decals as provided above. The following are the permit fees, exclusive of sales tax:~~
~~30-day permit \$25.00~~
~~60-day permit \$50.00~~

(7) Parking Areas.

(a) Designation and Restricted Areas. Posted signs, bumper blocks, and other markings designate the various parking areas on campus. Parking areas may be restricted by classification, time or purpose. Parking areas restricted by classification, time or purpose shall be considered no parking zones to those individuals who do not fall within the restriction or the classification. Individuals parking in areas so restricted are still required to obtain the appropriate ~~decals~~digital parking pass or decal or permit. The following parking restrictions are found on the campus:

- Student
- Employee
- ~~Metered~~Kiosk/Visitor Park and Pay
- Motorcycle/Motorbike/Moped
- Reserved
- State Vehicles
- Time Limited Parking
- ~~Visitor~~
- Loading Zone
- Handicapped/Disabled
- Golf Cart

Changes in designated parking areas are effective at such time as signage or other identifying markings are posted.

(b) Parking ~~Kiosk Meters~~. ~~Kiosk Metered~~ parking (Visitor Park and Pay) is enforced 24 hours, a day daily, from 7:00 a.m. to 10:00 p.m. including weekends and holidays. If a ~~kiosk meter~~ is malfunctioning, parking in that ~~kiosk metered~~ space is prohibited. A current digital parking pass~~decals~~ or permit does not entitle the driver to park in a ~~Visitor metered Park and Pay~~parking and pay space without paying the appropriate visitor parking meter fee.

(c) Handicapped/Disabled Parking. Parking areas designated as disabled or handicapped are enforced at all times and a current state issued disabled placard/hang-tag or license plate must be visible and properly displayed on the vehicle along with having a digital parking pass~~the University decal~~ or permit.

~~(e)~~(d) ~~(d)~~ Parking in Non-Designated Areas. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas is a violation. The absence of a “No Parking” sign does not mean parking is permissible in an area. No motor vehicles, other than police vehicles, emergency vehicles, service or repair vehicles, or golf-carts, may be parked at any time on the walkways, grass, service areas, driveways or other prohibited zones, except where specifically permitted by signage. No motor vehicle, motorcycle or other type of vehicle, including a bicycle, shall be parked in such a way as to create a hazard or obstruction to traffic or access. Temporary parking areas may be designated in grass areas by the placement of delineating signs, bumper blocks or other identifying marks. Parking adjacent to any University building is prohibited except as identified by authorized signs.

~~(d)~~(e) Overnight Parking. No person, other than a current campus housing resident whose vehicle is left in a parking lot, shall leave a vehicle parked overnight on University property without first notifying the Public Safety Department Parking and Transportation Services. Vehicles that are inoperable shall be reported immediately to the Public Safety Department Parking and Transportation Services. Vehicles left for more than three (3)

consecutive days and nights, without prior notification to ~~the Public Safety Department~~Parking and Transportation Services, or which are apparently abandoned are subject to towing, impoundment, and disposal at the vehicle owner's expense. The University does not assume any responsibility for motor vehicles or their contents while the vehicles are parked on University property. Vehicles registered to current housing residents may be left in parking lots during semester breaks but in no event for more than three weeks, unless the person has obtained the prior written permission of ~~the Public Safety Department~~Parking and Transportation Services.

~~(e)~~(f) Vehicle Repair. Major repairs to vehicles shall not be performed on the campus.

~~(f)~~(g) Double Parking. Double-parking is not allowed at any time.

~~(g)~~(h) Parking a vehicle on campus following failure to pay or appeal any citation for a university parking or traffic infraction within the time provided, or parking on campus with a revoked digital permit/parking pass or decaleeal shall be considered illegal parking and the vehicle is subject to towing.

~~(h)~~(i) Parking Golf-carts.

1. Golf-carts must be parked at least 8 feet from the entrance or exit of any building, except at loading docks or approved designated golf-cart parking spaces.
2. Golf-carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas.
3. Golf-carts shall not be parked on pedestrian crosswalks.

(8) Enforcement.

(a) Violations. Failure to abide by any of the provisions of this rule shall be considered a university parking infraction. The University may enforce university parking infractions through use of warnings, citations and fines, vehicle immobilization, towing and any other means authorized by statute.

(b) Citations. The Public Safety Department and the Department of Parking and Transportation are authorized to issue written citations for violations of this rule. The Public Safety Department is also empowered to issue citations for violations of Chapter 316, Florida Statutes, and county ordinances. Only one citation per calendar day will be issued to a vehicle for each category of violation. Any vehicle which remains in violation of the same category of violation for more than one calendar day is subject to additional citations for the same. Violations of Chapter 316, Florida Statutes, and county ordinances are returnable to the Polk County Court and may carry higher fines or other penalties.

~~(c) Schedule of Fines. The schedule below establishes fines for the various categories of violations which are considered to be university parking infractions:~~

~~(d) No Decal/Permit \$30.00~~

~~(e) Parking on the Grass \$20.00~~

~~(f) Hazardous Parking \$30.00~~

~~(g) Overtime Parking (meter) \$20.00~~

~~(h) Restricted/Improper Parking \$30.00~~

~~(i) Unlawfully Parking in Handicap Space \$250.00~~

~~(j) Decal Fraud \$100.00~~

~~(k) Parking in Reserved space \$30.00~~

~~(l) Improper Display of Permit/Decal \$20.00~~

~~(m) Late Payment Charges. If a university citation is not paid or appealed in the time provided by this rule, a \$10.00 late charge shall be assessed in addition to the fine established for the violation. The assessment of the late charge shall not preclude the~~

~~University from enforcing these rules through alternative means. Additional fees will be assessed if the University has a collection agency collect the fines or charges.~~

~~(n)~~(c) Remedies for Failure to Pay Fines or Charges. In addition to the assessment of a late payment charge, and other penalties as provided in this rule, the University has the following remedies when the fines or charges are not timely paid:

1. Revoke the vehicle owner ~~or decal~~digital permitparking pass or decal, -owner's parking and driving privileges on University property. A person whose parking privileges are revoked may not be issued a new parking ~~decal~~digital permitparking pass or decal until all prior outstanding citations are satisfied.
2. Prevent the vehicle owner ~~and~~ ~~or decal~~digital permitparking pass/decal owner from registering as a student.
3. Withhold the vehicle owner ~~and~~ ~~or decal~~digital permitparking pass/decal owner's transcripts or degrees.
4. Immobilize the vehicle.
5. Have the vehicle towed and impounded.
6. Take other action as necessary to collect the outstanding fines as delinquent accounts owed to the University such as the use of a collection agency.

~~(9) Impoundment/Immobilization Charges. Impoundment and vehicle immobilization charges vary according to the method of immobilization used, type of vehicle being impounded/immobilized and type of tow needed and cost of contract with the current towing company.~~

~~(10)~~**(9) Responsibility for Citations.** If the vehicle is registered with the University, the person who registered the vehicle with the Department of Parking and Transportation (“digital permitparking passeeal owner”) is responsible for all citations issued to that vehicle. If the vehicle has not been registered with the Department of Parking and Transportation, then the person(s) in whose name the vehicle is registered with the State Department of Highway Safety and Motor Vehicles (“vehicle owner”) is responsible for citations issued to the vehicle. University employees operating University vehicles and golf-carts are responsible for any citations issued to such vehicle(s) while under their control.

~~(11)~~**(10) Deadline for Payment of Fines or Filing of Appeals.** Citations must be either paid for or appealed within ten (10) business days from the date the citation was issued. If the payment or a request for an appeal is not received by the Department of Parking and Transportation within the ten business day period, the late charge shall be assessed, and the University may take any authorized action to enforce the penalty.

~~(12)~~**(11) Payment of Fines and Charges.** Fines and charges may be paid by credit card through the Florida Polytechnic University web site or in person at the Department of Parking and Transportation by check, money order, ~~cash payment~~, credit card, or the Florida Polytechnic ~~University~~ debit card. Alternatively, payments may be mailed to the Department of Parking and Transportation located on the campus; however, late fees shall be applied in the event payment is not received by the Department of Parking and Transportation within the time provided by these rules. All payments sent by mail should include the payee's University ID number, if any, and the citation number.

~~(13)~~**(12) Appeal Process and Procedures.** Appeals of University-issued citations for parking infractions and towing/vehicle immobilization procedures and charges may be instituted by timely filing a written appeal with the Department of Parking and Transportation on Form PT

#1, 'Parking Citation and Towing/Vehicle Immobilization Appeal Form' ("Appeal Form PT"), within ten business days of the date the citation was issued and according to the instructions provided on the form. This form is hereby incorporated by reference into this rule. Appeal Form PT may be obtained on the University's web site and at the Department of Parking and Transportation. County citations are not open to appeal through the University appeal process. County citations must be processed through the Polk County Court system. Inability to locate parking spaces or the failure of others to observe these rules shall not be considered to be valid defenses. The appellant shall provide a current and accurate email address where notices related to the appeal can be sent to and received by the appellant. If the appellant does not provide an email address on the Appeal Form PT, the notices will be sent to the mailing address provided by the appellant on the Appeal Form PT. Completed and signed Appeal Form PTs will be forwarded to an Appeal Hearing Officer for review and decision.

- (a) Appeal Hearing Officers. An Appeal Hearing Officer or Officers will be appointed by the President or designee, and they are responsible for resolving appeals of citations for university-issued parking infractions and/or charges or procedures for towing, impounding, or immobilization of vehicles. It is intended that Appeal Hearing Officers will be members of the University Community.
- (b) Appeal Hearing Officer Procedures. Appeal Hearing Officers receive and evaluate the written appeals. (An appeal from a person whose vehicle has been immobilized, towed and/or impounded will be reviewed within two business days of receipt of the written appeal.) Appeal Hearing Officers are guided by the Parking Rules and they shall consider any relevant circumstances, as articulated in the written appeal, in making their decisions. Appeal Hearing Officers may also request further information or interview the appellant, witnesses or the citing officer to assist in making a decision.
- (c) Appeal Hearing Officer Decisions. Following consideration of the grounds for an appeal, the Appeal Hearing Officer makes a decision on the appeal. The Appeal Hearing Officer's decision shall contain findings of fact and be reduced to writing, and a copy shall be furnished to the appellant via email. The decision of the Appeal Hearing Officer is final without further right of review.
- (d) Appeal Denied. Upon denial of an appeal, the fine or charges assessed shall be paid within ten (10) business days of the date of notification to the appellant or the late payment charge will be assessed.
- (e) Immobilization or Tow Appeal. In lieu of the appeal, or pending such appeal, or if the appeal is denied, the owner of the vehicle or his/her authorized agent may obtain release of the vehicle by paying the citation(s), the immobilization and/or towing charges and any applicable delinquent fines. If the immobilization or tow appeal is granted, the University shall refund the amount charged for the immobilization or tow.

Rulemaking Authority 1006.66 FS. Law Implemented 1006.66, 1009.24(14)(r) FS.

History: 8.5.14, [revised](#)

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

6C13-1.004 Schedule of Parking Fees and Fines.

- (1) **Digital Parking Pass Fees.** The following are the registration fees for digital parking passes, exclusive of sales tax:

<u>Type of Digital Parking Pass</u>	<u>Annual</u>	<u>Semester</u>
<u>Student Commuter Digital Parking Pass</u>	<u>\$115.00</u>	<u>\$60.00</u>
<u>Student Resident Digital Parking Pass</u>	<u>\$115.00</u>	<u>\$60.00</u>
<u>Economy Lot Digital Parking Pass</u>	<u>\$85.00</u>	<u>\$50.00</u>
<u>Employee Digital Parking Pass (Annual base pay <\$25,000)</u>	<u>\$200.00</u>	<u>\$80.00</u>
<u>Employee Digital Parking Pass (Annual base pay \$25,000-\$35,000)</u>	<u>\$225.00</u>	<u>\$90.00</u>
<u>Employee Digital Parking Pass (Annual base pay >\$35,000)</u>	<u>\$250.00</u>	<u>\$100.00</u>
<u>Adjunct Faculty Digital Parking Pass</u>	<u>\$100.00</u>	<u>\$50.00</u>
<u>Reserved Digital Parking Pass</u>	<u>\$500.00</u>	<u>\$200.00</u>
<u>Special Employee Digital Parking Pass*<i>Special Employee Digital Parking Passes are only available to employees with a primary office assignment not located at the main campus (JD Alexander Campus).</i></u>	<u>\$10.00</u>	<u>N/A</u>

- a. All digital parking pass registration fees are nonrefundable except for instances where a person has mistakenly made an overpayment, and the request for refund is made within the same academic year in which the overpayment was made.

- (2) **Vendor Permit Fees.** Specific visitor, vendor and contractor permits will be issued by the University upon payment of a fee as follows, excluding sales tax:

<u>Permits and Permit Fees</u>	<u>Amount</u>
<u>Visitors Permit</u>	<u>\$5.00</u>
<u>30-day Permit</u>	<u>\$25.00</u>
<u>60-day Permit</u>	<u>\$50.00</u>
<u>90-day Permit</u>	<u>\$75.00</u>

- a. If a vendor or contractor’s business on campus is of a daily and ongoing nature that exceeds 90 days, vendor or contractor will not be issued permits but will be required to purchase a digital parking pass as provided above in Section (1) Digital Parking Pass Fees.

- b. All permit fees are nonrefundable.

- (3) **Parking Citation Fines and Fees.** The following are the established fines for the various categories of violations which are considered to be University parking infractions:

<u>Parking Citations</u>	<u>Amount</u>
<u>Late Fees</u>	<u>\$10.00</u>
<u>No Digital Parking Pass/Permit</u>	<u>\$30.00</u>
<u>Parking on the Grass</u>	<u>\$20.00</u>

<u>Backing into Parking Space where prohibited.</u>	<u>\$30.00</u>
<u>Hazardous Parking</u>	<u>\$30.00</u>
<u>Overtime Parking (kiosks)</u>	<u>\$20.00</u>
<u>Restricted/Improper Parking</u>	<u>\$30.00</u>
<u>Unlawfully Parking in Handicap Space</u>	<u>\$250.00</u>
<u>Digital Parking Pass/Permit Fraud</u>	<u>\$100.00</u>
<u>Parking in Reserved Space</u>	<u>\$30.00</u>
<u>Improper Display of Permit/Digital Parking Pass (Covering license plate)</u>	<u>\$20.00</u>
<u>Immobilization Fee</u>	<u>\$50.00</u>
<u>Tamper with or unauthorized removal of immobilizing device (Boot).</u>	<u>\$250.00</u> <u>+ replacement cost</u>

- (4) **Impoundment Charges.** Impoundment charges vary according to the method of impoundment used, type of vehicle being impounded, and type of tow needed and cost of contract with the current towing company.
- (5) **Late Payment Charges.** If a University citation is not paid or appealed in the time provided by this rule, a \$10.00 late charge shall be assessed in addition to the fine established for the violation. The assessment of the late charge shall not preclude the University from enforcing these rules through alternative means. Additional fees will be assessed if the University has a collection agency collect the fines or charges.

Rulemaking Authority 1006.66 FS. Law Implemented 1006.66, 1009.24(14)(r) FS.

History:

AGENDA ITEM: VIII

**Florida Polytechnic University
Board of Trustees
December 6, 2017**

Finance and Facilities Committee

Subject: Amended Policy: Investment Policy

Proposed Committee Action

Recommend approval of the amendments made to the Investment Policy to the Board of Trustees.

Background Information

The Investment Policy was originally adopted by the Florida Polytechnic University Board of Trustees on September 9, 2015. The policy applies to cash and investments for University funds under the University's control in excess of those required to meet current expenses and is consistent with the relevant Florida Statutes. This policy does not apply to pension funds or funds related to the issuance of debt.

The changes include:

1. Adding investment portfolio language
2. Removing Overnight Portfolio language
3. Updating the Risk and Diversification section to including Mitigating Credit Risk in the Portfolio
4. Updating the External investment managers and consultants section
5. Updating the Authorized investment institutions and dealers section

Supporting Documentation:

Proposed Amended Investment Policy

Prepared by:

Mark Mroczowski, CFO and Vice President

Exhibit 2

~~Board of Trustees Investment Policy~~
Florida Polytechnic University
Board of Trustees
Investment Policy

A. APPLICABILITY /ACCOUNTABILITY

This policy applies to cash and investments for University funds under the University's control in excess of those required to meet current expenses and is consistent with the relevant Florida Statutes. This policy does not apply to pension funds or funds related to the issuance of debt.

B. POLICY STATEMENT:

This policy sets forth the investment objectives and parameters for the management of the cash and investment of Florida Polytechnic University (the "University") funds in excess of those required to meet current expenses ("funds"). The Policy guidelines require the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

1. Scope. All funds received by the University, from whatever source and for whatever purpose, shall be deposited promptly in a BOT approved qualified depository.

In accordance with Florida Statutes, this policy applies to cash and investments for operating funds under the University's control in excess of those required to meet current expenses.

While any or all such funds may be invested in the State Treasury's Special Purpose Investment Account (SPIA), this policy applies only to funds not invested in SPIA. Funds which have statutory investment requirements conflicting with this policy are not subject to the provisions of this policy.

2. Oversight. An Investment Committee (the "Committee"), appointed by the Chief Financial Officer (the "CFO"), will consist of three or more University employees who are familiar with investments. The Committee oversees the University's investment program, and may utilize the expertise of an investment consultant to assist in the oversight and implementation of the funds.
3. Investment Objective. The primary investment objective places the highest priority on the safety of principal and liquidity of funds, in an effort to maintain an orderly cash flow that continuously meets the operating capital and contingent needs of the University. The optimization of current income and investment returns shall be secondary to the requirements for safety and liquidity.
4. Prudence and ethical standards.
 - a. Prudent Person rule. The University adopts the Prudent Person Rule, which states that: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

Prudent Expert Rule. Any person or firm hired or retained to invest, monitor, or advise concerning these assets ("consultant") shall be held to the higher standard of the "Prudent Expert". This higher standard for investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, requires that the consultant shall exercise: the judgment, care, skill, prudence, and

diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

5. Maturity and liquidity requirements. The overall investment portfolio shall be constructed in such 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 for the investment of funds required to meet current expenses shall be maintained as a short-term maturity portfolio. Funds in excess of those required to meet current expenses may be invested in longer-term portfolios in order to match investment maturities with known cash needs and anticipated cash-flow requirements. The Committee shall review the allocations to each segment on an ongoing basis in order to accurately consider the investment strategy of the Funds in correlation to the changing requirements of the University.

6. Performance measurement. In aggregate, there will be three segments for investments segregated by time horizon and investment objective, and are as follows: the Overnight, Intermediate-Term and Long-Term Segment. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the University's risk constraints, the cash flow characteristics of the portfolio, Chapter 218.415 of Florida Statutes, and any local laws, ordinances or resolutions that restrict investments. The Committee shall measure investment performance for each segment against appropriate, readily available market indexes with similar maturity characteristics. The University will strive to maintain a range of +/- 20% of the duration consistent with the appropriate index.

~~6.~~

~~7. Overnight Portfolio. The Overnight Portfolio shall be evaluated in comparison with the weighted average return (net book value rate of return) of the Standard & Poor's Local Government Investment Pool All 30 Day rate (LGIP30D). The Standard & Poor's LGIP30D represents Government Investment Pools that maintain a stable net asset value of \$1 per share with an average maturity of 30 days or less and is rated in Standard & Poor's two highest money market fund rating categories: "AAAm" and "AAm."~~

~~Intermediate Portfolio. The Intermediate Portfolio shall be evaluated with the annual objective of achieving a comparable return to the Merrill Lynch 1-3 Year Government/Credit Index. The Merrill Lynch 1-3 Year Government/Credit Index represents all U.S. Government/Credit securities maturing over one year, but less than three years. This maturity range is an appropriate benchmark based on the objectives of the University, and the weighted average duration should not exceed one hundred twenty percent (120%) of the benchmark. The average credit quality shall be no less than "AA".~~

~~Long-Term Portfolio. The Long-Term Portfolio shall be evaluated with the annual objective of achieving a comparable return to the Lehman Brothers U.S. Aggregate Bond Index. The weighted average duration should not exceed one hundred twenty percent (120%) of the benchmark. The average credit quality shall be no less than "AA".~~

7. Risk and diversification. Investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold. ~~The maximum for securities of any single non-guaranteed federal agency is fifteen percent (15%) of the total portfolio. For all other U.S. or non U.S. Government or Corporate securities, a maximum of five percent (5%) of the total portfolio may be invested in securities of any single issuer. There is no maximum percentage for governmental investment pools, U.S. Treasury, U.S. Government-guaranteed agency securities, or for repurchase agreements collateralized by these securities.~~

Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The University will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the “Authorized Investments” section of this policy are designed to mitigate credit risk in the portfolio.
- The invested funds of any single issuer will be less than 5% of the total assets of the fixed income portfolio, with the exception of issuers that are formally guaranteed by the US Government, US Agency securities, and government sponsored mortgage backed securities.
- The University may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or University’s risk preferences.
- Investments will be limited to obligations rated the equivalent of Baa3/BBB- or higher at time of purchase, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security.

Securities rated in the “BBB” category will be in total no greater than 25% of the total assets of the portfolio based on the highest rating assigned to the security.

If securities owned by the University are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the University’s policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If the University utilizes the services of an investment manager, the investment manager shall assist the University in monitoring the credit ratings of securities in the portfolio and shall notify the University of any such downgrade.

The Committee shall periodically review and revise the diversification strategies within these guidelines.

8. External investment managers and consultants. The Committee has the authority to engage external professional advisors and investment managers who are registered under the Investment Advisers Act of 1940 that it deems appropriate. The Committee will conduct performance reviews of all external advisors and managers at least annually.
9. Authorized investment institutions and dealers. The CFO maintains an approved list of investment institutions and/or dealers for the purchase and sale of securities. The CFO or authorized Investment Manager shall only purchase securities from financial institutions that are Qualified Institutions by the University or institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York. The Committee shall approve the criteria for Qualified Institutions. Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the University, except where the University utilizes an external investment adviser in which case the University may rely on the adviser for selection.
10. Third party custodial agreements. All securities purchased by the University or by its approved Investment Manager shall be properly designated as an asset of the University and held in safe keeping by a third party custodial bank or other third party custodial institution. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the University and for which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, unless by such a duly authorized person.

- a. Monthly reports. The custodian shall provide the University with safekeeping statements that provide detailed information on the securities held by the custodian. On a monthly basis, the custodian will also provide reports that list all securities held for the University, the book value of holdings and the market value as of month-end.
 - b. Transfers on a delivery vs. payment basis. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.
 - c. Sale of investments. When the invested funds are needed in whole or in part for the purposes originally intended or for more optimal investments, the Committee or designee may sell such investments at the then-prevailing market price and place the proceeds into the proper account or fund of the University.
11. Master repurchase agreement. The Investment Manager shall maintain a master repurchase agreement and require all approved institutions and dealers transacting repurchase agreements to adhere to the requirements of the master repurchase agreement.

12. Bid requirement. The University staff will determine the approximate maturity date based on cash-flow needs and market conditions, analyze and select one or more optimal types of investment, and competitively bid the security in question when feasible and appropriate.

Except as otherwise required by law, the bid deemed to best meet the University's investment objectives must be selected. Exceptions to this approach may be made when (1) prices for purchases/sales are compared to systems providing current market prices and deemed reasonable; (2) when the security to be purchased is unique to one institution; or (3) when the security has recently been issued and is trading at the same price by all financial institutions.

13. Internal controls. The CFO shall establish a system of internal controls and operational procedures which will be documented in writing and made a part of the University's procedures. The controls will be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by University employees. These controls shall be reviewed by independent auditors as part of any financial audit periodically required of the University.

14. Ethics and Conflicts of Interest. All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Committee any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the University.

~~14.~~15. Continuing education. The CFO/designee will annually complete eight hours of continuing education in subjects or courses of study related to investment practices and procedures.

~~15.~~16. Transfer of funds. The University President or his or her designee, may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds to pay expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation.

~~16.~~17. Account procedures. The University may maintain a separate checking account for each fund or may utilize a single checking account for the deposit and withdrawal of moneys from all funds and segregate the various funds on the books and records only. No check or withdrawal shall be drawn in excess of the balance to the credit of the appropriate fund. Funds awaiting clearing may be invested in investments earning interest in a qualified depository, in the State Treasury, and in the State Board of Administration. Investments of University funds shall comply with the requirements of Florida Statutes for the investment of public funds by local government. The Committee shall exercise due diligence to assure that the highest available amount of earnings is obtained on investments.

~~17.~~18. Prohibited Securities. The following securities and transactions are not authorized and shall not be purchased: securities lending, equities, unregistered securities, commodities or commodity contracts, short sales, margin transactions, or private placements (with the

exception of Rule 144a securities). Derivatives, options or futures for the purpose of portfolio leveraging, and issues of or by instrumentalities deemed to be in violation of the Prohibited Transactions Standards of the prudent man rule are also prohibited.

~~18.19.~~ Reporting. The CFO shall prepare periodic investment reports for submission to the Board of Trustees at least annually. The reports shall include securities in the portfolios by class or type, book value, income earned, and market value as of the report date.

~~19.20.~~ Accounts maintained in the books and funds on deposit. Each account shall show the amount subject to withdrawal, the amount deposited, the amount expended, and the balance of the account.

~~20.21.~~ Securities. Each investment advisor or manager shall provide the University with a "Quarterly Investment Report" that summarizes but is not limited to the following:

- a. Recent market conditions, economic developments and anticipated investment conditions.
- b. The investment strategies employed in the most recent quarter.
- c. A description of all securities held in investment portfolios at month-end.
- d. The total rate of return for the quarter and year-to-date versus appropriate benchmarks.
- e. Any areas of concern warranting possible revisions to current or planned investment strategies.

The market values presented in these reports must be consistent with accounting guidelines in Governmental Accounting Standards Board ("GASB") Statement 31.

~~21.22.~~ Authorized investments-Overnight segment. Investments shall be limited to the following within each Segment. Percentage holding limits listed in this section apply at the time the security is purchased.

- a. Governmental Investment Pools. The Overnight segment may use the State Board of Administration Local Government Investment Pool (LGIP), or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969 that maintains a stable net asset value ("NAV") and a maximum stated maturity and weighted average maturity in compliance with SEC Rule 2a-7, and has the highest credit quality rating from a nationally recognized rating agency. The portfolio composition: a maximum of fifty percent (50%) of available funds may be invested in governmental investment pools, and a maximum of twenty-five percent (25%) of available funds may be invested with any one pool.
- b. Money Market Funds. The Overnight segment may use Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency. The CFO/designee may invest in shares in open-end and no-load money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7, ~~which stipulates that money market funds must have an average weighted maturity of ninety (90) days or less.~~ In addition, the share value of the money market funds must be equal to \$1.00. The portfolio composition: a maximum of Fifty percent (50%) of available funds may be invested in money market funds, and a maximum of twenty-five percent (25%) of available funds may be invested with any one fund.

~~The money market funds shall be rated "AAAm" by Standard & Poor's or the equivalent by another rating agency.~~ The Committee develops a questionnaire containing a list of due diligence considerations that deal with the major aspects of any investment

pool/fund. A current prospectus must be obtained and/or current pool documents and portfolio reports. The Committee must conduct a thorough investigation of any government investment pool or money market fund prior to investing, and thereafter on a continual basis.

- c. Interest-bearing time deposits or savings accounts. The Overnight segment may use interest-bearing time deposits or savings accounts in qualified public depositories as defined in Florida Statutes section 280.02. The Committee/designee may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of Florida and/or in national banks organized under the laws of the United States and doing business and situated in Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes and provided that the bank is not listed with any recognized credit watch information service. The Portfolio Composition: a maximum of fifty percent (50%) of available funds may be invested in non-negotiable interest bearing time certificates of deposit or savings accounts.

A maximum of twenty-five percent (25%) of available funds may be deposited with any one issuer. The maximum maturity on any certificate shall be no greater than one (1) year from the date of purchase.

- d. Direct obligations of the United States Treasury. The CFO/designee may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

- i. Cash Management Bills
- ii. Treasury Securities - State and Local Government Series (SLGS)
- iii. Treasury Bills
- iv. Treasury Notes
- v. Treasury Bonds
- vi. Treasury Strips
- ~~vi-vii.~~

TIPS

Portfolio Composition: a maximum of one hundred percent (100%) of available funds may be invested in the United States Government Securities.

- e. Federal agencies and instrumentalities. The CFO/designee may invest in bonds, debentures or notes issued or guaranteed by Federal Agencies or United States Government sponsored ~~agencies-enterprises~~ (Federal Instrumentalities which are non-full faith and credit agencies), including but not limited to the following:

- i. Federal Farm Credit Bank (FFCB)
- ii. Federal Home Loan Bank or its District banks (FHLB)
- iii. Federal National Mortgage Association (FNMA)
- iv. Federal Home Loan Mortgage Corporation (FHLMC)

~~i. including Federal Home Loan~~

~~Mortgage Corporation participation certificates~~ Portfolio Composition: a maximum of seventy-five percent (75%) of available funds may be invested in Federal Instrumentalities. ~~A maximum of twenty five percent (25%) of available funds may be invested in mortgage backed securities.~~ A maximum of twenty-five percent (25%) of available funds may be invested in any one issuer.

- f. Mortgage Backed Securities (MBS) and Collateralized Mortgage Obligations (CMOs). The CFO/designee may invest in MBS and CMOs with a rating of at least "AA" by a NRSRO and issued by a Government Sponsored Enterprise (GSE). A maximum of twenty-five percent (25%) of available funds may be invested in MBS and CMOs.

- f. ~~Commercial Paper. The CFO/designee may invest in U.S. dollar denominated commercial paper of any United States company that is rated, at the time of purchase, "Prime 1" by Moody's and "A 1" by Standard & Poor's A-1/P-1/F-1 or higher (prime commercial paper) based on the highest rating assigned by a NRSRO. In addition, corporate obligations allowed are corporate obligations issued by financial institutions that participate in~~
- g. ~~the FDIC's Temporary Liquidity Guarantee Program and are fully insured by the FDIC and are guaranteed by the full faith and credit of the United States Government.~~

~~h.g.~~

Portfolio Composition: a maximum of twenty-five percent (25%) of available funds may be directly invested in prime commercial paper. A maximum of ~~ten-five~~ percent (10%) of available funds may be invested with any one issuer. The maximum length to maturity for prime commercial paper shall be two hundred seventy (270) days from the date of purchase.

~~i. Bankers' Acceptances.~~ The CFO/designee may invest in Bankers' Acceptances which are U.S. dollar denominated issued by a domestic bank which has at the time of purchase, an unsecured, uninsured and unguaranteed obligation rating of at least ~~"Prime 1" by Moody's or~~

~~h. "A-1" by Standard & Poor's~~ A-1/P-1/F-1 or higher based on the highest rating assigned by a NRSRO.

Portfolio Composition: a maximum of thirty percent (30%) of available funds may be directly invested in bankers' acceptances. A maximum of ~~fifteen-five~~ percent (15%) of available funds may be invested with any one issuer. The maximum length to maturity for bankers' acceptances shall be one hundred eighty (180) days from the date of purchase.

23. Authorized investments- Intermediate-Term Segment and Long-Term Segment. The authorized investments for the Intermediate-Term Segment and Long-Term Segment include those allowable for investment via the Overnight Segment, in addition to:

a. Corporate Notes. Domestic Corporate obligations and US dollar denominated foreign corporate, foreign government and political subdivisions, and Supranational debt obligations issued domestically and abroad ~~Corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States that have a long term debt rating, at the time of purchase, at a minimum the equivalent of Baa3/BBB- or higher, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security. "Bbb3" or higher by Moody's and a minimum long term debt rating of "BBB" by Standard & Poor's.~~

Portfolio Composition: a maximum of fifty percent (50%) of available funds may be directly invested in corporate notes. Securities rated in the BBB category will be in total no greater than 25% of the total assets of the portfolio based on the highest rating assigned to the security. A maximum of five percent (5%) of available funds may be invested with any one issuer.

~~a.b. State and/or Local Government Taxable and/or Tax-Exempt Debt.~~ State and or local government taxable or tax-exempt debt General obligation and/or revenue bonds, that have a long term debt rating, at the time of purchase, the equivalent of Baa3/BBB- or higher, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security. rated at least "Aa" by Moody's or "AA" by Standard & Poor's for long term debt, or rated at least "MIG 2" by Moody's or "SP 2" by Standard & Poor's for short term debt Portfolio Composition: a maximum of twenty percent (20%) of available funds may be invested in taxable and tax-exempt debts. A maximum of five percent (5%) of available funds may be invested with any one issuer.

~~24. Authorized investments- Long Term Segment. Authorized investments for the Long Term Segment include those allowable for investment via the Overnight~~

and Intermediate Segments, in addition to:

a.c. Asset, Commercial & Mortgage Backed Securities (ABS, CMBS & MBS)

-These investments must have an average rating of AA or higher on the Standard & Poor's scale or its equivalent based on a survey of three by a NRSRO rating agencies. Portfolio Composition: a maximum of twenty percent (20%) of available funds may be invested in mortgage asset backed securities. A maximum of five percent (5%) of available funds may be invested with any one issuer.

d. Other investments authorized by law and approved by the Committee.

24. Review of Investment Policy

The investment policy will be reviewed and adopted at least annually.

Adopted by the Florida Polytechnic University Board of Trustees on-

September 9, 2015.

**Florida Polytechnic University
Board of Trustees
Investment Policy**

A. APPLICABILITY / ACCOUNTABILITY

This policy applies to cash and investments for University funds under the University's control in excess of those required to meet current expenses and is consistent with the relevant Florida Statutes. This policy does not apply to pension funds or funds related to the issuance of debt.

B. POLICY STATEMENT

This policy sets forth the investment objectives and parameters for the management of the cash and investment of Florida Polytechnic University (the "University") funds in excess of those required to meet current expenses ("funds"). The Policy guidelines require the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

1. Scope. All funds received by the University, from whatever source and for whatever purpose, shall be deposited promptly in a BOT approved qualified depository.

In accordance with Florida Statutes, this policy applies to cash and investments for operating funds under the University's control in excess of those required to meet current expenses.

While any or all such funds may be invested in the State Treasury's Special Purpose Investment Account (SPIA), this policy applies only to funds not invested in SPIA. Funds which have statutory investment requirements conflicting with this policy are not subject to the provisions of this policy.

2. Oversight. An Investment Committee (the "Committee"), appointed by the Chief Financial Officer (the "CFO"), will consist of three or more University employees who are familiar with investments. The Committee oversees the University's investment program, and may utilize the expertise of an investment consultant to assist in the oversight and implementation of the funds.
3. Investment Objective. The primary investment objective places the highest priority on the safety of principal and liquidity of funds, in an effort to maintain an orderly cash flow that continuously meets the operating capital and contingent needs of the University. The optimization of current income and investment returns shall be secondary to the requirements for safety and liquidity.
4. Prudence and ethical standards.
 - a. Prudent Person rule. The University adopts the Prudent Person Rule, which states that: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their

capital as well as the probable income to be derived from the investment."

- b. Prudent Expert Rule. Any person or firm hired or retained to invest, monitor, or advise concerning these assets ("consultant") shall be held to the higher standard of the "Prudent Expert". This higher standard for investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, requires that the consultant shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.
5. Maturity and liquidity requirements. The overall investment portfolio shall be constructed in such 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 for the investment of funds required to meet current expenses shall be maintained as a short-term maturity portfolio. Funds in excess of those required to meet current expenses may be invested in longer-term portfolios in order to match investment maturities with known cash needs and anticipated cash-flow requirements. The Committee shall review the allocations to each segment on an ongoing basis in order to accurately consider the investment strategy of the Funds in correlation to the changing requirements of the University.
6. Performance measurement. In aggregate, there will be three segments for investments segregated by time horizon and investment objective, and are as follows: the Overnight, Intermediate-Term and Long-Term Segment. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the University's risk constraints, the cash flow characteristics of the portfolio, Chapter 218.415 of Florida Statutes, and any local laws, ordinances or resolutions that restrict investments. The Committee shall measure investment performance for each segment against appropriate, readily available market indexes with similar maturity characteristics. The University will strive to maintain a range of +/- 20% of the duration consistent with the appropriate index.
7. Risk and diversification. Investments held should be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are bought and sold.

Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The University will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.

- The invested funds of any single issuer will be less than 5% of the total assets of the fixed income portfolio, with the exception of issuers that are formally guaranteed by the US Government, US Agency securities, and government sponsored mortgage backed securities.
- The University may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or University's risk preferences.
- Investments will be limited to obligations rated the equivalent of Baa3/BBB- or higher at time of purchase, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security.

Securities rated in the "BBB" category will be in total no greater than 25% of the total assets of the portfolio based on the highest rating assigned to the security.

If securities owned by the University are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the University's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If the University utilizes the services of an investment manager, the investment manager shall assist the University in monitoring the credit ratings of securities in the portfolio and shall notify the University of any such downgrade.

The Committee shall periodically review and revise the diversification strategies within these guidelines.

8. External investment managers and consultants. The Committee has the authority to engage external professional advisors and investment managers who are registered under the Investment Advisers Act of 1940 that it deems appropriate. The Committee will conduct performance reviews of all external advisors and managers at least annually.
9. Authorized investment institutions and dealers. The CFO maintains an approved list of investment institutions and/or dealers for the purchase and sale of securities. The CFO or authorized Investment Manager shall only purchase securities from financial institutions that are Qualified Institutions by the University or institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York. The Committee shall approve the criteria for Qualified Institutions. Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the University, except where the University utilizes an external investment adviser in which case the University may rely on the adviser for selection.
10. Third party custodial agreements. All securities purchased by the University or by its approved Investment Manager shall be properly designated as an asset of the University and held in safe keeping by a third party custodial bank or other third party custodial institution. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the University and for which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, unless by such a duly authorized person.

- a. Monthly reports. The custodian shall provide the University with safekeeping statements that provide detailed information on the securities held by the custodian. On a monthly basis, the custodian will also provide reports that list all securities held for the University, the book value of holdings and the market value as of month-end.
 - b. Transfers on a delivery vs. payment basis. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.
 - c. Sale of investments. When the invested funds are needed in whole or in part for the purposes originally intended or for more optimal investments, the Committee or designee may sell such investments at the then-prevailing market price and place the proceeds into the proper account or fund of the University.
11. Master repurchase agreement. The Investment Manager shall maintain a master repurchase agreement and require all approved institutions and dealers transacting repurchase agreements to adhere to the requirements of the master repurchase agreement.
 12. Bid requirement. The University staff will determine the approximate maturity date based on cash-flow needs and market conditions, analyze and select one or more optimal types of investment, and competitively bid the security in question when feasible and appropriate.

Except as otherwise required by law, the bid deemed to best meet the University's investment objectives must be selected. Exceptions to this approach may be made when (1) prices for purchases/sales are compared to systems providing current market prices and deemed reasonable; (2) when the security to be purchased is unique to one institution; or (3) when the security has recently been issued and is trading at the same price by all financial institutions.

13. Internal controls. The CFO shall establish a system of internal controls and operational procedures which will be documented in writing and made a part of the University's procedures. The controls will be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by University employees. These controls shall be reviewed by independent auditors as part of any financial audit periodically required of the University.
14. Ethics and Conflicts of Interest. All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus, employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Committee any material interests in

financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the University.

15. Continuing education. The CFO/designee will annually complete eight hours of continuing education in subjects or courses of study related to investment practices and procedures.
16. Transfer of funds. The University President or his or her designee, may transfer funds from one depository to another, within a depository, to another institution, or from another institution to a depository for investment purposes and may transfer funds to pay expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation.
17. Account procedures. The University may maintain a separate checking account for each fund or may utilize a single checking account for the deposit and withdrawal of moneys from all funds and segregate the various funds on the books and records only. No check or withdrawal shall be drawn in excess of the balance to the credit of the appropriate fund. Funds awaiting clearing may be invested in investments earning interest in a qualified depository, in the State Treasury, and in the State Board of Administration. Investments of University funds shall comply with the requirements of Florida Statutes for the investment of public funds by local government. The Committee shall exercise due diligence to assure that the highest available amount of earnings is obtained on investments.
18. Prohibited Securities. The following securities and transactions are not authorized and shall not be purchased: securities lending, equities, unregistered securities, commodities or commodity contracts, short sales, margin transactions, or private placements (with the exception of Rule 144a securities). Derivatives, options or futures for the purpose of portfolio leveraging, and issues of or by instrumentalities deemed to be in violation of the Prohibited Transactions Standards of the prudent man rule are also prohibited.
19. Reporting. The CFO shall prepare periodic investment reports for submission to the Board of Trustees at least annually. The reports shall include securities in the portfolios by class or type, book value, income earned, and market value as of the report date.
20. Accounts maintained in the books and funds on deposit. Each account shall show the amount subject to withdrawal, the amount deposited, the amount expended, and the balance of the account.
21. Securities. Each investment advisor or manager shall provide the University with a "Quarterly Investment Report" that summarizes but is not limited to the following:
 - a. Recent market conditions, economic developments and anticipated investment conditions.
 - b. The investment strategies employed in the most recent quarter.
 - c. A description of all securities held in investment portfolios at month-end.
 - d. The total rate of return for the quarter and year-to-date versus appropriate benchmarks.
 - e. Any areas of concern warranting possible revisions to current or planned

investment strategies.

The market values presented in these reports must be consistent with accounting guidelines in Governmental Accounting Standards Board ("GASB") Statement 31.

22. Authorized investments-Overnight segment. Investments shall be limited to the following within each Segment. Percentage holding limits listed in this section apply at the time the security is purchased.

a. Governmental Investment Pools. The Overnight segment may use the State Board of Administration Local Government Investment Pool (LGIP), or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act of 1969 that maintains a stable net asset value ("NAV") and a maximum stated maturity and weighted average maturity in compliance with SEC Rule 2a-7, and has the highest credit quality rating from a nationally recognized rating agency. The portfolio composition: a maximum of fifty percent (50%) of available funds may be invested in governmental investment pools, and a maximum of twenty-five percent (25%) of available funds may be invested with any one pool.

b. Money Market Funds. The Overnight segment may use Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency. The CFO/designee may invest in shares in open-end and no-load money market funds provided such funds are registered under the Federal Investment Company Act of 1940 and operate in accordance with 17 C.F.R. § 270.2a-7. In addition, the share value of the money market funds must be equal to \$1.00. The portfolio composition: a maximum of Fifty percent (50%) of available funds may be invested in money market funds, and a maximum of twenty-five percent (25%) of available funds may be invested with any one fund.

The Committee develops a questionnaire containing a list of due diligence considerations that deal with the major aspects of any investment pool/fund. A current prospectus must be obtained and/or current pool documents and portfolio reports. The Committee must conduct a thorough investigation of any government investment pool or money market fund prior to investing, and thereafter on a continual basis.

c. Interest-bearing time deposits or savings accounts. The Overnight segment may use interest-bearing time deposits or savings accounts in qualified public depositories as defined in Florida Statutes section 280.02. The Committee/designee may invest in non-negotiable interest bearing time certificates of deposit or savings accounts in banks organized under the laws of Florida and/or in national banks organized under the laws of the United States and doing business and situated in Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes and provided that the bank is not listed with any recognized credit watch information service. The Portfolio Composition: a maximum of fifty percent (50%) of available funds may be invested in non-negotiable interest bearing time certificates of deposit or savings accounts.

A maximum of twenty-five percent (25%) of available funds may be deposited with any one issuer. The maximum maturity on any certificate shall be no greater than one

(1) year from the date of purchase.

- d. Direct obligations of the United States Treasury. The CFO/designee may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:
- i. Cash Management Bills
 - ii. Treasury Securities - State and Local Government Series (SLGS)
 - iii. Treasury Bills
 - iv. Treasury Notes
 - v. Treasury Bonds
 - vi. Treasury Strips
 - vii. TIPS

Portfolio Composition: a maximum of one hundred percent (100%) of available funds may be invested in the United States Government Securities.

- e. Federal agencies and instrumentalities. The CFO/designee may invest in bonds, debentures or notes issued or guaranteed by Federal Agencies or United States Government sponsored enterprises (Federal Instrumentalities which are non-full faith and credit agencies), including but not limited to the following:
- i. Federal Farm Credit Bank (FFCB)
 - ii. Federal Home Loan Bank or its District banks (FHLB)
 - iii. Federal National Mortgage Association (FNMA)
 - iv. Federal Home Loan Mortgage Corporation (FHLMC)

Portfolio Composition: a maximum of seventy-five percent (75%) of available funds may be invested in Federal Instrumentalities. A maximum of twenty-five percent (25%) of available funds may be invested in any one issuer.

- f. Mortgage Backed Securities (MBS) and Collateralized Mortgage Obligations (CMOs). The CFO/designee may invest in MBS and CMOs with a rating of at least "AA" by a NRSRO and issued by a Government Sponsored Enterprise (GSE). A maximum of twenty-five percent (25%) of available funds may be invested in MBS and CMOs.

- g. Commercial Paper. The CFO/designee may invest in U.S. dollar denominated commercial paper that is rated, at the time of purchase, A-1/P-1/F-1 or higher (prime commercial paper) based on the highest rating assigned by a NRSRO.

Portfolio Composition: a maximum of twenty-five percent (25%) of available funds may be directly invested in prime commercial paper. A maximum of five percent (5%) of available funds may be invested with any one issuer. The maximum length to maturity for prime commercial paper shall be two hundred seventy (270) days from the date of purchase.

- h. Bankers' Acceptances. The CFO/designee may invest in Bankers' Acceptances which are U.S. dollar denominated which has at the time of purchase, an unsecured, uninsured and unguaranteed obligation rating of at least "A-1/P-1/F-1 or higher based on the highest rating assigned by a NRSRO.

Portfolio Composition: a maximum of thirty percent (30%) of available funds may be directly invested in bankers' acceptances. A maximum of five percent (5%) of available funds may be invested with any one issuer. The maximum length to maturity for bankers' acceptances shall be one hundred eighty (180) days from the date of purchase.

23. Authorized investments- Intermediate-Term Segment and Long-Term Segment. The authorized investments for the Intermediate-Term Segment and Long-Term Segment include those allowable for investment via the Overnight Segment, in addition to:

- a. Corporate Notes. Domestic Corporate obligations and US dollar denominated foreign corporate, foreign government and political subdivisions, and Supranational debt obligations issued domestically and abroad that have a long term debt rating, at the time of purchase, the equivalent of Baa3/BBB- or higher, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security.

Portfolio Composition: a maximum of fifty percent (50%) of available funds may be directly invested in corporate notes. Securities rated in the BBB category will be in total no greater than 25% of the total assets of the portfolio based on the highest rating assigned to the security. A maximum of five percent (5%) of available funds may be invested with any one issuer.

- b. State and/or Local Government Taxable and/or Tax-Exempt Debt. State and or local government taxable or tax-exempt debt General obligation and/or revenue bonds, that have a long term debt rating, at the time of purchase, the equivalent of Baa3/BBB- or higher, based on the highest rating assigned to a security by one of the NRSROs which have assigned a rating to the security. Portfolio Composition: a maximum of twenty percent (20%) of available funds may be invested in taxable and tax-exempt debts. A maximum of five percent (5%) of available funds may be invested with any one issuer.
- c. Asset Backed Securities (ABS). These investments must have a rating of AA or higher by a NRSRO. Portfolio Composition: a maximum of twenty percent (20%) of available funds may be invested in asset backed securities. A maximum of five percent (5%) of available funds may be invested with any one issuer.
- d. Other investments authorized by law and approved by the Committee.

24. Review of Investment Policy. The investment policy will be reviewed and adopted at least annually.

Adopted by the Florida Polytechnic University Board of Trustees on December 6, 2017.

Chair's signature: _____

AGENDA ITEM: IX

**Florida Polytechnic University
Board of Trustees
Finance and Facilities Committee
December 6, 2017**

Subject: Financial Review

Proposed Board Action

No Action Required – Information Only

Background Information

Quarterly and annual review of the University's financial position and results of operations.

Supporting Documentation:

1. PowerPoint Presentation

Prepared by: Mark Mroczkowski



FLORIDA POLYTECHNIC
UNIVERSITY

Quarterly Financial Review

Mark Mroczkowski

06 December 2017



Financial Dashboard

Year Summary			Financial Strength		
Revenue	\$55,891,387	+31.28%	Metric	Florida Poly	Benchmark*
Expenses	\$46,829,572	+7.54%	Primary Reserve Ratio	96.21%	40%
Investments	\$48,777,064	+2.84%		Net Income Ratio	13.26%
Carryforward	\$18,021,589	+38.37%	Return on Net Assets		4.60%
Unrestricted	\$8,252,349	+17.78		Viability Ratio	2,861.04%
Auxiliaries	\$646,379	+12.08%			
Net Position	\$196,903,234	+4.82%			

Florida Poly has enjoyed financial growth and has sustainable financial strength with a composite financial index score of 28.9

*Nation Association of Colleges & University Business Officers (NACUBO) performance benchmarks



Q1 Operating Budget (by Sources and Uses)

	FY 16-17 Actual	FY 17-18 Budget	Q1 Budget	Q1 Actual	Variance
Summary of Revenues					
General Revenue	36,392,144	41,441,660	10,360,415	11,384,090	10%
Carryforward	0	5,824,107	1,456,027	1,456,027	0%
PECO	5,082,353	7,000,000	1,750,000	1,750,000	0%
Lottery	292,702	243,148	60,787	0	-100%
Financial Aid	50,000	50,000	12,500	0	-100%
Tuition & Fees	4,403,732	2,687,418	671,855	1,094,455	63%
SGA Fee Revenue	1,076,685	278,886	69,722	148,539	113%
Athletic Fee Revenue	894,177	223,489	55,872	119,033	113%
Health Fee Revenue	578,210	170,576	42,644	80,760	89%
Auxiliary Revenue	6,298,674	5,698,372	1,424,593	1,239,762	-13%
Grants & Contracts	822,710	500,000	125,000	84,846	-32%
Total Revenue	55,891,387	64,117,656	16,029,414	17,357,512	8%

	FY 16-17 Actual	FY 17-18 Budget	Q1 Budget	Q1 Actual	Variance
Summary of Expenditures					
Salary & Benefits	20,174,865	28,620,934	7,155,234	5,116,877	-28%
Other Personal Services	1,617,699	2,157,285	539,321	652,110	21%
General Expense	19,204,421	15,833,739	3,958,435	3,244,864	-18%
Capital Expenditures	5,832,587	14,426,830	3,606,708	5,238	-100%
Total Expenditures	46,829,572	61,038,788	15,259,697	9,019,089	-41%



Q1 Operating Budget (by Division)

	FY 16-17 Actual	FY 17-18 Budget	Q1 Budget	Q1 Actual	Variance
Board of Trustees	22,897	36,125	9,031	375	-96%
Office of the President	581,623	828,217	207,054	219,035	6%
Academic Affairs	14,596,500	23,982,282	5,995,571	3,779,807	-37%
Finance & Admin	17,273,531	17,602,217	4,400,554	4,257,477	-3%
Advancement	3,878,465	3,406,414	851,604	590,703	-31%
General Counsel	716,679	756,703	189,176	166,454	-12%
Central	9,759,877	14,426,830	3,606,708	5,238	-100%
Total	46,829,572	61,038,788	15,259,697	9,019,089	-41%

Summary

- **Revenue growth continues to outpace expenditure growth**
- **Investments continue to grow along with carryforward, unrestricted and auxiliary fund balances**
- **Net position remains strong**
- **We are performing well on all key performance indicators**
- **Revenue for Q1 is strong and we are operating within our approved budgeted expenditures**

AGENDA ITEM: X

**Florida Polytechnic University
Board of Trustees
December 6, 2017**

Finance and Facilities Committee

Subject: HOK Rendering of Applied Research Center

Proposed Committee Action

No action required. Information only.

Background Information

HOK will provide the committee the renderings of the Applied Research Center. HOK is a global design, architecture, engineering and planning firm. The HOK mission is, “To deliver exceptional design ideas and solutions for our clients through the creative blending of human need, environmental stewardship, value creation, science and art.”

Supporting Documentation:

N/A

Prepared by:

Mark Mroczowski, CFO and Vice President