

BOARD OF TRUSTEES

Board of Trustees Meeting Agenda

Thursday, February 16, 2023
8:30 a.m. – 11:45 a.m.

Florida Polytechnic University
Applied Research Center & via WebEx

Dial in: 1-415-655-0001 | Access code: 2425 699 8125#

MEMBERS

Cliff Otto, Chair	Beth Kigel, Vice Chair	Mark Bostick
Dr. Laine Powell	Gary C. Wendt	Bob Stork
Melia Rodriguez	Dr. David Williams	Dr. Susan LeFrancois
Lyn Stanfield	Dr. Narendra Kini	

AGENDA

- | | | |
|-------|--|--|
| I. | Call to Order | Cliff Otto, Chair |
| II. | Roll Call | Kristen Wharton |
| III. | Public Comment | Cliff Otto |
| IV. | Board of Trustees Work Plan FY23 | Cliff Otto |
| V. | Student Presentation: An Overview of the 2023 Florida Polytechnic Micro-Gravity Research Project | Student Capstone Team
Dr. Younggil Park |
| VI. | Chairman's Remarks | Cliff Otto |
| VII. | President's Remarks | Dr. Randy K. Avent
President |
| VIII. | Discussion: 2023-2028 Strategic Plan | Dr. Randy Avent |
| IX. | Consent Agenda
Action Required | Cliff Otto |
| | A. Governance, Audit, and Compliance Committee | |
| | 1. Approve the PBF Data Integrity Audit and Data Integrity Certification | |
| | B. Academic & Student Affairs Committee | |
| | 1. Approve the Academic Calendars (AY+1 and AY+2) | |
| | 2. Approve Civil Engineering degree | |
| | 3. Approve Industrial Engineering degree | |
| | 4. Approve Graduate Student Tuition Waiver | |

C. Finance and Facilities Committee

1. Approve the Gary C. Wendt Engineering Building (Engineering Building 1) Project
2. Approve the re-appointment of Cindy Alexander to the University Foundation Board
3. Approve the re-appointment of Todd Baylis to the University Foundation Board

CI. Board of Trustees

1. Approve [minutes from 10/18/22](#) (*creation of student housing system*)
2. Approve [minutes from 11/15/22](#) (*regular Board meeting*)
3. Approve [minutes from 11/16/22](#) (*annual Board Retreat*)
4. Approve [minutes from 12/8/22](#) (*student housing system amending resolution*)

X. [Committee Reports](#)

Cliff Otto
Committee Chairs

A. Governance, Audit, and Compliance Committee

Action Required

Mark Bostick,
Committee Chair

1. Approve the revised Resolution on Powers and Duties of the President
2. Approve the Fifth Amended and Restated University Board of Trustees Bylaws

B. Academic and Student Affairs Committee

Dr. David Williams,
Committee Chair

C. Finance and Facilities Committee

Beth Kigel,
Committee Chair

D. Strategic Planning Committee

Gary Wendt,
Committee Chair

XI. [Board of Trustees Meeting Schedule](#)

Action Required

Cliff Otto

XII. [Board of Governors Meeting Schedule](#)

Cliff Otto

XIII. Closing Remarks and Adjournment

Cliff Otto

**Florida Polytechnic University
Board of Trustees
February 16, 2023**

Subject: 2022-2024 Board of Trustees Work Plan

Proposed Action

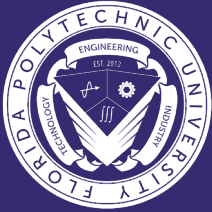
Review only. No action required.

Background Information

Chair Cliff Otto will review the Committee's 2022-2024 Work Plan.

Supporting Documentation: Board of Trustees Work Plan 2022-2024

Prepared by: Kristen Wharton, Assistant Secretary, University Board of Trustees



BOT Annual Work Plan 2022-2023

Board of Trustees Work Plan 2022-2023

STRATEGIC PRIORITIES

The following are strategic priorities which will be frequently discussed throughout the year:

- Strategic Plan 2023-2028
- Student Housing
- Performance Based Funding (PBF)
- Enrollment Growth
- New Academic Programs (if proposed)
- Campus and Extended Campus Growth
- Diversity, Equity, and Inclusion

SEPTEMBER

- Discussion of Strategic Priorities
- Board of Trustees FY23 Work Plan (*review and approve*)
- Board Committee 2022-2024 Charters (*review and approve*)
- Annual Review and Endorsement of Statement of Free Expression (*review and approve*)
- Civil Discourse Initiatives: Review and Endorse Statement of Free Expression (*review and approve*)
- Civil Discourse Initiatives: Receive committee reports on initial review of current student orientation programs, student codes of conduct, and employee policies and procedures (*review only*)
- SB 7044: Postsecondary Education: New Accreditor Requirements (*review and approve*)
- HB 7: Individual Freedom Addendum (*review only*)
- Academic and Workforce Alignment (*review only*)
- Annual Financial Statements FY22 (University and Foundation) (*review only*)
- Fixed Capital Outlay Budget FY23 (*review and approve*)
- Education & General (E&G) Carryforward Spending Plan FY23 (*review and approve*)
- Florida Equity Report FY22 (*review and approve*)
- Regulations and Policies (*review and approve as needed*)
- *Engagement: University Faculty*

NOVEMBER

- Annual Board of Trustees Retreat
- Discussion of Strategic Priorities
- Annual Ethics Agreement Reviewed and Signed
- President's Annual Evaluation FY22 (*review and approve*)
- Presidential Employment Agreement Amendment (*review and approve*)
- President's Compensation Review (*review and approve*)
- Annual Report on Advanced Mobility Institute (AMI) (*review and approve*)
- Annual Report on FIPR Institute (*review and approve*)
- Five-Year Review on FIPR Institute (*review and approve*)
- Regulations and Policies (*review and approve as needed*)
- *Engagement: event with industry and major donors*

FEBRUARY

- Discussion of Strategic Priorities
- Regulations and Policies *(review and approve as needed)*
- *Engagement: University Students*

APRIL

- University Accountability Plan FY23 *(review and approve)*

JUNE

- Discussion of Strategic Priorities
- Civil Discourse Initiatives: Receive committee reports on annual review of current student orientatio programs, student codes of conduct, and employee policies and procedures *(review only)*
- President's Operational Goals FY24 *(review and approve)*
- University Operating Budget FY24 *(review and approve)*
- Capital Improvement Plan (CIP) FY25 *(review and approve)*
- Legislative Operating Budget Request (LBR) FY25 *(review and approve)*
- Performance Based Funding (PBF) Metrics: June 2023 *(review only)*
- President's 360 Review Discussion
- Regulations and Policies *(review and approve as needed)*
- *Engagement: event with University Foundation Board of Directors*

**Florida Polytechnic University
Board of Trustees
February 16, 2023**

Subject: Student Presentation: An Overview of the 2023 Florida Polytechnic Micro-Gravity Research Project

Proposed Board Action

No action. Information only.

Background Information

The premise of this presentation and goal of this research project is to gain insight on the development of a drop-vessel capable of reproducing a micro-gravity environment within its payload bay. Producing such a vessel within a reasonable budget and designing a recovery system that will allow for multiple runs are just some of the challenges this project will overcome. The team has gone through the systematic modeling of the vehicle dynamics and propulsion requirements necessary to achieve the desired microgravity environment. Multiple stages of proof of concept and physical prototyping have occurred throughout the subsystems and will continue to evolve up until the official drop date. This has been and will continue to be an opportunity to show intuitive design and creative problem solving.

We are very excited to showcase our work and share the unique challenges this project has brought us.

Supporting Documentation: N/A

Prepared by:

Ryan Maldonado (ME)* Dr. Younggil Park, Associate Professor, Mechanical Engineering
Patrick Cole (ME)*
Connor Tomihiro (ME)
Jaleel Padin (ME)
Joshua Levy (CS)*
Ethan Marshall (CS)
Vincent Nguyen (CS)
U-Gene Yang (CS)
Matthew Doyon(CE)
Bobby Theodosiadis (EE)*
Garret Fiddler (EE)
Joseph Pusateri (EP)

**Today's presenters*

Florida Polytechnic University

Board of Trustees

February 16, 2023

Subject: Consent Agenda

Proposed Board Action

Approve the consent agenda.

Each of the following items comes before the Board with unanimous approval from the respective Committees, and, as such, there is no need for a second.

A. Governance, Audit, and Compliance Committee

1. Approve the PBF Data Integrity Audit and Data Integrity Certification

B. Academic & Student Affairs Committee

1. Approve the Academic Calendar (AY+1 and AY+2)
2. Approve Civil Engineering degree
3. Approve Industrial Engineering degree
4. Approve Graduate Student Tuition Waiver
5. Approve the Student Success Plan Status Report

C. Finance and Facilities Committee

1. Approve the Gary C. Wendt Engineering Building (Engineering Building 1) Project
2. Approve the re-appointment of Cindy Alexander to the University Foundation Board
3. Approve the re-appointment of Todd Baylis to the University Foundation Board

D. Board of Trustees

1. Approve minutes from 10/18/22 (creation of student housing system)
2. Approve minutes from 11/15/22 (regular Board meeting)
3. Approve minutes from 11/16/22 (annual Board Retreat)
4. Approve minutes from 12/8/22 (student housing system amending resolution)

Background Information

For additional information about any of the items listed above, please see that committee's meeting materials.

Supporting Documentation:

1. October 18, 2022 Board of Trustees Meeting Minutes
2. November 15, 2022 Board of Trustees Meeting Minutes
3. November 16, 2022 Board of Trustees Retreat Minutes
4. December 8, 2022 Board of Trustees Meeting Minutes

Prepared by: Kristen Wharton, Assistant Secretary, University Board of Trustees



Board of Trustees Meeting Minutes

DRAFT MEETING MINUTES

**October 18, 2022
3:00 PM – 5:00 PM**

Florida Polytechnic University WEBEX TELE-CONFERENCE MEETING

I. Call to Order

Vice Chair Beth Kigel called the meeting to order at 3:00 p.m.

II. Roll Call

Kristen Wharton called the roll: Vice Chair Beth Kigel, Trustee Susan LeFrancois, Trustee Melia Rodriguez, Trustee Narendra Kini, Trustee Mark Bostick, Trustee Lyn Stanfield, Trustee Bob Stork, and Trustee Gary Wendt were present (Quorum).

Trustees not present: Chair Cliff Otto, Trustee Laine Powell

Staff present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, Kathy Bowman, David Blanton, Mike Dieckmann, David Fugett, Alex Landback, Melaine Schmiz, and Kristen Wharton were present.

Others present: Brad Noyes and Brenden Kollar, Brailsford & Dunlavey

III. Public Comment

There were no requests received for public comment.

IV. Student Housing

Dr. Allen Bottorff welcomed the Division of Bond Finance as the newest partners to come alongside of Florida Poly to help provide financing for the student housing project. He also stated today he will ask for Board approval of the Florida Poly Housing System as well as a resolution for issuance of bonds and recommendation to the Board of Governors of the University's housing system and bond issuance.

Brad Noyes, from Brailsford & Dunlavey, began the presentation by reviewing project goals, including the University's desire to retain greater control over its housing operation to meet enrollment, retention, and student success goals; to acquire Phase 2 Housing; and to create the necessary beds to meet student demand.

The University has selected Capstone Development Partners as the Developer of the project, who brings with them an integrated team for the design, construction, and maintenance of the project. Operation functions will be shared with Florida Poly.

Noyes reviewed the site of the project, determined by the Developer to be a cost-effective location, giving the University a real "quad" for the first time. This location is also consistent with the Campus Master Plan (CMP). Noyes shared exterior design images which meet Florida

Poly's design standards, as well as internal floor plan configurations. Bottorff stated that the project's budget is on target.

The purchase price of Phase 2 is \$27.2M (\$50.5k/bed) as negotiated in the existing ground lease for Phase 2. The cost for Phase 3 is \$40.8M (\$94.9k/bed). Total financing costs equal \$6M (\$6.2k/bed) which will then create an estimated Internal Rate of Return (IRR) from the Division of Bond Finance of 9.8%. Bottorff added the \$6M for financing costs includes \$4.2M of capitalized interest for 18 months.

Noyes reviewed the project schedule and noted that activity is currently on schedule for a Phase 2 acquisition in summer 2023 and opening of Phase 3 housing in August 2024.

Trustee Gary Wendt asked why the site for Phase 3 housing site was selected. Bottorff responded the University wants to co-locate this five-story structure with the other two five-story dormitories to help create a quad. It also preserves the pond-edge for lower height buildings. President Randy Avent added this was a long-term decision and that the University will use all of the existing campus space and beyond in the future.

Bottorff proceeded to review the updated deal structure, covering ownership, development, and operations and management. He stated Florida Poly will maintain ownership of the land and asset; the housing will be financed through the state's Division of Bond Finance; and that Florida Poly will receive all net cash flows from the new housing system. Capstone will deliver the newly constructed Phase 3 and will manage design and construction, guaranteeing on-time and on-budget delivery. Once Phase 3 opens, Florida Poly will provide leasing, residence life, and other services, while Capstone will provide custodial, maintenance, and asset management services.

Key project outcomes include both campus life and fiscal impacts. Florida Poly will increase its on-campus bed capacity by 430 beds by the fall of 2024, as well as own Phases 2 and 3, creating a new housing financial system that supports the operation of multiple assets. As a result, the University will have more control of rental rates and cash flow after debt proceeds.

Bottorff reviewed the debt coverage ratio (DCR) requirements of Florida Poly's internal policies, and those of the Board of Governors guidelines, which state any bonded elements must have a minimum of a 1.2 DCR. This means the net operating revenue generated by the project must be 20% more than the bond payment or the debt service that the University has to pay on an annualized basis. This 1.2 DCR is important to ensure the system stays healthy and the University meets its debt service. Bottorff continued reviewing the financial system model in greater detail including a minimum increase to Phase 2 rates by 7% in FY 2023-24, then a minimum average system rate increase of 4% in FY 2024-25, followed by a minimum average system rate increase of 3.5% in FY 2025-26, and a minimum 3% thereafter beginning FY 2026-27. These increases are required to achieve and maintain the required DCR and build the system.

Trustee Wendt inquired about the remedies in case the University defaults. Noyes responded if the University underperforms for more than one year and violates the DCR, the public bond holders can conduct an independent study to determine how the University could improve overall performance. If the University continues to systematically underperform, then they could repossess the improvements; however, their goal is to see the University succeed.

Trustee Wendt also asked if the University will be required to go through a new process of raising money if the owner of Phase 1 wants to sell some day. Bottorff responded in the affirmative, as well as for any additional phases of student housing; however, the housing system will already be established, making the process easier in the future as a performing asset in place.

Bottorff continued the presentation by reviewing the rental rates for the various types of on-campus housing units, as well as the actual and projected off-campus cost of living per bed for comparison. The University's proposed rates will be comparable to off-campus housing.

Trustee Melia Rodriguez inquired if the amenities in the proposed Phase 3 units will be the same style as Phase 2 units, or if they will contain full kitchens. Brenden Kollar reviewed the amenities in the proposed semi-suite and full suite units. Semi-suite hotel-like with bedroom and bathroom but no kitchen facilities. Full suite is a junior apartment with a living area and, in some cases, a small kitchenette. Trustee Rodriguez expressed concern some students will still be attracted to off-campus housing for lack of a kitchen or kitchenette in the on-campus units. President Avent responded by clarifying the on-campus rental rates are comparable even with the required purchase of a meal plan, because the rental lease is only for nine-months, and a student would not necessarily incur the cost of transportation.

Trustee Wendt asked if the proposed rental increases are because of expected increases in operating costs. Bottorff responded the increase of 7% for Phase 2 in fall 2023 is needed for Florida Poly get to the 1.2 DCR by that third year. This projected schedule shows where the average rates need to be in order for the University to make the model work. Bottorff also stated these rate increases are comparable with other universities in the State University System (SUS).

Bottorff finished the presentation by reviewing the project timeline.

A motion was made by Trustee Melia Rodriguez to approve the creation of the Florida Poly Student Housing System ("FL Poly Housing System"). Within this recommendation is approval of the request to the State University System of Florida Board of Governors ("BOG") for approval of the FL Poly Housing System and an accompanying resolution to authorize the issuance of tax-exempt bonds to finance its acquisition and construction. Trustee Gary Wendt seconded the motion; a vote was taken, and the motion passed unanimously.

V. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 3:40 p.m.



Board of Trustees Meeting Minutes

DRAFT MEETING MINUTES

**November 15, 2022
2:30 PM – 3:30 PM**

Florida Polytechnic University Applied Research Center and via WebEx

I. Call to Order

Chair Cliff Otto called the meeting to order at 3:00 p.m.

II. Roll Call

Kristen Wharton called the roll: Chair Cliff Otto, Vice Chair Beth Kigel, Trustee Susan LeFrancois, Trustee Melia Rodriguez, Trustee Narendra Kini, Trustee Mark Bostick, Trustee Lyn Stanfield, Trustee Bob Stork, Trustee Laine Powell, and Trustee Gary Wendt were present (Quorum).

Staff present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, Kathy Bowman, David Blanton, Mike Dieckmann, David Fugett, Mustapha Achoubane, Alex Landback, Melaine Schmiz, and Kristen Wharton were present.

III. Public Comment

There were no requests received for public comment.

IV. Chairman's Remarks

Chair Otto declined to make remarks and moved forward to the next agenda item.

V. President's Remarks

President Randy Avent declined to make remarks and moved forward to the next agenda item.

VI. Board of Trustees Work Plan FY23

Chair Otto reviewed the Board of Trustees Work plan. There was no discussion on this item.

VII. Staff Presentation: International Strategy Elements

Mustapha Achoubane, Associate Director of International Relations, gave a presentation on Florida Poly's International Programs, including the Fulbright Program, Killam Fellowship, and other international collaborations in Brazil, Spain, Estonia, and Australia. Achoubane also reviewed two appointments to advisory committees and academic boards in other countries, and the Executive Leadership Initiative (ELI) which seeks to bring people together from higher education, industry, and the political realm. Creating these alliances will further Florida Polytechnic's reputation not only world-wide but will have direct impact on elements such as campus enrollment strategies and the University rating in the U.S. News & World Report (USNWR).

VIII. Consent Agenda

Chair Otto read the following list of items to be approved on the consent agenda:

- A. Governance, Audit, and Compliance Committee
 - 1. Approve the revised University Audit Risk Assessment and Audit Plan for FY23
 - 2. Approve FPU-1.015 Allegations of Fraud, Waste, Abuse, or Financial Mismanagement
- B. Academic & Student Affairs Committee
 - 1. Approve the FIPR Institute Annual Report
 - 2. Approve the Advanced Mobility Institute Annual Report
- C. Board of Trustees
 - 1. Approve the September 28, 2022, Board of Trustees Meeting Minutes

As each of the consent agenda items comes before the Board with unanimous approval from the respective Committees, there is no need for a second. A vote was taken, and the motion passed unanimously.

IX. Committee Reports

- A. Governance, Audit, and Compliance Committee

Committee Chair Mark Bostick reviewed the activity of the Committee which included an audit and compliance update from David Blanton. There have been no audit reports released since the prior Committee meeting; however, several audits are currently in progress – most notably the PBF audit and an external audit over Information Technology (IT) controls that is being conducted by the Auditor General. Additionally, the Foundation's financial audit is expected to be completed soon. The Board of Trustees just approved the revised University Audit Risk Assessment and Audit Plan for FY23 in the Consent Agenda.

Blanton discussed the Textbook Affordability Monitoring Report for Fall 2022. The University achieved compliance in posting at least 95% of textbooks for the Fall 2022 semester. Minor recommendations were noted to enhance compliance with the new textbook archiving requirements.

David Fugett, Florida Poly's new VP and General Counsel, presented an amendment to regulation FPU-1.015 Allegations of Fraud, Waste, Abuse or Financial Mismanagement which was approved in the Consent Agenda.

Trustee Bostick stated the Committee reviewed and discussed the composite of the Trustee's evaluations of the President's performance and recommends the composite be approved as the document reflecting the President's evaluation for fiscal year 2022. Chair Otto provided brief remarks on his conversation with BOG Chancellor Marshall Criser who stated the BOG has a high degree of confidence in President Avent.

The Committee unanimously recommends the Board of Trustees approve the "President's Annual Review, July 2021 to June 2022, Composite of the Trustees' Evaluations" as the document reflecting the President's evaluation for 2021-2022. As this recommendation comes before the Board with unanimous approval from the Governance, Audit, and Compliance Committee, there is no need for a second. A vote was taken, and the motion passed unanimously.

Trustee Bostick then opened the floor for discussion on the renewal of the president's employment agreement. Hearing no discussion, Chair Otto called for a vote.

The Committee unanimously recommends the Board of Trustees approve the renewal of President Randy Avent's appointment term for an additional year ending July 6, 2024, and to approve the Amendment #3 to the President's Employment Agreement. As this recommendation comes before the Board with unanimous approval from the Governance, Audit, and Compliance Committee, there is no need for a second. A vote was taken, and the motion passed unanimously.

At this time, President Avent excused himself from the room. Trustee Bostick led the Board of Trustees in a discussion about the president's compensation adjustments and performance compensation bonus. All trustees agreed with the Committee's recommendations.

The Committee unanimously recommends the Board of Trustees approve the President's compensation adjustment as follows:

- a. To award President Randy Avent a 3.5% increase to his base salary, and;**
- b. To award a performance compensation bonus in the amount of 28% of his current annual base salary**

As this recommendation comes before the Board with unanimous approval from the Governance, Audit, and Compliance Committee, there is no need for a second. A vote was taken, and the motion passed unanimously.

B. Academic and Student Affairs Committee

Committee Chair Narendra Kini stated the Academic and Student Affairs Committee considered three action items: approval of revisions for the Student Code of Conduct, and approval of both the Florida Industrial and Phosphate Research Institute (FIPR) and the Advanced Mobility Institute (AMI) financial reports. The Student Success Plan was also reviewed. Reasonable progress is being made on the 13 measures that must be met by March 2023.

Kini noted the Board should expect a formal proposal for a Civil Engineering degree and an Industrial Engineering degree in February 2023. The Board should also expect to see the beginnings of accreditation agency activity in its February meeting.

C. Finance and Facilities Committee

Committee Chair Beth Kigel stated the Committee received the University's financial results for the quarter ended September 30, 2022, and noted the University started fiscal year 2023 strong with an 8.27% increase in net position over last year – with a net position of \$203,323,986. The Committee also received an update on bad debt write-offs of student receivables in the amount of \$4,225.25 for six (6) students. The terms of attendance include spring 2015 through fall 2017.

The Committee received updates on the major campus construction projects, Advancement, the Foundation's financial results for the quarter ending September 30, 2022, and the annual review of actual uses of University personnel and property.

D. Strategic Planning Committee

Committee Chair Gary Wendt provided a brief report on the Strategic Planning Committee's discussions. There is one item for discussion and approval: revising the University's vision statement.

Chair Otto called for approval of the University's new vision statement which reads: "Florida Poly will be the academic leader in building Florida's technology-based economy." A vote was taken, and the motion passed unanimously.

X. Board of Governors' Chair Address

At this time, Board of Governors Chair Brian Lamb addressed the trustees via WebEx. Trustees had opportunity to ask questions pertaining to accreditation and the regulatory environment.

X. Board of Trustees Meeting Schedule

Chair Otto reminded trustees the next scheduled round of Committee meetings will be held virtually on February 8, 2023, and the full Board meeting in person on February 15 (*note: post-meeting this date changed to February 16*).

XI. Board of Governors Meeting Schedule

Chair Otto shared the next Board of Governors meeting will be held at Florida International University in Miami on January 24-25, 2023.

XII. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 3:56 p.m.



Board of Trustees Annual Retreat Meeting Minutes

DRAFT MEETING MINUTES

**Wednesday, November 16, 2022
8:30 AM – 12:00 PM**

**Florida Polytechnic University
Applied Research Center & via WebEx**

I. Call to Order

Chair Cliff Otto called the meeting to order at 8:33 a.m.

II. Roll Call

Kristen Wharton called the roll: Chair Cliff Otto, Vice Chair Beth Kigel, Trustee Susan LeFrancois, Trustee Melia Rodriguez, Trustee Laine Powell, Trustee Mark Bostick, Trustee Lyn Stanfield, Trustee Bob Stork, and Trustee Gary Wendt were present (Quorum).

Trustee not present: Trustee Narendra Kini

Staff present: President Randy Avent, Provost Terry Parker, Dr. Allen Bottorff, Kathy Bowman, David Blanton, Mike Dieckmann, David Fugett, Maggie Mariucci, Melaine Schmiz, and Kristen Wharton were present.

III. Public Comment

There were no requests received for public comment.

IV. Recognition of 2022 Ablaze Winners

President Randy Avent introduced the five winners of the 2022 Ablaze Awards. The Ablaze annual employee awards celebration recognizes the extraordinary professional contributions and quality service of our University staff and faculty and their integral role in advancing Florida Poly's mission. Chair Cliff Otto presented recognition on behalf of the Board of Trustees to Kelly Beall, Dara Griffis, Dr. Doga Demirel, Dr. Lisa Kames, and Laura Marrone, commending them for their service to their colleagues and to the students at the University.

V. Government Affairs 101

Lauren Mariano, Legislative Affairs Officer for Florida Poly, and Dave Shepp, one of Florida Poly's lobbyists from The Southern Group, presented on government affairs and the legislative process. They reviewed the incoming State Senate and House leadership and the members of the Polk Delegation. Based on gathered research, University priorities are still being formed for the coming legislative session; these priorities will be sent to trustees prior to the next Board meeting in February 2023. Maggie Mariucci also stated the University is refocused on brand awareness across the state.

Trustee Lyn Stanfield inquired if trustees can be given a list of talking points they can use when communicating with legislators in their sphere of influence. Mariucci responded her team will provide trustees with such a list so there is a unified message being communicated. Mariano will connect with each trustee to discuss their connections to elected officials, including relationships with members of the Board of Governors.

Trustee Laine Powell asked what else trustees can do to help outside of meeting with legislators. Mariano stated with 41 new freshmen in the House and 14 freshmen in the Senate, educating them about Florida Poly and how their decisions can impact the University is one of the best ways trustees can assist in 2022-2023.

Trustee Gary Wendt recommended the University's new vision statement be included in the talking points.

Mariucci responded to Trustee Beth Kigel's inquiry on messaging strategy by reviewing the three phases of research, writing, and disseminating the final message points to trustees. Research shows many elected officials are either still unaware of Florida Poly or they believe that the University is "expensive," which is a narrative that requires change.

VI. Florida Economic Update and Workforce Trends

David Gillespie, Executive Vice President, Florida Chamber Foundation, gave a presentation titled, "Securing Florida's Future – An Economic Update." He noted the four career areas showing promise of advanced wages and long-term resiliency, two of which are IT/Math and Architecture/Engineering. Gillespie stated Florida Poly directly contributes to the workforce talent pipeline as the state's only public university dedicated 100% to STEM.

Gillespie shared two ways for Florida Poly to become even more involved in building the state's economy: becoming a community development partner and participating in the Chamber's *Florida Technology and Innovation Solution Summit* held annually in August.

Trustee Stanfield asked how the Chamber engages with counties to address the root causes of poverty. Gillespie stated the Chamber is recruiting "zip code leaders" to identify businesses and organizations who will work together to identify and address the ten root causes within their zip code.

VII. Industry Partners Presentation

Lidia Vigil, Director of Corporate and Foundation Relations, and Dr. Matt Bohm, Director of Industry Engagement and Capstone Projects and Associate Professor, outlined Florida Poly's strategy for engaging corporate partnerships through various facets within the University. These include the Corporate Impact Network, and industry partnerships within academic affairs, such as career, internships, and other partnerships with a focus on Senior Capstone projects.

Donna Slyster, Senior Vice President and Chief Innovation Officer at Saddle Creek Logistics Services, and Mike Conroy, Project Manager at Florida Space Institute, two of the University's industry partners, shared about the success they have experienced working with Florida Poly students.

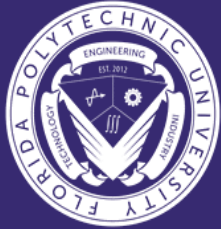
VIII. Amendment to President's Compensation

At this time, President Avent excused himself from the room. Chair Otto addressed the previous day's decision in the Board of Trustees meeting regarding President Avent's base

salary adjustment. While the Board of Trustees approved a 3.5% raise for President Avent, it may not have been clear that 3.5% is the *minimum* percentage required each year, and the Board can decide to give a higher percentage. As University staff received a 4.5% raise this year, Chair Otto proposed the Board consider awarding President Avent a 4.5% raise also. He noted that the president had waived any increase to his salary for the past two years. After brief discussion, trustees agreed to award President Avent with a 4.5% raise. **A motion was made by Trustee Melia Rodriguez to amend the Board of Trustees' motion approved on November 15, 2022, to award President Avent with a 3.5% increase to his base salary, and to award President Avent with a 4.5% increase to his base salary instead. Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

IX. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 11:45 a.m.



Board of Trustees Meeting Minutes

DRAFT MEETING MINUTES

**December 8, 2022
1:00 PM – 2:00 PM**

**Florida Polytechnic University
Virtual via WebEx**

I. Call to Order

Chair Cliff Otto called the meeting to order at 1:00 p.m.

II. Roll Call

Kristen Wharton called the roll: Chair Cliff Otto, Vice Chair Beth Kigel, Trustee Susan LeFrancois, Trustee Melia Rodriguez, Trustee Narendra Kini, Trustee Bob Stork, and Trustee Gary Wendt were present (Quorum).

Trustees not present: Trustee Lyn Stanfield, Trustee Laine Powell, Trustee Mark Bostick, Trustee David Williams

Staff present: Acting President - Provost Terry Parker, Dr. Allen Bottorff, Kathy Bowman, David Blanton, Mike Dieckmann, David Fugett, Alex Landback, Melaine Schmiz, Maggie Mariucci, David Calhoun, and Kristen Wharton were present.

Others present: Kevin Mara, Brailsford & Dunlavey

III. Public Comment

There were no requests received for public comment.

IV. Consent Agenda

The following item comes before the Board with unanimous approval from the Academic and Student Affairs Committee, and, as such, there is no need for a second:

- **Revised Regulation FPU-3.006 Student Code of Conduct**

A vote was taken, and the motion passed unanimously.

V. Florida Poly Student Housing System – Amending Resolution

Dr. Allen Bottorff and Kevin Mara from Brailsford and Dunlavey gave today's presentation.

Since the University received approval from the Board of Trustees in October to move forward with a housing system, the Fed raised interest rates 75 basis points (bps) and signaled that it may raise it again in the next two months. As a result, the 5% bond rate originally requested will likely not be met by the market when sold in late February 2023. After discussions with the Division of Bond Finance (DBF), Administration concluded the

conservative approach would be to request a 6% bond rate. With that in place, it is also prudent to fully fund a debt service reserve of \$2.8M and to hold bond insurance for the sale, at \$2.5M. In addition to the Federal interest rate context, in mid-November the University learned it is \$1.9M over budget in design development phase due to the continued market issues of logistics and supply chain as well as construction volatility due to a hot market. These two issues (rate increase and construction market) impact the financial model and results in an annual increase of \$838,000 to the stabilized debt service and creates a gap in net operating income of \$987,000. With additional student housing a critical issue for Florida Poly, multiple levers within the University's control were identified to help close that gap so the project can continue moving successfully forward. These primary levers include reducing the Phase 3 project budget, reducing operating expenses for the housing system, and increasing revenues to the system – through reasonable and cautious increases to rental rates.

Increasing the student housing rental rates would require up to 9% the first year (FY23) for the Phase II product and up to 4.5% in the following two years (FY24 and FY25) for both the Phase II and new Phase III product is one reasonable and cautious lever to close the revenue gap. The higher increase in the Phase II product, while in percentage may appear high, it closes the available price gap between similar Phase II and Phase III units – and brings the Phase II product to around \$100 less per month per similar unit in the new Phase III product. As Phase II is only six years old, this is a reasonable leveling of the cost between the two phases. Kevin Mara also reviewed rental rates at other SUS institutions for comparison and financial feasibility showing that these increases do not significantly step beyond the housing rate increases approved, or being consider, in the SUS.

Trustee Bob Stork asked if Bottorff has the rates and rate increases in terms of dollars versus percentages. He sought verification that Florida Poly's housing remains competitively priced. Bottorff confirmed the dollar amounts are comparable to both other SUS housing and the current market in Lakeland. Mara explained the local housing shortage is significant and will not improve for several years.

Trustee Melia Rodriguez stated a 9% increase is concerning as students already have issues affording on-campus housing. Mara reiterated the lack of affordable housing off-campus and referenced the survey of the student body where they were presented with similar rates; the majority of students responded they would live in on-campus housing at those rates.

Trustee Gary Wendt inquired who is the obligor on the bonds. Bottorff explained that as the University's financial partner, the state of Florida through the Division of Bond Finance (DBF) will issue the bonds but in Florida Poly's name. Wendt further asked what operating expenses would be cut. Bottorff replied the list includes items such as requiring the occupant to pay for renter's insurance instead of the University, eliminating double counts for security costs, postponing hiring of several positions, and using state insurance to reduce costs. Wendt asked if Bottorff believes there is enough demand for housing. Bottorff and Mara both responded in the affirmative, citing the ongoing lack of affordable housing off campus.

Trustee Beth Kigel asked given where the University stands with contingencies, what is Administration's comfort level moving forward. Bottorff responded Administration is comfortable reducing the contingencies based on where the project is in design and pricing.

Trustee Stork inquired if the University secured a lower rate of 5.6 or 5.8 percent, would Administration lower the 9% rate increase. Bottorff responded in the affirmative that the University would lower the rental cost for the student.

Trustee Narendra Kini asked what percentage of students may opt out or leave campus. Mara replied the projected capture rate is just over half of the student body when the dorm is delivered in 2024. That is an increase to 57% on campus residency. This projection is viable

since the University is delivering new housing into a housing scarce environment as Florida Poly enrolls more students; additionally, the University is offering a new unit type that does not exist on campus, giving access to different sectors of the student market.

Chair Otto asked about the implications in the event the projections are incorrect when the BOG convenes in January. Bottorff cited additional tools the University can use to bridge a gap, such as using institutional dollars and revisiting the CapEx and OpEx levers. If the bond rate rises above a 6%, to be able to generate the funds required for the project though, the University may need to consider putting a hold on the project.

Chair Otto stated he would prefer not to have a rental rate increase, however, due to uncontrollable circumstances with the Fed and the unavailability of affordable housing in Lakeland, he believes the Board would be acting irresponsibly if they did not move forward with increasing the supply of on-campus housing.

Trustee Wendt suggested the Board conduct one final review before making the financial commitment in late February.

A motion was made by Trustee Gary Wendt to approve the request to the State University System of Florida Board of Governors for approval of the Florida Poly Housing System amending resolution and appendices authorizing the issuance of tax-exempt bonds to finance the acquisition of Phase II student housing and construction of Phase III student housing. Included in this is approval of the accompanying rental rate increase schedule with an increase in Phase II rates up to 9% in FY23, an increase in Phase II and III rates up to 4.5% in FY24 and FY25, and up to 3% annual increases in Phase II and Phase III rates thereafter and as needed. Trustee Beth Kigel seconded the motion; a vote was taken, and the motion passed unanimously.

VI. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 1:45 p.m.

**Florida Polytechnic University
Board of Trustees
February 16, 2023**

Subject: Committee Reports

Proposed Board Action

Action required only in the Governance, Audit, and Compliance Committee report.

Background Information

The following committees' Chairs will give a verbal report of the committee's activities:

1. Governance, Audit, and Compliance Committee
 - *Action Required*
 - A. Approve the revised Resolution on Powers and Duties of the President
 - B. Approve the Fifth Amended and Restated University Board of Trustees Bylaws
2. Academic & Student Affairs Committee
3. Finance and Facilities Committee
4. Strategic Planning Committee

For additional information about any of the items listed above, please see that committee's meeting materials.

Supporting Documentation: N/A

Prepared by: Kristen Wharton, Assistant Secretary, University Board of Trustees

**Florida Polytechnic University
Board of Trustees
February 16, 2023**

Subject: Board of Trustees 2022-2023 Meeting Calendar

Proposed Board Action

Approve the revised Board of Trustees meeting calendar for 2022-2023.

Background Information

The 2022-2023 Board of Trustees meeting schedule was approved in May 2022; however, the Board of Governors scheduled their committee meetings on September 20, 2023 – the same day as our scheduled committee meetings. We propose moving our September committee meetings to Thursday, September 21, 2023, to remove the scheduling conflict.

Supporting Documentation: Revised Board of Trustees 2022-2023 Meeting Calendar

Prepared by: Kristen Wharton, Assistant Secretary, University Board of Trustees



2023 Meeting Schedule

2023

February

Wednesday, February 8: Committee Meetings (*virtual*)
Thursday, February 16: Full Board Meeting (*in-person*)
(Engagement: University Students)

April

Thursday, April 27: Academic & Student Affairs Committee (*to approve Accountability Plan (AP) only*) and brief Full Board Meeting (*to approve AP only*) (*virtual*)

June

Wednesday, June 7: Committee Meetings (*virtual*)
Wednesday, June 14: Full Board Meeting (*in-person*)
(Engagement: BOT/Foundation Board Gathering)

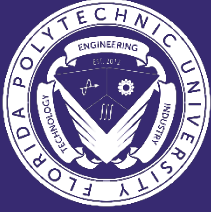
September

Wednesday, Sept 20: Committee Meetings (*virtual*)
Wednesday, Sept 27: Full Board Meeting (*in-person*)
(Engagement: University Faculty)

Commented [KW1]: Proposed date change to Thursday, September 21

November (Annual Board Retreat)

Wednesday, Nov 8: Committee Meetings (*virtual*)
Wednesday, Nov 15: Full Board Meeting & Annual Board Retreat (*in-person*)
(Engagement: Industry/Donor event, annual Board dinner)



2023 Meeting Schedule

Florida Board of Governors

2023

January 24-25:	Florida Gulf Coast University, Ft. Myers Florida International University, Miami
February 22:	Board of Governors Meeting via Conference Call
March 28-29:	FAMU, Tallahassee
May 10:	Board of Governors Meeting via Conference Call
June 20-22:	University of South Florida, Tampa
August 29-30:	University of Florida, Gainesville
September 20:	Board of Governors Committee Workshops New College of Florida, Sarasota
November 1-2:	Trustee Summit and Board of Governors Meeting University of Central Florida, Orlando