

BOARD OF TRUSTEES

Board of Trustees Meeting Agenda

REVISED 11.13.23

**November 15, 2023
12:15 PM – 1:15 PM**

**Florida Polytechnic University
Applied Research Center (ARC) and Virtual via Microsoft Teams**

Dial in: 1-863-225-2351 | Conference ID: 978 558 216#

MEMBERS

Cliff Otto, Chair	Beth Kigel, Vice Chair	Mark Bostick
Dr. Laine Powell	Lyn Stanfield	Dr. David Williams
Melia Rodriguez	Patrick Hagen	Dr. Ajeet Kaushik
Dr. Dorian Abbot	Dr. Sidney Theis	Ilya Shapiro
Jesse Panuccio		

AGENDA

- | | | |
|-------|---|--|
| I. | Call to Order | Cliff Otto, Chair |
| II. | Roll Call | Kristen Wharton
Corporate Secretary |
| III. | Public Comment | Cliff Otto |
| IV. | Recognition of Service: Trustee Bob Stork
Action Required | Cliff Otto |
| V. | Board of Trustees Work Plan FY24 | Cliff Otto |
| VI. | Chairman's Remarks | Cliff Otto |
| VII. | Presidential Search Committee Update | Beth Kigel, Board of
Trustees Vice Chair, and
Presidential Search
Committee Chair |
| VIII. | President's Remarks | Randy K. Avent,
President |
| IX. | Legislative Advocacy Plan: 2024 Session | Lauren Mariano,
Legislative Affairs Officer |
| X. | Consent Agenda
Action Required | Cliff Otto |

- A. Academic & Student Affairs Committee
 - 1. Approve the M.S. in Electrical and Computer Engineering Program
 - 2. Approve the Florida Industrial and Phosphate Research Institute (FIPR) Annual Report FY23
 - 3. Approve the Advanced Mobility Institute (AMI) Annual Report FY23
 - B. Finance & Facilities Committee
 - 1. Approve Vestcor Residence Hall I – AY25 Student Housing Rates
 - 2. Approve Main Campus - Parking Lot 5 Project
 - C. Board of Trustees
 - 1. Approve the September 27, 2023, Board of Trustees Meeting Minutes
- XI. [Committee Reports](#) Committee Chairs
- A. Governance, Audit, and Compliance Committee Mark Bostick,
Committee Chair
 - 1. Approve President’s Evaluation for 2022-2023
Action Required
 - 2. Approve President’s Compensation Adjustments
Action Required
 - B. Finance & Facilities Committee Beth Kigel,
Committee Chair
 - 1. Formal Board approval of the naming of the Barnett Applied Research Center
Action Required
 - C. Academic and Student Affairs Committee Dr. David Williams,
Committee Chair
- XII. [Presidential Search - Executive Compensation Analysis](#) Cliff Otto
Action Required
- XIII. [Board of Trustees Meeting Schedule](#) Cliff Otto
- XIV. [Board of Governors Meeting Schedule](#) Cliff Otto
- XV. Closing Remarks and Adjournment Cliff Otto

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: Recognition of Service: Trustee Bob Stork

Proposed Board Action

Approve Resolution 2023-003 in recognition and profound appreciation of distinguished service by Trustee Bob Stork.

Background Information

Trustee Stork will be recognized for his outstanding service on the Florida Polytechnic University Board of Trustees. His term ended on June 30, 2023.

Supporting Documentation: Resolution 2023-003 in Recognition of Trustee Bob Stork's Service on the Florida Polytechnic University Board of Trustees

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



FLORIDA POLYTECHNIC
UNIVERSITY

Board of Trustees Resolution

In Recognition and Profound Appreciation of Distinguished Service: Trustee Bob Stork

Whereas, Trustee Bob Stork was selected by the Governor of the State of Florida to serve on the inaugural Board of Trustees for Florida Polytechnic University, and;

Whereas, Trustee Stork served on the Florida Polytechnic University Board of Trustees from November 5, 2012 to July 30, 2023, and;

Whereas, Trustee Stork played a key role in establishing Florida's twelfth public university, and;

Whereas, Trustee Stork demonstrated his commitment to the mission of Florida Polytechnic University, and;

Whereas, Trustee Stork earned the respect of each members of the Board of Trustees for his willingness to share his insights with candor and diplomacy, and;

Whereas, Trustee Stork served with integrity and was held in very high esteem by his fellow trustees, and;

Whereas, Trustee Stork was always willing to advocate for Florida Polytechnic University seeking to enhance the stature of the university.

Now, therefore be it resolved that the Florida Polytechnic University Board of Trustees, at its regular board meeting on this 15th day of November, in the year 2023, does hereby unanimously commend Trustee Bob Stork for his unwavering support of and contributions to Florida Polytechnic University, and;

Be it further resolved that this resolution be included in the minutes of the meeting and a copy presented to Trustee Stork as a token of the Board's sincere appreciation.

Resolution adopted by the Florida Polytechnic University Board of Trustees on _____, 2023.

CLIFFORD K. OTTO, Chair

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: 2023-2024 Board of Trustees Work Plan

Proposed Action

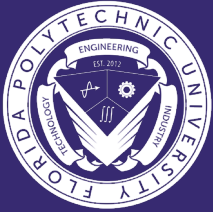
Review only. No action required.

Background Information

Chair Cliff Otto will review the Committee's 2023-2024 Work Plan.

Supporting Documentation: Board of Trustees Work Plan 2023-2024

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



BOT Annual Work Plan 2023-2024

Board of Trustees Work Plan 2023-2024

STRATEGIC PRIORITIES

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

- Presidential Search and Transition
- Student Housing
- Performance Based Funding (PBF)
- Enrollment Growth
- New Academic Programs (if proposed)
- Campus and Extended Campus Growth

SEPTEMBER

- Discussion of Strategic Priorities
- Board of Trustees FY24 Work Plan (*review and approve*)
- Annual Review and Endorsement of Statement of Free Expression (*review and approve*)
- Annual Financial Statements FY23(University and Foundation) (*review only*)
- Fixed Capital Outlay Budget FY24 (*review and approve*)
- Education & General (E&G) Carryforward Spending Plan FY24 (*review and approve*)
- Florida Equity Report FY23 (*review and approve*)
- Regulations and Policies (*review and approve as needed*)
- *Engagement: event with faculty*

NOVEMBER

- Annual Board of Trustees Retreat
- Discussion of Strategic Priorities
- Annual Ethics Agreement Reviewed and Signed
- Legislative Advocacy Plan for 2024 Session
- President's Annual Evaluation FY23 (*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*)
- 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: event with students*

APRIL

- University Accountability Plan FY24 *(review and approve)*

JUNE

- Discussion of Strategic Priorities
- Legislative Session Report on 2024 Session
- University Operating Budget FY25 *(review and approve)*
- Capital Improvement Plan (CIP) FY26 *(review and approve)*
- Legislative Operating Budget Request (LBR) FY26 *(review and approve)*
- Performance Based Funding (PBF) Metrics FY24 *(review only)*
- Board Officer Elections
- Regulations and Policies *(review and approve as needed)*
- *Engagement: event with University Foundation Board of Directors*

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: Legislative Advocacy Plan: 2024 Session

Proposed Committee Action

Information only – no action required.

Background Information

This item is to provide the Board of Trustees with an overview of the Legislative Advocacy Plan for the upcoming 2024 Legislative Session.

Supporting Documentation: N/A

Prepared by: Lauren Mariano, Legislative Affairs Officer

**Florida Polytechnic University
Board of Trustees
November 15, 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. Academic and Student Affairs Committee
 - 1. Approve the M.S. in Electrical and Computer Engineering Program
 - 2. Approve the Florida Industrial and Phosphate Research Institute (FIPR) Annual Report FY23
 - 3. Approve the Advanced Mobility Institute (AMI) Annual Report FY23

- B. Finance and Facilities Committee
 - 1. Approve the Vestcor Residence Hall I – AY25 Student Housing Rates
 - 2. Approve the Main Campus - Parking Lot 5 Project

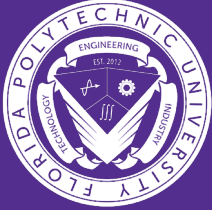
- C. Board of Trustees
 - 1. Approve Board of Trustees meeting minutes from September 27, 2023

Background Information

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

Supporting Documentation: September 27, 2023 Board of Trustees Meeting Minutes

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



Board of Trustees Meeting Minutes

DRAFT MEETING MINUTES

**Wednesday, September 27, 2023
9:15 AM – 12:00 PM**

Florida Polytechnic University Applied Research Center (ARC) and Virtual via Microsoft Teams

I. Call to Order

Chair Cliff Otto called the meeting to order at 9:15 a.m.

II. Roll Call

Kristen Wharton called the roll: Chair Cliff Otto, Vice Chair Beth Kigel, Trustee Ajeet Kaushik, Trustee Melia Rodriguez, Trustee Mark Bostick, Trustee Lyn Stanfield, Trustee Narendra Kini (joined at 11:10 a.m.), Trustee Laine Powell, Trustee David Williams, and Trustee Gary Wendt were present (Quorum).

Trustees not present: N/A

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

III. Public Comment

There were no requests received for public comment.

IV. Chairman's Remarks

Board Chair Cliff Otto thanked Kristen Wharton and Provost Terry Parker for their efforts in organizing the Annual Board/Faculty Breakfast, and for the great attendance and discussion around the tables. Chair Otto then recognized Presidential Search Committee Chair Beth Kigel to provide an update on the presidential search.

Committee Chair Kigel expressed her gratitude for the talented and respected members of the community and the University who enthusiastically agreed to serve on the search committee. Currently, schedules are being coordinated and a timeline created for the search process. Additionally, the University is working to make sure that this timeline aligns with the Board of Governors. Once all this necessary work is completed, an initial meeting will be scheduled, and the search process will officially begin.

V. President's Remarks

President Randy Avent remarked on the progress around campus, including Housing III construction, increased applications, investments in student affairs, and the design of the Gary C. Wendt engineering building.

VI. Board of Trustees Work Plan FY24

Chair Otto reviewed revisions to the Board of Trustees Annual Work Plan, which includes the Board's primary task of selecting the next president of Florida Poly. There were no questions by the Committee on the Work Plan.

A motion was made by Trustee Melia Rodriguez to approve the Board of Trustees Work Plan for FY24. Trustee Lyn Stanfield seconded the motion; a vote was taken, and the motion passed unanimously.

VII. Annual Review and Endorsement of Statement of Free Expression

Chair Otto reminded trustees of the Board of Governors' recommendation that university boards of trustees annually review and endorse the Statement of Free Expression and commit to the principles of civil discourse. This Statement was provided in the Board's materials for their review.

A motion was made by Trustee Beth Kigel to approve the Board of Governors' Statement of Free Expression. Trustee Mark Bostick seconded the motion; a vote was taken, and the motion passed unanimously.

VIII. Consent Agenda

Chair Otto brought forward the consent agenda for trustee approval.

- A. Finance and Facilities Committee
 - 1. Approve the Ellucian Contract
 - 2. Approve the FY24 University Carryforward Spending Plan and Fixed Capital Outlay Budget
 - 3. Approve Naming Opportunity: Barnett Applied Research Center
 - 4. Approve the 2023 Florida Polytechnic University Equity Report
- B. Governance, Audit, and Compliance Committee
 - 1. Approve UAC Risk Assessment & Audit Plan FYE 24
 - 2. Approve UAC Compliance & Ethics Program Plan FYE 24
 - 3. Approve the Performance Based Funding Audit Scope & Objectives 2023 Audit
 - 4. Approve Regulation FPU-3.006 Student Code of Conduct
 - 5. Approve Regulation FPU-8.001 Procurement
 - 6. Approve the Board of Trustees Self-Assessment Survey
 - 7. Approve the President's Annual Review – Trustee Evaluation Instrument
- C. Academic and Student Affairs Committee
 - 1. Approve the Annual Textbook and Instructional Materials Affordability Report
- D. Board of Trustees
 - 1. Approve minutes from August 21, 2023
 - 2. Approve minutes from August 17, 2023

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. Information Technology and Cybersecurity Risks

Mike Dieckmann, Vice President and Chief Information Officer presented the Board with detailed information on risk mitigation related to IT and cybersecurity. He also reviewed how the University has addressed the five areas of security controls found in the IT operational

audit. Trustees inquired about concerns regarding artificial intelligence (AI), costs for cybersecurity staffing and other hard costs, and employee training.

Dieckmann addressed mitigation plans in the Continuity of Operations Plan (COOP) in case of catastrophic emergency. Trustee Powell inquired if cybersecurity training is available for students and parents; Dieckmann responded there is not a training program for students, mostly due to cost. Trustee Powell stated October is national cybersecurity awareness month and recommended a social media campaign to the broader Florida Poly community.

X. Legislative Implementation Update

Melaine Schmiz, Associate General Counsel, provided an update on the progress in addressing the multiple Florida State statutes recently enacted pertaining to higher education. An implementation task force was created to review the legislative mandates and directives and determine compliance. Schmiz reviewed areas where Florida Poly is in compliance as well as the areas that are still in progress or are awaiting further instruction from the BOG.

XI. Faculty Presentation: Degree Program Design and Engagement Sequences

Dr. Matt Bohm, Professor and Director of Industry Engagement and Capstone Projects and Dr. Elisabeth Kames, Assistant Professor, Mechanical Engineering gave a presentation on the University's degree program design and engagement sequences. The "*Design Sequence*," or "*Engagement Sequence*," is being employed across all degree programs and all four undergraduate years to produce more prepared and qualified graduates entering the workforce.

Trustee Lyn Stanfield inquired how the curriculum addresses the development of professionalism in students. Bohm responded that the Career Design course trains students in appropriate email writing and dressing professionally among other skills. Trustee Melia Rodriguez added that as a Teaching Assistant in these classes, she encourages students to rely on upperclassmen as a resource for providing feedback and skills transference.

Trustee Laine Powell asked if teaching online safety skills is part of that curriculum. Bohm replied that students are coached on creating appropriate LinkedIn profiles and taught not to post photos of a company's proprietary projects online.

Vice Chair Beth Kigel referenced use of artificial intelligence (AI) like ChatGPT and the need for students to understand if they are leveraging that, they are putting their information into the public domain. She recommended considering implementing a strong AI policy.

XII. Gary C. Wendt Engineering Building Design Presentation

David Calhoun, AVP, facilities and safety services, introduced members from general contractor Charles Perry (CPPI), and the design team from the DLR Group. The University anticipates breaking ground on this building in spring 2024. After the team presented the design plan, trustees had the opportunity to ask questions.

Trustee Narendra Kini asked if there is a technology consultant to help mitigate a huge expense to re-fit the facility in the future as technology rapidly develops. Calhoun stated the modularity approach of the building design lends itself to future changes. He also mentioned that the Campus Master Plan (CMP) guides Facilities and the ITS team as to how infrastructure is engineered across campus.

Trustee Wendt stated he is pleased with the design of the building.

XIII. Committee Reports

A. Governance, Audit, and Compliance

Committee Chair Mark Bostick reported that the Committee heard both audit and governance updates, reviewed two policies for approval, and discussed the upcoming Board of Trustees self-assessment. The Committee also heard President Avent's overview on current employment practices as well as the results of performance evaluations and annual salaries for evaluated personnel earning \$200,000 or more. Additionally, President Avent presented his accomplishments related to the operational goals of FYE23. All nine of the Committee's action items were approved in today's consent agenda.

B. Academic and Student Affairs

Committee Chair David Williams reported that the Academic and Student Affairs Committee heard reports on the annual Textbook and Instructional Materials Affordability Report, US News and World ranking results, strategic changes within admissions, and the implementation of a 4+1 program which provides seniors with room in their schedule to start their master's degree during their senior year. The Committee's one action item was approved in today's consent agenda.

C. Finance and Facilities

Committee Chair Beth Kigel reported that the Finance and Facilities Committee heard reports on University finances, the FL Poly Student Housing System, information on contracts over \$1M, University Foundation activities, campus construction projects, and the 2023 Florida Equity Report. All of the Committee's action items were approved in today's consent agenda.

XIV. Strategic Plan 2024-2029

President Randy Avent presented the final draft of the 2024-2029 strategic plan. The name of the plan is "Engineering Florida's Future: 2024-2029." He reviewed the elements that will go into the final designed publication as well as the four priorities and corresponding initiatives that comprise the plan. He also reviewed five-year outcome metrics and goals.

Trustee Wendt suggested adding as one of the initiatives enhancing the visibility of the Institution around the state. President Avent stated \$500k is in the budget to build branding this year.

A motion was made by Trustee Lyn Stanfield to approve the Strategic Plan for 2024-2029. Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.

XV. Board of Trustees Meeting Schedule

Chair Otto reminded trustees of the November Board retreat and annual dinner November 15-16, 2023.

XVI. Board of Governors Meeting Schedule

Chair Otto asked trustees to see Kristen Wharton if they plan to attend the Board of Governors' annual trustee summit on November 8, 2023.

XVII. Closing Remarks and Adjournment

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

Respectfully submitted:

Kristen J. Wharton
Corporate Secretary

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: Committee Reports

Proposed Board Action

Actions required for two (2) Governance Committee items, and one (1) Finance and Facilities Committee item.

Background Information

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

1. Academic & Student Affairs Committee
2. Governance, Audit, and Compliance Committee
Actions Required
 - a. Approve the document "*President's Annual Review, July 20221-June 2023, Composite of the Trustees' Evaluations*" as the document reflecting the President's annual evaluation for 2022-23
 - b. Approve President Randy Avent's compensation adjustments as follows:
 - i. Award the President _____% increase to his base salary [3.5% or above]; and
 - ii. Award the President a performance compensation bonus in the amount of _____% of his current annual base salary
3. Finance and Facilities Committee
Action Required
 - a. Approve the naming of the Barnett Applied Research Center

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, Corporate Secretary, University Board of Trustees

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: Presidential Search - Executive Compensation Analysis

Proposed Board Action

Approve Presidential Search Committee Chair Beth Kigel as the Board's designee as referenced in BOG Regulation 1.002(1)(b)1., and that she be given authority to obtain an executive compensation analysis.

Background Information

BOG Regulation 1.002 Presidential Search and Selection provides instruction on the role of the Board of Trustees, the Board of Trustees chair, and the presidential search committee in the selection of a university president.

Section (1)(b)1. states that the board of trustees or its designee: "shall obtain an executive compensation analysis that encompasses all components (salary, benefits, bonuses, and all other forms of remuneration) and that takes into consideration compensation paid to the current president, presidents of peer institutions, as well as other relevant factors (such as market trends, the available qualified pool and relevant competition for candidates), from which the search committee will establish a range of compensation that will be submitted to the board of trustees for approval and use by the board of trustees or its designee in negotiating the employment contract with the final candidate;"

Supporting Documentation: BOG Regulation 1.002 Presidential Search and Selection

Prepared by: Melaine Schmiz, Associate General Counsel

1.002 Presidential Search and Selection

- (1) Pursuant to a delegation of authority from the Board of Governors, each board of trustees is responsible for conducting a search and selecting a candidate to serve as the president of the institution, subject to confirmation of the candidate by the Board of Governors. To ensure that the search process is transparent, robust, and designed to attract highly qualified individuals, each university board of trustees must conduct the search process in accordance with the following criteria:
- (a) The Chair of the board of trustees, in consultation with the Chair of the Board of Governors, shall appoint the members of a search committee comprised of no more than 15 members, one of whom must be a member of the Board of Governors and at least three of whom are members of the board of trustees. Committee members selected to serve on the search committee should consist of individuals from the institution's faculty, the student body, the institution's foundation board, and, if applicable, the institution's financing corporation board. However, none of the individuals selected to serve on the search committee should hold positions that report directly to the president. In addition, the Chair of the board of trustees should consider appointing alumni, donors, and/or members from the community where the institution is located to serve on the search committee. The Chair of the board of trustees will appoint a trustee member of the search committee to serve as chair of the committee.
 - (b) The board of trustees or its designee:
 - 1. shall obtain an executive compensation analysis that encompasses all components (salary, benefits, bonuses, and all other forms of remuneration) and that takes into consideration compensation paid to the current president, presidents of peer institutions, as well as other relevant factors (such as market trends, the available qualified pool and relevant competition for candidates), from which the search committee will establish a range of compensation that will be submitted to the board of trustees for approval and use by the board of trustees or its designee in negotiating the employment contract with the final candidate;
 - 2. may retain the services of an executive search firm/consultant, subject to a competitive procurement process or use of a competitively procured, pre-qualified list, if total compensation will exceed the threshold established in Board Regulation 18.001; and any search firm/consultant that is retained should be familiar, or demonstrate its ability to become familiar, with Florida's Sunshine laws in chapters 119 and 286, Florida Statutes, and the confidentiality requirements in section 1004.098, Florida Statutes, applicable to executive searches; and
 - 3. shall provide a charge to the search committee that outlines the scope of the search, the estimated timeline for the search, and the committee's responsibilities.

- (c) The search committee, assisted by the executive search firm/consultant (if retained) will be responsible for:
1. oversight of a webpage on the institution's website that includes a link to the home page for meetings related to the search and information on the means of providing stakeholder input, which shall be maintained for purposes of transparency;
 2. establishing a calendar of public events for the process as they are planned that takes into account the need to align the timing of the selection process with the estimated timeline specified by the board of trustees to the extent feasible, and meeting dates of the board of trustees, and of the Board of Governors for purposes of the confirmation process;
 3. developing recommended position criteria that are consistent with the institution's mission, strategic plan and aspirational goals, which shall be approved by the board of trustees;
 4. approving a marketing plan, that will be submitted to the board of trustees;
 5. identifying individuals who may apply, be nominated, or recruited, taking into consideration their experience, qualifications and leadership capabilities under the position criteria to produce a pool of qualified applicants;
 6. vetting applicants by, at a minimum, ensuring that available public records and online resources are checked in order to narrow the pool of qualified applicants who will be invited to participate in interviews with the search committee and that the references of candidates to be referred to the board of trustees are thoroughly checked;
 7. determining, under the position criteria, the applicants to be interviewed by the search committee and conducting those first applicant interviews; and
 8. recommending an unranked list of final applicants who are qualified under the position criteria to further the institution's mission, goals and priorities for on-campus meetings or forums with faculty, students, and other stakeholders and for consideration and on-campus interviews by the board of trustees. The search committee is required to submit more than two qualified applicants, selected by a majority vote of the search committee, to the board of trustees for consideration, other than in exceptional circumstances making fulfillment of this requirement infeasible. If more than one candidate is not coming forward, the board of trustees must be notified of the reason and may decline to act.
- (d) The board of trustees or its designee, with the assistance of the executive search firm/consultant (if retained), shall then be responsible for:
1. ensuring that at least a preliminary criminal, financial, education and professional background check is conducted for the final applicants who are recommended by the search committee to interview with the board of

- trustees; ensuring that additional screening of those applicants is conducted by contacting other persons or entities that can provide additional information relevant to the position criteria on the applicant's job performance in his or her current and past positions, an assessment of the applicant's leadership capabilities and management style, ability to work with various stakeholders, and expected effectiveness as an advocate for the institution and the State University System; and ensuring that a background check of the president-elect is finalized prior to recommendation of the president-elect to the Board of Governors for confirmation;
2. holding on-campus meetings with faculty, students, and other stakeholders and conducting final interviews with the board of trustees;
 3. selecting a final qualified candidate under the position criteria as president-elect for recommendation to the Board of Governors for confirmation;
 4. drafting an employment contract covering the financial and key performance terms, to be reviewed by the Board of Governors general counsel prior to execution for compliance with state law, that is consistent with the compensation range approved by the board of trustees, and that is contingent upon confirmation of the candidate by the Board of Governors; and
 5. submitting a written description of the selection process and criteria, the president-elect's qualifications, and a copy of the employment contract to the Board of Governors for consideration in the confirmation process. The president-elect is not eligible to commence employment with the institution or execute the employment contract prior to confirmation by the Board of Governors.
- (2) The Board of Governors' member who serves on the search committee shall be responsible for reporting on the progress of the search and selection process at each regularly scheduled meeting of the Board, and shall serve as a member of any search committee subcommittee established for the purpose of analyzing the appropriate range of compensation for the final candidate. As part of the member's report to the Board, the member will keep the Board informed on matters relating to the range of compensation and other material terms of any proposed employment contract discussed by the search committee or the board of trustees during the search process.
- (3) All persons with access to confidential applicant information protected by section 1004.098, Florida Statutes, shall execute a non-disclosure agreement to ensure confidentiality of the information as required by law. Failure to abide by the requirements of the non-disclosure agreement may subject an individual to civil or criminal penalties under Florida's Sunshine Laws.

- (4) The Chancellor shall brief the president-elect in preparation for the meeting at which the president-elect shall be presented to the Board of Governors for confirmation.
- (5) The president-elect shall personally appear before the Board of Governors at a scheduled meeting for an interview as part of the confirmation process. The Chair of the board of trustees, or designee, will describe the search process and the material terms of the proposed employment contract, and introduce the president-elect to the Board. The president-elect should be prepared to respond to questions related to the institution's mission under its strategic plan, general awareness of institutional and system metrics, and any priorities established by the Board of Governors for the institution.

Authority: Section 7(d), art. IX, Fla. Const.; History: New 06-23-16, Amended 08-31-17, Amended 11-09-22.

**Florida Polytechnic University
Board of Trustees
November 15, 2023**

Subject: Board of Trustees 2024-2025 Meeting Calendar

Proposed Board Action

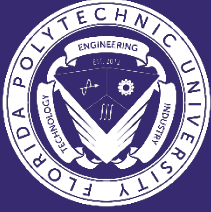
For review only. No action required.

Background Information

The purpose of this agenda item is to review the 2024-2025 Board meeting calendar and make note of upcoming meetings.

Supporting Documentation: Board of Trustees 2024-2025 Meeting Calendar

Prepared by: Kristen Wharton, Corporate Secretary



2024-2025 Meeting Schedule

2024

February

Wednesday, Feb 7: Committee Meetings (*virtual*)
Tuesday, Feb 13: Full Board Meeting (*in-person*)(*student engagement*)

April

Thursday, April 25: Academic & Student Affairs Committee (*to approve Accountability Plan (AP) only*) and brief Full Board Meeting (*to approve AP only*) (*virtual*)

June

Wednesday, May 29: Committee Meetings (*virtual*)
Wednesday, June 5: Full Board Meeting (*in-person*)(*BOT/Foundation Board Event*)

September

Wednesday, Sept 18: Committee Meetings (*virtual*)
Wednesday, Sept 25: Full Board Meeting (*in-person*)(*faculty engagement*)

November ***ANNUAL BOARD RETREAT***

Thursday, Nov 7: Committee Meetings (*virtual*)
Tues/Wed, Nov 19-20: Full Board Meeting & Annual Board Retreat (*in-person*)
(*industry engagement/annual Board dinner*)

2025

February

Wednesday, Feb 5: Committee Meetings (*virtual*)
Wednesday, Feb 12: Full Board Meeting (*in-person*)(*student engagement*)

April

Thursday, April 24: Academic & Student Affairs Committee (*to approve Accountability Plan (AP) only*) and brief Full Board Meeting (*to approve AP only*) (*virtual*)

June

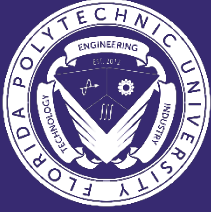
Wednesday, May 28: Committee Meetings (*virtual*)
Wednesday, June 4: Full Board Meeting (*in-person*)(*BOT/Foundation Board Event*)

September

Thursday, Sept 18: Committee Meetings (*virtual*)
Wednesday, Sept 24: Full Board Meeting (*in-person*)(*faculty engagement*)

November ***ANNUAL BOARD RETREAT***

Monday, Nov 10: Committee Meetings (*virtual*)
Tues/Wed, Nov 18-19: Full Board Meeting & Annual Board Retreat (*in-person*)
(*industry engagement/annual Board dinner*)



2024 Meeting Schedule

Florida Board of Governors

2024

January 24-25:	Florida State University, Tallahassee
February 21:	Board of Governors Meeting via Conference Call
March 27-28:	University of North Florida, Jacksonville
May 8:	Board of Governors Meeting via Conference Call
June 25-27:	University of Central Florida, Orlando
September 18-19:	Florida Atlantic University, Boca Raton
October 16:	BOG Committee Workshops, University of West Florida, Pensacola
November 6-7:	Trustee Summit and Board of Governors Meeting Florida International University, Miami