



# Finance & Facilities Committee Meeting Minutes

## DRAFT MEETING MINUTES

**April 25, 2024  
3:00 PM – 3:15 PM**

### **Florida Polytechnic University VIRTUAL VIA MICROSOFT TEAMS**

I. Call to Order

Committee Chair Lyn Stanfield called the Finance and Facilities Committee meeting to order at 3:00 p.m.

II. Roll Call

Kristen Wharton called the roll: Committee Chair Lyn Stanfield, Trustee Ilya Shapiro, Trustee Melia Rodriguez, and Trustee Ajeet Kaushik were present (Quorum).

Committee members not present: Committee Vice-Chair Mark Bostick, Trustee Laine Powell

Other Trustees Present: Board Chair Cliff Otto, Board Vice Chair Beth Kigel, Trustee Sidney Theis, Trustee Dorian Abbot

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

III. Public Comment

There were no requests received for public comment.

IV. Approval of the February 7, 2024, Minutes

**Trustee Melia Rodriguez motioned to approve the Finance and Facilities Committee meeting minutes of February 7, 2024. Trustee Ajeet Kaushik seconded the motion; a vote was taken, and the motion passed unanimously.**

V. Compass Group USA, Inc. (Chartwells) Food Services Contract Amendment No. 7

Dr. Allen Bottorff, Vice President and Chief Financial Officer, stated that the cost of food has risen 4.2% and food service workers' wages and salaries have increased 4.1% over the past year. As a result, Florida Poly's food service provider has proposed an average increase of 5.2% for AY25, which is 2.2% over the standard 3% increase. To keep this increase as low as possible, the University would provide a 50% reduction of the contractually defined utility fee for May, June, and July 2024.

Bottorff also proposed an increase in the minimum meal plan requirement for first-year students residing on campus from the Weekly 10 Plan to the Weekly 14 Plan to align with the baseline metric historically used in cost of attendance reporting.

The amendment also includes a new sales line (sushi sales) and provides the percentage of commission that the University will earn on those sales as a 3% commission on the portion of sales retained by Chartwells.

Finally, the amendment confirms that Chartwells will transition to a cash-less system.

Trustee Melia Rodriguez requested clarification on the increase in minimum meal plan requirements for freshmen, which Bottorff explained in further detail.

**Trustee Ilya Shapiro motioned to recommend to the Board of Trustees approval of Amendment Number Seven to the Food Services Agreement with Compass Group, USA, Inc. (Chartwells). Trustee Melia Rodriguez 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 3:09 p.m.

Respectfully submitted:

Kristen J. Wharton  
Corporate Secretary