



DRAFT MEETING MINUTES

February 4, 2022

9:15 AM

I. Call to Order

Foundation Board Chair, Alice Hunt, called the meeting of the Florida Polytechnic University Foundation Board of Directors to order at 9:16 AM.

II. Roll Call

Kim Kennedy called the roll: Chair, Alice Hunt, Vice Chair, Jack Harrell, Cindy Alexander, Phillipa Greenberg, Ford Heacock, Travis Hills, Justin Hollis, Cady Johnson, Joshua McCoy, Dr. Muhammad Rashid, Loretta Sanders, Lauren Schwenk, Donna Slyster, Michael Tschanz and Ryan Whittemore were present (Quorum). Foundation CEO, Kathy Bowman and COO, Larry Locke, were also present.

University staff present were: Randy K. Avent, University President; David Calhoun, Assistant VP of Facilities and Safety Services; Joel Helm, Sr. Director of Major Gifts; Kim Kennedy, Executive Assistant to the CEO; Jake Morrow, Director of Annual Giving Programs and Alumni Relations; Paula Reed, Director of Corporate and Foundation Relations; Melaine Schmitz, Associate General Counsel; Kristen Spiker-Brenneman, Manager of Prospect Research and Events and Lidia Vigil, Director of Corporate and Foundation Relations.

Guests present were: Dr. Shahram Taj; Bo Rice, Principal Director, CCS; Abby Grady, Sr. Director, CCS; and students Maria Valencia and Conner Gentry.

III. Public Comment

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

IV. Approval of Minutes

Loretta Sanders motioned to approve the minutes of the Florida Polytechnic University Foundation Board of Directors held November 5, 2021 as presented. Jack Harrell seconded the motion; a vote was taken, and the motion was unanimously approved.

V. Committee Reports

A. Audit Committee

Committee Chair, Ford Heacock, reported the Florida Polytechnic University Foundation Audit Committee met on January 18, 2022, at which time the minutes of the Audit Committee meeting held on October 19, 2021 were unanimously approved.

He also stated the Committee reviewed its Work Plan.

Additionally, Larry Locke provided an update on the CY2020 Form 990, as well as a FY21 audit update. Larry also presented an update regarding the CROWE procedural audit.

This concluded the Audit Committee report.

B. Finance Committee

Finance Committee Chair, Cindy Alexander, reported the Florida Polytechnic University Foundation Finance Committee met on January 8, 2022, at which time the minutes of the Finance Committee meeting held on October 19, 2021 were unanimously approved.

She also stated the Committee reviewed its Work Plan.

Larry Locke presented the Foundation's second quarter financials and an update on the CROWE procedural audit.

Scott Lowke, Principal Financial Advisor with CAPTRUST, presented a detailed overview of the Foundation's investment portfolio.

Lastly, CEO Bowman provided information regarding the inaugural Giving Day, Women in STEM Awards Luncheon and the giving campaign.

This concluded the Finance Committee report.

C. Nomination Committee

Committee Chair, Jack Harrell, reported the Florida Polytechnic University Foundation Nomination Committee met on January 25, 2022, at which time the minutes of the meeting held on October 26, 2021 were unanimously approved.

He also stated the Committee reviewed its Work Plan.

Lastly, the Committee unanimously approved the candidacy of Ana Wood for the Florida Polytechnic University Foundation Board of Directors and reported her name will come before the Board for approval later in the meeting as part of the Consent Agenda.

This concluded the Nomination Committee report.

D. Policy and Governance Committee

There was no Policy and Governance Committee report given.

E. Alumni Leadership Committee

Board Chair, Alice Hunt, appointed Travis Hills as the Chair of the newly established Alumni Leadership Committee. She then turned the meeting over to Travis to state the Committee members:

- Vice Chair, Saivamsi Hanumanthu
- Nico Aimino
- Jestin Cherian
- Steven Chisolm
- Theresta Desir
- Jose Placeres
- Phelippe Souza-Herod
- Bryan Urias

Travis Hills provided an overview of the Committee's focus:

- Defining its Voice
- Establishing Value
- Engaging the community using social media

This concluded the report of the Alumni Leadership Committee.

VI. **Consent Agenda**

Chair Hunt stated the sole item on the Consent Agenda is the approval of the candidacy of Ana Wood to the Florida Polytechnic University Foundation Board of Directors. This item went before the Nomination Committee on January 25, 2022 and was unanimously approved. She asked if anyone wished to remove this item from the Consent Agenda. Hearing none, the Chair stated she would hear 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.

VII. **Campus Master Plan Update**

David Calhoun, Assistant VP of Facilities and Safety Service, provided an update of the Campus Master Plan. This included:

- Campus Master Plan and future campus improvements seek approval from the following:
 - State Government
 - Host Local Government(s)
 - State University System
- Future Campus Needs
 - Build FIPR facility or the new Engineering Building
 - Expansion of an industry research center
 - A new academic building in the future
 - Important need for student housing with the University designing and managing the facility
- Applied Research Center Update
 - Project budget \$48.6M
 - Funded to Date
 - PECO funding - \$21.9M
 - Carryforward funding - \$26.7M
 - Estimated Completion
 - Under Contract – March 2022
 - Building Size
 - New NAS (66,861) vs. (60,786)
 - New GSF (96,600) vs. (85,100)
 - ARC Program
 - Medium and large classrooms
 - Faculty offices geared to support research
 - Research lab centrally located
 - Central common area similar to IST

VII. Presentations and Updates

A. President's Remarks

University President, Randy K. Avent, spoke to the Board on the following topics:

- Admissions/Applications
- Student Affairs
 - ❖ Academic Review Board
 - ❖ Addition of new clubs
 - ❖ Growing Master's-level degree programs – two new programs
 - ❖ Need for new dorms – currently working on ITN
 - ✚ Feasibility study on-going
- Faculty/Staff Hiring
- International Flavors and Fragrances
- Construction on campus over the next few years
- Leadership Program

B. Foundation Board Chair Remarks

Chair Hunt thanked the Directors for their attendance and encouraged them to promote the University when out in the community.

C. Foundation CEO Remarks

Kathy Bowman, Foundation CEO, spoke to the Board regarding the following:

- Quarterly Updates
 - ❖ Stewardship
 - ❖ Alumni Engagement
 - ❖ Corporate Impact Network
 - ✚ KnowBe4 at Florida Poly
 - ✚ Inaugural Impact Summit & Presidential Speaker Series
 - ✚ Saddle Creek Day on campus
 - ❖ Giving Day
- Foundation Updates
 - ❖ Completed FY21 Audit
 - ❖ Filed IRS Form 990 for calendar year 2020
 - ❖ Created and modified procedures for the Foundation in alignment with our policies
 - ❖ CROWE audit of State University DSO's
- Fundraising Update
 - ❖ Updates on metrics including email/meetings/phone calls
 - ❖ ~\$1.5M Revenue YTD
 - ❖ ~\$2.5M Pledges YTD
- Net Production
 - ❖ Ahead of projection for the year
- Advancement Updates
 - ❖ February 15 – Innovation Speaker Series – Adrian Muhammad
 - ❖ February 17 – Synapse Summit – Tampa
 - ❖ February 23 – Disney Day on Campus – Corporate Impact Network
 - ❖ March 7-9 – IEEE Conference
 - ❖ March 10 – Women in STEM Awards Ceremony – Lone Palm Golf Club

- ❖ March 14 – Florida Poly Giving Day
- ❖ April 1819 – eMerge Americas Conference – Miami
- ❖ April 27 – Florida Poly Capstone Showcase – Applied Research Center
- ❖ May 6 – Alumni Social (New Alumni Welcome Party) – TBD
- ❖ May 8 – Commencement
- ❖ June 7 – Applied Research Center Ribbon Cutting (possibly rescheduled)

Kathy introduced Robert (Bo) Rice, Principal Director, and Abby Grady, Sr. Director, with CCS Consulting to provide information regarding the first ever Florida Poly giving campaign. The following information was presented:

- Executive Overview
- Recommendations
- Further Plan and Implement a \$25,000,000 Campaign
- Develop an Urgent Case Aligned with Mission and Impact
- Engage Volunteer Leaders to Help Drive Campaign Success
- Prioritize Pipeline Development
- Expand Philanthropic Awareness
- Prepare a Planned Giving Strategy
- Implement 30-Month “Sprint” Campaign Timetable
- Continue Campaign Readiness Phase

D. COO Financial Report

Larry Locke, Foundation COO, presented the following to the Board:

- 2nd Quarter Statement of Activities – Budget to Actual
- 2nd Quarter Statement of Activities – Year over Year
- 2nd Quarter Statement of Financial Position – Year of Year

E. Florida Poly Student Spotlight

Maria Valencia, Florida Poly freshman, data science major and Women in STEM scholarship recipient, addressed the Board. Conner Gentry, Florida Poly freshman, electrical engineering major and Saddle Creek Logistics Services scholarship recipient also addressed the Board. Each spoke to their excitement to be at Florida Poly and gratitude for their scholarship which allowed them to attend.

F. Faculty Presentation

Dr. Shahram Taj, Ph.D., addressed the Board regarding the following:

- Personal bio
- Data Science and Business Analytics (DSBA)
- Mission and Vision
- Strategic Priorities
- DSBA Faculty
- Some DSBA Research Areas
- Research Collaborations Beyond Borders
- DSBA in the News
- DSBA Students, Internships, REUs and job offers
- Sample Job Titles with a DSBA degree

VII. **Closing Remarks and Adjournment**

With no further business to discuss the meeting of the Florida Polytechnic University Foundation Board of Directors adjourned at 12:37 PM. Some Directors participated in a hard hat tour of the Applied Research Center at the conclusion of the meeting.

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