



FLORIDA POLYTECHNIC  
UNIVERSITY

## Board of Trustees Meeting

Wednesday, December 11, 2019

10:30 AM - 12:00 PM

*Or upon conclusion of the Board Workshop*

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

Dial-In Number: 415-655-0001 | Access Code: 311 912 466#

---

Don Wilson, Chair  
Dr. Victoria Astley  
Ryan Perez  
Dr. Adrienne Perry  
Gary C. Wendt

Cliff Otto, Vice Chair  
Rear Admiral Philip Dur  
Frank Martin  
Dr. Louis Saco

Mark Bostick  
Dr. W. Earl Sasser  
Henry McCance  
Bob Stork

---

### AGENDA

- |   |   |
|---|---|
| I. Call to Order  | Don Wilson, Chair                                   |
| II. Roll Call   | Kristen Wharton                                     |
| III. Public Comment   | Don Wilson, Chair                                   |
| IV. Chairman's Remarks  | Don Wilson, Chair                                   |
| V. President's Remarks  | Randy K. Avent, President                           |
| VI. <a href="#">Mental Health on Campus Presentation</a>  | Dr. Kathryn Miller<br>Vice Provost, Student Affairs |
| VII. <a href="#">Revised Legislative Budget Request: University of Distinction</a><br>*Action Required* | Randy K. Avent, President                           |
| VIII. <a href="#">Advancement Report</a>  | Kathy Bowman<br>Vice President, Advancement         |
| IX. Consent Agenda<br>*Action Required*   | Don Wilson, Chair                                   |
| A. Finance & Facilities Committee   |   |

1. [Approval of Revised Carry Forward Budget for Previously Unbudgeted Costs](#)
2. [Approval of Revision to Regulation FPU-4.003 Special Fees, Fines and Charges](#)
3. [Approval of Regulation FPU-1.0033 Unmanned Aircraft Systems \(UAS\) and Model Aircraft](#)
4. [Approval of Foundation Board Appointments](#)

B. Board of Trustees

1. [Approve September 11, 2019 Board of Trustees Meeting Minutes](#)

X. Committee Reports

A. Academic and Student Affairs Committee

Don Wilson

B. [Governance Committee](#)

Rear Admiral Philip Dur

*\*Action Required\**

1. President's Evaluation Instrument (*if passed in committee*)

C. Finance & Facilities Committee

Frank T. Martin

D. Strategic Planning Committee

Mark Bostick

E. Audit & Compliance Committee

Gary C. Wendt

XI. Faculty Presentation

Dr. Youssif Al-Nashif, Associate Professor, Department of Computer Science and Department of Electrical & Computer Engineering

XII. Student Introduction

TBA

XIII. [Board of Trustees Meetings](#)

Don Wilson, Chair

*\*Action Required\**

- February 25-26, 2020
- May 19-20, 2020
- September 8-9, 2020
- **December 8-9, 2020 (new)**
- February 16-17, 2021
- May 18-19, 2021
- September 14-15, 2021
- December 7-8, 2021

XIV. [Board of Governors' Meetings](#)

Don Wilson, Chair

- January 29-30, 2020 (FSU, Tallahassee)
- March 24-25, 2020 (USF, Tampa)

- May 5, 2020 (Conference Call)
- June 23-25, 2020 (UCF, Orlando)
- September 16-17, 2020 (UWF, Pensacola)
- October 6-7, 2020 Facilities Committee, Budget and Finance Committee Workshops (USF, Tampa)
- November 4-5, 2020 (UNF, Jacksonville)

XV. Closing Remarks and Adjournment

Don Wilson, Chair

Florida Polytechnic University  
Academic and Student Affairs Committee  
Board of Trustees  
December 11, 2019

**Subject: Mental Health Update**

---

**Proposed Committee Action**

Information only – no action required.

**Background Information**

The December 2019 Mental Health Update provides an overview of mental health services at Florida Polytechnic University, including the University's commitment to a healthy campus, on-campus counseling services, and the Campus CARE program.

---

**Supporting Documentation:** N/A

**Prepared by:** Dr. Kathryn Miller



**FLORIDA POLYTECHNIC**  
UNIVERSITY

## **Mental Health Update**

**Dr. Kathryn Miller**

**December 11, 2019**



# Outline

- Healthy Campus
- On-Campus Services
- Mental Health Services Model
- Campus CARE Program
  - Student Access
  - Student Support
    - [Floridapoly.edu/report](http://Floridapoly.edu/report)
    - Student of Concern
    - Office of Disability Services
- Healthy Campus
  - Oak Grove
  - Food Pantry
  - Intramurals
  - SDC
  - Residential Life

# Healthy Campus

---

Mental health is a real and significant issue on campuses across the nation, including Florida Poly.

We have taken significant steps to create a campus culture of mental health awareness and support, with an overall focus on well-being.

# On-Campus Services

- Florida Poly has a contract with Bay Care which provides licensed counselors on campus throughout the week.
- Florida Poly has a contract with Lakeland Regional Health which provides health clinic services on campus throughout the week.

# Mental Health Service Model

- **In the summer of 2018, we switched service models.**

The University moved to the Campus CARE Program model:

- *Offers a broader scope of support and mental health services on campus.*
- *Provides students with access to a network of mental health professionals who have diverse expertise and experience.*

# Campus CARE Program: Student Access

- **An on-campus Case Manager**
- **On-campus licensed mental health professionals**
  - Consistency in service
- **24/7 Access to professional counselors by phone**
- **Access to a network of off-campus licensed mental health professionals**
- **Scalability of service**
  - Increased service available at times of increased demand

# Campus Care Program: Student Support

- **Campus CARE Team**

The CARE Team (Crisis-Assessment-Referral-Evaluation) provides guidance and assistance to students who are experiencing crisis, displaying odd or unusual behaviors, or engaging in other behaviors that may be perceived as being harmful (either to the student individually or to others). The CARE team accepts referrals and responds to identified concerns for a student's health, welfare, and safety.

## **CARE Team Members:**

1. CARE Manager
2. Assistant Director Residential Life
3. Assistant General Counsel
4. Associate Director Student Success and Retention
5. Chief of Police
6. Director of Student Development
7. Title IX & ADA Coordinator
8. University Ombudsperson
9. Vice Provost Student Affairs

## Report a Concerning Behavior

Students, employees, and community members are encouraged to use the online referral form to report behavior that they perceive as concerning, worrisome, or threatening. For information on what is meant by concerning behavior, visit the [Health & Wellness webpage](#) and review information on when to refer a student.

REPORT A CONCERNING BEHAVIOR

## Report Sexual Misconduct

Sexual misconduct includes, sexual assault, sexual harassment, intimate partner violence (dating violence and domestic violence), or stalking behaviors. The [Title IX Office](#) works to address these concerns. To report sexual misconduct, please use the online reporting form.

REPORT SEXUAL MISCONDUCT

## Report Non-Academic Misconduct (Student Code of Conduct)

Non-academic violations are behaviors that include, but are not limited to, alcohol, disorderly conduct, drugs, hazing, harassment, physical violence, or other violations of university policies, regulations, or rules. To report non-academic misconduct, please use online reporting form.

REPORT NON-ACADEMIC MISCONDUCT



# Student of Concern



## Help ✕

---

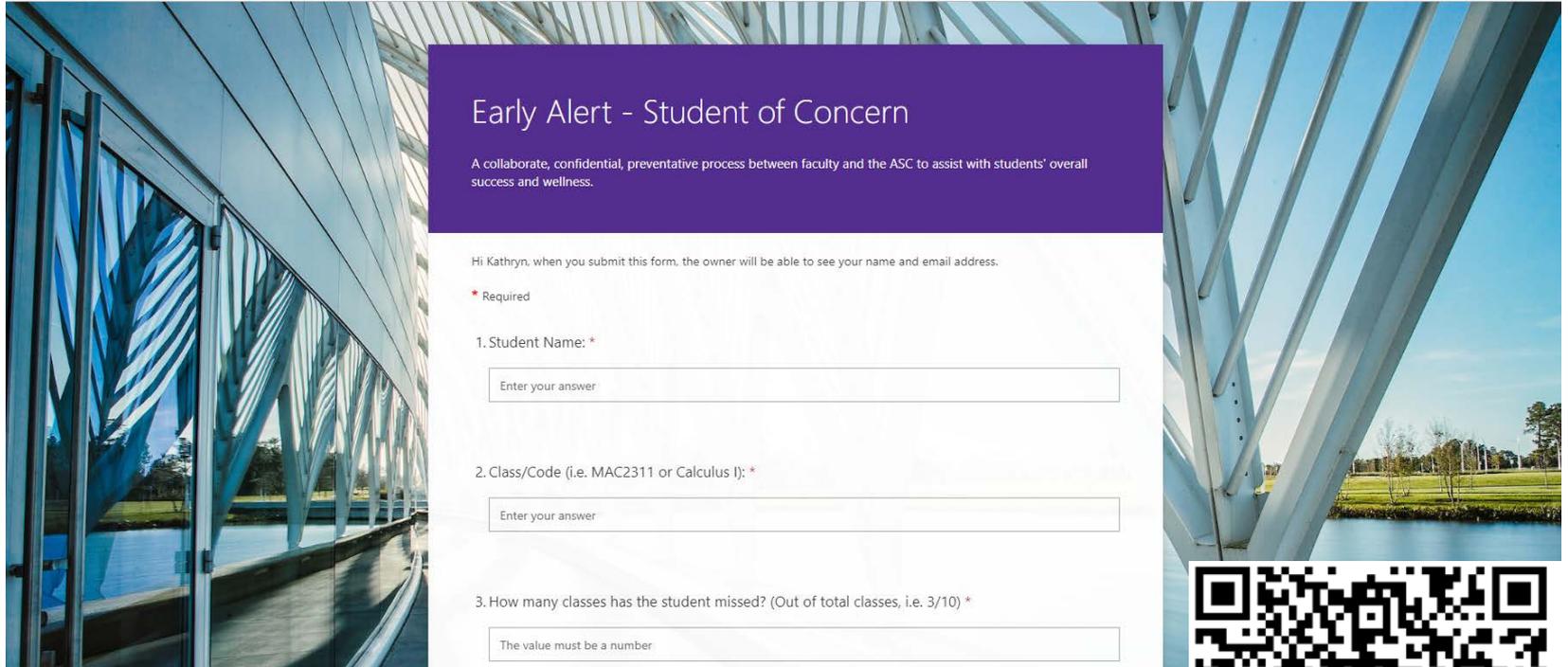
-  **Account**  
Call the Poly Helpdesk  
Call the Helpdesk using your computer and a headset.
-  **Admin**  
**Ask Your Instructor a Question**  
Questions are submitted to your instructor
-  **Dashboard**  
**Student of Concern Form**  
A collaborate, confidential, preventative process between faculty and the ASC to assist with students' overall success and wellness.
-  **Courses**  
**Search the Canvas Guides**  
Find answers to common questions
-  **Calendar**  
**Ask the Community**  
Get help from a Canvas expert
-  **Inbox**  
**Canvas Support Hotline (Students)**  
+1-855-782-2991
-  **Commons**  
**Canvas Support Hotline (Faculty)**  
+1-833-433-1890
-  **Help**  
**Chat with Canvas Support (Faculty)**  
Live chat with Canvas Support!
- Chat with Canvas Support (Students)**  
Live chat with Canvas Support!
- Report a Problem**  
If Canvas misbehaves, tell us about it
- Submit a Feature Idea**  
Have an idea to improve Canvas?

---

[Customize this menu](#)

←

# Student of Concern



## Early Alert - Student of Concern

A collaborate, confidential, preventative process between faculty and the ASC to assist with students' overall success and wellness.

Hi Kathryn, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Student Name: \*

2. Class/Code (i.e. MAC2311 or Calculus I): \*

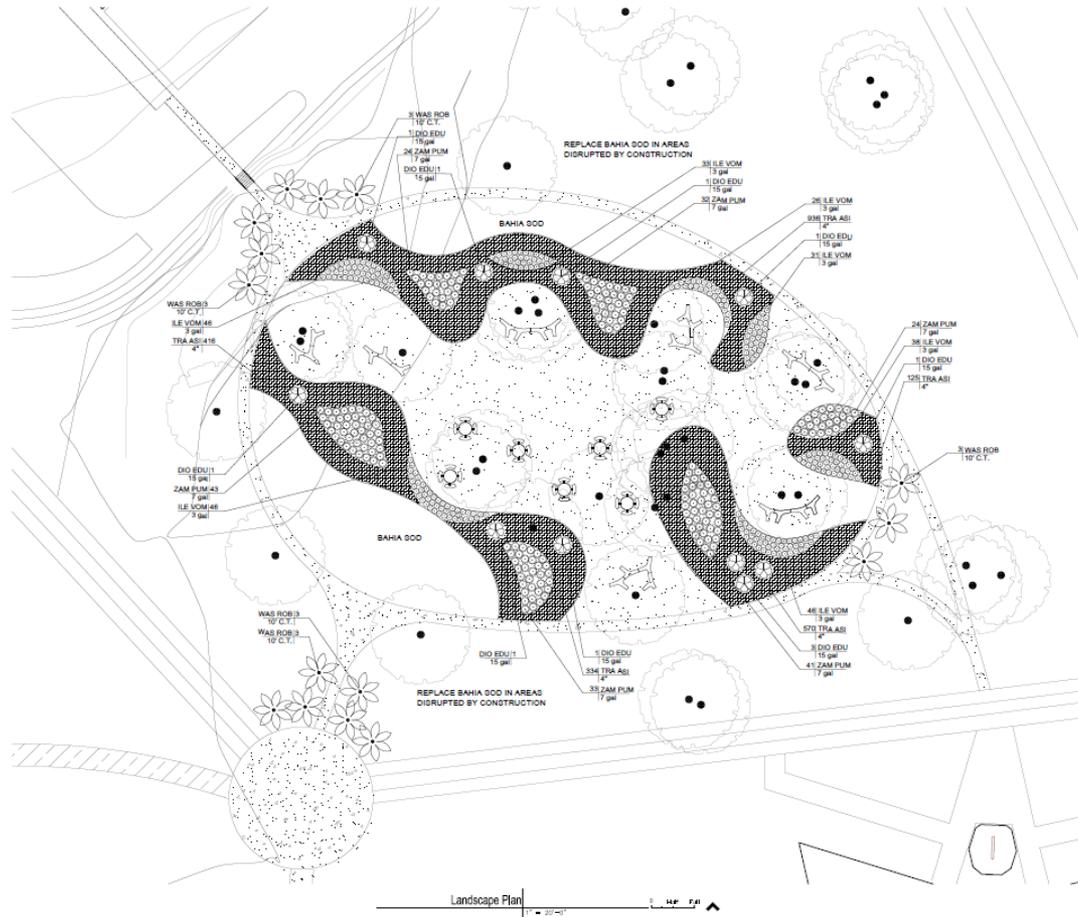
3. How many classes has the student missed? (Out of total classes, i.e. 3/10) \*



## Full Time Success Coach Hired for Office of Disability Services March 2018

- Success Coach, Disability Services is a Licensed Mental Health Counselor
- Interactive ODS process
- On-campus ODS Student Transportation System
- Testing Center
- Over 100 current students registered with ODS

# Healthy Campus: Oak Grove



# Healthy Campus: Food Pantry

- ASC East
- Donations welcome



 **STUDENT PANTRY**  
AT FLORIDA POLY

The food pantry helps support students with health and wellness by offering students food and toiletries at no cost. The food pantry is available and **FREE** to all Florida Poly students.

 ACADEMIC SUCCESS CENTER EAST	 NO COST ITEMS	 MONDAY-FRIDAY 9 A.M. - 5 P.M.*
--	---	--

\*No appointment necessary. If it's after hours students can contact our campus police to gain access to the food pantry at any time.



FLORIDAPOLY

# Healthy Campus: Intramurals



# Healthy Campus: SDC



- **Campus Partner, Vestcor**
- **Coastal Ridge—Leasing, Building Management**
- **Florida Poly--Residential Life**
  - Campus Safety Net
  - Philosophy
  - Training

# FL Poly Proud!



**Florida Polytechnic University  
Board of Trustees  
December 11, 2019**

**Subject: Revised Legislative Budget Request**

---

**Proposed Board of Trustees Action**

Recommend approval of the revised 2020-2021 Legislative Budget Request.

**Background Information**

At its May 2019 meeting, the BOT approved the 2020-2021 Legislative Budget Request (LBR) for \$2 million in operational funding. In August of this year, the BOG unveiled a new approach to the LBR process. The timeframe to respond to the request did not allow the BOT to approve the revised LBR formally before submission to the BOG.

Called the Universities of Distinction program, each university, which is not a preeminent university, has to identify a program that could be among the best in the country. The university must then list funding needed to support program, along with metrics, and detail how the university will use the funds.

---

**Supporting Documentation:** 2020-2021 University of Distinction Revised Legislative Budget Request PowerPoint

**Prepared by:** Randy K. Avent, President



**FLORIDA POLYTECHNIC**  
UNIVERSITY

# **Revised Legislative Budget Request: University of Distinction**

**Randy K. Avent**  
**11 December 2019**



# Pillars of Excellence Program

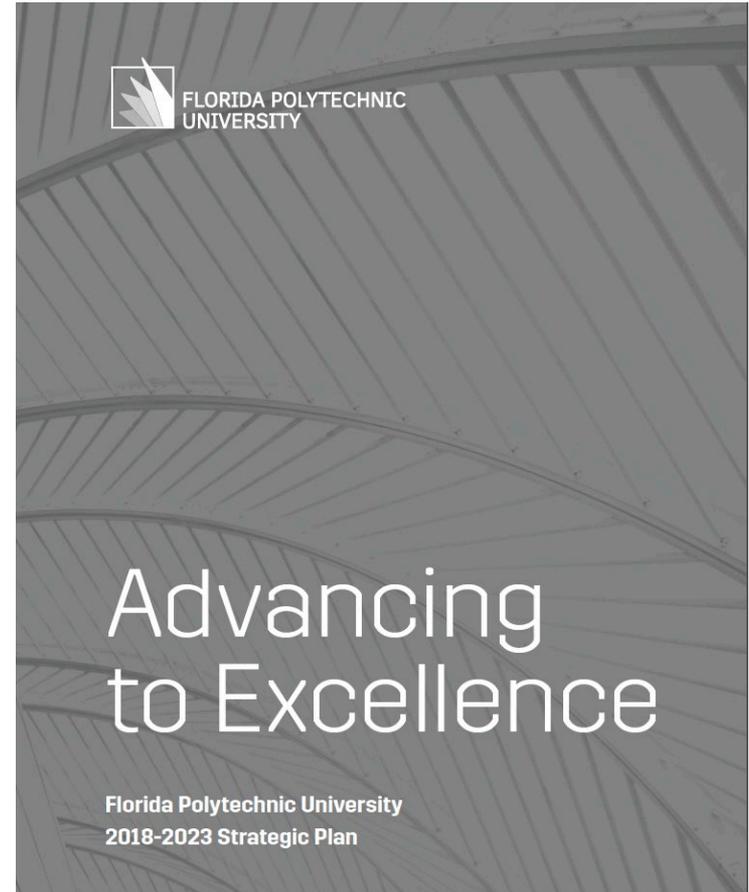
- **Introduced by the BOG as a path for national recognition**
  - Provides mechanisms for non-preeminent universities to identify an existing core program capable of reaching national or state excellence
  - Provides another funding mechanism in addition to the recurring base and performance-based funding
- **Project Sunrise and Florida Chamber 2030 identified Autonomous Vehicles, Virtual Reality, 3D printing, robotics, Internet of Things and AI as the fastest growing technology verticals**
  - Strong alignment with our programs
  - Estimated that 55,000-80,000 STEM jobs in Florida are unfilled each month
  - Highlighted that Florida is 38<sup>th</sup> in the nation for STEM degree production
- **Florida Poly's Engineering Program of Distinction proposal provides a plan for becoming one of the top 15 engineering schools without a doctorate degree within five years**

# Core Elements

- **Quality with growth over the next five years**
  - Increase student quality while growing enrollment to 2000 with 400 annual graduates through continued scholarships
  - Add a minimum of two new degree programs
  - Increase faculty by 25 in strategic areas aligned with targeted verticals
  - Enhance student services to improve academic progression rate and 4-year graduation rate
- **Funding request was for \$3.0mm in FY2020-21 growing to \$8.5mm in four years**
- **Proposal replaces original LBR for \$2.0mm increase to our base budget**

# Strategic Alignment

- **Goal 1: Enroll a high-quality and diverse incoming class**
- **Goal 2: Grow a faculty body committed to excellence**
- **Goal 4: Grow the number of academic programs in strategic disciplines**
- **Goal 6: Help students achieve academic goals**
- **Goal 7: Build essential skills in communications, leadership, design and business**
- **Goal 8: Embed projects in a sustainable manner to enhance professional development**
- **Goal 9: Support students through work experience programs and career opportunities**



# Return on Investment

- **Florida Poly's economic impact recently calculated by Dr. Rick Harper**
  - Current annual impact calculated as \$161mm in GDP, \$98mm in labor income and almost \$290mm in overall sales
  - Created 2,350 jobs
  - Average salary in Florida is \$46,155 while the average salary for Florida Poly's occupations is \$82,254
  - Average Florida Poly graduate can expect to earn an additional \$13 for every dollar they invested, average across the system is just \$4.10
- **For an investment of \$8.5mm the return is**
  - \$23.5mm annually in GDP due to operations, capital expenditures and student spending
  - \$22mm annually in labor income

# Five-Year Outcome Metrics

- **Four-year graduation rates increase from 37% to 50%**
- **Academic Progress Rate increases from 76% to 90%**
- **Freshman in top 10% of high school class goes to 32%**
- **Percent Bachelor's graduates enrolled or employed to 85%**
- **Median wages of Bachelor's graduates employed full time to \$65,000**
- **Headcount enrollment to 2000**
- **Bachelor's degrees awarded to 400**

# Summary

- **Proposal presented with goal of becoming a top 15 engineering program without a doctoral degree**
- **Proposal was for \$3.0mm the first year growing to \$8.5mm within five years**
- **BoG approved \$2.0mm to build the distinguished student body while withholding \$1.0mm for student success measures**
- **Funding allocations to PBF and Pillars to be decided by legislature**
- **University recommends the BOT vote to approve this revised 2020-21 Legislative Budget Request (LBR)**



**FLORIDA POLYTECHNIC**  
UNIVERSITY

## **Advancement**

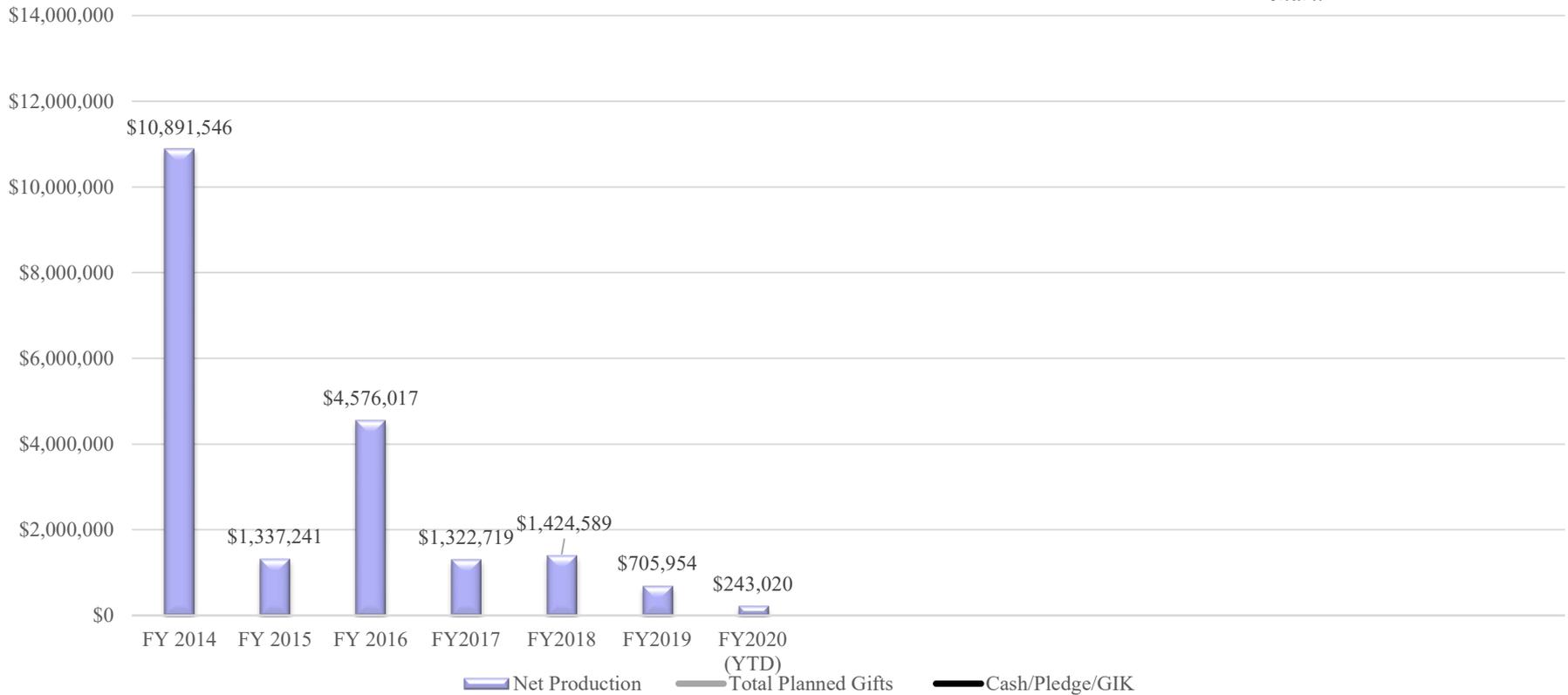
**Kathy Bowman, VP Advancement**

**December 11, 2019**

# Foundation Historical Giving

## Giving History FY2014- FY2020

*Prior to FY2020 – planned gifts were not tracked for this chart.*



# Foundation Operations

## Software

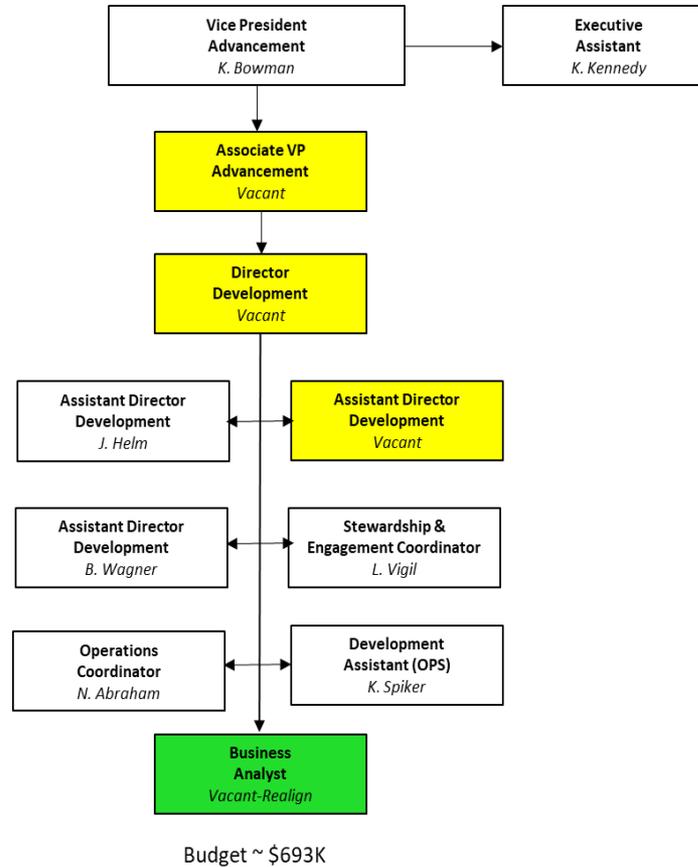
### Currently using Salesforce

- **Analysis**
  - Reporting for Advancement not using best practices
  - Multiple software interfacing to create reports for Advancement
  - Not intuitive for Advancement purpose
- **Solution**
  - Migrate to Raiser's Edge
  - Gold standard in Advancement
  - 35+ Florida Educational Institutions currently using Raiser's Edge
  - Budget neutral

## Professional Development

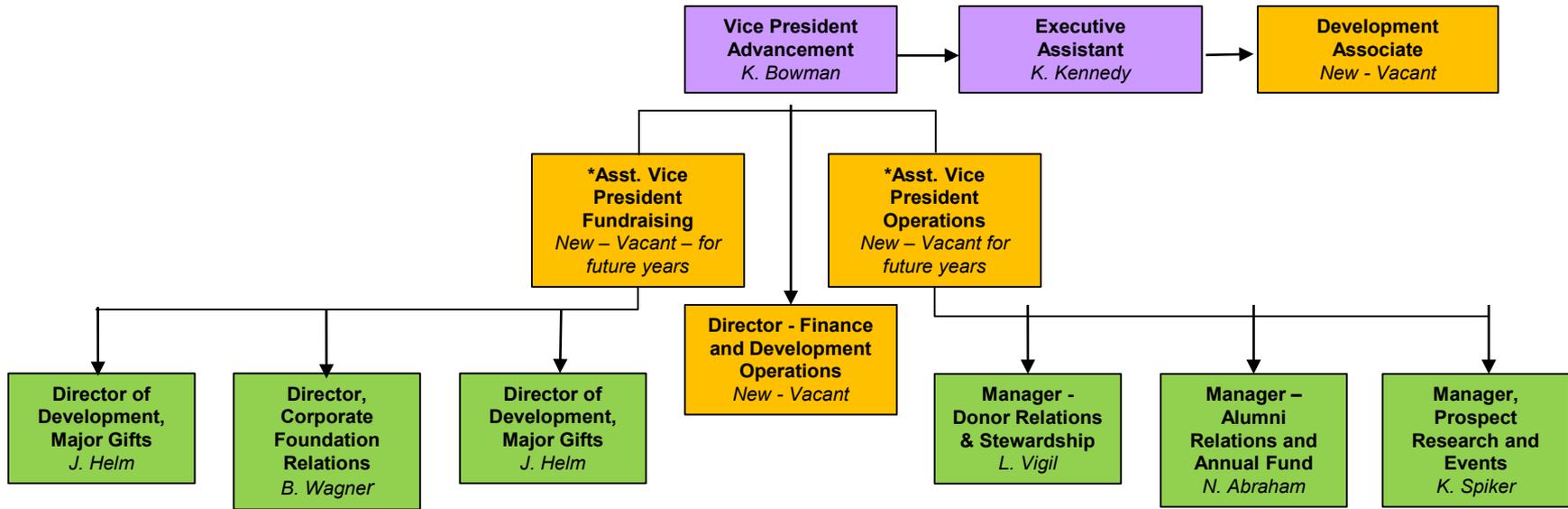
- **Academic Impressions**
  - Cloud-based training platform for Advancement
  - Completed since September:
    - Fundraising Essentials Series:
      - Making the Cold Call
      - Making the Ask
      - Perfecting Moves Management
      - Outreach, Qualification, Visits & the Ask
    - Advancement 101: A six-part series:
      - Alumni Relations
      - Annual Giving
      - Major Gifts
      - Donor Relations
      - Planned Giving
      - Advancement Services

# Previous Foundation Infrastructure



**LEGEND:**  
 New/Vacant Position  
 Realignment

# Future Foundation Infrastructure



Budget ~\$694K for all existing and Director of Finance/Development Operations + Development Associate  
 \*AVP positions require future budget approval

**LEGEND:**  
 New/Vacant Position  
 Realignment  
 No Change

Florida Polytechnic University  
Board of Trustees  
December 10, 2019

**Subject: 2019-20 University Amended Carryforward Budget**

---

**Proposed Action**

Approve the following additions totaling \$115,403 to the University's Carryforward Budgets for the 2019-2020 fiscal year:

- |  |          |
|--|----------|
| • Replace a broken window in the IST building -        | \$38,000 |
| • Enhance the blue light (emergency) poles on campus - | \$40,000 |
| • Enhance the Wi-Fi coverage at the IST building -     | \$37,403 |

**Background Information**

Mark Mroczkowski, Vice President and Chief Financial Officer will provide the Committee with an update of the following:

- Updated 2019-2020 fiscal year Carryforward spend plan
- 

**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Mark Mroczkowski, Vice President and CFO

Florida Polytechnic University  
Board of Trustees  
December 11, 2019

**Subject: Revisions to Regulation FPU-4.003 Special Fees, Fines, and Charges.**

---

**Proposed Action**

Approve the proposed revisions to University Regulation FPU-4.003 Special Fees, Fines, and Charges.

**Background Information**

University Regulation FPU-4.003 Special Fees, Fines, and Charges provides the amounts for various fees fines and charges, including a convenience fee. Currently, the convenience fee is set at 2.3% of the transaction amount on each web-originated financial transaction when the payment is made by credit card, charge card, or debit card. The regulation is being revised to remove the reference to 2.3%, as the percentage charged by the payment processor may fluctuate.

If the revisions are approved, the convenience fee assessed will be the actual amount imposed by the payment processor and will not be greater than the transaction cost for accepting such payments.

A student making a web-originated financial transaction is given notice of the amount of the convenience fee prior to the completion of the financial transaction, so the student may discontinue the transaction and pay via a different method to avoid the convenience fee. Students who pay by check or who pay by credit card in person at the Student Business Services office are not charged a convenience fee.

As required by Section 1009.24(20), Florida Statutes, the notice of amendment for this regulation was posted on the University's website on October 20, 2019; the notice was emailed to all students on November 4, 2019; and the notice was issued in a press release on November 6, 2019.

---

**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Melaine Schmiz, Assistant General Counsel

Florida Polytechnic University  
Board of Trustees  
December 11, 2019

**Subject: FPU-1.0033 Unmanned Aerial Systems (“Drone”) Regulation**

---

**Proposed Action**

Approve proposed Regulation FPU-1.0033 Unmanned Aircraft Systems (UAS)/Model Aircraft.

**Background Information**

University, faculty and staff regularly wish to fly Unmanned Aircraft Systems (UAS) (colloquially “drones”) over the campus for research and educational purposes. University Relations often seeks to fly UAS, or commission others to fly UAS for creating communications and marketing pieces. Further, the University regularly receives requests to use UAS, colloquially referred to as drones on our campus, for commercial purposes, in part due to our iconic campus and facilities. University Police and Facilities and Safety Services may also use UAS to further their respective responsibilities. Finally, both students and local residents often want to fly UAS as a hobby, taking advantage of the Federal Aviation Authority’s permission to allow hobbyist drone use.

Due to competing demands for University airspace, the need to ensure safety and risk management, and to notify UAS users that we are in an airport’s airspace (Fantasy of Flight), the University seeks to establish this regulation. The regulation would apply to the University community as well as visitors and the public. The regulation would establish a committee to govern UAS use and would ensure permissions and insurances are obtained as needed.

---

**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** David J. Brunell, Assistant General Counsel  
John Trecastelli, Director, Facilities and Safety Services

Florida Polytechnic University  
Board of Trustees  
December 10, 2019

**Subject:** Approval of Foundation Board Appointments

---

**Proposed Action**

Approve the following nominees to a two-year term to the Florida Polytechnic University Foundation, Inc. Board of Directors:

- Ryan Perez
- Travis Hills

**Background Information**

These nominees were unanimously approved by the Foundation Nomination Committee and Foundation Board of Directors during a meeting held on September 27, 2019. This matter now comes before the Board of Trustees for confirmation.

---

**Supporting Documentation:** Please see supporting documentation under "Finance & Facilities Committee"

**Prepared by:** Kathy Bowman, VP of Advancement and CEO, Florida Polytechnic University Foundation

Florida Polytechnic University  
Board of Trustees

**Board of Trustees Meeting**

**DRAFT MEETING MINUTES**

**Wednesday, September 11, 2019**

**2:00-3:30 p.m.**

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

I. Call to Order

Chair Don Wilson called the Board of Trustees meeting to order at 2:00 p.m.

II. Roll Call

Kris Wharton called the roll: Chair Don Wilson, Vice Chair Cliff Otto, Trustee Mark Bostick, Trustee Ryan Perez, Trustee Frank Martin, Trustee Henry McCance, Trustee Victoria Astley, Trustee Bob Stork, Trustee Dick Hallion, Trustee Adrienne Perry, and Trustee Gary Wendt were present (Quorum).

Staff present: President Randy Avent, Provost Terry Parker, Mr. Mark Mroczkowski, Ms. Gina Delulio, Ms. Kathy Bowman, Mr. Rick Maxey, Mrs. Kris Wharton, Mr. David Calhoun, Ms. Kathy Mizereck, Ms. Michele Rush, Mrs. Kim Abels, and Mr. David Blanton were present.

III. Public Comment

There were three requests received for public comment. Dr. Patrick Luck addressed the Academic and Student Affairs Committee Report, Dr. Christina Drake addressed the Audit and Compliance Committee Report, and Mr. Marshall Ogletree addressed the Executive Committee Report.

Chair Wilson responded with brief, personal comments, stating his support of and confidence in the President and Provost.

IV. Chairman's Remarks

Chair Wilson recognized and expressed appreciation to the Provost and faculty on achieving ABET accreditation; he applauded the achievement of the admissions team for meeting enrollment goals; and he shared that President Avent and Trustee Mark Bostick were listed as two of Florida's most influential business leaders according to Florida Trend's "Florida 500" list.

V. President's Remarks

President Randy Avent commented on several achievements that occurred over the summer, including the improvements to the outdoor space between Student Development Center and Wellness Center; the addition of 16 new offices in the Saddle Creek Logistics Commons; the successful one-year reopener of the Collective Bargaining Agreement (CBA); the progress on the new website design; the hiring of Kathy

Bowman, Vice President of Advancement; the successful revision to the Accountability plan; the Applied Research Center (ARC) groundbreaking; and the soon-to-be-released Board of Trustees monthly communique “Board Briefs”, and new trustee flipped orientation.

Chair Wilson led a discussion on Board meeting format. Trustee Martin recommended holding all committee meetings and deriving a consent agenda at the end of day one, then holding the Workshop and full Board meeting the morning of day two. This general concept seemed favorable to the group and Board staff will work on a draft schedule to send out for further consideration.

#### VI. Consent Agenda

Chair Don Wilson read the list of items on the consent agenda:

- A. Governance Committee
  - 1. Approve Fourth Amended & Restated By-laws revision
  - 2. Approve Regulation FPU-2.005 Admission of International Students
- B. Finance & Facilities Committee
  - 1. Approve University Policy FPU-7.0001P Electronic Funds Transfer
- C. Board of Trustees
  - 1. Approve May 22, 2019 Board of Trustees Meeting Minutes

**Trustee Philip Dur made a motion to approve the Consent Agenda as presented. Trustee Frank Martin seconded the motion; a vote was taken, and the motion passed unanimously.**

#### VII. Performance Based Funding BOT Choice Metric

President Avent stated based on the discussion held the Academic and Student Affairs meeting, “percent of incoming distinguished FTIC students” is the metric he recommends. It is consistent with the University’s mission and is one the institution can improve on every year. Trustee Adrienne Perry asked if this metric conflicts with the goal of attracting minority students. President Avent stated the University has a program in place that will allow both goals to be achieved. Provost Terry Parker shared the institution has 29% of students who receive Pell grants, and that there will be plenty of opportunity to meet the diversity targets that are important to Florida Poly.

**Trustee Philip Dur made a motion to approve the “percent of incoming distinguished First Time in College (FTIC) students” as the Board of Trustees Choice Metric for Performance Based Funding. Trustee Cliff Otto seconded the motion; a vote was taken, and the motion passed with all trustees approving the metric except for Trustee Victoria Astley.**

#### VIII. Committee Reports

##### A. Executive Committee Report

Chair Don Wilson reported the Florida Polytechnic University Executive Committee met on August 12, 2019 and considered two items:

The Board of Governors reviewed the University’s Accountability Plan at its June meeting. They did not accept the report at that time and asked that the University revise the plan to address their concerns and bring it back for their review after getting the Board of Trustees to approve the changes. Chair

Wilson acknowledged the work of Provost Parker and his team in revising the Accountability Plan which was approved by the Executive Committee on August 12, then approved by the Board of Governors on August 28.

Chair Wilson stated the amendment to the Collective Bargaining Agreement (CBA) was also approved by the Executive Committee on August 12.

Vice Chair Cliff Otto commended the work of President Avent, Provost Parker, and staff who revised the Accountability Report over the summer, noting the report was well received by the Board of Governors.

Of note to trustees: following each Executive Committee meeting, minutes will be sent to all members of the Board of Trustees for their review.

#### B. Governance Committee Report

Committee Chair Philip Dur stated the Committee was provided with documentation memorializing President Avent's requested waiver of the 3.5% increase in his base salary.

The Committee also reviewed the existing process for the evaluation of the President and recommends some revisions to the timeline and process in order to have the evaluation process completed when the Board addresses the renewal of the President's Employment Agreement.

**The Committee recommended the Board approve the proposed process and timeline as stated in the Governance Committee and Board agenda items. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

Additionally, the Committee reviewed a draft of the evaluation instrument for the 2019-20 evaluation of the President. The Committee will continue to discuss the topic and will bring recommendations to the full board at a future meeting.

Proposed changes to the Bylaws were reviewed and unanimously approved. The adoption of the Fourth Amended and Restated Bylaws was approved as part of the Consent Agenda.

#### C. Academic & Student Affairs Committee Report

Committee Chair Dick Hallion stated the Committee heard a detailed report from Provost Parker and they recommend the following:

**The Committee recommended the Board approve the updated plan for the Applied Research Center (ARC). Trustee Frank Martin seconded the motion; a vote was taken, and the motion passed unanimously.**

**The Committee recommended the Board approve the Textbook Affordability Report. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

The Committee also recommends approval of Regulation FPU-2.005 Admission of International Students, which was approved in this meeting's Consent Agenda.

#### D. Finance & Facilities Committee Report

Committee Chair Frank Martin stated the Committee received the 4th Quarter Financial Review of the University's and the Foundation's financial results for the quarter ended June 30, 2019. Additionally, there are several items that require action by the Board:

**The Committee recommended the Board approve the University resources in the amount of \$188,467.50 used by the Foundation for 2018-2019. Trustee Cliff Otto seconded the motion; a vote was taken, and the motion passed unanimously.**

**The Committee recommended the Board approve the amended Carry Forward and Fixed Capital Outlay budgets. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

The Committee reviewed and recommended approval of two new contracts over \$500,000:

**The Committee recommended the Board approve the Skanska construction management contract and the Guaranteed Maximum Price (GMP) construction proposal for the Applied Research Center (ARC) in the amount of \$8.2M. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.**

**The Committee recommended the Board approve the Compass Group, USA, Inc (Chartwells) contract in the amount of \$7.2M. Trustee Dick Hallion seconded the motion; a vote was taken, and the motion passed unanimously.**

#### E. Strategic Planning Committee Report

Committee Chair Mark Bostick stated his committee has two items to bring to the Board for approval:

The Committee reviewed a request to approve a resolution that would authorize the University to partner with a Research and Development Authority that may be established by the Polk County Board of Commissioners. The Authority would serve as the entity that would lead development of a research park on land around Florida Poly. After creation by the Board of County Commissioners, approval would be sought from the Board of Governors to finalize the establishment of the Research Development Authority.

**The Committee recommended approval of the resolution that would authorize the University to partner with a Research Development Authority created by the Polk County Board of Commissioners. Trustee Bob Stork seconded the motion; a vote was taken, and the motion passed unanimously.**

The Committee also reviewed the 2019 Equity Report which gives a snapshot of the diversity on campus among the students, faculty and staff. The report is required by Board of Governors regulation and is compiled in a system-wide view of diversity within Florida's public universities. The committee discussed some of the challenges that the institution faces and the need to continue working to have a diverse campus.

**The Committee recommended approval of the 2019 Equity Report. Trustee Adrienne Perry seconded the motion; a vote was taken, and the motion passed unanimously.**

#### F. Audit & Compliance Committee Report

Committee Chair Gary Wendt stated the Committee heard an update on Audit and Compliance activities, and has three items to bring to the Board for approval:

The Chief Compliance Office (CCO) presented the Annual Report summarizing both University audit and compliance activities for the 2018-19 fiscal year.

**The Committee recommended approval of University Audit and Compliance Annual Report FYE 6/30/19. Trustee Adrienne Perry seconded the motion; a vote was taken, and the motion passed unanimously.**

The Chief Audit Executive (CAE) presented the annual risk assessment and activity plan outlining his proposed work which will focus on five items.

**The Committee recommended approval of University Audit Risk Assessment/Activity Plan FYE 6/30/20. Trustee Dick Hallion seconded the motion; a vote was taken, and the motion passed unanimously.**

The Chief Audit Executive (CAE) presented the audit of Americans with Disability Act (ADA) and Office of Disability Services (ODS) audit which included five audit observations. None of the observations were deemed to be high risk and follow-up will be performed to ensure that appropriate corrective action was taken with respect to the five audit observations.

**The Committee recommended approval of UAC Report 2020-02: Audit of Americans with Disability Act and Office of Disability Services. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

Committee Chair Wendt shared that the Board of Governors hired Crowe, LLP, to perform an independent assessment of controls at each of the 12 state universities. Additionally, Committee Chair Wendt stated he will work on a process for trustees to obtain answers and information regarding critical legal items that are presented to them by University staff.

IX. Board of Trustees Meeting Calendar

Chair Wilson reviewed the Board of Trustees meeting calendar, which now includes meeting dates for 2021. The next Board meeting will be held on December 11, 2019.

**Trustee Mark Bostick made a motion to approve the Board of Trustees meeting calendar through 2021 as presented. Trustee Philip Dur seconded the motion; a vote was taken, and the motion passed unanimously.**

X. Board of Governors' Meetings

Chair Wilson reviewed upcoming Board of Governors' meetings and encouraged trustees to attend, particularly the Trustee Summit on October 29, 2019, in Gainesville, FL.

XI. Faculty Presentation

Dr. Arman Sargolzaei, Assistant Professor, Electrical Engineering, stated he is proud to work at Florida Poly and enjoys the fast-paced work in his department. He shared his proposal to research safety and security in autonomous vehicles, which has just received funding from the National Science Foundation (NSF).

XII. Student Presentation

James Holland, senior undergraduate student at Florida Poly, gave a presentation on the impact of research on his life as well as his research work with Dr. Sargolzaei on autonomous vehicles.

XII. Economic Impact Study

Mr. Rick Harper from Economic Consulting Services, Inc., shared his findings on the economic impact of Florida Polytechnic University. He explained the job market, tax revenues, job growth prospects, return on investment metrics, occupations in the institution's core market, and how he sees the job market evolving in the future. The economic impact of the University is substantial. A final report will be released soon and will include a one-page summary.

XIV. Closing Remarks and Adjournment

Trustee Perry commended those who worked to make the 2019 spring Commencement successful. She recommends the University communicate the positive work of our faculty and students via audio-visual means while the audience is sitting and waiting for the ceremony to begin.

With no further comments, the meeting adjourned at 3:30 p.m.

**Florida Polytechnic University  
Board of Trustees  
December 10, 2019**

**Subject: Evaluation Instrument Review**

---

**Proposed Action**

Approve revisions to the draft evaluation instrument and evaluation process (if passed in committee).

**Background Information**

The Committee has been discussing the Evaluation Instrument related to the President's annual evaluation at the past two meetings.

- a. The Committee discussed the appropriate number of options should be provided for scoring the President on each of the goals- currently there are three- Exceeds Expectation, Meets Expectation and Below Expectation. The Committee determined that they would like to have five options.
- b. The Committee asked staff to research the wording used at the other SUS institutions for the options. The information on wording for the options used at other SUS institutions is provided in the chart in the supporting documentation.
- c. The Committee also discussed the weighting to be given to each option and whether the weighting should be varied when the goal was a goal was one in which the expectations could not be exceeded as the numerical outcome of the trustees' responses would be used to determine the outcome of the evaluation and possibly be used to determine the President's bonus. The Committee did not reach a conclusion.

---

**Supporting Documentation:** Please see supporting documentation under "Governance Committee"

**Prepared by:** Regina DeLulio, General Counsel

Florida Polytechnic University  
Board of Trustees

**2020-2021**  
**Board of Trustees**  
**MEETING CALENDAR**

- February 25-26, 2020
- May 19-20, 2020
- September 8-9, 2020
- December 8-9, 2020
- February 16-17, 2021
- May 18-19, 2021
- September 14-15, 2021
- December 7-8, 2021

Florida Polytechnic University  
Board of Trustees

**2020-2021**  
**Board of Governors**  
**MEETING CALENDAR**

**2020**

- January 29-30, 2020 (*Florida State University, Tallahassee*)
- March 25-26, 2020 (*USF, Tampa*)
- June 23-25, 2020 (*UCF, Orlando*)
- September 16-17, 2020 (*University of West Florida, Pensacola*)
- October 6-7, 2020 Facilities Committee and Budget and Finance Committee Workshops (*USF, Tampa*)
- November 4-5, 2020 (*University of North Florida, Jacksonville*)

**2021**

- January 20-21, 2021 (*NCF, Sarasota*)
- March 24-25, 2021 (*FAMU, Tallahassee*)
- June 22-24, 2021 (*USF, Tampa*)
- September 1-2, 2021 (*FAU, Boca Raton*)
- October 7, 2021 Facilities Committee; Budget & Finance Committee (*FGCU, Ft. Myers*)
- November 3-4, 2021 (*FIU, Miami*)