

BOARD OF TRUSTEES

# Finance & Facilities Committee Meeting Agenda

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

**Florida Polytechnic University  
Virtual via Microsoft Teams**

**Dial in: 1-863-225-2351 | Conference ID: 705 067 666#**

## MEMBERS

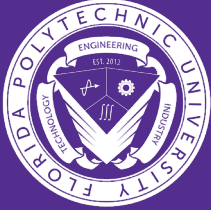
Lyn Stanfield, Chair  
Dr. Laine Powell

Mark Bostick, Vice Chair  
Melia Rodriguez

Dr. Ajeet Kaushik  
Ilya Shapiro

## AGENDA

- |      |   |   |
|------|---|---|
| I.   | Call to Order   | Lyn Stanfield, Chair  |
| II.  | Roll Call   | Kristen Wharton<br>Corporate Secretary                              |
| III. | Public Comment  | Lyn Stanfield   |
| IV.  | <a href="#">Approval of the February 7, 2024, Minutes</a><br><b>*Action Required*</b>                                   | Lyn Stanfield   |
| V.   | <a href="#">Compass Group USA, Inc. (Chartwells) Food Services Contract Amendment No. 7</a><br><b>*Action Required*</b> | Dr. Allen Bottorff<br>Vice President and Chief<br>Financial Officer |
| VI.  | Closing Remarks and Adjournment   | Lyn Stanfield   |



# Finance & Facilities Committee Meeting Minutes

## DRAFT MEETING MINUTES

February 7, 2024  
10:30 AM – 12:00 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 10:30 a.m.

#### II. Roll Call

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

Committee members not present: Committee Vice-Chair Mark Bostick

Other Trustees Present: Board Chair Cliff Otto, Trustee Sidney Theis

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

#### III. Public Comment

There were no requests received for public comment.

#### IV. Approval of the November 6, 2023, Minutes

**Trustee Melia Rodriguez motioned to approve the Finance and Facilities Committee meeting minutes of November 6, 2023. Trustee Ajeet Kaushik seconded the motion; a vote was taken, and the motion passed unanimously.**

#### V. 2022-2024 Finance & Facilities Committee Work Plan Review

Committee Chair Stanfield reviewed the Finance and Facilities Committee Work Plan. There was no discussion on this item.

#### VI. University Finance and Budget

##### A. University FY24 Q2 Financial Update

Dr. Allen Bottorff, Vice President and Chief Financial Officer, presented an update on institutional ratios and the University FY24 Q2 financials which show a 5.6% increase in net position as compared to the same period last year. He reviewed the University's year-over-year (YOY) operating variances, budget-to-actuals, HEERF fund balance, and

education and general (E&G) and capital carryforward balances. There were no questions from the Committee and no further discussion.

## VII. Advancement and Foundation

### A. Advancement and Foundation Update

Kathy Bowman, Vice President of Advancement and Foundation CEO, gave the Advancement and Foundation report. She shared that the Florida Poly Foundation is now operating as a full major gifts program versus an event-based program. Therefore, there is significant growth in philanthropic production.

Bowman reviewed the results of the first Florida Poly Alumni survey, which had 150 respondents. Eighty percent of respondents had "good" to "excellent" reviews of the University. Fifty-four percent are willing to engage with Florida Poly by speaking in classes. Advancement will continue to develop ways to engage alumni throughout the year. Trustee Laine Powell inquired if text-to-giving is an option being considered for alumni. Bowman replied it is under development for use this coming year. Trustee Powell also asked how Advancement is leveraging social media to engage alumni in philanthropy. Bowman stated University Relations manages the University's social media channels; however, Advancement shares about philanthropy during student orientation, specifically teaching students how they can give back to Florida Poly during their early career once they graduate.

The donor retention rate for FY23 YTD is 48.85% and the donor acquisition rate for the same period is 14.6%. The Foundation's net assets are up 49.74% while liabilities are down 27.25%. In YOY variance, revenue is up 72.32%, operating expenses are down 33%, and net assets up 240%. Budget to actual revenue is down 25.18% and total expenses are up 35.44%. Net assets are down 59.62% due to higher audit fees and up-front payments for initial gala expenses.

Bowman finished her update by reviewing the Changemaker Campaign which has raised \$13.9M of \$20M, which is 70% of the goal. The pipeline forecast is \$5.28M and Bowman is confident they will reach the campaign goal. She also discussed the upcoming *Excelerate* Gala and other events.

Bowman stated the University Foundation Board of Directors approved the following naming opportunities at their last meeting. This item now comes before the Board of Trustees for final approval, having been properly and publicly noticed.

**Trustee Laine Powell made a motion to recommend to the Board of Trustees approval of the following naming opportunities approved by the Florida Polytechnic University Foundation Board of Directors on February 2, 2024:**

- **Barnett Applied Research Center – Room 1123 – *Dr. Fatema Rashid Classroom***
- **Barnett Applied Research Center – Room 1142 – *Eva Kazmier Memorial Classroom***

**Trustee Melia Rodriguez seconded the motion; a vote was taken, and the motion passed unanimously.**

Bowman stated the University Foundation Board of Directors approved the appointment and reappointment of two Directors at their last meeting. This item now comes before the Board of Trustees for final approval.

**Trustee Melia Rodriguez made a motion to recommend to the Board of Trustees approval of the following reappointment and appointment to the Florida Polytechnic University Foundation Board of Directors:**

**Reappointment: Ana Wood-Rogers**

**New Appointment: Anthony Adams**

**Trustee Laine Powell seconded the motion; a vote was taken, and the motion passed unanimously.**

VIII. University Facilities Planning, Design, and Construction

A. Campus Construction Update

David Calhoun, AVP Facilities and Safety Services, provided updates on the following construction projects: the Gary C. Wendt Engineering Building, International Flavors and Fragrances (IFF) Citrus Innovation Center, Residence Hall III, Public Safety Campus Operations Center, Parking Lot 5, and the Student Achievement Center (SAC). Calhoun stated the SAC will be constructed as a three-story, 130k sq ft building; he also shared initial conceptual renderings of the SAC.

IX. Closing Remarks and Adjournment

With no further business to discuss the meeting adjourned at 11:18 a.m.

Respectfully submitted:

Kristen J. Wharton  
Corporate Secretary

**Florida Polytechnic University  
Finance and Facilities Committee  
Board of Trustees  
April 25, 2024**

**Subject: Compass Group USA, Inc. (Chartwells) Food Services Contract  
Amendment No. 7**

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**Proposed Committee Action**

Recommend to the Board of Trustees approval of Amendment Number Seven to Food Services Agreement with Compass Group, USA, Inc. (Chartwells).

**Background**

The Food Services Agreement with Chartwells was effective June 1, 2017, and the parties have amended the Agreement several times since. This latest amendment is necessary to address the increases in labor and food costs by adjusting the meal plan prices for the 2024-25 academic year. In addition, this Amendment memorializes minor operational enhancements and additional one-time modifications that have fiscal impacts.

Informational:

Pursuant to the Agreement:

*Rates for meal plans (including the block plans), door entry charges and conference meal charges will increase in each subsequent year by 3%. **However, in the event of extenuating circumstances beyond the control of either Party under which the 3% increase does not adequately compensate for increasing costs (including costs for utilities or repairs and maintenance) or impact on financial results, the Parties shall negotiate in good faith to agree upon an increase of more than 3% and/or change in operating requirements to offset such factors.** Documentation may be requested to demonstrate such factors. Price adjustments will be permitted, if warranted, effective only at the beginning of each academic year. [Emphasis added.]*

Staff met with Chartwells and reviewed documentation showing an increase in costs related to labor and food for 2023-24, as well as comparative analysis to meal plan options and pricing at other schools in Florida. As a result of the information gathered and through negotiations with Chartwells the attached amendment outlines proposed adjustments to meal plan options and rates for the 2024-25 academic year. The rate increases on the meal portion of the plans average 5.2%. Recall from the above, the existing contract allows for increases to meal plan prices at a 3% rate per business case, so the 2.2% increase above that requires Board of Trustee approval. Meal equivalence is introduced for specific plans, and minimum meal plan requirements for first-year students residing on campus is proposed to change to the *Weekly 14 Plan* to align with the baseline metric historically used in cost of attendance reporting.

Further supporting this recommendation, the U.S. Bureau of Labor Statistics (USBLS) Consumer Price Indexes (for the South region) showed an average increase, food only, at 4.2% over last year March 2023 to March 2024. In addition, the USBLS Employment Cost Index for private industry workers' wages and salaries (leisure and hospitality: accommodation and food service industry) increased 4.1% from December 2022 to December 2023.

In our current operational iteration, there are low numbers of students residing on campus during the summer terms. This reality causes hardship for our food services partner in some areas of the contract. One that has been brought forward by them to us, that has a defined financial ramification, is their payment of utility fees to the University during the May, June, and July periods when the food services are under limited summer hour operations. Recognizing that this will be the case for the May, June, and July 2024 period, and to help keep the above meal plan costs down as much as possible, we recommend allowing a one-time 50% reduction in this cost for the three months, in total \$13,164.27. The one-time reduction of these funds will not have a significant impact on the University's facility.

This Amendment also outlines another commissionable sales line (sushi sales) and provides the percentage of commission the University will earn on those sales as a 3% commission on the portion of sales retained by Chartwells stemming from its sushi subcontractor sales.

Last, this Amendment confirms that Chartwells will be transitioning to a cash-less system which aligns with current University operating standards.

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**Supporting Documentation:** Chartwells Agreement Amendment Number Seven

**Prepared by:** Dr. Allen Bottorff, Vice President and Chief Financial Officer, and Kerri Demeri, Director of Auxiliary Enterprises

**AMENDMENT NUMBER SEVEN  
TO FOOD SERVICES AGREEMENT**

This Amendment Number Seven to Food Services Agreement (“Amendment No. 7”) effective July 1, 2024, is between the Florida Polytechnic University Board of Trustees (“University” or “Florida Poly”), a public body corporate, and Compass Group, USA, Inc., by and through its Chartwells division (“Chartwells”) (collectively, Florida Poly and Chartwells are the “Parties”).

**WHEREAS**, The University and Chartwells are parties to a Food Services Agreement effective June 1, 2017 (Food Services Agreement), as previously modified by Amendment Number One, effective October 1, 2017 (Amendment #1), by Amendment Number Two, effective July 1, 2019 (Amendment #2), by Amendment Number Three, effective April 1, 2020, by Amendment Number Four, effective January 28, 2021 (Amendment #4) by Amendment Number Five, effective July 1, 2021 (Amendment #5) and by Amendment Number Six, effective July 1, 2023 (Amendment #6), collectively referred to as the “Agreement;” and,

**WHEREAS**, Florida Poly and Chartwells desire to further amend the Agreement;

**NOW THEREFORE**, in consideration of the promises contained herein, the Parties agree to amend the Agreement as follows:

1) **Rates for 2024-2025.** Section 5, Subsection 3.2 of the Agreement is hereby amended by adding the following language to the end of the subsection:

Effective for the Academic Year 2024-2025, the meal plan program will be revised as follows:

a) Meal Plan Rates. University will pay to Chartwells the rates per student per meal plan as outlined under the “2024-2025 Rates” column below.

		2024-2025 Rates		Dining Dollar Amount		Meal Portion Only Values Less Dining Dollars
7 meals per week	\$	1,710.00	\$	300.00	\$	1,410.00
10 meals per week	\$	2,200.00	\$	400.00	\$	1,800.00
14 meals per week	\$	2,475.00	\$	275.00	\$	2,200.00
All Access Plan	\$	2,950.00	\$	150.00	\$	2,800.00

- b) The roll over portion of meal plans is discontinued. Meal equivalence will be added to meal plans as follows: the Weekly 10 plan at 1 meal per week, the Weekly 14 plan at 3 meals per week, and the All Access plan at 5 meals per week.
- c) The minimum meal plan required for first-year students residing on campus and any default plan is stated in University policy FPU-3.0101P Meal Plans- Residential Meal Plan Requirement, Modifications, and Accommodations.
- d) Two block plans will be offered to University employees only: Block 50 (\$475) and Block 25 (\$250). These block plans do not include declining balance and are valid for Fall and Spring Terms. Both parties agree to review these block plans and make changes as necessary. Such changes will be documented in writing.

**Door Entry Rates.** The Door Rates for Academic Year 2024-2025 are provided in the table below. The door entry rates (non-meal plan) are subject to commissions as provided in the Agreement.

<i>Meal</i>	<i>2023-24</i>	<i>2024-25</i>
<i>Breakfast</i>	<i>\$8.00</i>	<i>\$9.00</i>
<i>Lunch</i>	<i>\$12.20</i>	<i>\$13.00</i>
<i>Dinner</i>	<i>\$12.20</i>	<i>\$13.00</i>
<i>Child</i>	<i>\$6.50</i>	<i>\$3 discount</i>

**Conference and Camps.** The conference and camps rates for Customers holding conferences and camps at the Premises, which are subject to commissions as provided in the Agreement, for Academic Year 2024-2025 are listed in the table below:

<i>Meal</i>	<i>Rate</i>
<i>Per day (overnight) (which includes breakfast*, lunch and dinner)</i>	<i>\$28.00</i>
<i>Breakfast*</i>	<i>\$8.00</i>
<i>Lunch</i>	<i>\$12.00</i>
<i>Dinner</i>	<i>\$12.00</i>

- 2) **Commissions on Sushi Sales.** Section 3.11.5 of the Agreement is hereby amended to add the following to the end of the Section:

Chartwells will pay to the University a 3% commission on the portion of sales retained by



Chartwells stemming from its sushi subcontractor sales..

**3) Transition to Cash-Less System.** Section 3.11.6 of the Agreement is hereby amended by adding the following language to the end of the Section:

To the extent permitted by state or local law, starting August 1, 2024, Chartwells will stop accepting cash as a form of payment at all dining locations.

**4) Maintenance Payments.** Pursuant to Section A.4.K of the Agreement, *Utilities and Maintenance Funds*, Chartwells pays the University a flat monthly amount as indicated in the chart immediately below that section. The University agrees to reduce Chartwells' obligation to pay the Utilities Payment for May 2024, June 2024, and July 2024 to \$4,388.09. This waiver does not extend to any other provision in the Agreement.

**5)** All other provisions of the Agreement remain unchanged.

[Signatures to follow]

Chartwells: COMPASS GROUP, USA, INC.  
by and through its CHARTWELLS Division

University: THE FLORIDA POLYTECHNIC  
UNIVERSITY BOARD OF TRUSTEES

Sign:

Sign:

Print:

Print: Dr. Randy K. Avent

Title:

Title: University President

Date:

Date:

Approved as to form and legality

By: \_\_\_\_\_  
Florida Polytechnic University Attorney

Date: \_\_\_\_\_