



August 27, 2021

Approved November 5, 2021

8:30 AM

VIRTUAL MEETING

I. Call to Order

Foundation Board Chair, Alice Hunt, called the meeting of the Florida Polytechnic University Foundation Board of Directors to order at 8:30 AM.

II. Roll Call

Kim Kennedy called the roll: Chair, Alice Hunt; Vice-Chair, Jack Harrell, Cindy Alexander, Todd Baylis, Ford Heacock, Travis Hills, Joshua McCoy, Ryan Perez, Dr. Muhammad Rashid, Lauren Schwenk, Hailey Skoglund, Donna Slyster, Vic Story, Seretha Tinsley, Michael Tschanz and Ryan Whitemore were present (Quorum). Kathy Bowman, Foundation CEO, and Larry Locke, Foundation COO, were also present.

University staff present: Dr. Randy Avent, University President; Cherie Bryant, Director of Donor Relations and Stewardship; David Calhoun, Assistant Vice President of Facilities and Safety Services; Joel Helm, Sr. Director of Development – Major Gifts; Kim Kennedy, Executive Assistant to the Foundation CEO; Jake Morrow, Director of Annual Giving Programs and Alumni Relations; Melaine Schmiz, Associate General Counsel; and Lidia Vigil, Director of Corporate and Foundation Relations.

Guest attendees: Scott Lowke, Principal, Financial Advisor, CapTrust

III. Public Comment

Kim Kennedy stated there were no requests for public comment received.

IV. Student Presentation

Ahna Cecil, Presidential Ambassador and Student Associate with the Advancement Division, addressed the Board. She is studying Data Science with an anticipated graduation of XXXX. She credited studying at Florida Poly and involvement with the Presidential Ambassador Program for strong personal growth, friendships and much more.

V. Approval of Minutes

Jack Harrell motioned to approve the minutes of the Florida Polytechnic University Foundation Board of Directors meeting held April 23, 2021 as presented. Jack Harrell seconded the motion; a vote was taken, and the motion was unanimously approved.

VI. Committee Reports

A. Audit Committee

Ford Heacock, Audit Committee Chair, reported the Committee met August 13, 2021, at which time the minutes of the meeting held April 6, 2021 were unanimously approved.

Additionally, Larry Locke presented the FY22 audit procedure timeline.

This concluded the report of the Audit Committee.

B. Finance Committee

Cindy Alexander, Finance Committee Chair, reported the Committee met August 13, 2021, at which time the minutes of the meeting held April 21, 2021 were unanimously approved. Additionally, the Committee received the Foundation's FY21 year-end review will be presented later in this meeting.

Also presented was an update from CAPTrust as well as information relative to the up-coming Board of Governors mandates pertaining to Director Support Organizations

Kathy Bowman also provided a CEO update which will be presented later in this meeting.

This concluded the Finance Committee report.

C. Nomination Committee

Jack Harrell, Nomination Committee Chair, reported the Committee met August 24, 2021, at which time the minutes of the meeting held April 13, 2021 were unanimously approved.

Additionally, the names of Justin Hollis and Cady Johnson were unanimously approved by the Committee as nominees and now come before the full Board for approval. If approved, their names will then be presented to the University's Board of Trustees for final confirmation during its next scheduled meeting.

Jack returned the floor to Chair Hunt to conduct the necessary approval votes.

1. Approval of Director Nominees

a. Justin Hollis

Chair Hunt stated per the recommendation and approval of the Nomination Committee, she would hear a motion to approve Justin Hollis as a member of the Florida Polytechnic University Foundation Board of Directors.

Ford Heacock motioned to approve the appointment of Justin Hollis to the Florida Polytechnic University Foundation Board of Directors and move his name to the University's Board of Trustees for final confirmation at its next scheduled meeting. Vic Story seconded the motion; a vote was taken, and the motion was unanimously approved.

b. Cady Johnson

Chair Hunt stated per the recommendation and approval of the Nomination Committee, she would hear a motion to approve Cady Johnson as a member of the Florida Polytechnic University Foundation Board of Directors.

Donna Slyster motioned to approve the appointment of Cady Johnson to the Florida Polytechnic University Foundation Board of Directors and move her

name to the University's Board of Trustees for final confirmation at its next scheduled meeting. Ford Heacock seconded the motion; a vote was taken, and the motion was unanimously approved.

2. Approval of Director Reappointments

a. Travis Hills

Chair Hunt stated per the recommendation and approval of the Nomination Committee, she would hear a motion to approve the reappointment of Travis Hills to the Florida Polytechnic University Foundation Board of Directors.

Donna Slyster motioned to approve the reappointment of Travis Hills to the Florida Polytechnic University Foundation Board of Directors and move his name to the University's Board of Trustees for final confirmation at its next scheduled meeting. Todd Baylis seconded the motion; a vote was taken, and the motion was unanimously approved.

b. Ryan Perez

Chair Hunt stated per the recommendation and approval of the Nomination Committee, she would hear a motion to approve the reappointment of Ryan Perez to the Florida Polytechnic University Foundation Board of Directors.

Todd Baylis motioned to approve the reappointment of Ryan Perez to the Florida Polytechnic University Foundation Board of Directors and move his name to the University's Board of Trustees for final confirmation at its next scheduled meeting. Hailey Skoglund seconded the motion; a vote was taken, and the motion was unanimously approved.

This concluded the Nomination Committee report.

D. Policy and Governance Committee

In the absence of Policy and Governance Committee Chair, Blake Paul, Chair Hunt reported the Policy and Governance Committee met August 25, 2021, at which time the minutes of the meeting held April 13, 2021 were unanimously approved.

Additionally, the Committee unanimously agreed to recommend the Board consider establishing an Alumni Association as a Standing Committee of the Florida Polytechnic University Foundation Board and provide direction to staff to create the necessary Bylaw amendments to allow for the creation of Standing Committees in general.

Kathy Bowman provided further explanation relative to best practices for placing the Alumni Association under the governance of a Foundation committee. She also stated the Bylaws do not currently address the creation of a new Standing Committee. Therefore, related amendments and additions would be necessary. Director Travis Hills stated this would provide structure not currently existing.

Jack Harrell motioned to allow the Policy and Governance Committee with the assistance of staff to move forward with the Bylaw amendments required in order to create a new Standing

Committee, which, in turn, will allow for the creation of an Alumni Association Committee. Ryan Perez seconded the motion; a vote was taken, and the motion was unanimously approved.

This concluded the Policy and Governance Committee report.

VII. **Consent Agenda**

The sole item on the Consent Agenda was the approval of endowment distribution. This item went before the Finance Committee on April 21, 201 and was unanimously approved. In turn, it should have gone before the full Board for approval during its April meeting; however, it was inadvertently overlooked.

Chair Hunt asked if anyone wished to remove this item from the Consent Agenda. Hearing none, she entertained a motion to approve the Consent Agenda.

Ford Heacock motioned to approve the Consent Agenda. Jack Harrell seconded the motion; a vote was taken, and the motion was unanimously approved.

VIII. **Presentations and Updates**

A. President's Remarks

The University President, Randy K. Avent, provided an update to the Board. He reported on the following topics:

1. Admissions
2. New Programs
3. Rankings
4. COVID-19 Update
5. Retention
6. Research
7. Funding
8. Faculty Hiring
9. MOU with Florida Southern College

B. Foundation Board Chair Remarks

Alice Hunt welcomed Adrian Muhammad, Michael Tschanz and Ryan Whittemore as new Directors to the Florida Polytechnic University Foundation Board. She is hopeful an in-person meeting will be possible in November with the Board Retreat to occur as part of the February 2022 meeting.

C. Foundation CEO Remarks

Kathy Bowman, Foundation CEO, presented information regarding the following to the Board:

1. New Foundation Website – Launching in September
2. Annual Report – Publishing in September
3. Staffing Updates
 - a. Promotions
 - b. New Hire
4. Net Production Report
5. Key Metrics Report

6. Alumni Update – 82% reside in Florida
7. Corporate Impact Network – launched in July.
8. Campaign Pre-planning Phase
9. Building Tradition On Campus
10. Campaign Planning

D. Foundation COO Remarks

Larry Locke, Foundation COO, presented the following reports:

1. FY21 Budget to Actual Summary
2. FY21 YOY Summary
3. FY21 Financial Position – YOY Summary
4. FY21-23 Budgets and Projections

E. Facilities Update

David Calhoun, Assistant Vice President of Facilities and Safety Services, presented the following information to the Board:

1. Role of Campus Master Plan
 - a. State Government
 - b. State University System
 - c. Host Local Government(s)
2. Future Campus Needs
3. Campus Master Plan Overview
 - a. Complete the Applied Research Center
 - b. Build FIPR facility
 - c. Build Industry Research Center
 - d. Build academic building (mid to late 20's)
 - e. Build student housing with the University designing and managing the facility

IX. **Introduction of Associate General Counsel**

Chair Hunt introduced Associate General Counsel, Melaine Schmiz, who will be providing legal guidance to the Foundation.

X. **Sunshine Law**

Melaine Schmiz provided an overview of Florida Sunshine Law for the Board which included:

1. Applicability
2. Requirements
3. Public Notice
4. Public Participation
5. Minutes
6. Voting
7. Exemptions
8. Violations

XI. **Future Events and Meeting Dates**

Alice state previously scheduled on-campus events have been put on hold due to the current rise in COVID-19 cases. It is hopeful events can be scheduled for later in 2021 or the first part of 2022.

XII. **Closing Remarks and Adjournment**

Larry Locke stated the Florida Board of Governors is currently looking into donations to Direct Support Organizations (DSOs) with potential foreign influence. Updates to related policies/procedures are anticipated. Additionally, attention is being paid to procedures for DSO's and adherence to such.

With no further business to discuss, the meeting of the Florida Polytechnic University Foundation Board of Directors adjourned at 9:47 AM.