

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
MINUTES
One Poly Place
439 S. Florida Avenue, Suite 300
Lakeland, FL 33801
December 19, 2012**

1. Call to Order

Ava Parker called the meeting to order at 12:45 p.m. Chair Rob Gidel, Vice Chair Mark Bostick, Trustee Bill Brown, Trustee Joseph Caruncho, Trustee Sandra Featherman, Trustee Dick Hallion, Trustee Scott Hammack, Trustee Kevin Hyman, Trustee Frank T. Martin, Trustee Bob Stork and Trustee Don Wilson were present (Quorum).

Staff & Others: Ava Parker, John Gray, Tim Campbell, Pete Karamitsanis, and Bryan Mehaffey.

2. Approval of Minutes

Ava Parker advised that the staff will work to have all the minutes caught up and will send them out to the Board member for review.

3. Chief Operating Officer Report

Ava Parker presented her report to the Board and advised that she will be setting up a briefing with each Board member prior to the meetings. She thanked the staff for their work and help in preparation for the Board meeting.

4. Development of Project Overview, Timeline and Deliverables, Interim Chief Operating Officer

Chair Gidel reviewed the timeline and steps for the process of accreditation. He advised in order to reach the proposed timeline the process will need to begin now.

Chair Gidel gave a brief overview of the responsibilities for each of the committees that were created within the Board of Trustees.

Trustee Brown asked Chair Gidel if he wanted the Board members to meet in person every month and would he be fine with people calling into the meeting. Chair Gidel answered that he appreciates everyone's participation whenever they are able to attend. Ava Parker suggested having set dates for the Board meetings and then the committees could meet as frequent as necessary. Chair Gidel agreed. Ava Parker also suggested having a retreat to focus on bigger issues.

Previously the Board of Trustees delegated authority to Chair Gidel to hire an interim Chief Operating Officer. Chair Gidel reviewed the hiring process of the interim COO, Ava Parker and advised that her contract is for two years and her salary is \$275,000 per year. Chair Gidel advised that he and Ava Parker will explore some goals and objectives which would possibly lead to incentive compensation. He advised that Ava Parker is an employee and not a contractor or consultant. The Board of Trustees delegated authority to the Transition Committee to hire an Interim COO, but Chair Gidel would like the Board of Trustees to authorize him to enter into an agreement based upon the terms that were established.

Trustee Featherman made a motion to authorize Chair Gidel to enter into an agreement with Ava Parker as the Interim Chief Operating Officer based upon the terms that were established by the Board of Trustees. Trustee Wilson seconded the motion, and the motion passed unanimously.

5. Overview of STEM Degrees and University Missions in the Florida State University System

Ava L. Parker introduced Dr. R.E. LeMon, Associate Vice Chancellor, Academic and Student Affairs (BOG).

Dr. LeMon was involved in the creation of FGCU and the accreditation of New College. Dr. LeMon reviewed the background and areas of expertise in the universities of the State University System; and advised that it is Florida Poly's responsibility to provide its area of expertise to the BOG. Dr. LeMon advised that the State University System creates a Fact Book each year with the states numbers, so this would be a good book to review for Florida University numbers.

Dr. LeMon reviewed the BOG's 2012-2025 strategic plan. All Florida universities align their strategic plans to match the Florida BOG's strategic plan. Every year there is an accountability report and university work plans. Dr. LeMon explained how the strategic plan was developed and reviewed the BOG's goals. Dr. LeMon noted that seven out of ten students that graduate in the top 10% of their high school do not attend Florida universities; half of these students attend out-of-state universities. Dr. LeMon reviewed degrees that are currently being offered by Florida state universities. He advised that baccalaureate degrees are restricted by law to 120 credit hours; unless there is an exception given by the Florida BOG.

Dr. LeMon recommended using "wrap-around services" which include electronic text books, e-learning, and specialized intrusive counseling. Dr. LeMon went over program options and recommended limiting the amount of initial programs being offered and then later building on those programs.

Trustee Martin asked Dr. LeMon to explain the 4 year versus 6 year graduation completion rate. Dr. LeMon explained that there is a different clientele now but on average students in the state university system take 4.3 years to graduate.

6. Overview of Construction and Campus Planning

Ava Parker advised that the Operations Committee met last week and they have a few items that they would like for the Board to review.

Pete Karamitsanis reviewed the construction plans for Florida Poly. Pete Karamitsanis pointed out ways that construction will meet Southwest Florida Water Management District requirements. Pete Karamitsanis reviewed what is currently under construction, what is necessary to occupy the campus, what facilities will be on the campus, and the timeline of future projects

Trustee Brown brought up some concern with the sizes of some of the classroom and lab space. Pete Karamitsanis advised that the teaching labs can be converted to classrooms and that all of the teaching spaces have been designed to be very flexible. Pete Karamitsanis also advised that there are plans to build other classroom spaces as the school grows. John White also added that in 2007 an educational plan survey was completed to determine how much classroom space was required. The

survey included Polk State College classroom space, so the space for classrooms was limited to 5,000 square feet.

7. Presentation of Amendment to Construction Contract

Pete Karamitsanis gave an overview of the construction management agreement. Pete Karamitsanis advised that Florida Poly construction is on budget. The portion of the site that has been approved is about \$4.7 million which included initial infrastructure work, land redevelopment, preparing three of the lakes for storm water, etc. the initial cost for Phase I is \$31.7 million. The staff is requesting the next installment of \$10,867,000 for Phase I Part 2 to allow construction to continue. Part 2 includes construction of the ponds and liners, the sanitary system, water and fire system, and natural gas system. Pete Karamitsanis advised that Polk County is going to pay \$10 million for construction of the main road that will be paid in three annual installments with the first installment is due this fiscal year.

Trustee Wilson made a motion to approve the next installment of \$10,867,000 for Phase I Part 2 of the construction site. Trustee Hyman seconded the motion, and the motion passed unanimously.

Chair Gidel advised that he is working hard to get information to the Board members regarding funding for the construction of the campus.

8. Committee Reports

Ava Parker requested that the committees limit their reports to only action items.

9. Education Committee Report

A motion was made from the Education Committee to delegate authority to the Education Committee to select an Interim Vice President of Academic Affairs. Trustee Martin seconded the motion, and the motion passed unanimously.

A motion was made from the Education Committee to delegate authority to the Education Committee to select a search firm to search for an Interim Vice President of Academic Affairs. Trustee Hammack seconded the motion, and the motion passed unanimously.

10. Strategic Planning Committee Report

Trustee Martin made a motion that in light of where Florida Poly is in the development of the University to declare an emergency that Florida Poly hire a consultant to assist in the planning. Trustee Wilson seconded the motion and the motion passed unanimously.

Trustee Martin made a motion to delegate authority the Education Committee to retain an educational consultant to assist with the mission planning and business plan work on behalf of the Board of Trustees. Trustee Brown seconded the motion, and the motion passed unanimously.

11. Finance Committee Report

Trustee Hammack made a motion to give Ava Parker, COO a check writing and invoice approval of up to \$100,000 and to give Chair Rob Gidel approval of anything exceeding \$100,000 with no cap. Trustee Hyman seconded the motion, and the motion passed unanimously.

Trustee Hammack made a motion to certify the Florida Poly University Foundation as a direct support organization. Trustee Wilson seconded the motion, and the motion passed unanimously.

12. Next Meeting Dates

Ava Parker will work with everyone's assistants to set up Board meetings for January, February, and March. Chair Gidel would like to add Trustees Wilson and Caruncho to the Education Committee; Trustees Brown and Hyman to the Finance Committee; and Trustees Bostick, Stork, and Hallion to the Operations Committee.

13. Concluding Remarks and Adjournment

Trustee Wilson suggested having a logo and letter head branding designed to help identify Florida Poly. Ava Parker advised that she is currently working on this with Tucker Hall and looking at ways to get people in the community involved in the branding. Trustee Wilson is also concerned about lobbying efforts. Chair Gidel advised that this is a concern of his as well, and he is looking into options.

With no further business to discuss, Trustee Wilson made a motion to adjourn the Board of Trustees meeting. The meeting adjourned at 3:17 p.m.