

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
STRATEGIC PLANNING COMMITTEE
MEETING MINUTES
Florida Polytechnic University
Admissions Center
4700 Research Way
Lakeland, FL 33805
December 2, 2015 at 10:45 AM**

I. Call to Order and Roll Call

Chair Bob Stork called the meeting to order at 11:24 a.m.

Maggie Mariucci called the roll: Chair Bob Stork, Trustee Tom O'Malley, Trustee Veronica Perez-Herrera, and Trustee Don Wilson were present (Quorum).

Other trustees present: Trustee Mark Bostick, Trustee Frank Martin, Trustee Christina Drake, and Trustee Sandra Featherman were present.

Staff present: President Randy Avent, Gina DeJulio, Tom Hull, Crystal Lauderdale, Maggie Mariucci, Rick Maxey, Mark Mroczkowski, and Elhami Nasr were present.

II. Public Comment

There were no requests received for public comment.

III. Approval of Minutes

Trustee Tom O'Malley made a motion to approve the Strategic Planning Committee meeting minutes of September 9, 2015. Trustee Don Wilson seconded the motion; a vote was taken, and the motion passed unanimously.

IV. Ten-Year University Growth Plan

President Randy Avent presented the Ten-Year University Growth Plan to the committee. The six statutory requirements and their level of progress are:

- STEM Academic Programs – Completed
- Student Enrollment – Making Progress
- Administrative Capability – Completed
- Accreditation – Making Progress
- Discipline Specific Accreditation – Making Progress
- Facilities & Construction – Completed

The primary goals for the University are to reach a student enrollment of 1,244 FTE by December 2016, and achieve regional accreditation for SACS. With a goal of 1,370 students, the University should reach the 1,244 FTE mandate. Once the 1,244 FTE mandate is reached, the plan is to slow the growth process slightly and settle down to around 2,000 students until approximately 2020-2021 and then begin growing the program slowly.

Dr. Randy Avent indicated the strong need for on-campus housing. Based on the Brailsford-Dunlavey model for housing projections, roughly 40% of our enrollment will require on-campus housing beds. When Phase II is completed, there will be approximately 800 on-campus housing beds.

Trustee Sandra Featherman stated Florida Polytechnic's need for on-campus housing may be greater than most universities due to the lack of local off-campus housing nearby. Additionally, Dr. Avent noted our project-based curriculum drives students to live on campus in order to work in the labs, etc.

Dr. Avent also reported the University is trying to contain the growth of staff as compared to the growth of full-time faculty (possible 1:1.2 ratio) which would be lower than any other university in the State University System. One of the things that will allow the University to do this is to have very centralized business processes within the implementation of the Workday application.

Trustee Bob Stork stated the need for a smooth implementation of Workday to have the least negative impact on the University as possible.

Dr. Avent stated that in 2016, the University will reach approximately 100% capacity of educational space. In 2017, maximum capacity will be reached for student space (i.e. study space, etc.). Currently, in 2015, there is only approximately 20% of the space needed for faculty research. Therefore, a great need exists for building an Applied Research Center to capture space for faculty research. The Applied Research Center will also contain space for student research projects.

Dr. Avent also stated that office space is currently at approximately 50% of what the state says the University should have, including the use of office space at Polk State College (Poly South). The University is beginning to look at leasing options for office space. Temporary modular office space is also a possible consideration.

Dr. Avent stated there are only a few remaining vacancies at Poly South. In spring 2016, the plan is to begin moving staff offices out of the IST Building and by fall 2016, all staff will be moved out of the IST building.

Trustee Bob Stork inquired whether there is any way to leverage the space at Poly South in order to assist with the crowding in the IST Building. Dr. Randy Avent noted there is no additional space available at Poly South and no funds available from Polk State; also, Polk State is very supportive of Florida Polytechnic moving out of the space as quickly as possible.

Regarding individual facility space, Dr. Avent reported the facilities needed are (in this order):

- Applied Research Center
- Conference Center
- Administration Building

Dr. Avent presented information regarding the total cost per student. Because Florida Polytechnic is a small STEM university, the cost per student is never going to be cheap. There are 12 matrices in which Florida Polytechnic needs to be competitive and this is probably one area in which the University is not going to be competitive.

V. Master Plan Process and Timeline

Rick Maxey presented the Master Plan process and timeline to the Board of Trustees. There are two main components to the Master Plan: Campus Master Plan (CMP) and the Campus Development Agreement (CDA). The purposes for the Master Plan are:

- Long range facilities planning
- Infrastructure impacts on host communities
- Funding of infrastructure impacts
- Coordination with host communities

Rick Maxey reported the facilities which are needed are:

- Second Student Housing
- Applied Research Center (ARC)
- Student Achievement Center (SAC)
- Conference Center
- Third Student Housing
- Administration Building

The CMP timeline is as follows. This process usually takes approximately 18 months; however, the University would like to be done fall 2016.

- First draft complete – 12/18/15
- BOG Presentation – 1/20/16 (this is not a vote)
- Open House – 2/17/16
- First BOT Public Hearing – 3/16/16 (BOT vote)
- Agencies Review – 6/30/16
- Second BOT Public Hearing and BOT Approval – 9/7/16
- Thirty Day Appeal Period – 10/28/16

The CDA timeline is as follows:

- CDA to Lakeland – 10/28/16
- Agreements with Lakeland – 4/28/17
- First Lakeland Public Hearing – 3/20/17

- Second Lakeland Public Hearing – 4/3/17
- BOT Approval and Execution – 4/11/17
- CDA Sent to Department of Economic Opportunity – 4/18/17

Trustee Frank Martin inquired whether the upgrading of facilities will be included in the Master Plan. Rick Maxey indicated doing so is not a requirement of the Master Plan.

Trustee Sandra Featherman suggested that during negotiations for the CDA, it should be contended that Florida Polytechnic has a reduced traffic pattern and our own police force as compared to USF Lakeland. Gina DeJulio stated there is language in the current CDA to protect the University moving forward.

VI. First Amendment to the Campus Development Agreement

Gina DeJulio presented the first amendment to the Campus Development Agreement. The City of Lakeland and the University of South Florida Lakeland entered into the Campus Development Agreement on December 21, 2007 (CDA). Florida Polytechnic is the successor to USF for this CDA. The CDA will expire December 31, 2015. Therefore, the University has requested an extension of the CDA from the City of Lakeland and the proposed amendment would extend the existing CDA until July 3, 2017. This extension will allow the University time to officially update its Campus Master Plan to better reflect the student population and capital improvement growth in accordance with the process required under Florida Statutes, and will also allow the University and City of Lakeland to take the updated Campus Master Plan into consideration when negotiating an updated CDA.

Trustee Bob Stork inquired if there is has been any indication the City of Lakeland may have a problem with this arrangement. Maggie Mariucci stated the University's relationship with the City of Lakeland is very strong and they were verbally open and receptive. Maggie Mariucci will be attending the City's meeting on December 7, 2015, to address any questions or concerns that may arise.

Trustee Tom O'Malley made a motion to recommend approval of the proposed first amendment to the Campus Development Agreement to the Board of Trustees. Trustee Veronica Perez-Herrera seconded the motion; a vote was taken, and the motion passed unanimously.

With no further business to discuss, the Strategic Planning Committee adjourned at 12:10 p.m.