

DRAFT

**FLORIDA POLYTECHNIC UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES**

**Full Sail University – Business Center – Room # 115
175 University Park Drive
Winter Park, Florida 32792
December 17, 2013**

1. Call to Order

Chair Rob Gidel called the meeting to order at 8:35 a.m. Jackye Maxey called the roll: Chair Rob Gidel, Trustee Bill Brown, Trustee Sandra Featherman, Trustee Hallion, Trustee Kevin Hyman, Trustee Rob MacCuspie, Trustee Frank Martin, Trustee Bob Stork, and Trustee Don Wilson were present (Quorum).

Staff and Consultants: Ava Parker, Dr. Ghazi Darkazalli, Gina DeIulio, Dr. Mary Carpenter, Rick Maxey, John Gray, Jackye Maxey, Maggie Mariucci, Ray Galleno, Crystal Lauderdale, Sean Malott, Brian Birky, and Pete Karamitsanis.

The Board of Trustees and Florida Poly staff members were given a tour of Full Sail University.

Chair Gidel introduced Ed Haddock, Co-Chair/CEO and Garry Jones, President both of Full Sail University. Ed Haddock addressed the Board and said Full Sail was excited for Florida Poly and thrilled to have them on their campus. Garry Jones gave a summary of his history at Full Sail University and ways Full Sail and Florida Poly were similar.

2. Approval of Minutes

The minutes from the October 24, 2013 and November 26, 2013. Board of Trustees meetings were presented for approval. **Trustee Featherman made a motion to approve the minutes with the correction of the location as UCF Medical School on the minutes from October 24, 2013. Trustee Hallion seconded the motion, a vote was taken and the motion passed unanimously.**

3. Chairman's Report

Chair Gidel gave his report to the Board and advised that Florida Poly is headed into the last of the key months of development prior to the University opening.

Chair Gidel advised that at dinner last night he gave an informational update on the search for the president. He encouraged the Board members to contact the presidential search consultant, Bill Funk, if they had any questions, suggestions or comments related to the search.

4. Public Comment

There were no requests received for public comment.

5. Chief Operating Officer's Report

Ava Parker gave her report to the Board and updated them on the status of the Board's goals and objectives.

She advised that Three Rivers was at Florida Poly and would be there for the next three days training staff on the Student Information System Software (SIS). A Technology Committee meeting will be scheduled in January to give an update on the SIS and online classroom technology.

Ava Parker advised that they are currently interviewing candidates for the librarian position.

6. Tribute to the Wright Brother's First Flight

Trustee Hallion presented "Taking the Flight" in honor of the 110th anniversary of the Wright brother's first flight. He discussed the history of the invention of the airplane and the myths of flight.

7. Committee Reports

Finance & Audit Committee.

- a. **Financial Review.** John Gray gave an update on the University's finances and stated that Florida Poly is right on track with the budget. He presented a review of the history of the funding since the University began.
- b. **UF Shared Services Agreement.** Ava Parker advised that Florida Poly has a meeting with UF to begin re-negotiating the agreement for Shared Services.
- c. **Internal Audit.** Ava Parker advised that Florida Poly will be working with an outside firm to perform an internal review to assess the University's internal controls and policies and procedures.
- d. **Financial Statements Audit.** Ava Parker gave an update on the financial statements and advised that they have been submitted to the Auditor General's Office for review.
- e. **Foundation Update.** Maggie Mariucci gave an update on the Florida Polytechnic University Foundation and advised that they have 100% of the Foundation Board members committed for the first campaign for fundraising. She also advised that the Foundation Board is reviewing applications for the Vice President of Advancement. Ava Parker requested that the Foundation Board review the applications and report their findings to her and she will present the findings to the Finance & Audit Committee. Maggie Mariucci advised that Foundation has received its 501(c)(3) status. Chair Gidel requested that the Foundation Board, Poly Vision members and key people be given the University's Business Plan. Ava Parker advised that the Foundation Board will be expanding and requested any recommendations for new directors be sent to Maggie Mariucci.

Operations Committee. Trustee Martin gave an update on the Operations Committee.

- a. **Facility & Equipment Needs.** Trustee Martin gave an update on the facility and equipment needs. He advised that the Operations Committee reviewed different types of buildings and facility needs that would be needed prior to the opening of the University.

Ray Galleno presented an overview of the IST building and reviewed the layout of both floors. He advised there are 12 labs and 24 classrooms in the building and he went over the student capacity for each. There was some discussion on room size and the projected space needed to accommodate students several years after opening. Trustee Featherman suggested having larger lecture halls that could be divided into smaller rooms. There was some discussion on Florida Poly's labs being open and available 24 hours a day. Trustee Wilson asked if there were plans to use any space at Polk State College. Ava Parker advised that there was a plan to use the Lakeland Technology Building and possibly utilize part of the space for administration staff and services.

Ray Galleno went over the need to have a café, bookstore, dining area, mail center, copy center, and other services on the main campus. He presented three building options: (1) a pre-engineered building (9,400sf), (2) a sprung structure (19,000sf), or (3) a sprung structure (10,000sf) to help house some of these areas. There was some discussion on the options. Ray Galleno advised that a sprung building is very durable and can be relocated to a different area of the campus at a later time.

Ray Galleno presented proposed recreational facilities with a recommendation to have a multipurpose field with portable lighting. Trustee Martin suggested having a multipurpose field and then later to expand with more options.

John Gray gave an overview on the funding for the sprung building. He advised there were donations given for a Wellness Center and that upon research from a legal consultant these funds could be used to help with the purchase of the sprung building.

Trustee Martin made a recommendation to go with Option 2 the Sprung Building at 19,000sf that will give flexibility to move and grow with a cost of \$2,949,341. There would be no additional cost for kitchen services as would be with a metal building. The metal building also has very limited space. Trustee Wilson asked if there would be an option to have vendors to help with the cost of the building. Ray Galleno advised this would be possible after the building was established. **Trustee MacCuspie seconded the motion, a vote was taken and the motion passed unanimously.**

Ava Parker advised that Florida Poly has equipment for a full TV studio in storage, so one room in the IST building will be used to setup the equipment to record classes and projects for the students.

Trustee MacCuspie presented an overview on the classroom equipment and long term/short term aspects of the projected equipment plan. There was discussion on the cost of the equipment and the funds available.

- b. **Campus Security.** Trustee Martin advised that security is critical in securing the campus. He also advised that three days prior to the Admission Building opening the University signed a 60 day contract with for temporary campus security. He advised they are in the process of researching options for long term security coverage for the campus. Chair Gidel suggested they look at other universities and organizations to see if they can learn from their experience.
- c. **Campus Construction Report.** Pete Karamitsanis presented a campus construction update and advised that the IST building was on schedule for completion in June 2014. He advised that by February 2014 most of the ring road will be paved.
- d. **Residential Housing.** John Gray presented an update on the residential housing. He advised that they expected documentation from Vestcor this week. He also advised there was an onsite projected date of January 10, 2014 and they were considering a topping out ceremony at the end of February 2014. The count for rooms is now up to 219 bedrooms. Scott Rhodes is working with Vestcor to create a 3D presentation of what the housing will look like in order to present it to potential students.

Academic Affairs Committee. Trustee Featherman gave an update on the Academic Affairs Committee.

- a. **Academic Program Fact Sheets.** Dr. Darkazalli presented an overview of the academic program fact sheets. He advised they have been updated with the recommendations from the Board.

- b. **Regional Accreditation.** Dr. Darkazalli gave an update on the efforts toward applying for regional accreditation. Several staff attended workshops in December.
- c. **Faculty Handbook.** Dr. Darkazalli advised that the proposed Faculty Handbook was prepared with input from the faculty. The faculty handbook was then approved by the Academic Affairs Committee.
- d. **Online Education.** Dr. Darkazalli gave an overview of online education. There was some discussion on online courses versus face-to-face courses and the faculty needed for each. Trustee Wilson asked if they were contemplating offering fully online courses. Dr. Darkazalli advised yes that they were looking into having some of the courses fully online. Trustee Featherman suggested having some of the classes partially online and partially face-to-face. Rick Maxey advised that the best results are achieved with a blended online and face-to-face classroom approach.
- e. **Recruitment/Admissions.** Dr. Darkazalli gave an update on admissions. He advised that there have been 6,000 inquiries, 1,800 applications, 300 students accepted, and 25 students have paid deposits. He advised that there are 400 students/family members signed up to tour the campus. Ava Parker advised that there has been feedback from parents thanking the recruiters for their time and the tours.
- f. **Approval of New Degrees.** Dr. Darkazalli gave an update on the initial program selection and advised that Florida Poly staff followed the BOG guidelines and procedures in drafting the new degree programs. Staff also hired consultant Nate Johnson to review the process and to make sure Florida Poly was meeting guidelines. Ava Parker advised one of the things that Nate Johnson was looking at was the duplication of efforts. Ava Parker asked him about the process. Nate Johnson advised that his office looked at student demand by ongoing enrollment growth and employers that were still interested in graduates in those areas. He advised that there is room for the programs that Florida Poly is offering. He advised that the emphases in the curriculum will be what makes the programs distinctive and appealing to the students. Ava Parker asked Nate Johnson to compare these thoughts to a chart that Mary Carpenter will send him and report this back to the Academic Affairs Committee.

Trustee Featherman made a motion (1) to confirm that the University's policy for degree development and planning is aligned with the Board of Governors Regulation 8.011 (Authorization of New Degree Programs and Other Curricular Offerings) and (2) for the Board to delegate authority to the Academic Affairs Committee to approve the new degree programs. A vote was taken and the motion passed unanimously.

- g. **Faculty Hiring.** Dr. Darkazalli advised that they have hired two more faculty and they are looking to hire another one in the next few days. After the first of the year they will be looking to hire general education faculty. Trustee Featherman asked if there was a budget for faculty salaries. Dr. Darkazalli advised there is a budget and we are within that budget.

Strategic Planning Committee.

- a. **Strategic Plan.** Dr. Darkazalli gave an overview of the results of the strategic planning meeting. The draft for the peer review is expected to be ready by the end of January.
- b. **Approval of the 2012-13 Annual Accountability Report.** Dr. Darkazalli gave an overview of the accountability report for 2012-13 and advised that the report has to be submitted to the Board of Governors for review. The report has been approved by the Strategic Planning Committee and Trustee Stork requested the full Board review and approve the report as well. **Trustee Stork made a motion to approve the Accountability Report for 2012-13. A vote was taken and the motion passed unanimously.**

- c. **Approval of Florida Industrial & Phosphate Research's Annual Report.** Brian Birky presented an overview of FIPR's annual report. **Trustee Stork made a motion to approve the FY 2012-13 Annual Report for the Florida Industrial and Phosphate Research Institute. A vote was taken and the motion passed unanimously.**
- d. **Approval of Legislative Plan.** Rick Maxey gave an update on the legislative plan. He advised that on January 8, 2014 Dr. Featherman will be presenting to the House Education Appropriations Subcommittee to tell Florida Poly's story. He advised over the next 30 days the State University System will be kicking off a program called "Hard Hats for Higher Ed" in order to get construction funding for universities. **Trustee Stork made a motion to approve the FY 2013-14 Legislative Affairs Plan. A vote was taken and the motion passed unanimously.**
- e. **Business Partnership Update.** Sean Malott gave an update and advised that there have been 12 companies that have signed up to partner with Florida Poly. He thanked Harris Corporation and Prolexic, as both signed on as partners.
- f. **Branding.** Crystal Lauderdale gave an update on the status of branding project. She advised that in September 2013 Florida Poly issued an ITN for a vendor to assist with the development of the University's main brand. They received 15 proposals and have chosen Fuse Ideas. The project is expected to be completed by May 2014.
- g. **Marketing.** Crystal Lauderdale advised that they will be launching a new billboard in the first quarter of 2014. She gave an update on the social media and ads for Florida Poly. She advised that 684 have registered for the Poly Preview, 250 of those are students.
- h. **Business Plan.** Ava Parker advised that the development of the business plan was a joint effort with the Board and staff. Rick Maxey advised that this plan identifies what Florida Poly products are and why this University is important to the State of Florida. Trustee Wilson suggested binding copies of this business plan and sending them to our stake holders, the Board of Governors, and the legislature so they have hard copies in hand. Chair Gidel agreed. **Trustee Stork made a motion to approve the Business Plan. A vote was taken and the motion passed unanimously.**

8. Consent Agenda

Chair Gidel requested a motion for approval of the consent agenda items: FPU-1.004 Non-Discrimination/Equal Opportunity, FPU-3.006 Student Code of Conduct, C. FPU-5.001 Academic Freedom and Responsibility, FPU-8.003 Authority to Debar or Suspend Vendors, FPU-8.005 Real Property Leasing, FPU-8.006 Leasing, FPU-8.007 Competitive Process for Leasing Land and Facilities, and the Academic Calendars 2014-15 and 2015-16.

Trustee Featherman made a motion to approve the consent agenda items. Trustee Hallion seconded the motion, a vote was taken and the motion passed unanimously.

9. Closing Remarks & Adjournment

With no further business to discuss **Trustee Stork made a motion to adjourn the Board of Trustees meeting. Trustee Wilson seconded the motion, a vote was taken and the motion passed unanimously.** The Board of Trustees meeting adjourned at 2:45 p.m.